NORTH VANCOUVER
Recreation & Culture

Arts and Culture Grants

Programming & Project Assistance

GUIDELINES

New Initiatives Grants

Program & Project Grants

Annual Programming Support

Policy Statement

'The Official Community Plans of the City and District of North Vancouver recognize
the value of arts and cultural organizations and activities in adding to the vibrancy of
community life and celebrating North Vancouver's unique identity.

The City and District of North Vancouver recognize that financial investment
in the arts and in the cultural sector through grants
enables the production of quality arts and culture experiences,
supports events and festivals, and leverages additional funding from other sources.'

1.0   Grants Programs, Overview

The Arts & Culture Grants Policy governs four distinct grants programs.

- Operating Assistance
  https://www.nvrc.ca/arts-culture/grants/operating-assistance

- **Programming & Project Assistance**
  https://www.nvrc.ca/arts-culture/grants/programming-projects

- Celebrations & Events Grants
  https://www.nvrc.ca/arts-culture/grants/celebrations-events

- Community Public Art Grants
  https://www.nvrc.ca/arts-culture/grants/community-public-art

2.0   Programming & Project Assistance

2.1   Program Purpose
Programming & Project Assistance grants support a wide range of artistic, creative and cultural activities that add value to the lives of North Vancouver residents.

2.2   Funding Streams
Applications are accepted in <u>three</u> categories:

- *New Initiatives Grants*

- *Program & Project Grants*   *for Special Projects and Annual Support*

- *Annual Programming Support*   *to support multiple programming Streams*

A.   New Initiatives Grants
New Initiatives Grants are intended to support creative risk-taking in the form of pilot projects, new initiatives and work in development, including the early work of new or emerging arts groups.

DEFINITION
While ***New Initiatives Grants*** are available for a wide range of creative, artistic and cultural practices, the defining focus of the program is to support:

- *new, emerging or innovative practices;*

- *pilot projects involving creative risk;*

- *the work of new or emerging arts groups.*

New Initiatives funding does <u>not</u> extend to activities that, while they may be the subject of a "new" application to the *Arts & Culture Grants Program*, are part of a continuum of existing artistic practices or a continuation of existing programming.

New applicants who are seeking support for an otherwise existing program should consider applying to the **Program & Project Grants** funding stream.

EXAMPLES OF FUNDED ACTIVITIES

Examples of activities that have received *New Initiatives* funding in previous years include:

- *Blackout Theatre ~* *(theatre): emerging Iranian theatre group*
- *Bodacious Collective ~* *(literary): reading series for women and LGBTQ2+ artists*
- *Griffin Art Projects ~* *(visual arts): professional youth mentoring*
- *Hive Collective ~* *(theatre): micro-performances, emerging artist collective*
- *Lamondance ~* *(dance): emerging apprentice dance/training company*
- *Off the Page ~* *(theatre): new play reading series*
- *Raven Spirit Dance ~* *(dance): Indigenous, development of new work*
- *Speakeasy Theatre ~* *(theatre): community education workshops*
- *West Van. Youth Band ~* *(music): collaboration with Squamish Nation*
- *Wild Bird Trust ~* *(multi-disciplinary): collaboration with Indigenous artists*

FUNDING LEVELS

Grants may be awarded up to 35% of the eligible project budget, up to a maximum of *$6,500*. Matching funds can be a combination of cash and in-kind contributions. In-kind contributions are limited to 25% of the overall project budget.

Groups who are <u>not</u> (or not yet) registered as a not-for-profit organization are eligible for consideration. The grant award is up to 50% of the project budget, up to a maximum of *$5,000*. Matching funds can be a combination of cash and in-kind contributions which are limited to 25% of the overall project budget.

<u>FOR EXAMPLE</u>:
A pilot project has budgeted cash expenditures of $12,000 while at the same time it expects to receive approximately $7,500 of in-kind contributions in the form of donated services or materials.

As in-kind contributions are limited to 25% of the overall project budget, the *maximum eligible budget* can be calculated at: ($12,000 ÷ 75) X 100 = $16,000.

Calculated at 35% of eligible budget ($16,000), the *maximum eligible grant* is: $5,600.

B. Program & Project Grants

Program & Project Grants support creative programs and projects of all kinds that exhibit quality artistic, cultural or heritage practices, and that clearly articulate a high level of benefit to the community.

DEFINITION

While *Program & Project Grants* are available for a wide range of creative, artistic and cultural practices, the defining focus of the program is to support:

- *the production or presentation of a single program, project, show or series that recurs on a regular, annual or bi-annual basis (Annual Support);*

- *one-time only projects that do <u>not</u> meet the criteria for New Initiatives Grants (Special Projects); OR*

- *the programming of community-based arts, cultural or heritage organizations with an annual operating budget (not including in-kind contributions) that is less than $50,000.*

EXAMPLES OF FUNDED ACTIVITIES

Examples of activities that have received *Program & Project Grants* funding in previous years include:

- *BC Boys Choir ~*   *(music): choral program for boys*
- *Deep Cove Heritage ~*   *(heritage): annual programming*
- *Musart Cultural Society ~*   *(music): Cates Park Concerts*
- *North Shore Light Opera ~*   *(musical theatre): annual production*
- *Second Chance Music ~*   *(music): life-long learning programs*
- *Vancouver Chamber Music ~*   *(music): annual matinee series*
- *Vancouver Inter-Cultural Orchestra ~*   *(music): intercultural music workshops*

FUNDING LEVELS

Grants may be awarded up to 30% of the eligible program budget, up to a maximum of *$12,500*. Matching funds can be a combination of cash and in-kind contributions. In-kind contributions are limited to 20% of the overall project budget.

Applicant groups who are <u>not</u> registered as a not-for-profit organization are eligible for consideration. The grant award is up to 40% of the eligible program budget, up to a maximum of *$7,500*. Matching funds can be a combination of cash and in-kind contributions which are limited to 20% of the overall project budget.

<u>FOR EXAMPLE</u>:

An annual music series has budgeted cash expenditures of $30,000 and relies on approximately $15,000 of in-kind contributions in the form of donated services or materials.

As in-kind contributions are limited to 20% of the overall project budget, the *maximum eligible budget* can be calculated at: ($30,000 ÷ 80) X 100 = $37,500.

Calculated at 30% of eligible budget ($37,500), the *maximum eligible grant* is: $11,250.

C. Annual Programming Support

Annual Programming Support provides annual support for year-round programming initiatives across a wide range of artistic, creative and/or cultural practices.

DEFINITION

While *Annual Programming Support* is available for a wide range of creative, artistic and cultural practices, the defining focus of the program is to support:

- *groups that produce or present <u>multiple</u> programs, projects or series that recur on a regular, annual or bi-annual basis (Annual Programming);*
- *arts and cultural organizations with professional practices, but that do not otherwise qualify for Operating Assistance; AND*
- *arts organizations with an annual operating budget (not including in-kind contributions) that is greater than $40,000–$50,000.*

EXAMPLES OF FUNDED ACTIVITIES

Examples of organizations that have received *Annual Programming Support* in recent years include:

- *Artists for Kids ~*   *(visual arts): arts immersion, after-school and other arts education programs*
- *Blueridge Chamber Music ~*   *(music): festival concert program, performance workshops, masterclasses, educational programming*
- *Griffin Art Projects ~*   *(visual arts): exhibition program, artist residency program, presentations, discussion panels*
- *Lamondance ~*   *(dance): performance season; apprentice/training dance companies, training*
- *Laudate Singers ~*   *(music): concert season, community outreach performers, composer in residence*
- *Smith Gallery ~*   *(visual arts): exhibition programming, music series, arts education*

FUNDING LEVELS

Grants may be awarded up to 25% of the eligible program budget, up to a maximum of *$22,500*. Matching funds can be a combination of cash and in-kind contributions. In-kind contributions are limited to 15% of the overall project budget.

Groups who are <u>not</u> registered as a not-for-profit society or as a charitable organization are <u>not</u> eligible to apply to *Annual Programming Support* funding stream.

<u>FOR EXAMPLE</u>:
An organization presents several programs each year with combined budgeted expenditures of $60,000. In addition the group relies on approximately $45,000 of in-kind contributions in the form of donated services or materials to deliver the programming.

As in-kind contributions are limited to 15% of the overall project budget, the *maximum eligible budget* can be calculated at: ($60,000 ÷ 85) X 100 = $70,588.

Calculated at 25% of eligible budget, the *maximum eligible grant* is: $17,647.

2.3   Funding Priorities

In general terms, grants are available to support programs and projects:

- *that demonstrate excellence of artistic and cultural practice;*
- *that reflect the highest standards of service delivery;*
- *that clearly articulate a high level of benefit to the community; OR*
- *that offer an experience not generally available in North Vancouver;*

As required by the *Arts & Culture Grants Policy*, funding priority is given to activities that target underserved sections of the population or that foster the development of emerging arts and cultural practices.

By way of clarification, priority is given through the evaluation process to those programs and projects:

- *that demonstrate creativity and innovation;*
- *that foster the development of emerging arts and cultural practices;*
- *that involve creative or multi-organizational collaborations;*
- *that target underserved and/or diverse populations;*
- *that are inclusive of or that give expression to diverse traditions; OR*
- *that encourage cross-cultural exchange.*

2.4   Apply to the Correct Program or Funding Stream

The different funding streams in the *Programming & Project Assistance Program* serve different purposes and therefore have distinct and different funding criteria.

It is the sole responsibility of the applicant to ensure that they submit their grant request to the appropriate program and funding stream.

The final determination as to whether an application will be accepted under a given grant program or funding steam rests with staff and the Grants Review Committee. If you are in any doubt about which application package to complete, please contact staff for advice.

3.0   Program Eligibility

Programming & Project Assistance is a broad-based grant program targeted at: registered non-profit arts and cultural groups, arts service organizations and heritage organizations; professional arts organizations; community, amateur or member-based arts, culture and heritage groups; as well as other recognized arts groups in the community.

In order to apply for a *Programming & Project Assistance* grant, organizations:

- *may be based in a municipal jurisdiction other than North Vancouver, BUT*

- *must conduct the programs or projects for which they are seeking support in North Vancouver, OR*

- *must, if the proposed activities take place elsewhere on the North Shore, clearly demonstrate the benefit of the event to North Vancouver residents, AND*

- *must have an established track record of delivering quality arts, cultural or heritage programming on the North Shore for a period of at least one (1) year prior to the application*

3.1   Eligible Applicants

Policy states that applicants for *Programming & Project Assistance*:

- *must be a non-profit society OR*

- *must be a recognized arts group in the community, AND*

- *must have as their primary mandate or identify as a key purpose of the organization the provision of quality arts and/or cultural experiences*

By way of clarification, eligible applicant categories may include:

A.   non-profit organizations, registered under the new BC Society Act

B.   groups with an equivalent (e.g. out-of-province) non-profit designation

C.   recognized charities, granted charitable status by the Canada Revenue Agency

D.   established and recognized arts groups in the community

E.   recently-formed groups or collectives with appropriate governance structures, but not yet incorporated under the Society Act

F.   groups or collectives, partnering with an eligible non-profit for the purposes of the grant application

G.   groups or collectives working in an area of emerging artistic or cultural practice, including with youth or with diverse communities

3.2   Restrictions on Eligibility

As a strict matter of policy, *Arts and Culture Grants* do not support:

(1)   *Municipal agencies, other branches of local government or activities that are directly supported by the municipality through other means*

This restriction includes libraries, community recreation centres, and other municipal agencies or commissions. Not-for-profit "friends-of" societies <u>may</u> be eligible to apply, but must be able to demonstrate that the service or activity covered in the grant request is not:

- *already supported through existing municipal human or financial resources*
- *part of the regular programming of the organization, or*
- *essentially similar to the type of programming regularly conducted by the organization*

(2)   *Individuals, businesses, commercial enterprises, political parties or political events*

In cases where a non-profit society or other eligible community group has a close partnership with a business, it is incumbent on the applicant to demonstrate that grant funds will not be used to support the operations of the business.

(3)   *Schools and post-secondary educational institutions, including all activities that meet the curricular objectives or requirements of those bodies*

None of the following are eligible for grant support: elementary schools, secondary schools or private schools as well as colleges, technical institutes, universities and post-secondary educational institutions. Parent Advisory Committees are similarly ineligible for *Programming & Project Assistance.*

Arts education organizations may be eligible to receive grant support for community-based arts programming, as long as the programming for which funding is requested is not available for course credit with the School District, with a post-secondary institution or with a commercial school. Funding is not available to support end-of-year recitals, activities required to fulfill program curricula or other showcase events intended to promote school programs.

(4) *Churches or religious organizations, events or activities*

While churches often serve as venues for activities produced or presented by eligible grant recipients, churches, religious organizations or church-based events are not generally eligible for grant support.

However, churches and other faith-based organizations may be eligible to receive grant support for an **event or activity** where:

- *the applicant is one of a number of community partners delivering the event;*

- *the event has no religious overtones, no attempt is made to promote the congregational activities of the church and no religious materials are handed out; AND*

- *the event can be demonstrated to deliver on the goals and objectives of the grant program or funding stream to which the application is submitted.*

(5) *Competitions or award ceremonies, parties, private or closed events*

(6) *Fundraising projects or programs*

(7) *An organization for the purpose of funding other organizations*

(8) *Endowment funds or capital costs (excluding community public art projects)*

(9) *Debt retirement or retroactive funding*

3.3 Maximum Number of Applications

Applicants may make no more than **one** grant application to **one** of the three *Programming & Project Assistance* funding streams within the same calendar year.

Subject to eligibility, groups that have applied for *Programming & Project Assistance* may submit grant applications to other funding programs (i.e. *Celebrations & Events Grants* or *Community Public Art Grants*) within the same calendar year.

3.4 Duration of Grant Support

The **Programming & Project Assistance** program is <u>not</u> intended to provide continuing, indefinite support for the same activity. Policy states that, **as a general rule**, 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.

At the five-year review, the Commission shall have the right:

- *to extend the period of grant eligibility for a further five (5) years*
- *to develop a schedule with the applicant to re-evaluate their requirement for grant support; OR*
- *to terminate funding outright.*

On or before the five-year funding anniversary, therefore, applicants are encouraged to develop a plan that identifies the ongoing value for municipal investment moving forward. Such a plan may address but should not necessarily be restricted to such issues as:

- *clarifying the ongoing need for grant support*
- *working towards the development of a solid funding base*
- *leveraged support from other sources and diversification of revenue streams*
- *revenue generation through audience development and participation growth*
- *finding organizational efficiencies and other best practices*

4.0   Submission Requirements

4.1   Use the Forms Provided
Applications must be submitted on the forms provided and in the format requested.

(1)   an *'Application Form'* – always required

(2)   a *'Budget Form'* – always required

(3)   a *'Statistics Report Form'* – always required

4.2   Attachments & Support Materials
In addition to the above, applicants will be requested to submit various support materials (photos, financial statements, society documents and marketing materials) in support of their application.

It is the sole responsibility of the applicant to ensure that their application is complete, that all requested materials have been submitted and that all submission requirements have been satisfied. Checklists are provided within application form.

4.3   Electronic Submission Required
Submit one electronic copy of the complete *Application Package* as described above, including any support or supplementary materials that may be required.

Electronic submission is required so that your funding request can be distributed to the Grants Review Committee in a timely manner.

4.4 How to Submit your Application

FILE SHARE
All materials must be submitted electronically along with signatures. The preferred method of electronic submission is via a web-based file-share platform (e.g. Dropbox, OneDrive, WeTransfer).

Please ensure of the following:

- you provide a notification email to *arts-grants@nvrc.ca* informing the Program Officer that you have submitted a grant application. This email will act as the time stamp for your application.
- there are no time limits nor required passwords on the application documents and materials.

NO FAX OR EMAIL SUBMISSIONS
Applications sent via fax or as email attachments will *not* be accepted.

NO HARDCOPY SUBMISSIONS
Hard copy submissions will *not* be accepted.

4.5 Electronic Signature
If you do not have a legally recognized electronic signature, you are requested to print the *Signature Page* (only), sign it by hand, and include a separate, scanned copy with the rest of your application.

4.6 Submission Deadlines
Submission deadlines are posted on the NVRC website at:
https://www.nvrc.ca/artsandculturegrants

All grant applications must be received by **4:30 pm** on the posted submission deadline.

4.7 Late Submissions / Extensions
Late submissions will <u>NOT</u> be accepted unless an extension request has been approved by staff. Extension requests <u>must</u> be received in writing (e-mails will be accepted) a minimum of three (3) working days prior to the posted submission deadline.

The maximum extension that may be granted will be up to ten (10) working days. However, extensions will <u>only</u> be granted if they do not unduly delay the administration of the grants process.

4.8   Ineligible Applications

The following conditions may result in an application being deemed ineligible:

- *application submitted late (without having sought and received an extension)*
- *application submitted to the incorrect Intake*
- *application submitted to the incorrect program*
- *application not submitted on the forms provided*
- *application package incomplete*
- *required attachments and support materials not provided*
- *application not signed (original signature required)*
- *application submitted as email attachments or by fax*

Ineligible applications will not be forwarded to the Grants Committee for review.

4.9   Exceptions

Staff is authorized to exercise judgment in respect of the above and may – on a case by case basis – either extend a deadline or modify a requirement.

5.0   Grants Intakes

5.1   Early Intake

An Early Intake supports activities, exhibits, productions, programs, projects, seasons and series that generally take place between *January 1st* and *August 10th*, including any seasons or series that begin during this timeframe but continue into the latter part of the year.

Applicants for *Annual Programming Support* should apply to the Early Intake if their fiscal year commences between January 1st and June 30th.

5.2   Late Intake

The Late Intake supports activities, exhibits, productions, programs, projects, seasons and series that generally take place between *July 15th* and *December 31st*, including any seasons or series that begin during this timeframe but continue into the following year.

Applicants for *Annual Programming Support* should apply to the Late Intake if their fiscal year commences after July 1st.

6.0   Grants Review Process

6.1   Authority to Approve Grants

Sole authority to approve *Arts & Culture Grants* rests with the governing body of the North Vancouver Recreation & Culture Commission.

6.2   Grants Review Committee

All recommendations with respect to the allocation of grants are prepared by an independent Grants Review Committee and forwarded to the Commission for consideration and approval.

6.3   Stages of Review

All applications go through the following stages of review:

(a)   Eligibility Review

Applications are first reviewed by staff to assess eligibility and completeness. Incomplete submissions are documented and applicants provided with a list of deficiencies. Applicants may be awarded an extension to provide the requested information, after which a determination will be made regarding eligibility.

(b)   Staff Review

Applications that propose activity that takes place in or is likely to impact a public space may be forwarded to the appropriate department(s) for review and input.

(c)   Grants Committee Review

The Grants Review Committee evaluates all grant applications in accordance with the evaluation criteria outlined in policy and detailed below.

7.0   Evaluation Criteria

Requests for **Programming & Project Assistance** will be reviewed and assessed based on the following criteria as outlined in policy:

- *Demonstrated need for and intended outcomes of program/project*
- *Uniqueness of program (may complement but should not duplicate existing services)*
- *Artistic merit*
- *Creativity and innovation*
- *Level of service, including number of people served*
- *Ability to deliver the program or project*
- *Evidence of financial need*
- *Evidence of funding from other sources*
- *Level of volunteer involvement*
- *Evidence of community partners and support (financial or in-kind)*

8.0 Approval & Payment of Grants

8.1 Notice of Award

Upon approval of grants by the Commission all successful grant applicants will receive a *Notice of Award* within five (5) working days.

EARLY INTAKE

Funding recommendations are typically taken to the *January* meeting of the Commission for consideration and approval.

MAIN INTAKE

Funding recommendations are typically taken to the *May* meeting of the Commission for consideration and approval.

8.2 Other Notice

Applicants who have <u>not</u> been successful in receiving a grant award will also be notified at this time.

8.3 Grant Acceptance & Payment

Appended to the Notice of Award is a *Grant Acceptance Form* that must be signed by at least one officer of the organization and returned to the Program Officer before payment of the grant can be processed.

The *Notice of Award* outlines all terms and/or conditions attached to the grant, including:

- *any restrictions on use of the grant*
- *reporting requirements*
- *recognition of grant support*

9.0 Accountability & Reporting

9.1 Requirement to Report

In order to ensure the highest standards of accountability for the use of public funds, NVRC is committed to reporting to City and District Councils each year on:

- *performance measures relating to the goals and objectives outlined in policy*
- *how the grants funding in that year has been allocated*
- *highlighted programs and activities that contribute to the quality of life in North Vancouver*
- *the value of Councils' investment in the arts*

As a matter of policy, all grants recipients are expected to meet either annual or post-program reporting requirements as outlined below. Reports must be submitted according to stated deadlines, must be complete and include all requested attachments, and may be utilized in review of future applications.

9.2   Failure to Report

Failure to submit a complete and accurate report in whatever format will result in subsequent grant requests being deemed ineligible.

9.3   Annual Reporting Requirements (for Returning Applicants)

For groups that apply annually for the same event, the need to submit a separate *Accountability Report* annually has been eliminated and all relevant reporting requirements have been integrated into the following year's *Application Package*.

9.4   Post Project Reporting (One-Off Events)

One-time only applicants (i.e. applicants not expecting to submit a funding request in the following year) are required to complete a *Post-Project Report.*

9.5   Repayment of Grant

Grants recipients will be required to repay their awarded grant either in part or in whole if:

- *the applicant is found to have knowingly, or through its own negligence, provided false information in the grant application*

- *the recipient uses the grant for purposes not outlined in the grant application, not approved by the Commission, or not permitted under the terms of this policy*

- *the organization breaches any of the terms and conditions attached to the grant*

- *the organization ceases to operate as a non-profit society or ceases to be deemed eligible as a grant applicant, or if it ceases its activities or dissolves as an entity*

9.6   Financial Statements

If your application is for an **Annual Programming Grant** you are required to provide:

FINANCIAL STATEMENTS for the most recently completed fiscal year
- *OR comparable record/accounting of your financial position at the time of submitting the application prepared in accordance with generally accepted accounting standard, and including an income statement and balance sheet*

(For all other grant applications, please note that you may be asked to produce a financial statement to confirm your budget information and by submitting an application, you agree to produce this when requested).

10.0 Grant Recognition

Arts and Culture Grants are administered by North Vancouver Recreation & Culture on behalf of both the City and the District of North Vancouver. Grants recipients are expected to acknowledge the financial assistance of the City of North Vancouver and the District of North Vancouver, as well as the support of North Vancouver Recreation & Culture on all appropriate promotional materials.

Download the *Grant Recognition Guidelines* from the website at:

https://www.nvrc.ca/artsandculturegrants/grant-recognition