

## Arts and Culture Grants

# GUIDELINES

## Celebrations & Events Grants

Community Events Grants

Major Cultural Celebrations

Arts Festivals

### Policy Statement

*'The Official Community Plans of the City and District of North Vancouver recognize the value of arts and cultural organizations and activities in adding to the vibrancy of community life and celebrating North Vancouver's unique identity.'*

*'The City and District of North Vancouver recognize that financial investment in the arts and in the cultural sector through grants enables the production of quality arts and culture experiences, supports events and festivals, and leverages additional funding from other sources.'*

## 1.0 Grants Programs, Overview

The Arts & Culture Grants Policy governs four distinct grants programs.

- Operating Assistance  
<https://www.nvrc.ca/arts-culture/grants/operating-assistance>
- Programming & Project Assistance  
<https://www.nvrc.ca/arts-culture/grants/programming-projects>
- Celebrations & Events Grants  
<https://www.nvrc.ca/arts-culture/grants/celebrations-events>
- Community Public Art Grants  
<https://www.nvrc.ca/arts-culture/grants/community-public-art>

## 2.0 Purpose

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**Celebrations & Events Grants** seek to sustain and encourage growth in existing events and to support the development of new events that foster community connections and contribute to residents' quality of life and sense of identity. Applications are accepted in **two** categories:

### 2.1 Community Events

Grants are available up to a maximum of \$6,500 to support the development of new events and to encourage the growth and development of existing events that foster community connection and that contribute to residents' sense of belonging, identity and place.

Community events are typically (but not exclusively) single-day events:

- *that encourage congregation*
- *that evoke a sense of celebration*
- *that express the diversity and uniqueness of our communities*
- *that foster community connectivity*
- *that are inclusive, welcoming and entertaining; and*
- *that provide opportunities for local talent*

### 2.2 Major Cultural Celebrations & Festivals

Grants are available up to a maximum of \$20,000 to support large-scale, multi-day **Cultural Celebrations**:

- *that present a significant program of cultural activities and entertainments*
- *that mix arts programming with cultural attractions, entertainments, demonstrations and other activities to create a full event or festival program*
- *that encourage congregation and celebrate community connectivity; and*
- *that express the diversity and uniqueness of our communities*

All applicants in this category should have an established audience, or be able to show clear potential for significant audience development and should offer audiences a relatively unique experience not duplicated by other organizations and their activities.

### 2.3 Arts Festivals

Grants are available up to a maximum of \$17,500 to support multi-day **Arts Festivals**:

- *that present a coordinated program of artistic activities, exhibits or performances*
- *that offer innovative and entertaining arts programming*
- *that inspire awareness of local and visiting talent; and*
- *that foster appreciation of arts and culture, heritage and other creative pursuits*

## 3.0 Program Eligibility

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### 3.1 Eligible Applicants

Applicants for *Celebrations & Events Grants* may include any of the following:

- registered not-for-profit arts and culture organizations
- other recognized arts groups in the community
- community service organizations
- community associations
- merchants' associations or business improvement associations
- multi-cultural and ethno-cultural organizations
- charitable organizations
- other recognized community groups, subject to staff review and approval

### 3.2 General Provisions

In order to apply for a *Celebrations & Events Grant*, organizations:

- may be based in a municipal jurisdiction other than North Vancouver, but
- must conduct the event for which they are seeking support in North Vancouver, or
- must, if the proposed event takes place elsewhere on the North Shore, clearly demonstrate their benefit to North Vancouver residents, and
- must have an established track record of delivering quality arts and cultural programs and services in North Vancouver for a period of at least one (1) year prior to the application

### 3.3 Number of Applications

Eligible groups may submit more than one grant application within the same calendar year.

Due to the large numbers of new and returning applicants submitting grants requests, it may not be possible to provide grant support for all requests. Priority will be given to (an applicant's) first application versus (another applicant's) second application.

### 3.4 Multi-Year Funding – ‘Major Cultural Celebrations’ and ‘Arts Festivals’

The purpose of *multi-year funding* is to provide a stable funding environment locally, and to support local groups' capacity to plan based on a reliable understanding of their funding picture.

Applicants may request multi-year grant support for up to a maximum of three (3) years. However, there is no requirement that applicants must request multi-year funding.

This provision applies **only** to applicants in the ‘Major Cultural Celebrations’ and ‘Arts Festivals’ Categories.

In order to be considered for multi-year funding, applicants must: be able to display sound governance and organizational management; exhibit accountability for use of public funds through best financial practices; and demonstrate strong performance measures in terms of programming, financial and/or organizational health.

Grants may be awarded for one, two or three years.

Upon award of the grant, successful applicants will receive notice of a Grant Renewal Date and will not be required to submit a new application until the grant intake corresponding to the identified renewal date.

Organizations in receipt of multi-year funding will be required to demonstrate accountability on an annual basis by providing the following:

- *their most recent completed financial statements*
- *an updated budget report*
- *an updated statistical report, and*
- *a signed accountability report, briefly outlining the organization's performance measures*

## 4.0 Policy Restrictions

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As a strict matter of policy, Arts and Culture grants do not support:

**(1) *Municipal agencies, other branches of local government or activities that are directly supported by the municipality through other means***

This restriction includes libraries, community recreation centres, and other municipal agencies or commissions. Not-for-profit “friends-of” or other associated societies may be eligible to apply, but must be able to demonstrate that the service or activity covered in the grant request is not:

- already supported through existing municipal human or financial resources
- part of the regular programming of the organization, or
- essentially similar to the type of programming regularly conducted by the organization

**(2) *Individuals, businesses, commercial enterprises, political parties or political events***

In cases where a non-profit society or other eligible community group has a close partnership with a business, it is incumbent on the applicant to demonstrate that grant funds will not be used to support the operations of the business.

**(3) *Schools and post-secondary educational institutions, including all activities that meet the curricular requirements of those bodies***

None of the following are eligible for grant support: elementary schools, secondary schools or private schools as well as colleges, technical institutes, universities and post-secondary educational institutions.

Arts education organizations may be eligible to receive grant support for community-based arts programming, as long as the programming for which funding is requested is not available for course credit with the School District, with a post-secondary institution or with a commercial school.

Funding is not available to support end-of-year recitals, activities required to fulfill program curricula or other showcase events intended to promote school programs.

Parent Advisory Committees are ineligible for **Programming & Project Assistance** grants but may be eligible to receive grant support through the **Community Public Art Grants** program.

**(4) *Churches or religious organizations, events or activities***

While churches often serve as venues for activities produced or presented by eligible grant recipients, churches, religious organizations or church-based events are not generally eligible for grant support.

However, churches and other faith-based organizations may be eligible to receive grant support for a community event through the **Celebrations & Events Grants** program where:

- the applicant is one of a number of community partners delivering the event;
- the event has no religious overtones and no religious materials are handed out; and
- the event can be demonstrated to deliver on the goals and objectives of the grant program.

- (5) *Fundraising projects or programs*
- (6) *Competitions or award ceremonies, parties, private or closed events*
- (7) *An organization for the purpose of funding other organizations*
- (8) *Endowment funds or capital costs (excluding community public art projects)*
- (9) *Debt retirement or retroactive funding*

## 5.0 Grants Intake Schedule

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### 5.1 Early Intake, 2019

The Early Intake provides grant support for *Community Events, Cultural Celebrations and/or Arts Festivals* that are scheduled to take place from **January 1st** through **August 15th, 2019**

### 5.2 Late Intake, 2019

The Late Intake provides grant support for *Community Events, Cultural Celebrations and/or Arts Festivals* that are scheduled to take place from **July 15th** through **December 31st, 2019**

### 5.3 Submission Deadlines, 2019

#### **Early Intake**

Submissions to the 2019 Early Intake early will be accepted after **September 20th, 2018**. The final deadline for submission is **October 15th, 2018**.

#### **Late Intake**

Submissions to the 2019 Late Intake early will be accepted after **February 5th, 2019**. The final deadline for submission is **March 5th, 2019**.

All grant applications must be received by **4:30 pm** on the posted submission deadline.

### 5.4 Late Submissions / Extensions

Late submissions will not be accepted, unless a written extension request has previously been received and approved by staff. Extension requests must be received in writing (e-mails will be accepted) a minimum of three (3) working days prior to the posted submission deadline.

The maximum extension that may be granted will be up to ten (10) working days. However, extensions will **only** be granted if they do not unduly delay the administration of the grants process.

## 6.0 Application & Submission Requirements

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### 6.1 Apply to the Correct Program and Grant Category

Each of the different assistance programs and grants categories has a discrete purpose and focus as well as a distinct set of funding criteria – see Section 3.0 (above). The application forms, materials and submission requirements vary from program to program.

It is the sole responsibility of the applicant to ensure that they submit their grant request to the appropriate funding stream.

The final determination as to whether an application will be accepted under a given grant program and/or category rests with either staff and/or the Grants Review Community. If in any doubt, applicants should contact staff for advice.

## 6.2 Use the Forms Provided

Applications must be submitted on the forms provided and in the format requested.

## 6.3 Application Package

Applications to the *Celebrations & Events Grants* program should consist of:

- (1) a *'Client Profile'* – where requested
- (2) an *'Application Form'* – always required, a fillable pdf
- (3) a *'Budget Form'* – always required, an MS Excel Workbook
- (4) a *'Statistics Report'* – where requested

In addition to the above, applicants will be requested to submit various materials (photos, financial statements, society documents and marketing materials) in support of their application.

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.

Check-Lists are provided.

## 6.4 Hard Copy Submission (*signed forms only*)

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

## 6.5 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.

### ***A Note on Electronic Submission/Distribution***

Electronic submission is required so that your funding request can be distributed to the Grants Review Committee in a timely and sustainable manner. Please make every effort to provide all parts of the application package in electronic format.

Any parts of the application package that cannot be submitted electronically may be provided in hard copy. However, it may not be possible to distribute hard copy materials to the Grants Review Committee in advance of their meeting(s).

## 6.6 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

## 6.7 Ineligible Applications

The following conditions may result in an application being deemed ineligible:

- application submitted late (without having sought and received an extension)
- application submitted to the incorrect intake
- application submitted to the incorrect program
- application not submitted on the forms provided
- application package incomplete
- required attachments and support materials not provided
- hard copy not signed (original signature required)
- application submitted as email attachments or by fax

Ineligible applications will not be forwarded to the Grants Committee for review.

## 6.8 Exceptions

Staff is authorized to exercise judgment in respect of the above and may – on a case by case basis – either extend a deadline or modify a requirement.

## 7.0 Grants Review Process

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### 7.1 Authority to Approve Grants

Sole authority to approve *Arts & Culture* grants rests with the governing body of the North Vancouver Recreation & Culture Commission.

### 7.2 Grants Review Committee

All recommendations with respect to the allocation of grants funding are prepared by an independent Grants Review Committee and forwarded to the Commission for consideration and approval.

### 7.3 Stages of Review

All applications go through the following stages of review:

**(a) Eligibility Review**

Applications are first reviewed by staff to assess eligibility and completeness. Incomplete submissions are documented and applicants provided with a list of deficiencies. Applicants may be awarded an extension to provide the requested information, after which a determination will be made regarding eligibility.

**(b) Technical Review**

Applications that propose activity that takes place in or is likely to impact a public space may be forwarded to the appropriate municipal department(s) for a review of the proposal's feasibility.

(c) **Grants Committee Review**

The Grants Review Committee evaluates all grant applications in accordance with the evaluation criteria outlined in policy and detailed below.

## 8.0 Evaluation Criteria

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Requests for **Celebrations & Events Grants** will be reviewed and assessed based on the following criteria as outlined in policy:

### 8.1 Community Events – Evaluation Criteria

Requests for grant support in the **Community Events** category will be reviewed and assessed based on the following criteria:

- *program mix*
- *need / demand / support for event*
- *demonstrated and projected outcomes*
- *level of service, including number of people served*
- *capacity to deliver the program or project*
- *financial need*
- *leveraged funding from other sources, community partners and other support (in-kind)*
- *public accessibility*

### 8.2 Major Cultural Celebrations and Arts Festivals – Evaluation Criteria

Requests for grant support in the **Major Celebration & Festivals** category will be reviewed and assessed based on the following criteria:

- *quality of work presented or performed*
- *programming innovation*
- *alignment with Official Community Plans of the District and City of North Vancouver*
- *cultural tourism impact*
- *past/projected attendance*
- *demonstrated/projected outcomes*
- *ability to deliver the program or project*
- *financial need*
- *leveraged funding from other sources, community partners and other support (in-kind)*
- *public accessibility*

## 9.0 Grants Payment

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### 9.1 Notice of Award

Upon approval of grants by the Commission all successful grant applicants will receive a Notice of Award within five (5) working days.

**Early Intake**

Funding recommendations are taken to the **January** meeting of the Commission for consideration and approval.



### **Main Intake**

Funding recommendations are taken to the **May** meeting of the Commission for consideration and approval.

Applicants who have not been successful in receiving a grant award will also be notified at this time.

## **9.2 Statement of Acceptance**

Appended to the Notice of Award is a *Statement of Acceptance* that must be signed by at least one officer of the organization and returned to the Program Officer before payment of the grant can be processed.

The Notice of Award outlines all terms and/or conditions attached to the grant, including:

- any restrictions on use of the grant
- reporting requirements
- recognition of grant support

## **10.0 Accountability & Reporting**

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### **10.1 Requirement to Report**

In order to ensure the highest standards of accountability for the use of public funds, North Vancouver Recreation & Culture is committed to reporting to City and District Councils each year on:

- how the grants funding in that year has been allocated
- highlighted programs and activities that contribute to the quality of life in North Vancouver
- performance measures relating to the goals and objectives outlined in policy
- the value of Councils' investment in the arts

As a matter of policy, all grants recipients are expected to meet either annual or post-program reporting requirements as outlined below. Reports must be submitted according to stated deadlines, must be complete and include all requested attachments, and may be utilized in review of future applications.

### **10.2 Failure to Report**

Failure to submit a complete and accurate report in whatever format will result in subsequent grant requests being deemed ineligible.

### **10.3 Streamlined Reporting Requirements**

As and where possible, annual reporting requirements have been integrated into the following year's application package, thereby eliminating an additional step of reporting out prior to submitting the next application.

#### **(a) Returning Applicants**

For grants clients that apply annually for the same program, project or event, the need to submit a separate report annually has been eliminated and all relevant reporting requirements have been integrated into the following year's Application Package.

#### **(c) Completed, One-Off Projects**

One-time only (project) grant clients and grant clients not expecting to submit a funding request in the following year are required to complete a Post-Project Report available on the website at:

<https://www.nvrc.ca/arts-culture/arts-culture-grants>

## 10.4 Repayment of Grant

Grants recipients will be required to repay their awarded grant either in part or in whole if:

- the group is found to have knowingly provided false information in the grant application
- the recipient uses the grant for purposes not outlined in the grant application, not approved by the Commission, or not permitted under the terms of this policy
- the organization breaches any of the terms and conditions attached to the grant
- the organization ceases to operate as a non-profit society or ceases to be deemed eligible as a grant applicant, or if it ceases its activities or dissolves as an entity

## 10.5 Financial Statements

- (i) Organizations with a **total operating budget in excess of \$250,000** (measured in two of their three most recently completed fiscal years) are required to provide (Notice to Reader) Financial Statements, prepared in accordance with generally and professionally recognized accounting principles.
- (ii) Organizations with an **operating budget in excess of \$50,000 but less than \$250,000** may provide either:
  - (Notice to Reader) Financial Statements, *if available*
  - or Financial Statements prepared by the applicant, consisting of at least a Statement of Operations and a Balance Sheet and verified by two officers of the organization
- (iii) Groups with an **operating budget less than \$50,000** may provide either:
  - Financial Statements prepared by the applicant, *if available*
  - or an Annual Operating Statement, verified by two officers of the organization
- (iv) Groups that are not required to produce Financial Statements to satisfy the BC Society Act, but that are otherwise eligible to request grant support, may provide an Annual Operating Statement, verified by two officers of the organization.

## 11.0 Grant Recognition

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Arts and Culture Grants are administered by North Vancouver Recreation & Culture on behalf of both the City and the District of North Vancouver. Grants recipients are expected to acknowledge the financial assistance of the City of North Vancouver and the District of North Vancouver, as well as the support of North Vancouver Recreation & Culture on all appropriate promotional materials.

Download the [Grant Recognition Guidelines](#) from the website for more information.

## 12.0 Enquiries

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Please direct email enquiries to: [arts-grants@nvrc.ca](mailto:arts-grants@nvrc.ca)

Phone enquiries should be directed to: (604) 983.6466

### Program Officer

The Arts & Culture Grants programs are managed by:

John Rice, *Cultural Services Officer*  
**North Vancouver Recreation & Culture**

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

**Phone.** (604) 983.6466

**Cell.** (604) 561.8641

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