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Arts and Culture Grants

A p p l i c a n t P r o f i l e

*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*

*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 current 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 POSTAL CODE

BC

ORGANIZATIONAL WEBSITE

2. Primary Contact *(person completing application)*

NAME TITLE WITH ORGANIZATION

E-MAIL PHONE (1) PHONE (2)

3. Society Status

*Please answer* YES *or* NO *to the following questions.*

is your organization incorporated as a not for profit society?

… or does it have charitable status?

**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

*Please use the word counts as a guide to the length of your answers.*

PROVIDE A BRIEF OVERVIEW OF THE HISTORY OF YOUR ORGANIZATION AND YOUR ACTIVITIES IN NORTH VANCOUVER.

SPEAK TO YOUR VISION, MISSION AND MANDATE AS A NON-PROFIT SOCIETY OR RECOGNIZED COMMUNITY GROUP.

TOTAL: 750 WORDS

6. Board Governance & Management Roles

DESCRIBE THE ROLES PLAYED BY YOUR BOARD IN THE FOLLOWING AREAS:

– FUNDRAISING

– GOVERNANCE OF THE SOCIETY

– MANAGEMENT OF THE SOCIETY

– PROGRAM DELIVERY

– STRATEGIC PLANNING

– VOLUNTEER SUPPORT

TOTAL: 750 WORDS

7. Staff & Volunteers

DESCRIBE YOUR CURRENT STAFFING STRUCTURE.

DOES THIS MEET YOUR CURRENT NEEDS? SPEAK TO ANY PLANS YOU MAY HAVE TO INCREASE YOUR STAFFING CAPACITY OVER TIME.

EXCLUDING BOARD ROLES, SPEAK TO THE IMPORTANCE OF VOLUNTEER WORK WITHIN YOUR ORGANIZATION.

DOES THE WORK OF VOLUNTEERS SUPPLEMENT STAFF CAPACITY?

WHAT DO YOU DO TO NURTURE COMMUNITY ENGAGEMENT AND PARTICIPATION THROUGH MEANINGFUL VOLUNTEER ROLES?

IS A SIGNIFICANT PORTION OF THE ORGANIZATION’S WORK CARRIED OUT BY VOLUNTEERS?

IS YOUR STAFF/VOLUNTEER STRUCTURE SUSTAINABLE, OR IS THERE REASON TO BE CONCERNED ABOUT BURNOUT?

TOTAL: 750 WORDS

REQUIRED ATTACHMENTS / ANNUAL UPDATES

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

