

Arts and Culture Grants

GUIDELINES

Operating Assistance

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 of Grant

The purpose of the **Operating Assistance** program is to identify, support and sustain the work of groups and organizations that play a leadership role in the arts in North Vancouver by virtue of:

- the development, presentation or production of their own programs
- their relationships with other groups in the creative and cultural sectors
- the mentoring and support of emerging arts groups and practitioners
- innovative partnerships with other sectors of the community or creative economy
- or their capacity to respond to and deliver on the municipalities' goals and objectives for arts and cultural development

Grants are available to support the operations, programming and initiatives of eligible North Vancouver organizations that have an established record for delivering quality arts and cultural programs and services.

3.0 Eligibility

Operating Assistance is intended to support professional or semi-professional arts delivery and arts service organizations. In order to be eligible, applicant organizations **must**:

- be a registered not-for-profit or charitable organization whose primary purpose is to provide arts and cultural experiences in North Vancouver
- be located in North Vancouver
- have a history of arts activity in North Vancouver for at least two (2) years prior to the application
- conduct the majority of their work in North Vancouver
- employ paid staff (full or part-time)
- exhibit sound and independent management structures and provide strong leadership
- demonstrate or support professional arts practices
- offer either a year-round program or a full-season of arts programming.

4.0 Multi-Year Funding

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.

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:

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

4.1 Qualification for Multi-Year Funding

In order to be granted multi-year funding, applicants **must**, in the assessment of the Grants Review Committee: 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.

4.2 Grant Increase Requests

Multi-year funding is intended to provide a stable and reliable baseline of support across a period of up to three years, and it is not possible to approve increase requests for years two and three in advance or as part of the initial funding agreement.

Successful recipients of multi-year grant support may subsequently submit a 'Grant Increase Request' in year two or three of the funding cycle.

4.3 Eligible and Ineligible Requests

Grant Increase Requests will be considered:

- that address a one-time only and time-limited adjustment to the level of service **OR**
- that address a previously unscheduled or unplanned expansion of existing services

Grant Increase Requests will **not** be accepted that seek additional funding to meet cost-of-living increases or that attempt to re-frame or re-argue the case to support activities described as part of the initial application.

4.4 Funding for New Activities

Funding for new activities, new programming and/or pilot projects is available through the 'Programming & Project Assistance' Grant Program.

4.5 Funding Subject to Availability of Grants

Multi-year funding is at all times subject to available grant funds. The approval of any grant, whether for one year or for multiple years, does not constitute a guarantee of ongoing annual funding. Grants may be adjusted at any time at the discretion of the Commission.

5.0 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

6.0 Operating Assistance Intake

Submissions to the 2018 Operating Assistance Intake will be accepted after *December 11th, 2017*. The final deadline for submission is **January 16th, 2018**

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

6.1 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.

7.0 Application & Submission Requirements

7.1 Apply to the Correct Program and Grant Category

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

7.2 Use the Forms Provided

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

7.3 Application Package

Applications to the **Operating Assistance** program should consist of: (1) a '*Client Profile*,' (2) an '*Application Form*,' (3) a '*Budget Form*,' and (4) a '*Statistics Report*.'

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.

Application Check-Lists are provided.

7.4 Hard Copy Submission (*signed forms only*)

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

7.5 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).

7.6 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

7.7 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.

7.8 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.

8.0 Grants Review Process

8.1 Authority to Approve Grants

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

8.2 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.

A Terms of Reference for the Arts & Culture Grants Review Committee is provided on the website at:
<https://www.nvrc.ca/arts-culture/arts-culture-grants>

8.3 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.

9.0 Evaluation Criteria

Requests for *Operating Assistance* will be reviewed and assessed based on the following criteria:

- artistic merit
- leadership within the arts community
- alignment with Official Community Plans of the District and City of North Vancouver
- demonstrated outcomes
- need for programming, services provided
- level of service, including number of people served
- evidence of community partners
- quality of organizational management
- financial need to sustain provision of service
- leveraged funding from other sources 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.

10.0 Grants Payment

10.1 Notice of Award

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

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

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

- any conditions of concern noted by staff or the Grants Committee
- any directions or recommendations provided by the Grants Committee

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

10.2 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.

11.0 Accountability & Reporting

11.1 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.

11.2 Failure to Report

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

11.3 Multi-Year Funding: Reporting Requirements

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

11.4 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

11.5 Financial Statements

Applicants are required to provide (Notice to Reader) Financial Statements, prepared in accordance with generally and professionally recognized accounting principles.

12.0 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.

13.0 Enquiries

Please direct email enquiries to: artsgrants@nvrc.ca

Phone enquiries should be directed to: (604) 983.6466

13.1 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

E-mail. ricej@nvrc.ca