

Programming & Project Assistance
Arts & Culture Grants
Annual Assistance: Programs & Projects
Application Form
Small Grants, up to \$7,500

Programming & Project Assistance Grants for 'Annual Assistance: Programs & Projects' (also known as the 'Small Grants' program) provide financial support for a wide range of creative, artistic and cultural initiatives:

- *that demonstrate clear community need*
- *that offer clearly-articulated benefits to the community*
- *that directly engage the creative participation of the community*
- *that demonstrate quality artistic, cultural or heritage practices*

In accordance with 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, or*

PROGRAM FOCUS

Generally speaking, the 'Small Grants' program ('Annual Assistance: Programs & Projects') is intended to support eligible groups to produce or present a single program, project or series that recurs on an annual basis.

GRANT REQUEST SUMMARY

NAME OF ORGANIZATION

NAME OF PROJECT, INITIATIVE OR EVENT

GRANT REQUEST

\$

EVENT BUDGET

\$

APPLICANT INFORMATION

1. Applicant Organization

NAME OF ORGANIZATION

MAILING ADDRESS

CITY

PROVINCE
BC

POSTAL CODE

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 applicants **must** have an arts-primary mandate:

Eligible applicant categories are listed below:

PLEASE CHECK ANY OR ALL 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. an established and recognized arts group in the community
- E. a recently-formed arts group or collective not yet incorporated as a non-profit society
- F. an arts group or collective, partnering with an eligible non-profit society for the purposes of this grant application
- G. a group or collective working in an area of emerging artistic or cultural practice, including with youth or with diverse communities

4. Applicant/Society Status

If you checked **A, B** or **C** above, please provide organization's:

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

SOCIETY NUMBER

AND/OR CHARITY NUMBER

IS THE SOCIETY CURRENTLY IN GOOD STANDING?

YES

NO

IF YES, PLEASE PROVIDE PROOF OF GOOD STANDING

ATTACHED

If you checked **D** above, but are not registered with the province as a non-profit society, please describe your non-profit mandate:

If you checked **E** above, when do you plan or expect to apply for non-profit status?

If you checked **F** or **G** above, please identify the eligible non-profit society that you are partnering with for the purposes of this grant application:

5. Applicant Profile

If you are a returning client with an established grant history (i.e. five years), **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.

Policy identifies four sets of criteria that speak to **'artistic-cultural impact'**:

- *Artistic Merit (also cultural or heritage programming merit)*
- *Creativity and Innovation*
- *Uniqueness of Program*
- *Value of Intended Outcomes*

6. 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.

(200 WORDS)

7. Artists Involved

Provide a list of the key creative professionals (artists, composers, curators, educators or performers), whose work is central to the delivery of or will be presented as part of the project.

Briefly annotate the list to clarify each one's practice and experience?

Attach CVs, bios or examples of work where relevant.

Please indicate whether or not these key people are confirmed!

CONTINUED OVER / ...

7. Artists Involved *(continued)*

8. Project Goals

Identify your key artistic goals and objectives for this project. Describe the intended outcomes.

(150 WORDS)

9. Outcomes/Indicators of Success

What are your key indicators that the project has or has not achieved the goals or outcomes identified above?

Speak to any changes, improvements or new directions required to achieve the intended goals or outcomes.

(200 WORDS)

9. Outcomes/Indicators of Success *(continued)*

10. Artistic Innovation

Please identify existing programs in the same creative field. What is it that makes your program offering creative, innovative or new?

(150 WORDS)

To what extent does the project or program offer something creative, innovative or new in the context of other offerings available in the region?

NOT AT ALL	NOT SIGNIFICANTLY	SOMEWHAT CREATIVE	FAIRLY INNOVATIVE	TOTALLY NEW
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. Support Materials – Program Impact

Please attach the following support materials:

REQUIRED ATTACHMENTS:

- a selected list of the artists, entertainers, performers and other creative talent **expected** to be part of the program, project or activity
 - **NUMBER OF DIFFERENT ARTISTS, ENTERTAINERS OR PERFORMANCE ACTS INVOLVED**
 - **PROVIDE A BRIEF DESCRIPTION FOR EACH ARTIST**
 - **HIGHLIGHT ANY THAT ARE CONFIRMED**
 - **INCLUDE IN ELECTRONIC SUBMISSION**

- 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**

- a copy of the event schedule, catalogue or program from last year's event

*** PHOTOS**

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.

PROVIDE IF AVAILABLE:

- any collateral materials used in previous year(s)
 - **PROGRAMS – INFORMATIONAL MATERIALS**
 - **INCLUDE IN ELECTRONIC SUBMISSION**

- video and/or audio files
 - **SUBMIT A LIST OF ACTIVE LINKS TO YOUTUBE, VIMEO OR OTHER WEB VIDEO SITES**
 - **INCLUDE IN ELECTRONIC SUBMISSION**

- copies of testimonials or letters of support
 - **INCLUDE IN ELECTRONIC SUBMISSION**

ARTISTIC-CULTURAL IMPACT ~ NOTES
FOR USE BY GRANTS REVIEW COMMITTEE

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*

12. Participation Metrics

TOTAL NUMBER OF PEOPLE EXPECTED TO ATTEND OR PARTICIPATE IN YOUR PROGRAM

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

20___: 20___: 20___:

TOTAL HOURS OF PROGRAMMING

TOTAL HOURS OF PROGRAMMING IN PREVIOUS YEARS, IF APPLICABLE

20___: 20___: 20___:

The value of participation is often measured by more than 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 the project!
(150 WORDS)

13. Target Audience & Promotion

Describe your activities to promote the project. Identify your target audience, and outline your plan to reach that audience.

(200 WORDS)

13. Target Audience & Promotion *(continued)*

14. Social Media

Please identify the various social media platforms you use:

FACEBOOK: www.facebook.com/

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.

(150 WORDS)

15. Access and Inclusion

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

ADULTS &/OR CHILDREN WITH PHYSICAL DISABILITIES?

YES

NO

15. Access and Inclusion *(continued)*

ADULTS &/OR CHILDREN WITH DEVELOPMENTAL DISABILITIES?	YES <input type="radio"/>	NO <input type="radio"/>
MEMBERS OF THE LGBTQ COMMUNITY?	YES <input type="radio"/>	NO <input type="radio"/>
(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? IF YES, PLEASE SPECIFY	YES <input type="radio"/>	NO <input type="radio"/>

Describe specific steps you are taking with the identified population(s) above to identify and remove barriers impacting their participation.

15. Access and Inclusion *(continued)*

16. Volunteers & Interns

Do you engage volunteers &/or interns in the delivery of the proposed program, project or initiative?

YES NO

If you answered yes above, please provide information with respect to:

NUMBER OF VOLUNTEERS

NUMBER OF VOLUNTEER HOURS

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.

(150 WORDS)

17. Partnerships *(if applicable)*

Please list and describe any partnerships involved in the creation, delivery and support of the event. What value do these partnerships bring to the event? What do they make possible?

(150 WORDS)

17. Partnerships *(continued)*

18. Support Materials – Marketing Collateral

Please attach the following support materials (from previous years):

REQUIRED ATTACHMENTS:

- sample print media ads
- posters
- other print materials
- on-line and/or social media promotion

IF AVAILABLE:

- a copy of any promotion or marketing plan developed for the event
- radio or TV spots
- a copy of any media coverage and/or wrap report
- sample media coverage of the event

COMMUNITY BENEFIT & IMPACT ~ NOTES
FOR USE BY GRANTS REVIEW COMMITTEE

ORGANIZATIONAL CAPACITY AND/OR NEED

Policy identifies three sets of criteria 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

19. Funding Request

GRANT REQUEST

\$

PROJECTED BUDGET

\$

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

YES

NO

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

FOR STAFF USE ONLY

Grant Request as a
Percentage of the
Projected Program
Budget

%

.....

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

20__:

\$

\$

20__:

\$

\$

20__:

\$

\$

NUMBER OF YEARS THE PROGRAM OR PROJECT HAS ALREADY RECEIVED GRANT SUPPORT

20. Why is Funding Needed?

What, specifically, will the grant be used for
(150 WORDS)

21. Other Sources of Funding

Please list other sources of community support, foundation grants, government funding or local business sponsorships that you are seeking or have secured

22. Cost of Participation

What is the cost of participation and/or admission?

How did you determine the appropriate price point? Provide comparables and speak to your pricing strategy!
(150 WORDS)

24. 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

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

TITLE WITH ORGANIZATION

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.

SUBMISSION REQUIREMENTS

Grants Deadlines

Early Intake: Grant Applications will be accepted from **Thursday September 20th, 2018** to **Monday October 15th, 2018** at 4:30 pm
(for eligible activities that take place in the period from January 1st through August 15th, 2019)

Late Intake: Grant Applications will be accepted from **Tuesday February 5th, 2019** to **Tuesday March 5th, 2019** at 4:30 pm
(for eligible activities that take place in the period from July 15th through December 31st, 2019)

Application Package

Applications should consist of: a '**Client Profile**,' an '**Application Form**' and a '**Budget Form**' **PLUS** support materials as requested herein.

It is the 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.

Electronic Submission *(complete application package)*

Submit one electronic copy of the complete **Application Package**, including any supplementary materials that may be required. Electronic submissions may be provided:

- on a USB drive (memory stick)
- on a CD-R disc, OR
- via a web-based file-share platform

Application materials sent as email attachments or faxes will not be accepted.

Hard Copy Submission *(signed forms only)*

Submit original signed copies of the '**Client Profile**' and '**Application Form**' ONLY.

Delivery Address

Applications can be mailed or hand-delivered to the attention of **Arts & Culture Grants** at:

Delbrook Community Recreation Centre
851 West Queens Road
North Vancouver, BC V7N 4E3