

Arts and Culture Grants

GUIDELINES

Programming & Project Assistance

Special Projects, New Initiatives and Events in Development

Annual Assistance: Programs & Projects – Small Grants

Annual Programming Support – Major Funding Stream

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

The **Programming & Project Assistance** program supports a wide range of activities that add value to the lives of North Vancouver residents, from the ongoing programming of established arts non-profits to new and innovative initiatives that will be considered on a project-by-project basis.

The **Arts & Culture Grants** Policy prioritizes:

- programs or projects that foster the development of emerging arts and cultural practices, and
- programs or projects targeted at underserved sections of the population

Applications are accepted in **three** categories:

2.1 Special Projects, New Initiatives and Events in Development

The **'Special Projects, New Initiatives and Events in Development'** Category provides grants up to a maximum of \$7,500 to support one-time only projects, pilot projects and new initiatives in development, including arts and cultural events in their start-up phase.

While grants for **'Special Projects, New Initiatives and Events in Development'** are available in a wide range of creative, artistic and cultural practices, priority will be given to proposals:

- *that offer an experience not generally available in North Vancouver*
- *that present new, emerging or innovative practices*
- *that are inclusive of diverse traditions*
- *that encourage cross-cultural exchange, or*
- *that involve creative collaborations or multi-organizational practices*

N.B. Applicants should note that funding opportunities in the **'Special Projects, New Initiatives and Events in Development'** Category do not extend to activities that, while they may be the subject of a "new" application to the Arts & Culture Grants Program, are part of a continuum of existing programming. New applicants who are seeking support for an established program should consider applying to the **'Annual Assistance: Programs & Projects'** Category.

2.2 Annual Assistance: Programs & Projects – Small Grants Program

Grants in the **'Annual Assistance: Programs & Projects'** Category, also known as the **'Small Grants'** Program, provide support up to a maximum of \$7,500 for a wide range of program or project initiatives:

- *that offer an experience not generally available in North Vancouver*
- *that exhibit quality artistic, cultural or heritage practices, and*
- *that clearly articulate a high level of benefit to the community*

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

Typically the **'Small Grants'** program (**'Annual Assistance: Programs & Projects'**) supports the production or presentation of a single program, project or series that recurs on an annual basis.

2.3 Annual Programming Support – Major Funding Stream

'Annual Programming Support' provides financial support up to a maximum of \$20,000 for ongoing or annual programming initiatives across a wide range of artistic, creative and/or cultural practices:

- that offer an experience not generally otherwise available in North Vancouver
- that demonstrate excellence of artistic and cultural practice
- that reflect the highest standards of service delivery
- that clearly articulate a high level of benefit to the community

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

- that demonstrate creativity and innovation
- that foster the development of emerging arts and cultural practices
- that target underserved sections of the population, or
- that involve multi-organizational collaborations in value-added partnerships

PROGRAM FOCUS

Typically the 'Major Funding Stream' (aka 'Annual Programming Support') is targeted at groups that, while they are not considered eligible for 'Operating Assistance,' are nevertheless seeking support for a range of programs, projects or series that they present or produce on an annual basis.

3.0 Program Eligibility

Programming & Project Assistance is a broad-based grant program targeted at:

- non-profit arts and cultural groups, arts service organizations and heritage organizations, **AND**
- community, amateur or member-based arts, culture and heritage groups

3.1 Eligible Applicants

Policy states that applicants for *Programming & Project Assistance*:

- must be a non-profit society or a recognized arts group in the community, **AND**
- must have as their primary mandate or purpose the provision of quality arts and cultural experiences

By way of clarification, eligible applicant categories may include:

- A. non-profit organizations, registered under the new BC Society Act
- B. groups with an equivalent (e.g. out-of-province) non-profit designation
- C. recognized charities, granted charitable status by the Canada Revenue Agency
- D. established and recognized arts groups in the community
- E. recently-formed groups or collectives with appropriate governance structures, but not yet incorporated under the Society Act
- F. groups or collectives, partnering with an eligible non-profit for the purposes of the grant application
- G. groups or collectives working in an area of emerging artistic or cultural practice, including with youth or with diverse communities

3.2 General Provisions

You may qualify for **Programming & Project Assistance** if you are:

- *requesting project support to create, develop or launch an initiative that incorporates new creation and/or presentation practices, or that builds on new partnerships and collaborations*
- *seeking support for activities that celebrate diversity, that reflect the unique and/or shared experiences of different communities, or that are inclusive of cross-cultural traditions*
- *requesting funding for an annual activity, event or festival, program, series or show, **OR***
- *seeking support for the annual programming of your organization (but are not otherwise eligible for Operating Assistance)*

3.3 Geographical Eligibility

In order to apply for **Programming & Project Assistance**, organizations:

- *may be based in a municipal jurisdiction other than North Vancouver, but*
- *must conduct the programs or projects for which they are seeking support in North Vancouver, or*
- *must, if the proposed program(s) or project(s) take 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*

3.4 Number of Applications

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

However, 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 (other applicants') second application.

3.5 Funding Terms – Duration of Grant Support

The **Programming & Project Assistance** program is 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.

At the five-year review, the Commission shall have the right:

- *to extend grant support for a subsequent term of five (5) years*
- *to develop a schedule with the applicant to re-evaluate their requirement for grant support; OR*
- *to terminate funding outright.*

On or before the five-year funding anniversary, therefore, applicants are encouraged to develop a plan that identifies the ongoing value for municipal investment moving forward. Such a plan may address but should not necessarily be restricted to such issues as:

- *clarifying the ongoing need for grant support*
- *working towards the development of a solid funding base*

- leveraged support from other sources and diversification of revenue streams
- revenue generation through audience development and participation growth
- finding organizational efficiencies and other best practices

4.0 Policy Restrictions

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

5.1 Early Intake, 2019

The Early Intake provides grant support for:

- *special projects, new initiatives or events in development that are scheduled to take place from **January 1st through August 15th, 2019***
- *recurring programs or projects that are scheduled to take place between **January 1st and August 15th, 2019***
- *the eligible annual programming (multiple program elements) of applicants whose fiscal year commences between **January 1st and May 31st***

5.2 Late Intake, 2019

The Late Intake provides grant support for:

- *special projects, new initiatives or events in development that are scheduled to take place from **July 15th through December 31st, 2019***
- *recurring programs or projects that are scheduled to take place between **July 15th and December 31st, 2019***
- *the eligible annual programming (multiple program elements) of applicants whose fiscal/operating year commences **June 1st or later***

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

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 2.0 (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.

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 *Programming & Project Assistance* program will typically 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 incorporated at appropriate points in the Application Forms.

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 deliberations.

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

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

Requests for **Program and Project Assistance** will be reviewed and assessed based on the following criteria as outlined in policy:

- artistic merit
- creativity and innovation
- alignment with Official Community Plans of the District and City of North Vancouver
- demonstrated outcomes
- need for programing, services provided
- uniqueness of program (may complement but should not duplicate existing services)
- level of service, including number of people served
- ability to deliver the program or project
- financial need
- leveraged funding from other sources, community partners and other support (in-kind)

The approval of any grant at any time does not constitute a guarantee of ongoing annual funding. Grants are reviewed annually and grant awards may be adjusted at any time at the discretion of the Commission.

Per the **Arts & Culture Grants Policy**, priority will be given to:

- programs or projects that foster the development of emerging arts and cultural practices, and
- programs or projects targeted at underserved sections of the population

9.0 Grants Payment

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. Such notice typically consists of a batch e-mail to successful applicants.

Early Intake

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

Late 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

Provided with 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 Statement of Acceptance outlines all terms and/or conditions attached to the grant, including but not restricted to:

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

10.0 Accountability & Reporting

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.

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

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

Please direct email enquiries to: arts-grants@nvrc.ca

Phone enquiries should be directed to: (604) 983.6466

Grants 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

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