

Arts and Culture Grants

Client Profile

Unless otherwise stated, the submission of a **Client Profile** is typically a required part of applications to the following grants programs:

OPERATING ASSISTANCE

- All applicants

PROGRAMMING & PROJECT ASSISTANCE

- Program & Project Grants: Special Projects & Annual Support
- Annual Programming Support: Multiple Programming Streams

CELEBRATIONS & EVENTS GRANTS

- Major Celebrations Grants
- Arts Festivals Grants

Established grants clients will have their **Client Profile** kept on file for up to a maximum of **five** years.

New applicants – i.e. groups who have not previously applied for an Arts & Culture grant – must ensure that they have submitted a **Client Profile** if one is required as part of their current application package (see above).

It is the responsibility of **all** applicants to ensure that they have an up-to-date **Client Profile** on file with Grants Program staff, or that they have submitted a current profile with their current grant request.



1. General Information

OFFICIAL SOCIETY NAME (*must be a registered society*)

...

OPERATING AS / ... NAME OF ORGANIZATION IF DIFFERENT FROM ABOVE

...

MAILING ADDRESS

...

CITY

...

PROVINCE

BC

POSTAL CODE

...

ORGANIZATIONAL WEBSITE

...

2. Primary Contact (*person completing application*)

NAME

TITLE WITH ORGANIZATION

E-MAIL

PHONE (1)

PHONE (2)

3. Society Status

Is your organization incorporated as a not for profit society?

YES

NO

... or does it have charitable status?

YES

NO

*If you answered **YES** to either of the above, please provide:*

YOUR BC SOCIETY NUMBER

AND/OR YOUR CHARITY NUMBER

*If you answered **NO** to either of the above, please note:*

**INDIVIDUALS MAY NOT RECEIVE
GRANT PAYMENTS**

4. History, Mission & Mandate

HISTORY

Provide a brief overview of the history of your organization and your activities in North Vancouver.

(150 WORDS)

...

MISSION & MANDATE

Speak to your vision, mission and mandate as a non-profit society or recognized community group.

(200 WORDS)

...

5. Governance & Management ~ not-for-profits and charitable groups

If you ARE registered as a not-for-profit society or have charitable status, or if you identified as such in Question 3, please speak to the governance structure and practices of your organization.

ROLE OF THE BOARD

Is yours a working board or a policy/governance board?

How is your board involved in the management of the organization, either in terms of day-to-day operations or general governance and oversight.

What experience and skills do individual members of your board bring to the organization?

Do NOI describe the functions of different board positions!

What challenges do you face in respect of recruitment, renewal or turnover?

(250 WORDS)

...

6. Governance & Management ~ other recognized arts or community groups

If you are NOT registered as a not-for-profit society or do NOT have charitable status, please speak to the governance structure and practices of your organization.

ONLY ANSWER THIS QUESTION if you did not answer Question 5, above.

PATH TO NOT-FOR-PROFIT STATUS

Do you have plans to incorporate as a not-for-profit society?

*If you answered **NO**, please speak to reasons you have identified as to why incorporating as a not-for-profit society is NOT the right move for your group.*

*If **YES**, please suggest a timeline to complete these plans.*

What challenges or barriers do you face in respect of incorporating as a not-for-profit society?

(200 WORDS)

...

ACCOUNTABILITY

Does your group have a board or a management committee?

How do you ensure responsibility and accountability for the management of the group?

(150 WORDS)

...

7. Profile Update

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

SIGNATURE OF PERSON FILING THE APPLICATION

NAME

DATE SUBMITTED

STAFF USE – RENEWAL REQUIRED BY:

The application may be submitted with the electronic signature (if available) of the Primary Contact identified on page 2 of this form ...

OR the signature page may be submitted separately as a scanned .pdf, showing the Primary Contact's original signature.

REQUIRED ATTACHMENTS – ANNUAL UPDATES

It is the responsibility of **all** applicants to keep their **Client Profile** updated as the organization changes over time. This may include Annual Updates as itemized below.

If available please provide the following:

- An annotated List of the Board of Directors (or Management Committee), including: name, board position and years of service.

UPDATE EVERY YEAR

A full membership list with names and addresses.

PROVIDE IF AVAILABLE – UPDATE EVERY YEAR

An annotated org chart, including: job titles, FTE, names (if positions filled) and reporting structures. Indicate where roles are being filled by volunteers (v).

UPDATE AS REQUIRED