

Arts and Culture Grants

**Operating Assistance**

Application Form

The purpose of the *‘Operating Assistance’* grant program is to identify, support and sustain the work of arts 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*
* *their mentoring and support of emerging arts groups and practitioners*
* *innovative partnerships with other sectors of the community and/or the creative economy,* ***AND/OR***
* *their capacity to respond to and deliver on the municipalities’ goals and objectives for arts and cultural development.*

G E N E R A L I N F O R M A T I O N

1. Applicant Organization

NAME OF ORGANIZATION

MAILING ADDRESS

CITY PROVINCE POSTAL CODE

North Vancouver BC

2. Primary Contact *(person completing application)*

NAME TITLE WITH ORGANIZATION

E-MAIL PHONE (1) PHONE (2)

3. Eligibility Check

To be eligible to receive an *‘Operating Assistance’* grant, applicants must:

PLEASE CHECK ALL THAT APPLY TO YOU:

|  |  |
| --- | --- |
|  | *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 2 years prior to the application* |
|  | *conduct the majority of their work in North Vancouver* |
|  | *employ paid staff (full or part-time)* |
|  | *exhibit professional arts practices; AND* |
|  | *offer either a year-round program or a full season of arts programming* |

**provide YOUR OFFICIAL SOCIETY OR CHARITY NAME, especially IF DIFFERENT FROM THE NAME PROVIDED ON PAGE 1**

**your society number and/or YOUR charity number**

is your organization currently in good standing, YES OR NO?

PLEASE provide PROOF OF GOOD STANDING

4. Applicant Profile

If you are a returning client with an established grant history (i.e. for five years or more), **and** you submitted a grant request last year, your ‘Applicant Profile’ will be kept on file for up to a maximum of three years.

PLEASE CHECK BELOW TO INDICATE …

|  |  |
| --- | --- |
|  | *that you have submitted a new ‘Applicant Profile’ with this application* |
|  | *that you have an ‘Applicant Profile’ on file* |

It is the responsibility of the applicant to keep their ‘Applicant Profile’ updated as the organization changes over time.

A R T I S T I C I M P A C T

Policy identifies four areas of evaluation that speak to *‘artistic impact:’*

* *Artistic Merit*
* *Leadership within the Arts Community*
* *Demonstrated or Intended Outcomes of the Services Provided*

5. Artistic Mission

PROVIDE A BRIEF SUMMARY OF YOUR ARTISTIC MISSION.

IDENTIFY YOUR KEY VISION STATEMENTS AND DETAIL HOW THESE ARE REFLECTED IN YOUR MISSION AND MANDATE.

6. Programming Overview

PROVIDE A BRIEF OVERVIEW/SCHEDULE OF YOUR PROGRAMMING AND ACTIVITIES OVER THE COURSE OF A TYPICAL YEAR.

* *What does a typical year look like?*
* *Restrict yourself to a description of artistic programming available to the public.*

OUTLINE HOW THE DESCRIBED PROGRAMS AND ACTIVITIES FULFILL THE MISSION AND MANDATE OF THE SOCIETY.

7. Program Details

PROVIDE A DETAILED OUTLINE OF YOUR PROPOSED PROGRAM FOR THE UPCOMING YEAR OR SEASON.

* *Provide detailed information about the shows, programs and other initiatives that are planned for the upcoming year or season. Please Note: this may include activities that take place in the current year or season, if your operational year runs with the calendar year.*
* *Include information on the key people (artists, curators, performers and programmers), including other groups and organizations whose work you will be presenting or with whom you are planning to work.*
* *Indicate where any of the above plans are confirmed.*
* *Where relevant, attach CVs, bios and/or examples of work.*
* *Where detailed planning is not yet in place for the upcoming season, describe your planning timeline and provide the most up-to-date information available.*
* *Where detailed planning is not yet in place for the upcoming season, you may choose to provide information that applies to the current season. If so, please address any possible decisions and/or changes that may be pending for the coming year.*

IDENTIFY YOUR ARTISTIC RATIONALE WITH RESPECT TO THE PROGRAM ELEMENTS DESCRIBED. WHAT ARE THE DESIRED OUTCOMES?

WHAT ARE YOUR METRICS FOR SUCCESS?

* *Offer both short and longer-term perspectives where relevant.*
* *Report on and evaluate your organization’s performance on goals, objectives and outcomes set last year or during the previous funding cycle.*

8. Leadership, Partnerships & Collaborations

PROVIDE AN OVERVIEW OF THE CREATIVE PARTNERSHIPS AND COLLABORATIONS THAT YOU ARE ENGAGED IN.

* *Identify and describe the creative collaborations, programming partnerships, mentorship, residency and incubator programs, as well as other work your organization does to support artistic, creative or cultural development.*
* *Focus on those efforts that support local talent and/or emerging artists, OR* *that foster the creation of opportunities for underserved populations.*

9. Creativity & Innovation

DESCRIBE WHAT YOUR ORGANIZATION DOES, OR IS PLANNING TO DO:

* *that moves the art form into new & innovative areas*
* *that moves your own programming & practices into new & innovative areas*
* *that offers something different or new to North Vancouver audiences*
* *or that engages diverse and underserved populations on the North Shore*

10. Planning Ahead

BRIEFLY OUTLINE ANY PLANNED CHANGES TO YOUR ARTISTIC PROGRAM OR YOUR RANGE OF ACTIVITIES OVER THE DURATION OF YOUR MULTI-YEAR GRANT REQUEST.

* *This may refer to new programs or pilot projects you are seeking to develop, but also to the expansion of existing programs and/or activities.*
* *How are you planning to support those activities? If they will require additional grant support, either in the form of an increased ‘Operating Assistance’ grant or in new funding through the ‘Programming & Project Assistance’ program, please ensure that this is reflected in your budget*

11. Support Materials – Artistic Impact

*Attach the following support materials where appropriate and/or if available:*

|  |  |
| --- | --- |
|  | resumes or descriptive ‘bios’ for artists and other creative talent |
|  | photos\* from previous year’s activities   * MINIMUM OF 15, MAXIMUM OF 25 – SUBMIT AS PRINT QUALITY .JPG FILES (NO PDFs OR SLIDESHOWS) |
|  | any collateral materials used in previous year(s)   * PROGRAM DESCRIPTIONS – INSTRUCTIONS TO PARTICIPANTS – BROCHURES |
|  | video and/or audio files   * INCLUDE AS VIDEO OR WAVE FILES, OR PROVIDE A LIST OF ACTIVE LINKS TO YOUR YOUTUBE, VIMEO OR OTHER WEB VIDEO CHANNEL |
|  | third party descriptions   * REVIEWS – PRESS COVERAGE – FEEDBACK – TESTIMONIALS |
|  | audience surveys |

*\* NVRC reserves the right to use any photos submitted for reporting and non-commercial promotional purposes – i.e. in staff reports and presentations, on the website or as part of materials that promote the programs and work of the NVRC. Please secure any necessary releases or permissions prior to submitting photos as part of this application.*

C O M M U N I T Y B E N E F I T & I M P A C T

Policy identifies four sets of criteria that speak to *‘community benefit and impact:’*

* *Demonstrated Need for Services Provided*
* *Level of Service*
* *Evidence of Community Partners & Support*
* *Level of Volunteer Involvement*

12. Audience Development & Promotion

**identify your key target market or demographic. OUTLINE YOUR PLAN TO REACH OR EXPAND your target AUDIENCeS.**

* *Do you have a marketing or audience development plan? If so, please attach it to the application!*
* *Outline the key elements of your promotional strategy, including outreach and marketing activities.*
* *What challenges do you face (or opportunities do you have) to develop new audiences?*

13. Social Media Platforms

*Please identify the various social media platforms you use:*

**facebook:** [www.facebook.com/](http://www.facebook.com/) **twitter: @**

**event hashtag: # instagram: @**

**snapchat: You tube channel:**

**speak to your use of social media in outreach, audience development and promotion**

* *Which social media platforms offer you the most opportunity to access your target audiences.*
* *What are your social media targets in terms of hits, likes, and views.*

14. Statistics Report

The *‘Statistics Report’* provides applicants with an opportunity to report on previous years’ activities and to provide estimates covering the duration of the current application.

PLEASE CHECK BELOW TO INDICATE …

|  |  |
| --- | --- |
|  | *that you have submitted the ‘Statistics Report’ as required* |

15. Participation Metrics

The *‘Statistics Report’* measures the value of participation by the numbers of people in attendance or by the numbers of artists participating in a project, but does not speak to the quality of participation or depth of impact that arts programming may offer to those who take part.

PLEASE SPEAK TO THE SOME OF THE QUALITATIVE METRICS YOU EMPLOY IN EVALUATING THE SUCCESS (OR THE CHALLENGES) OF THE PROGRAMS YOU OFFER

* *Describe the relationship with your audience(s)!*
* *Where does that relationship hit on the spectrum from passive consumption to active engagement?*
* *Describe the “community impacts” you see as an* **INTENDED** *or as a* **DEMONSTRATED** *outcome.*
* *Attach up to a maximum of five (5) testimonials or letters of support.*

16. Access and Inclusion

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

Are you taking steps to ensure that your program is accessible &/or inclusive with respect to:

PEOPLE WITH mobility challenges and/or PHYSICAL DISABILITIES?

ADULTS &/OR CHILDREN WITH DEVELOPMENTAL DISABILITIES?

MEMBERS OF THE LGBTQ COMMUNITY?

(local) first nations &/or urban indiginous peoples?

PEOPLE FROM ETHNIC AND CULTURAL MINORITIES?

LOW INCOME PEOPLE & FAMILIES?

OTHER UNDERSERVED POPULATIONS IN THE COMMUNITY?

**PLEASE SPECIFY**

*If you answered yes to any of the above, …*

**DESCRIBE HOW YOU ARE WORKING WITH THE IDENTIFIED POPULATION(S) TO IDENTIFY AND REMOVE BARRIERS IMPACTING THEIR PARTICIPATIOn. be specific!**

17. Community Involvement

**PROVIDE A LIST OF YOUR COMMUNITY PARTNERS.**

**DESCRIBE THEIR ROLE IN SUPPORTING THE OPERATIONS OR PROGRAMMING OF THE SOCIETY.***(sponsorship – promotion – subsidy programs – community engagement – market reach?)*

18. Volunteers & Interns

HOW MANY VOLUNTEERS &/OR INTERNS ARE ENGAGED IN SUPPORTING THE OPERATIONS OF YOUR SOCIETY OR IN HELPING TO DELIVER THE PROGRAMS YOUR ORGANIZATION OFFERS?

**what do THEY do? HOW IMPORTANT IS THEIR WORK TO THE ABILITY OF THE SOCIETY TO DO WHAT IT DOES?**

**WHAT DO THEY GAIN FROM THE EXPERIENCE OF WORKING WITH YOU?**

**IF YOU DO NOT ENGAGE VOLUNTEERS &/OR INTERNS TO ASSIST IN THE DELIVERY OF YOUR PROGRAMMING, PLEASE OFFER A BRIEF RATIONALE FOR NOT DOING SO.**

19. Support Materials – Marketing Collateral

*Attach samples of the following support materials where appropriate and/or if available:*

|  |  |
| --- | --- |
|  | print ads |
|  | on-line ads, social media promotion |
|  | posters |
|  | radio or TV spots |
|  | media coverage |

O R G A N I Z A T I O N A L C A P A C I T Y A N D / O R N E E D

Policy identifies three areas of assessment in respect of *‘organizational capacity and/or need:’*

* *Quality of Organizational Management*
* *Evidence of Financial Need*
* *Evidence of Funding from Other Sources*

20. Funding Request

All existing, planned or ongoing activities must – unless otherwise advised by staff or by the Grants Review Committee – be accounted for within the scope of the current grant request.

CURRENT GRANT REQUEST YEAR ONE

FOR STAFF USE ONLY

Grant Request as a   
Percentage of the   
Projected Program Budget

%

PROJECTED EXPENDITURES YEAR ONE

Recognizing that stable and predictable funding is a key factor in supporting groups to be able to plan for future programing and organizational development, policy allows for the approval of multi-year grant awards up to a maximum of three (3) years.

Provide reasonable and demonstrable projections for years two and three.

GRANT REQUEST, YEAR TWO: OPERATING BUDGET

GRANT REQUEST, YEAR THREE: OPERATING BUDGET

**please note:**

It is not currently possible to approve grant increases in years two and three as part of the initial funding agreement.

However, applicants should consider their projected funding need over the course of the funding agreement, and successful applicants may subsequently be able to submit a *‘Grant Increase Request’* in year two or three. Any such increase in projected funding need should match the Year Two and/or Year Three Grant Requests identified above.

Grant Increase Requests may also be considered to address a previously unscheduled or unplanned expansion of existing services.

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

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.

**FUNDING HISTORY & CONTEXT:**

Please complete the following information for the last three years in which funding was received.

GRANT YEAR FISCAL YEAR GRANT RECEIVED REPORTED EXPENDITURES SURPLUS/(DEFICIT)

2018: 2018/19

2017: 2017/18

2016: 2016/17

21. Budget and Financial Information

Please confirm below that you have submitted the budget and financial information required as part of this application:

|  |  |
| --- | --- |
|  | a completed *Operating Assistance Grant: Budget Form*   * AVAILABLE ON A SEPARATE MS EXCEL FORM |
|  | a copy of your *Financial Statements* for the most recently completed fiscal year   * PREPARED IN ACCORDANCE WITH GENERALLY ACCEPTED ACCOUNTING STANDARDS * INCLUDING AT MINIMUM AN INCOME STATEMENT AND BALANCE SHEET |

22. Notes on Financials

**IF YOU REPORTED AN OPERATING DEFICIT AT THE END OF YOUR LAST FINANCIAL YEAR, OR ARE OTHERWISE IN A NET DEFICIT POSITION, OUTLINE YOUR PLANS TO ADDRESS THIS SHORTFALL.**

**IF YOU ARE PROJECTING A SIGNIFICANT SURPLUS (OR DEFICIT) FOR ANY OF THE YEARS COVERED BY THIS GRANT REQUEST, PLEASE PRESENT A CLEAR RATIONALE IN EXPLANATION.**

23. Other Sources of Support

LIST OTHER SOURCES OF COMMUNITY SUPPORT, CORPORATE SPONSORSHIP, FOUNDATION GRANTS OR GOVERNMENT FUNDING THAT YOU ARE SEEKING OR HAVE SECURED. PLEASE INDICATE WHETHER THIS FUNDING HAS BEEN SECURED, AND IF SO AT WHAT LEVEL?

SPEAK TO YOUR FUNDRAISING EFFORTS AND CAPACITY AS AN ORGANIZATION.

24. Planning for Sustainability

**REPORT ON AND EVALUATE YOUR PROGRESS, INCLUDING CHALLENGES AND OPPORTUNITIES, IN PLANNING FOR THE OPERATIONAL STABILITY OF THE ORGANIZATION.**

**DESCRIBE ANY STRATEGIC or business PLANNING THAT HAs BEEN UNDERTAKEN TO ENSURE the ONGOING OPERATIONAL STABILITY AND DEVELOPMENT of the organization.**

**ATTACH any RELEVANT DOCUMENTS THAT GUIDE YOUR OPERATIONS or business practices.**

D E C L A R A T I O N & S I G N A T U R E S

*I, the undersigned, certify that, to the best of my knowledge, all information provided in this application is accurate and true and is endorsed by the organization I represent.*

**SIGNATURE OF PERSON FILING THE APPLICATION NAME**

**DATE**

*Electronic copies of the application may be submitted either with an electronic signature (if available), or without a signature as long as the hard copy submission includes an original signature. In order to maintain the functionality of this document for staff use, please do NOT submit a printed and scanned copy of the application.*

E N Q U I R I E S e t c

All application materials are available on the website at:

*https://www.nvrc.ca/arts-culture/grants/operating-assistance*

Before completing this application form, please read the *Operating Assistance Program Guidelines*, including eligibility and evaluation criteria as well as submission requirements. These are available on the website at:

*https://www.nvrc.ca/arts-culture/grants/operating-assistance*

Email enquiries can be directed to: *artsgrants@nvrc.ca*

Phone questions can be directed to grants program staff at: *(604) 983-6466*

Submit the completed grant application package, including all required support materials to:

*Arts & Culture Grants,*

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

Operating Assistance Intake: Grant Applications will be accepted from

*Wednesday December 5th*, 2018 to *Tuesday January 15th*, 2019

at 4:30 pm

STAFF USE ONLY