

2018 Arts and Culture Grants

Programming & Project Assistance

Application Form

Special Projects – New Initiatives – Events in Development

Grants up to \$7,500

Programming & Project Assistance Grants for 'Special Projects, New Initiatives and Events in Development' provide financial support for a wide range of creative, artistic and cultural initiatives:

- that demonstrate a type or a level of arts and cultural experience not otherwise generally available in North Vancouver
- that present new, emerging or innovative creative practices
- that are inclusive of diverse traditions and cross-cultural practices
- that directly engage the creativity of the community, or
- that involve creative collaborations or multi-organizational practices

GENERAL INFORMATION

1. Applicant Organization

NAME OF ORGANIZATION

MAILING ADDRESS

CITY

PROVINCE

POST CODE

BC

2. Primary Contact (*person completing application*)

NAME

TITLE WITH ORGANIZATION

E-MAIL

PHONE (1)

PHONE (2)

3. Eligibility Check

To be eligible to receive a Programming & Project Assistance Grant for 'Special Projects, New Initiatives and Events in Development' applicants **must** have an arts-primary mandate:

Eligible applicant categories are listed below:

PLEASE CHECK ANY THAT APPLY TO YOU:

- A. a non-profit organization, registered under the new BC Society Act
- B. a recognized arts groups with an equivalent (e.g. out-of-province) non-profit designation
- C. a recognized charity, granted charitable status by the Canada Revenue Agency
- D. a recently-formed arts group or collective not yet incorporated as a non-profit society
- E. an arts group or collective, partnering with an eligible non-profit society for the purposes of this grant application
- F. a group or collective working in an area of emerging artistic or cultural practice, including with youth or with diverse communities

If you checked A, B or C (above), ...

PROVIDE YOUR OFFICIAL SOCIETY OR CHARITY NAME, ESPECIALLY IF DIFFERENT FROM THE NAME PROVIDED ON PAGE 1

YOUR SOCIETY NUMBER

AND/OR YOUR CHARITY NUMBER

IS YOUR ORGANIZATION CURRENTLY IN GOOD STANDING?

YES

NO

IF YES, PLEASE PROVIDE PROOF OF GOOD STANDING

ATTACHED

If you checked D (above), ...

WHEN DO YOU EXPECT TO APPLY FOR NON-PROFIT STATUS?

If you checked E (above), ...

PLEASE IDENTIFY THE ELIGIBLE NON-PROFIT WITH WHOM YOU ARE PARTNERING FOR THE PURPOSE OF THIS GRANT APPLICATION

4. Applicant Profile

If you are a returning client with an established grant history (i.e. five years or longer), **and** you submitted a grant request last year, your 'Applicant Profile' will be kept on file for up to a maximum of three years.

PLEASE CHECK BELOW TO INDICATE ...

- that you have submitted a new 'Applicant Profile' with this application*
- that you have an 'Applicant Profile' on file*

It is the responsibility of the applicant to keep their 'Applicant Profile' updated as the organization changes over time.

ARTISTIC IMPACT

Policy identifies four areas of evaluation that speak to **'artistic impact'**:

- *Artistic Merit*
- *Creativity and Innovation*
- *Uniqueness of Program*
- *Value of Intended Outcomes*

5. Program Outline

NAME OF THE PROGRAM, PROJECT OR INITIATIVE FOR WHICH FUNDING IS SOUGHT

PROPOSED DATES

FROM:

TO:

LOCATION(S)

PROVIDE A BRIEF DESCRIPTION OF THE PROGRAM, PROJECT OR INITIATIVE FOR WHICH FUNDING IS SOUGHT. DESCRIBE WHAT THE ACTIVITY ENTAILS.

WHERE POSSIBLE, IDENTIFY KEY ARTISTS, CURATORS, EDUCATORS OR PERFORMERS WHO WILL DELIVER THE PROPOSED PROGRAM, PROJECT OR INITIATIVE. (200 WORDS)

6. Identifying Goals / Measuring Success

IDENTIFY YOUR KEY ARTISTIC GOALS & OBJECTIVES FOR THIS PROJECT. DESCRIBE THE INTENDED OUTCOMES.

HOW WILL YOU KNOW THAT YOU HAVE ACHIEVED THESE GOALS? (150 WORDS)

7. Artistic Innovation

TO WHAT EXTENT IS THE PROPOSED PROGRAM DISTINCT OR INNOVATIVE OR NEW IN THE CONTEXT OF OTHER OFFERINGS AVAILABLE ON THE NORTH SHORE?

NOT
AT ALL

NOT
SIGNIFICANTLY

SOMEWHAT
DIFFERENT

FAIRLY
DISTINCT

TOTALLY
UNIQUE

WHAT IS IT THAT IS DIFFERENT, INNOVATIVE OR NEW ABOUT YOUR PROGRAM? (100 WORDS)

8. Support Materials – Artistic Impact

Attach the following support materials where appropriate and/or if available:

resumes or descriptive 'bios' for artists and other creative talent

photos* from previous year's activities

- MINIMUM OF 10, MAXIMUM OF 15
- SUBMIT AS PRINT QUALITY .JPG FILES – NO .PDF PAGES OR SLIDESHOWS
- INCLUDE IN ELECTRONIC SUBMISSION – NO PRINTED COPIES

any collateral materials used in previous year(s)

- PROGRAM DESCRIPTION – INSTRUCTIONS TO PARTICIPANTS – BROCHURES

video and/or audio files

- SUBMIT A LIST OF ACTIVE LINKS TO YOUTUBE, VIMEO OR OTHER WEB VIDEO SITES

audience surveys

copies of testimonials or letters of support

** NVRC reserves the right to use any photos submitted for reporting and non-commercial promotional purposes – i.e. in staff reports and presentations, on the website or as part of materials that promote the programs and work of the NVRC. Please secure any necessary releases or permissions prior to submitting photos as part of this application.*

COMMUNITY BENEFIT & IMPACT

Policy identifies four sets of criteria that speak to **'community benefit and impact'**:

- *Demonstrated Need*
- *Level of Service*
- *Level of Volunteer Involvement*
- *Evidence of Community Partners & Support*

9. Participation Metrics

TOTAL NUMBER OF PEOPLE YOU EXPECT TO ATTEND YOUR ACTIVITY OR PARTICIPATE IN YOUR PROGRAM

TOTAL NUMBER OF PEOPLE THAT ATTENDED YOUR ACTIVITY OR PARTICIPATED IN YOUR PROGRAM IN PREVIOUS YEARS, IF APPLICABLE

2017

2016

2015

TOTAL HOURS OF PROGRAMMING PROPOSED AS PART OF THIS APPLICATION

TOTAL HOURS OF PROGRAMMING IN PREVIOUS YEARS, IF APPLICABLE

2017

2016

2015

The value of participation is not measured simply by the numbers of people in attendance, but by the quality of participation or depth of impact that the program offers to those who take part.

DESCRIBE THE IMPACT ON PARTICIPANTS OF THEIR ATTENDANCE AT OR INVOLVEMENT IN YOUR PROGRAM. (125 WORDS)

10. Access and Inclusion

Are you taking steps to ensure that your program is accessible &/or inclusive with respect to ...

PEOPLE WITH PHYSICAL DISABILITIES?

YES NO

ADULTS &/OR CHILDREN WITH DEVELOPMENTAL DISABILITIES?

YES NO

MEMBERS OF THE LGBTQ COMMUNITY?

YES NO

(LOCAL) FIRST NATIONS &/OR URBAN INDIGINOUS PEOPLE?	YES <input type="radio"/>	NO <input type="radio"/>
PEOPLE FROM ETHNIC AND CULTURAL MINORITIES?	YES <input type="radio"/>	NO <input type="radio"/>
LOW-INCOME PEOPLE & FAMILIES?	YES <input type="radio"/>	NO <input type="radio"/>
OTHER UNDERSERVED POPULATIONS IN THE COMMUNITY?	YES <input type="radio"/>	NO <input type="radio"/>

PLEASE SPECIFY

FOR EACH TIME YOU SELECTED 'YES' ABOVE, DESCRIBE HOW YOU ARE WORKING WITH THE IDENTIFIED POPULATION(S) TO IDENTIFY AND REMOVE BARRIERS IMPACTING THEIR PARTICIPATION.

#1.

#2.

#3.

#4.

ATTACH EXTRA SHEETS IF REQUIRED.

11. Target Audience & Promotion

IDENTIFY YOUR KEY TARGET MARKET OR DEMOGRAPHIC.

OUTLINE YOUR PLAN TO REACH AND DEVELOP THIS AUDIENCE. (125 WORDS)

12. Social Media

FACEBOOK: www.facebook.com/

TWITTER: @

EVENT HASHTAG: #

INSTAGRAM: @

SNAPCHAT:

YOU TUBE CHANNEL:

WHAT ARE YOUR SOCIAL MEDIA TARGETS?

13. Volunteers & Interns

DO YOU ENGAGE VOLUNTEERS &/OR INTERNS IN THE DELIVERY OF THE PROPOSED PROGRAM, PROJECT OR INITIATIVE?

YES

NO

IF YES, HOW MANY?

HOW DO YOUR VOLUNTEERS CONTRIBUTE TO THE SUCCESS OF YOUR PROJECT?

WHAT DO THEY GAIN FROM THE EXPERIENCE OF WORKING WITH YOU?

IF YOU DO NOT ENGAGE INTERNS OR VOLUNTEERS TO ASSIST IN THE DELIVERY OF YOUR PROGRAMMING, PLEASE OFFER A BRIEF RATIONALE FOR NOT DOING SO.

14. Support Materials – Marketing Collateral

Attach samples the following support materials where appropriate and/or if available:

print ads

on-line ads, social media promotion

posters

radio or TV spots

media coverage

ORGANIZATIONAL CAPACITY AND/OR NEED

Policy identifies three areas of assessment in respect of **'organizational capacity and/or need'**:

- Ability to Deliver the Program, Project or Initiative
- Evidence of Financial Need
- Evidence of Funding from Other Sources

15. Funding Request

2018 GRANT REQUEST

2018 BUDGET

IS THIS A FIRST-TIME GRANT REQUEST (FOR THIS INITIATIVE)?

YES

NO

IF NO, IN WHAT YEAR DID YOU FIRST RECEIVE A GRANT?

If you have previously received a grant for the proposed program, please complete the following information for the last three years in which funding was received.

GRANT YEAR

GRANT RECEIVED

REPORTED EXPENDITURES

2017

2016

2015

IS THIS A SPECIAL OR ONE-TIME ONLY PROJECT?

YES

NO

IS THIS A NEW INITIATIVE?

YES

NO

IF NO, WHAT YEAR OF THE INITIATIVE IS THIS?

FOR STAFF USE ONLY

Grant Request as a
Percentage of the
Projected Program
Budget

%

.....

16. Cost of Participation

WHAT IS THE COST OF PARTICIPATION AT &/OR ADMISSION TO YOUR PROGRAM, PROJECT OR ACTIVITY?

HOW DID YOU DETERMINE THE APPROPRIATE PRICE POINT? PROVIDE COMPARABLES &/OR A BUDGET RATIONALE.

17. Why is Funding Needed?

WHAT, SPECIFICALLY, WILL THE GRANT BE USED FOR?

18. Building Capacity / Planning for Sustainability

Programming & Project Assistance grants are not intended to provide continuing, indefinite support for the same activity. As a general rule, policy states that groups will be eligible to apply annually for the same program or programs for up to five (5) years. Applicants seeking support beyond five years will be subject to review and must be able to demonstrate the ongoing value of the municipalities' grant investment in the proposed program.

OVER THE NEXT FIVE (5) YEARS DO YOU HAVE A (BUSINESS) PLAN DETAILING THE RESOURCES REQUIRED TO DEVELOP THE DESCRIBED PROGRAM IN A SUSTAINABLE WAY?

YES

NO

IF YES, PLEASE ATTACH A COPY TO THIS APPLICATION

ATTACHED

IF NO, PLEASE OUTLINE ANY ASSISTANCE THAT PROGRAM STAFF MAY BE ABLE TO PROVIDE IN HELPING YOU DEVELOP SUCH A PLAN.

19. Program Budget and Financial Information

Please confirm below that you have submitted the budget and financial information required as part of this application:

a completed **Programming & Project Assistance Grant: Budget Form**

- AVAILABLE ON A SEPARATE MS EXCEL FORM

a copy of your **Financial Statements** for the most recently completed fiscal year

- PREPARED IN ACCORDANCE WITH GENERALLY ACCEPTED ACCOUNTING STANDARDS
- INCLUDING AT MINIMUM AN INCOME STATEMENT AND BALANCE SHEET

STAFF USE ONLY

DECLARATION & SIGNATURES

I, the undersigned, certify that, to the best of my knowledge, all information provided in this application is accurate and true and is endorsed by the organization I represent.

SIGNATURE OF PERSON FILING THE APPLICATION

NAME

DATE

Electronic copies of the application may be submitted either with an electronic signature (if available), or without a signature as long as the hard copy submission includes an original signature. In order to maintain the functionality of this document for staff use, please do NOT submit a printed and scanned copy of the application.

ENQUIRIES e t c

All application materials are available on the website at:

<https://www.nvrc.ca/arts-culture/grants/programming-projects>

Before completing this application form, please read the **Program Guidelines** for **Programming & Project Assistance** grants, including eligibility and evaluation criteria as well as submission requirements. These are available on the website at:

<https://www.nvrc.ca/arts-culture/grants/programming-projects>

Email enquiries can be directed to: grants@nvrc.ca

Phone questions can be directed to grants program staff at: (604) 983-6466

Check the **Program Guidelines** and submit the completed grant application package, including all required support materials to:

**Arts & Culture Grants,
Delbrook Community Recreation Centre
851 West Queens Road
North Vancouver, BC V7N 4E3**

Early Intake: Grant Applications will be accepted from
Monday September 25th, 2017 to Tuesday October 17th, 2017 at 4:30 pm
(for eligible activities that commence or that take place in the period from January 1st to May 31st, 2018)

Main Intake: Grant Applications will be accepted from
Monday February 5th, 2018 to Tuesday February 27th, 2018 at 4:30 pm
(for eligible activities that commence or that take place in the period from June 1st to December 31st, 2018)