

Programming & Project Assistance
Arts & Culture Grants
Annual Programming Support
Application Form
Major Funding Stream, up to \$20,000

Programming & Project Assistance Grants for 'Annual Programming Support' (also known as the 'Major Funding Stream') provide financial support for a wide range of creative, artistic and cultural initiatives:

- *that demonstrate excellence of artistic and cultural practice*
- *that reflect the highest standards of service delivery*
- *that offer clearly-articulated benefits to the community, and*
- *that directly engage the creative participation of the community*

In accordance with policy, funding priority is given to activities:

- *that foster the development of emerging arts and cultural practices*
- *that demonstrate creativity and innovation, or*
- *that target underserved sections of the population*

PROGRAM FOCUS

Generally speaking, the 'Major Funding Stream' ('Programming & Project Assistance: Annual Programming Support') is targeted at groups that are not eligible for 'Operating Assistance,' but that are nevertheless seeking support for a range of programs, projects, series or events that they present or produce on an annual basis.

GRANT REQUEST SUMMARY

NAME OF ORGANIZATION

NAMES OF PROGRAMS FOR WHICH FUNDING IS SOUGHT

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 for 'Annual Programming Support,' 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 the organization's:

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

SOCIETY NUMBER

AND/OR CHARITY NUMBER

4. Applicant/Society Status *(continued)*

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.

ARTISTIC & CULTURAL IMPACT

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

- *Artistic Merit*
- *Creativity and Innovation*
- *Uniqueness of Program*
- *Value of Intended Outcomes*

IMPORTANT NOTE: *Please list the programs for which funding is being sought and respond to Sections **6, 7** and **8** in the spaces provided. If you are seeking funding for more than four (4) programs, please add additional pages.*

6. Program Outline

List the programs for which you are seeking grant support and for each program listed describe what the activity entails.

7. Artists Involved

Identify the key creative professionals (artists, composers, curators, educators or performers) who will deliver the program(s) or whose work will be presented.

Briefly clarify relevant aspects of each artist's practice and experience?

Attach CVs, bios or examples of work where relevant.

Please indicate whether or not these key people are confirmed!

8. Program Goals

Identify your key artistic goals and objectives for each program. Describe the intended outcomes.

#1. NAME OF PROGRAM

PROPOSED DATES

FROM:

TO:

LOCATION(S)

PROGRAM DESCRIPTION

ARTISTS INVOLVED

PROGRAM GOALS

#2. NAME OF PROGRAM

PROPOSED DATES

FROM:

TO:

LOCATION(S)

PROGRAM DESCRIPTION

ARTISTS INVOLVED

PROGRAM GOALS

#3. NAME OF PROGRAM

PROPOSED DATES

FROM:

TO:

LOCATION(S)

PROGRAM DESCRIPTION

ARTISTS INVOLVED

Program Outline / Artists Involved / Program Goals *(continued)*

PROGRAM GOALS

4. NAME OF PROGRAM

PROPOSED DATES

FROM:

TO:

LOCATION(S)

PROGRAM DESCRIPTION

ARTISTS INVOLVED

PROGRAM GOALS

9. Indicators of Success

What are the key indicators that tell you whether or not the programming 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.

(250 WORDS)

10. Artistic Innovation

What is it that makes your program offerings creative, innovative or new?

(200 WORDS)

10. Artistic Innovation *(continued)*

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. Partnerships *(if applicable)*

Please list and describe any partnerships involved in the creation or delivery of the programs listed. What value do these partnerships bring to the programming? What do they make possible?

(200 WORDS)

12. Support Materials – Artistic 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 event
 - 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

12. Support Materials – Artistic Impact *(continued)*

* 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*

13. Participation Metrics

TOTAL NUMBER OF PEOPLE YOU EXPECT TO ATTEND OR PARTICIPATE IN YOUR PROGRAMS

TOTAL NUMBER OF PEOPLE THAT ATTENDED OR PARTICIPATED IN YOUR PROGRAMS IN PREVIOUS YEARS

20__ : 20__ : 20__ :

TOTAL HOURS OF PROGRAMMING PROPOSED AS PART OF THIS APPLICATION

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 programming offers to those who take part.

Describe the impact on participants of their attendance at or involvement in the programs
(250 WORDS)

14. Target Audience & Promotion

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

(300 WORDS)

15. 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.

(225 WORDS)

15. Social Media *(continued)*

16. 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
	<input type="radio"/>	<input type="radio"/>
ADULTS &/OR CHILDREN WITH DEVELOPMENTAL DISABILITIES?	YES	NO
	<input type="radio"/>	<input type="radio"/>
MEMBERS OF THE LGBTQ COMMUNITY?	YES	NO
	<input type="radio"/>	<input type="radio"/>
(LOCAL) FIRST NATIONS &/OR URBAN INDIGINOUS PEOPLE?	YES	NO
	<input type="radio"/>	<input type="radio"/>
PEOPLE FROM ETHNIC AND CULTURAL MINORITIES?	YES	NO
	<input type="radio"/>	<input type="radio"/>
LOW-INCOME PEOPLE & FAMILIES?	YES	NO
	<input type="radio"/>	<input type="radio"/>
OTHER UNDERSERVED POPULATIONS IN THE COMMUNITY?	YES	NO
IF YES, PLEASE SPECIFY:	<input type="radio"/>	<input type="radio"/>

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

16. Access and Inclusion *(continued)*

17. 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 programming?

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.

(250 WORDS)

17. Volunteers & Interns *(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 areas of assessment 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

IN WHAT YEAR DID YOU FIRST RECEIVE A GRANT?

If you have previously received a grant for the listed programs, please complete the following information for the last three years in which funding was received.

GRANT YEAR	GRANT RECEIVED	REPORTED EXPENDITURES
20_ _:	\$	\$
20_ _:	\$	\$
20_ _:	\$	\$

FOR STAFF USE ONLY

Grant Request as a
Percentage of the
Projected Program
Budget

%
.....

20. Why is Funding Needed?

What, specifically, will the grant be used for
(250 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!
(225 WORDS)

23. Building Capacity / Planning for Sustainability

'Programming & Project Assistance' grants are **not** intended to provide continuing, indefinite support for the same activity. As a general rule, policy states that 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.

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