

 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)**

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 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)**

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

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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*

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 *Expected Attendant Reported Attendees*

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

 *Name of Program*

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 *Expected Attendant Reported Attendee*

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

 *Name of Program*

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

 *Expected Attendant Reported Attendees*

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

 *Name of Program*

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 *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*

*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* *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**