

Arts and Culture Grants

**Operating Assistance**

Application Form

The purpose of the ‘*Operating Assistance’* grant program is to identify, support and sustain the work of arts organizations that play a leadership role in the arts in North Vancouver by virtue of:

* *the development, presentation or production of their own programs*
* *their relationships with other groups in the creative and cultural sectors*
* *their mentoring and support of emerging arts groups and practitioners*
* *innovative partnerships with other sectors of the community and/or the creative economy,* ***AND/OR***
* *their capacity to respond to and deliver on the municipalities’ goals and objectives for arts and cultural development.*

**NAME OF ORGANIZATION**

**MAILING ADDRESS**

**CITY** North Vancouver, BC **POSTAL CODE**

**MAIN CONTACT**

**TITLE WITH ORGANIZATION**

**EMAIL**

**PHONE (1) PHONE (2)**

**ORGANIZATIONAL WEBSITE**

**Application Deadline   
VIEW SCHEDULE AT**

[**https://www.nvrc.ca/artsandculturegrants**](https://www.nvrc.ca/artsandculturegrants) **All applications are due no later than 4:30 p.m. on the Monday listed.**

SECTION A: ORGANIZATIONAL CAPACITY

Policy identifies four areas of assessment in respect of ‘***organizational capacity***:’

* *Quality of Organizational Management*
* *Evidence of Financial Need*
* *Evidence of Funding from Other Sources*
* *Level of Volunteer Involvement*

A.1 Eligibility Check

To be eligible to receive an ‘*Operating Assistance’* grant, applicant **must**:

**PLEASE CHECK ALL THAT APPLY TO YOU: √**

⧠ be a registered not-for-profit and/or charitable organization

⧠ whose primary purpose is to provide arts and cultural experiences in North Vancouver

⧠ be located in North Vancouver

⧠ conduct the majority of its work in North Vancouver

⧠ offer either a year-round program or a full season of arts programming

⧠ employ paid artistic and administrative staff (either full or part-time)

⧠ exhibit professional arts practices

⧠ have a history of arts activity in North Vancouver for at least 2 years prior to the application; ***AND***

⧠ have received prior approval from the Grants Office to apply for *‘Operating Assistance’*

**OFFICIAL SOCIETY NAME**

*(if different from above)*

**BC SOCIETY NUMBER**

**CHARITY NUMBER**

*(if applicable)*

**IS YOUR ORGANIZATION CURRENTLY IN GOOD STANDING?** YES NO

⧠ ⧠

**PLEASE PROVIDE PROOF OF GOOD STANDING**

* *a copy of your current BC Society Annual Report*
* *a Confirmation of Filing from BC Registries & Online Services;* ***OR***
* *comparable documentation from Canada Revenue Services with respect to charitable status*

**Instructions**

1. *Please type all information into the spaces provided on this APPLICATION FORM. Handwritten, incomplete and/or illegible reports will not be accepted.*
2. *Word Counts are provided. Please adhere to them.*
3. *To assist you in completing this APPLICATION FORM, have a copy of your previous year’s*

*APPLICATION and/or ANNUAL ACCOUNTABILITY REPORT on hand.*

* status

A.2 Role of Organization

A.2 Role of Organization

*What is the purpose of your organization? Please provide your official mission statement.*

**(150 WORDS)**

⇒

A.3 History

*How long has the organization been in existence? Provide a brief overview of the organization’s history.*

**(200 WORDS)**

⇒

A.4 Board & Governance

*Complete and attach the Board of Director’s List provided.*

*Attach a copy of the society’s Constitution and/or Bylaws.*

*Attach any Board-level policies and/or procedures relating to: Human Resources; Diversity & Equity;*

*Financial Management;* ***AND*** *Fundraising.*

*What role does your board play in ensuring the long-term sustainability of the organization?*

*How active is your board play in key areas such as setting the strategic direction of the organization?*

*Speak to the experience and skills that different members of your board bring to the organization.*

**(400 WORDS)**

⇒

A.5 Staffing Structure

Attach an annotated org chart, including: job titles, FTE, names (if positions filled) and reporting

structures.

Indicate where roles are being filled by paid staff **(S**), volunteers (**V**) or interns (**I**).

Speak to your organizational needs in respect of staffing.

Speak to any plans you may have to change your staffing structure over time.

**(350 WORDS)**

⇒

A.6 Volunteers & Interns

*How many volunteers do you engage with the organization?*

*Approximately how many hours per year do you receive from volunteers?*

*What do your volunteers do?*

*Speak to the importance of volunteers within your organization.*

*What do they gain from the experience of volunteering with the organization?*

*How many interns do you engage with the organization?*

*Approximately how many hours per year do you receive from interns?*

*What roles do your interns play with the organization?*

*What do they gain from the experience of interning with the organization?*

*Is your current level of volunteer engagement sustainable?*

*Are you seeking to increase volunteer involvement?*

*Or is there reason to be concerned about burnout?*

**(300 WORDS)**

⇒

A.7 Funding Request

*Please read Section A.8 before completing and enter the amounts from your*

**FOR STAFF USE ONLY**

**Grant Requests as a Percentage of the Projected Program Budget.**

……………………….

*budget submission:*

**CURRENT GRANT REQUEST, YEAR ONE** $

**TOTAL EXPENDITURES, YEAR ONE** $........\*\*

**GRANT REQUEST, YEAR TWO** $

**TOTAL EXPENDITURES, YEAR TWO** $........\*\*

**GRANT REQUEST, YEAR THREE** $

**TOTAL EXPENDITURES, YEAR THREE** $.......................................\*\*

\*\*NOTE: “Total Expenditures” figures do not include amortization.

A.8 Multi-Year Funding Information **- [INFORMATION ONLY**]-

‘Operating Assistance’ recognizes that stable and predictable funding is a key factor in supporting

groups to be able to plan for future programming and organizational development, policy allows for

the approval of multi-year grant awards up to a maximum of three (3) years.

1. Funding Request Guidelines (Year One)

***2022 (Year One)*** *‘Operating Assistance’ Grants are intended to support either*

* *the 2022 Operating Year*

*(for organizations with a January 1 to December 31 Fiscal Year)*

***OR***

* *the 2022/23 Operating Year*

*(for organizations with a Fiscal Year that runs from mid-year to mid-year)*

*The Year One Budget should be based on:*

* *the 2021 (2020/21) Annual Budget for which funding was provided;*
* *PLUS negotiated contract increases;*
* *PLUS full-year funding for ongoing programs that had been previously been supported through the ‘New Initiatives’ funding stream;*
* *PLUS full-year funding of ongoing NEW program items that were approved for support in 2021 (2021/22);*
* *LESS all non-recurring items from the 2021 (2021/22) Annual Budget*

***All existing, planned or ongoing activities must be accounted for within the scope of the Year***

***One Grant Request.***

New Items (Year One)

*All requests for funding of* ***NEW*** *and ongoing program items for Year One (2022 or 2022/23) must*

*be identified in the Budget Submission* ***AND*** *presented for consideration by the Grants Committee*

*as New items.*

*New items may be funded only if monies are available after basic service provision objectives*

*have been met.*

*Priority will be given to:*

* *items that have been identified as priority goals or objectives for the organization in previous year’s Annual Accountability Reports;* ***AND***
* *items that correspond to municipal goals and objectives as outlined in the Official Community Plans of the City of North Vancouver and/or the District of North Vancouver.*

**Additions to the Base Budget**

*Separate consideration may be given to the support of budget adjustments that are required due to*

*extraordinary changes in base program delivery costs, such as energy costs, increased maintenance*

*costs and the operating impacts of new program infrastructure.*

*These costs should be highlighted in the Budget Submission and may be listed separately – i.e. in*

*addition to the Year One Budget Formula outlined above.*

*The ability to support additions to an organization’s base budget is subject to available funds in the*

*Arts & Culture Grants Budget.*

1. Funding Request Guidelines (Years Two & Three)

*Budget Submissions for years two (2023 or 2023-24) and three (2024 or 2024/25) should show*

*anticipated revenue and expenditure increases where it is reasonable to anticipate normal patterns*

*of growth.*

**Cost of Living Increases**

Applicants may incorporate a cost-of-living increase into their funding requests for years two and

three only and up to a maximum of 1.5% per year.

It will be at the discretion of the Grants Committee whether the applicant is recommended for

multi-year funding and subsequently also for a cost-of-living increase as part of a multi-year

funding agreement.

**Grant Increase Requests**

Applicants who have successfully been approved for multi-year funding may subsequently submit a

‘Grant Increase Request’ in year two or three.

Any such increase in projected funding request should be identified as a Grant increase Request in

the Budget Submission.

Grant Increase requests may be considered to address an expansion of existing services or the

introduction of a new service that is currently being planned.

Funding for new activities, new programming and/or pilot projects, especially those that are not

currently being planned, may also be available through the ‘Programming & Project Assistance’

Grant Program.

Grant Increase Requests will not be accepted that seek additional funding to meet cost-of-living

increases or that attempt to re-frame the case to support activities described as part of the initial

application.

A.9 Funding History & Context

Please complete the following information for the last three years in which funding was received.

**GRANT YEAR FISCAL YEAR GRANT RECEIVED PROJECTED/REPORTED SURPLUS/(DEFICIT)**

**EXPENDITURES**

2022: 2021/22 …………..……………….. …………………………….\*\* ……………………………..

2021: 2020/21 ………….……………….. …………………………….\*\* ……………………………..

2020: 2019/20 ………….……………….. …………………………….\*\* ……………………………..

\*\*NOTE: Expenditure figures exclude amortization and 2021’s one-time start-up costs.

A.10 Fundraising

*How much money are you able to raise through fundraising?*

*Speak to your fundraising capacity as an organization.*

**(200 WORDS)**

**⇒**

A.11 Other Sources of Support

*List other sources of community support, corporate sponsorship, foundation grants or government*

*funding that you are seeking or have secured.*

*Please identify the specific purposes for which this funding is intended* ***AND*** *indicate whether this*

*funding has been secured. If so, please indicate at what level?*

**(LIST ALL OTHER SOURCES OF SUPPORT)**

⇒

|  |
| --- |
| **SOURCE OF SUPPORT AMOUNT PURPOSE SECURED NOTES**  **Y/N** |
| **GOVERNMENT - Federal** |
|  |
|  |
|  |
| **GOVERNMENT - Provincial** |
|  |
|  |
|  |
|  |
|  |
|  |
| **GOVERNMENT - Municipal** |
|  |
|  |

|  |
| --- |
| **CORPORATE** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

|  |
| --- |
| **FOUNDATIONS** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
| **INDIVIDUALS** |
|  |
|  |
|  |

A.12 Financial Management & Cost Containment Strategies

Report on your organization’s financial management practices as well as your cost containment and

reduction strategies.

**(250 WORDS)**

⇒

A.13 Budget Submission & Financial Information

*Please confirm below that you have submitted the budget and financial information required as*

*part of this application.*

⧠ a completed ***Operating 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 SHEE**

A.14 Notes on Financial

*If you reported an operating deficit at the end of your last financial year, or are otherwise in a net*

*deficit position, outline your plans to address this shortfall.*

*If you are protecting a significant surplus (or deficit) for any of the years covered by this grant*

*request, please present a clear rationale in explanation.*

**(250 WORDS)**

⇒

A.15 Operational Planning

*Report on and evaluate your progress, including challenges and opportunities, in planning for the*

*financial health and/or operational stability of the organization.*

*Provide updates on your previous year’s Annual Accountability Report.*

*Attach any relevant documents that guide your operations or business practices.*

**(400 WORDS)**

⇒

A.16 Required Attachments (checklist)

⧠ *Board of Directors*

⧠ *Society Membership List*

⧠ *A copy of your organization’s Annual Report to the AGM*

⧠ *Board-level policies (as outlined in A.4)*

⧠ *Annotated Org Chart (as outlined in A.5)*

⧠ *Operating Assistance Grant: Budget Form*

⧠ *Financial Statements*

SECTION B: ARTISTIC IMPACT

Policy identifies three areas of evaluation that speak to ‘***artistic impact***:’

* *Artistic Merit*
* *Leadership within Arts Community*
* *Demonstrated or intended Outcomes of the Services Provided*

B.1 Artistic Mission & Mandate

*Provide a brief summary of your artistic mission and mandate and speak to your mandate as an arts*

*organization serving North Vancouver*

**(200 WORDS)**

⇒

B.2 Planning Cycle

*Briefly outline your planning timeline as it relates to the 2022 year or 2022/23 season.*

**(150 WORDS)**

⇒

B.3 Programs Offered

*Provide a high-level schedule of your organization’s programs over the course of a typical year.*

*Does your organization have a Gallery Program; an Exhibition Program; an Education or Outreach*

*Program? Do you offer a Main Stage Program; a Presentation Program; an Incubator or a Creative*

*Residency Program?*

*How active programs described?*

**(350 WORDS)**

⇒

B.4 Programming Goals & Evaluation of Outcomes

*Please speak to the creative and artistic objectives for the programs outlined above.*

*Identify key objectives and desired outcomes.*

*How do the programs offered fulfill the mission and mandate of the society?*

*What are the metrics for success?*

*Wherever possible, specify an outcome-based, performance measurement for each program objective.*

*Offer both short and longer-term perspectives where relevant.*

*Based on your previous year’s Annual Accountability Reports, please provide an update, report on and*

*evaluate your organization’s performance in respect of the goals, objectives and outcomes identified.*

*Speak to key successes and major challenges.*

**(750 WORDS)**

⇒

B.5 Programming Detail

*Provide a detailed description of your planned/proposed programming for the upcoming year (2020)*

*or season (2020/21)*

*Provide detailed information about the shows, programs and other initiatives that are.*

*Include information on the key people (artists, curators, performers and programmers), including*

*other groups and organizations whose work you will be presenting or with whom you are planning to*

*work.*

*Indicate where any of the above plans are confirmed.*

*Where relevant, attach brief bias and/or examples of work.*

*Note: Where detailed planning is not yet in place for the upcoming season, you may choose to provide*

*information that applies to the current season. If so, please address any possible decisions*

*and/or changes that may be pending for the coming year.*

**(750 WORDS) [currently 750]**

⇒

B.6 Artistic Leadership

*Identify any important accomplishments and/or contributions to the community in the last 10 years.*

*Describe any mentorship, residency and incubator programs, as well as other work your organization*

*does to support artistic, creative or cultural development.*

*Focus on those efforts that support local talent and/or emerging artists,* ***OR*** *that foster the creation of*

*opportunities for underserved populations*.

**(500 WORDS)**

⇒

B.7 Creativity & Innovation

*Describe what your organization does, or is planning to do:*

* *THAT moves the art form into new and innovative areas*
* *THAT moves your own programming & practices into new and innovative areas*
* *THAT offers something different or new to North Vancouver audiences*
* *OR THAT engages diverse and underserved populations on the North Shore*

**(500 WORDS)**

⇒

B.8 Partnerships & Collaborations

*Provide an overview of the creative partnerships and collaborations that you are engaged in.*

*Identify and describe the creative collaborations, programming partnerships, and other relationships that*

*enrich your program offerings*.

**(400 WORDS)**

⇒

B.9 Planning Ahead

*Describe the programming direction your organization is planning for the next three years of your*

*multi-year grant request. Are you planning any changes to your artistic programs* ***OR*** *are you focused*

*on maintaining and building on your current programs?*

*If applicable, briefly outline any planned changes to your artistic program or your range of activities*

*over the duration of your multi-year grant request. Speak to your goals and objectives in making*

*these changes.*

**(500 WORDS)**

⇒

B.10 Support Materials – Artistic Impact

*Include 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 8, MAXIMUM OF 15**
* **SUBMIT AS PRINT QUALITY JPG FILES (NO PDFs OR SLIDESHOWS)**

⧠ any collateral materials used in previous year(s)

* **PROGRAM DESCRIPTIONS**
* **INSTRUCTIONS TO PARTICIPANTS**
* **BROCHURES**

⧠ video and/or audio files

* **INCLUDE AS VIDEO OR WAVE FILES**
* **OR PROVIDE A LIST OF ACTIVE LINKS TO YOUR YOUTUBE, VIMEO OR OTHER WEB VIDEO CHANNEL**

⧠ third party descriptions

* **REVIEWS**
* **PRESS COVERAGE**
* **FEEDBACK**
* **TESTIMONIALS**

⧠audience surveys

\**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.***

SECTION C: COMMUNITY BENEFIT & IMPACT

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

* *Demonstrated Need for Services Provided*
* *Level of Service*
* *Evidence of Community Partners & Support*

C.1 Statistic Report

*The ‘Statistic Report’ provides applicants with an opportunity to report on previous year’s activities*

*and to provide estimates covering the duration of the current application.*

*Please check below to indicate:*

⧠ *that you submitted the ‘Statistics Report’ as required*

C.2 Attendance & Participation

Please speak to the total numbers of people that attend or participate in your programs.

**PROGRAM #1** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name of Program*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Expected Attendant Reported Attendees*

**PROGRAM #2** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name of Program*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Expected Attendant Reported Attendee*

**PROGRAM #3** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name of Program*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Expected Attendant Reported Attendees*

**PROGRAM #4** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Name of Program*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Expected Attendant Reported Attendees*

***-[Copy and Paste to add a program or program stream]-***

*Total attendance in listed programs*

\_\_\_\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Expected Attendant Reported Attendees*

C.3 Target Audiences

*Identify your target audiences for or participants in the different programs described above.*

***(300 WORDS)***

⇒

C.4 Promotion Plan

*How do you propose to reach your target audiences or participant groups? Outline your plan to build*

*audiences and to promote your programs.*

*Do you have a marketing or audience development plan? If so, please attach it to the application.*

*Outline the key elements of your promotional strategy, including outreach and marketing activities.*

*What challenges do you face (or opportunities do you have) to develop new audiences?*

**(500 WORDS)**

⇒

C.5 Social Media

*Please identify the various social media platforms you use:*

**FACEBOOK: TWITTER:**

**EVENT HASHTAG: INSTAGRAM:**

**SNAPCHAT: YOUTUBE CHANNEL:**

*How do you use social media to access your target audiences? What are your social media targets in*

*terms of hits, likes, and views?*

**(250 WORDS)**

⇒

C.6 Participation Metrics

*The ‘****Statistic Report’*** *measures the value of participation by the numbers of people in attendance or by the*

*numbers of artists participating in a project, but does not speak to the quality of participation or depth of*

*impact that arts programming may offer to those who take part.*

*Please speak to the some of the qualitative metrics you employ in evaluating the success (or the*

*challenges) of the programs you offer.*

*Describe the relationship with your audience(s). Where does that relationship hit on the spectrum from*

*passive consumption to active engagement?*

*Describe the “community impacts” you see as* ***intended*** *or as* ***demonstrated*** *outcomes.*

*Attach up to a maximum of five (5) testimonials or letters of support.*

**(400 WORDS)**

⇒

C.7 Access and Inclusion

Are you taking steps to ensure that your program is accessible, inclusive and/or welcoming with respect to:

**ADULTS AND/OR CHILDREN WITH PHYSICAL DISABILITIES?**  **YES NO**

⧠ ⧠

**ADULTS AND/OR CHILDREN WITH DEVELOPMENTAL DISABILITIES?**  YES NO

⧠ ⧠

**MEMBERS OF THE LGBTQ2+ COMMUNITY?**  YES NO

⧠ ⧠

**(LOCAL) FIRST NATIONS AND/OR URBAN INDIGENOUS PEOPLE?** YES NO

⧠ ⧠

**PEOPLE FROM ETHNIC AND CULTURAL MINORITIES?** YES NO

⧠ ⧠

**LOW-INCOME PEOPLE & FAMILIES?**  YES NO

⧠ ⧠

**OTHER UNDERSERVED POPULATIONS IN THE COMMUNITY?**  YES NO

⧠ ⧠

**PLEASE SPECIFY**

*Describe* ***specific steps*** *you are taking with the identified population(s) above to identify and remove*

*barriers impacting their participation.*

**(500 WORDS)**

⇒

C.8 Community Involvement

*Provide a list of your* ***key*** *community partners. Describe their role in supporting the operations or*

*programming of the society.*

*(sponsorship – promotion – subsidy programs – community engagement – market reach?)*

**(PROVIDE A LIST)**

⇒

C.9 Support Materials – Marketing Collateral

*Include samples of the following support materials where appropriate and/or if applicable:*

⧠ print ads

⧠ on-line ads, social media promotion

⧠ posters

⧠ radio or TV spots

⧠ media coverage

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

*This application should be submitted as an MS Word Form (not as a pdf).*

*Please submit with an electronic signature (if available)* ***OR*** *with a separate scanned copy of the signature page.*

SUBMISSIONS & ENQUIRIES

*Email enquiries can be directed to:* [*artsgrants@nvrc.ca*](mailto:artsgrants@nvrc.ca)

*Phone questions can be directed to grants program staff at: (604) 983-6334*

*Electronic submissions are required and should be direct links without any required passwords, email addresses or time limits.*

*For further information, please contact Karen Pighin, Cultural Services supervisor via email at* [*Karen.pighin@nvrc.ca*](mailto:Karen.pighin@nvrc.ca) *or if you prefer to send correspondence through the mail, you can address it to Karen Pighin*

***Arts & Culture Grants*** *at:*

*Delbrook Community Recreation Centre*

*851 West Queens Road,*

*North Vancouver, BC V7N 4E3*

**STAFF USE ONLY**