

2018 Arts and Culture Grants

Applicant Profile

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

- Operating Assistance
- Programming & Project Assistance
- Celebrations & Events Grants—'Major Celebrations' Category.

Grants clients with an established grant history (minimum of five years) will have their **'Applicant Profile'** kept on file for up to a maximum of **three** years.

Established grants clients are advised to ensure that their on-file **'Applicant Profile'** is up-to date, and may submit an updated profile at any point.

It is the responsibility of **all** applicants to ensure that they have an up-to-date **'Applicant Profile'** on file with Grants staff, or that they have submitted a current profile with their 2018 grant request

New applicants – i.e. groups who have not previously applied for an Arts & Culture grant – must ensure that they have submitted an **'Applicant Profile'** if required as part of their current application package.

1. General Information

OFFICIAL SOCIETY NAME

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
	<input type="radio"/>	<input type="radio"/>
... OR DOES IT HAVE CHARITABLE STATUS?	YES	NO
	<input type="radio"/>	<input type="radio"/>

IF YOU ANSWERED YES TO EITHER OF THE ABOVE QUESTIONS, PLEASE PROVIDE: YOUR BC SOCIETY NUMBER

AND/OR YOUR CHARITY NUMBER

4. Profile Update

I, the undersigned, certify that, to the best of my knowledge, all information provided in this **'Applicant 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:

It is the responsibility of **all** applicants to keep their **'Applicant Profile'** updated as the organization changes over time.

5. History, Mission & Mandate

PROVIDE A BRIEF OVERVIEW OF THE HISTORY OF YOUR ORGANIZATION AND YOUR ACTIVITIES IN NORTH VANCOUVER. (150 WORDS)

6. Governance & Management Structures

WHAT ROLE DOES YOUR BOARD PLAY IN ENSURING THE SUCCESS OF THE ORGANIZATION?

HOW ACTIVE IS YOUR BOARD IN THE FOLLOWING AREAS? (200 WORDS)

- STRATEGIC PLANNING
- FUNDRAISING
- GOVERNANCE
- RECRUITING AND MANAGEMENT
- PROGRAMMING.

ANNUAL UPDATES

- Complete and attach the Board of Directors' List provided.
- Please provide a full membership list with names and addresses.

7. Staff & Volunteers

SPEAK TO YOUR ORGANIZATIONAL NEEDS IN RESPECT OF STAFFING.

WHO DOES THE WORK – PAID STAFF OR VOLUNTEERS?

SPEAK TO THE IMPORTANCE AND TO THE DIFFERENT ROLES OF VOLUNTEERS WITHIN YOUR ORGANIZATION.

IS THIS MODEL SUSTAINABLE, OR IS THERE REASON TO BE CONCERNED ABOUT BURNOUT?

SPEAK TO ANY PLANS YOU MAY HAVE TO INCREASE YOUR STAFFING CAPACITY OVER TIME.

(300 WORDS)

REQUIRED ATTACHMENT

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

