



Arts and Culture Grants

PROGRAM GUIDELINES



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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 culture sectors through grants enables the production of quality arts and culture experiences, supports events and festivals, and leverages additional funding from other sources.'

1.0 Arts & Culture Grants Policy

A copy of the Arts & Culture Grants Policy can be found on the North Vancouver Recreation & Culture website at: <https://www.nvrc.ca/arts-culture/arts-culture-grants>

1.1 A Little History

The City and District of North Vancouver have supported local arts and culture through grants funding since 1982, with new programs being added in the early 2000s to support events and festivals and to provide core operating support for some of the larger arts institutions on the North Shore. Each of these programs was effective in enabling the targeted investment of arts funding in the community. However, over the years it became increasingly clear that managing four or five different programs and policies written at different times for different jurisdictions was fraught with gaps and duplications that compromised the efficiency and diluted the intended benefits of the municipalities' investment in the arts. In 2013, it was determined that a new policy and focus would be needed.

1.2 The Grants Review

Towards the end of 2013 the firm of Ference, Weicker and Co was engaged to conduct a full **Municipal Grants Policy and Program Review**. Their review included: multiple opportunities for stakeholder and client input; a review of best practices in other jurisdictions; community focus groups; and interviews with staff and Councils at the City and District. Ference Weicker presented early findings to Councils in April 2014 and submitted their final report to staff in December 2014.

In the first half of 2015 NVRC staff undertook our own review of the Consultants' recommendations and subsequently drafted a new Arts & Culture Grants policy that was adopted by the City and District of North Vancouver in November of that year. The new policy addresses the key issues identified by the Consultants, adopts recognized best practices from across the world of public funding, and at the same time incorporates recommendations that focus directly on the local context of arts and culture in North Vancouver.

1.3 What's New?

- One policy replaces five separate policies created at different times for different jurisdictions; the new policy structure offers a comprehensive and consistent approach, where the old policy framework offered a number of overlapping and often conflicting directions.
- Authority to approve grants has been delegated to the North Vancouver Recreation & Culture Commission; in addition to creating administrative efficiencies, it is expected that this will eliminate the exposure of City and District Councils to lobbying, also that it will address the risk of the two Councils differing in their decisions.
- Opportunities for multi-year funding have been introduced and expanded with the purpose of providing the arts community with a predictable funding environment from year-to-year, and thereby supporting eligible applicants in their mid- and long range planning
- Eligibility, evaluation and funding criteria are aligned with appropriate policy sections of the municipalities' *'Official Community Plans.'*
- Strengthened eligibility and evaluation criteria target creative partnerships and the leveraging of resources and revenues from other sources, while still supporting innovation and development.
- A standing grants committee has been established in accordance with recognized best practices, comprised of impartial and qualified individuals with experience and expertise in appropriate areas of arts, cultural and community-based practices.

2.0 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>

3.0 Grants Intake Schedule

3.1 Early Intake

The Early Intake provides grant support for activities that are scheduled to take place (not necessarily completed) between **January 1st** and **May 31st** of the grant year.

Submissions will be scheduled on or around **October 15th** of the year preceding the activity.

The intake covers applications to the **Program and Project Assistance** and **Celebrations and Events Grants** programs.

3.2 Operating Intake

Each year there will be an intake period set aside to accept **Operating Assistance** applications (only). Submissions will be scheduled on or around **January 20th** of the grant year.

3.3 Main Intake

The Main Intake supports activities that are scheduled to take place after **June 1st** of the grant year.

The submission deadline will be scheduled on or around **March 1st** of the grant year and covers applications to the following programs: **Program and Project Assistance**, **Celebrations and Events Grants**, and **Community Public Art Grants**.

3.4 Notice of Submission Deadlines

As the scheduling of grants intakes will vary from year to year, a Notice of Submission Deadlines will be posted in advance, generally on or around **August 31st** of the preceding year.

3.5 Deadlines and Extensions

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

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.

4.0 Operating Assistance

Operating Assistance is 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.

4.1 Purpose

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

4.2 Eligibility

Operating Assistance is intended to support professional or semi-professional arts 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 and 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; AND
- demonstrate or support professional arts practices, and offer either a year-round program or a full-season of arts programming.

4.3 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)

5.0 Programming & Project Assistance

5.1 Purpose

Programming & Project Assistance supports a wide range of activities that add value to 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. Grants are intended to support programs or projects:

- that directly engage the creativity of the community
- that demonstrate a type or level of arts and cultural experience not otherwise available in North Vancouver
- that foster the development of emerging arts and cultural practices
- that explore new and innovative arts practices
- that involve creative collaborations and multi-organizational partnerships
- or that are inclusive of diverse artistic traditions and cross-cultural practices

5.2 Term Restrictions

Grants provided through the **Programming & Project Assistance** program are not intended to provide indefinite or continuing support for the same activity. As a general rule, policy states that groups will be eligible to apply on an annual basis for the same activity for up to a maximum of five (5) years.

At the recommendation of the Grants Review Committee, grant support may be terminated at any stage or extended beyond the initial five year period.

Applicants seeking to be considered for support beyond five years must be able to demonstrate the ongoing value of the municipalities' grant investment. On or before the five-year funding anniversary, therefore, applicants should develop a **program sustainability plan**, outlining a business case to sustain the identified program or project moving forward. This plan could cover but may not necessarily be restricted to such issues as:

- development of a solid funding base
- diversification of revenue streams
- leveraged support
- ongoing need for grant support
- organizational efficiencies
- audience development
- participation growth
- other best practices

5.3 Eligibility

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

- professional or semi-professional arts groups or arts service organizations
- community, amateur or member-based arts group

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

- seeking support for the eligible annual programming of your organization (*but are not otherwise eligible for Operating Assistance*)
- seeking annual support for a small arts activity, event or festival
- 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
- requesting project 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

In order to be eligible to apply for **Program and Project Assistance**, organizations must:

- be a registered not-for-profit or charitable organization whose primary purpose is to provide arts and cultural experiences
- have an established track record of delivering quality arts and cultural programs and services for a period of at least one (1) year prior to the application; and
- conduct the programs or projects for which they are seeking support in North Vancouver, or must clearly demonstrate benefit of the proposed programs or projects to North Vancouver residents.

5.4 Evaluation Criteria

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

- artistic merit
- creativity and innovation
- alignment with Official Community Plans of the District and City of North Vancouver
- demonstrated outcomes
- need for programming, 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)

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

6.0 Celebrations & Events Grants

6.1 Purpose

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' sense of belonging, identity and place. Funding requests will be considered in two categories:

- **major celebrations,**
including large-scale cultural celebrations and arts festivals
- **community events,**
usually small, neighbourhood-based events

6.2 Category Definitions

(a) Major Celebrations

Typically, in this category **large-scale cultural celebrations** are understood as:

- presenting a significant program of cultural activities and entertainments
- mixing arts programming with cultural attractions, entertainments, demonstrations and other activities to create a full event or festival program
- encouraging congregation and celebrate community connectivity
- expressing the diversity and uniqueness of our communities

Arts festivals, on the other hand, are typically understood as:

- presenting a coordinated program of artistic activities, exhibits or performances
- innovative and entertaining
- inspiring awareness of local and visiting talent; and
- fostering appreciation of arts and culture, heritage and other creative pursuits

Applicants to the **Major Celebrations** category are expected to demonstrate an established audience, or to show clear potential for significant audience development; the proposed events should offer participants and audiences a relatively unique experience not duplicated by other organizations and their activities.

(b) Community Events

The primary characteristics of **Community Events** are that they:

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

6.3 Eligibility

(a) Major Celebrations

Applicants in the **Major Celebrations** category must be a registered not-for-profit organization that has an established history of celebration or festival programming in North Vancouver for a period of at least one (1) year prior to submitting the application.

(b) Community Events

Applicants in the **Community Events** category must be based in North Vancouver and may include any of the following:

- registered not-for-profit arts and culture organizations
- community service organizations
- community associations
- merchants' associations or business improvement associations
- multi-cultural and ethno-cultural organizations
- charitable organizations
- other recognized community groups

6.4 Evaluation Criteria

(a) Major Celebrations

Requests for grant support in the **Major Celebrations** 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

(b) Community Events

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

7.0 Community Public Art Grants

7.1 Purpose

Community Public Art Grants are available to arts organizations and also to a wide range of community groups seeking to work with an artist or artists on an art project. The project should involve the public in the creation of the artwork or engage participants in issues of interest or concern to the community, and should result in the creation or presentation of a small to medium sized, permanent or temporary public art project in North Vancouver.

Community public art projects:

- are rooted in participatory arts practices
- provide an opportunity for artists to work with a given community to build relationships and develop innovative, arts-based or other creative strategies to engage people in issues that are important to the community
- are initiatives that enable members of the community to directly experience or participate in acts of creativity and/or artistic production

7.2 Eligibility

Eligible applicants for a **Community Public Art** grant may include:

- registered not-for-profit arts and culture organizations
- community service organizations
- community associations
- heritage associations and local historic societies
- parent advisory councils
- merchants' associations or business improvement associations
- multi-cultural and ethno-cultural organizations
- charitable organizations
- other recognized community groups

7.3 Evaluation Criteria

Applications for **Community Public Art Grants** will be assessed using the following criteria:

- proven experience of artist(s) with community art projects
- quality of the proposed public art, including quality of materials and technical requirements
- suitability of artistic practice to involve community participants
- innovation and creativity
- support from the broader community and/or target populations
- demonstrated implementation plan, including budget and timeline

8.0 Multi-Year Funding

8.1 Purpose

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.

8.2 Eligibility

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.

Applications in the following grants programs (only) may be considered for multi-year funding:

- ***Operating Assistance***
- ***Celebrations & Events Grants, Major Celebrations Category***

8.3 Multi-Year Funding Requests

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.

8.4 Duration of Award

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

8.5 Grant Renewal Date

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.

8.6 Reporting Requirement

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

8.7 Grant Increase Requests

Multi-year funding is intended to provide a stable and reliable baseline of support. It is not possible to accommodate increase requests for years two and three of the potential funding agreement submitted **as part of the initial application**.

Applicants are advised to plan ahead and to incorporate the full scope of their eligible activities into their grant request, focusing on the known requirements of the current grant year, but including also reasonable and demonstrable projections for years two and three.

In years two or three of the funding agreement successful applicants may submit a **Grant Increase Request**, in order to address:

- a previously unplanned and/or one-time adjustment to the level of service provided
- a demonstrable need for capacity development

Grant Increase Requests will not be accepted that:

- seek additional funding to meet cost-of-living increases
- attempt to re-frame or re-argue the case to support activities described as part of the initial application

8.8 New Programs, Projects or Initiatives

In years two or three of the funding agreement successful applicants may submit a separate funding request / grant application to the **Programming & Project Assistance** and/or **Celebrations & Events Grants** programs to support a new activity, initiative or event

- that meets the criteria of those programs and
- that was unplanned or could not have been confirmed at the time of the initial application

8.9 Funding Recommendations

Funding recommendations may include:

- **single-year support,**
— *may be accompanied by a 'Notice of Concern'*
- **multi-year support,**
— *for two or three years at the year one funding level*

8.10 All Grants are Subject to Available Funds

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.

9.0 Limitations on Grant Requests

9.1 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 that submit grants requests, it may not be possible to provide grant support for all requests.

9.2 Policy Restrictions

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

- municipal agencies, other branches of local government or activities that are directly supported by the municipality through other means
- individuals, businesses, commercial enterprises, political parties or political events
- schools, school boards, and post-secondary educational institutions, churches or religious organizations, events or activities
- fundraising projects or programs
- competitions or award ceremonies, parties, private or closed events
- an organization for the purpose of funding other organizations
- endowment funds or capital costs (excluding public art)
- debt retirement or retroactive funding

9.3 Ineligible (or Restricted) Applicants

The following organizations are generally not eligible for Arts and Culture grants:

(a) Municipal Agencies or other Branches of Local Government

such as libraries, community recreation centres, and other municipal agencies or commissions

Not-for-profit “friends-of” or other associated societies may be eligible 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

(b) Private or Commercial Enterprises

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.

(c) Churches or Religious Organizations

Churches often serve as venues for activities produced or presented by an otherwise eligible grant recipient.

(d) Schools, Colleges or Universities

None of the following are eligible for grant support: elementary schools, secondary schools and other School District supported institutions; as well as colleges, technical institutes, universities and post-secondary educational institutions.

Parent Advisory Committees may be eligible to receive grant support through the Community Public Art Assistance Program.

Non-profit arts training and education organizations may be eligible for grant support, primarily through Programming & Project Assistance. However, 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.

(e) Social, Cultural and Community Service Organizations

Social, cultural and community service organization are not eligible to seek grants through the Operating Assistance and Programming & Project Assistance programs. However, they may be eligible to receive support through the Celebrations and Events Grants and Community Public Art Grants programs.

(f) Unincorporated Arts Groups

Arts groups that are not incorporated as not-for-profit societies are not eligible to apply directly for funding through the Operating or Programming & Project Assistance programs.

In order to request grant funding through the Programming & Project Assistance program (only), Such groups will be required to partner with an eligible non-profit society. In such cases, the established non-profit society will be deemed to be the applicant, will receive any approved grant award and will be accountable for the use of grant funds. It is expected that the partner groups will provide a Letter of Agreement specifying roles and responsibilities.

9.4 Ineligible Activities

Unless otherwise specified in policy, Arts and Culture grants do not support:

- programming, projects or activities that do not demonstrate a central artistic or cultural focus
- sports and recreation activities and events
- recitals, exhibitions or showcases related to the fulfillment of curricula or intended to promote private or for-profit entities, schools, educational establishments or training programs

- competitions or award ceremonies
- events organized by political parties or produced as platforms for partisan political activity
- events or activities that are religious in nature, or produced as platforms to promote religious organizations or affiliation (*activities and artistic practices that have roots in religious or cultural traditions are not included in this provision and may be eligible for support*)
- targeted elimination or reduction of accumulated deficits
- capital projects (except for Community Public Art Assistance grants)
- retroactive expenses for events or activities that have already taken place at the time of the application
- costs related to fundraising, fundraising events or activities that contribute to endowments
- provision of financial support to third parties not engaged in the delivery of service
- scholarships

10.0 Application & Submission Requirements

10.1 Apply to the Correct Program

As each of the different assistance and grants programs has a distinct purpose, the application forms, materials and submission requirements vary from program to program. It is the responsibility of the applicant to ensure that they submit their grant request to the appropriate funding stream.

10.2 Use the Forms Provided

It is the responsibility of the applicant to ensure that their applications are submitted on the forms provided and/or in the format requested.

10.3 (In)complete Applications

It is the responsibility of the applicant to ensure that their application is complete and that all required materials have been submitted. Application Check Lists are provided.

10.4 Hard Copy Submission

Submit one hard copy each of the following:

- original, signed copy of the **Application Form**
- original, signed copy of the **Client Profile** (*if required*)
- the **Budget Form**
- the **Statistics Report**

10.5 Electronic Submission

Submit one electronic copy of the complete **Application Package**, including any supplementary materials that may be required.

Electronic submission is required so that your funding request can be distributed to the Grants Review Committee. 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).

Electronic submissions should be provided on a USB drive (memory stick) or CD-R disc and included with the hard copy attachment. Application materials sent as email attachments or faxes will not be accepted.

10.6 Delivery Address

Applications can be mailed or hand-delivered to the attention of John Rice, Grants Officer at:

Delbrook Community Recreation Centre
600 West Queens Road
North Vancouver, BC
V7N 2L3

10.7 Ineligible Applications

Submission of a grant request to the incorrect program, or that is incomplete, or that uses the incorrect application forms may result in the application being deemed ineligible. Ineligible applications will not be forwarded to the Grants Committee for review.

10.8 Exceptions

In recognition of the fact that some applicants may from time to time require assistance to complete the forms and/or to provide other required materials in the timeframe and in the formats requested, the Grants Program Officer is able to exercise a degree of judgment in respect of the above and may – on a case by case basis – either extend a deadline or modify a requirement.

11.0 Grants Review Process

11.1 Authority to Approve Grants

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

11.2 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>

11.3 Stages of Review

All applications will 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 in Sections 4.0 to 7.0 above.

12.0 Grants Payment

12.1 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.

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

- term or duration of award
- a renewal date for recipients of a multi-year grant
- 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.

12.2 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.

13.0 Appeals

Applicants wishing to appeal their grant award must submit a written **Notice of Appeal** to the Grants Officer within ten (10) days of grant award notification.

13.1 Grounds for Appeal

Grounds for appeal of a grant award include:

- policy has been incorrectly applied
- published procedure has not been followed
- evaluation criteria have been misapplied
- important information (in the application) criteria was not considered

The written **Notice of Appeal** should demonstrate a reasonable belief: (a) that one or more of the above conditions existed in respect of the applicant's funding request; and (b) that the condition – if proven – also had an actual and demonstrable impact on the outcome of the grant award.

13.2 Appeals Process

Upon receipt of a **Notice of Appeal**, a special Appeals Committee will be struck and the applicant will be notified of the date of meeting. Applicants will be expected to provide information supporting their appeal and may, at the discretion of the Chair, be invited to meet with the Appeals Committee.

(a) Consideration of Appeals

The **Appeals Committee** will consider the applicant's appeal and provide a recommendation to the Commission. Final authority with respect to appeals will rest with the Commission.

(b) Limits on Appeals

Organizations that have made an unsuccessful appeal may not reapply for funding for the same activity during the same fiscal year.

14.0 Accountability & Reporting

14.1 Accountability for Use of Public Funds

In order to ensure the highest standards of accountability for the use of public funds, North Vancouver Recreation & Culture is committed to reporting to 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

14.2 Requirement to Report

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.

14.3 Failure to Report

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

14.4 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.

(b) Multi-Year Grants Recipients

Organizations in receipt of multi-year funding are required to provide the following materials on an annual basis:

- 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

(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>

14.5 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

14.6 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.

15.0 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

16.0 Grants Officer

The Arts & Culture Grants programs are managed by:

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Please direct all questions to the Grants Officer at the above coordinates.



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