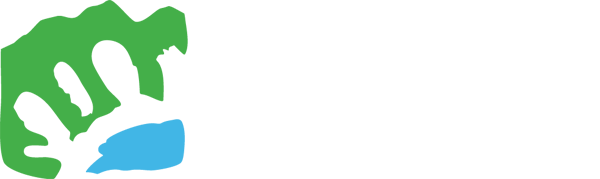
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Arts and Culture Grants

**Client Profile**

*Unless otherwise stated, the submission of a* ***‘Client Profile’*** *is typically a required part of applications to the following grants programs:*

* *Operating Assistance*
* *Programming & Project Assistance*
* *Celebrations & Events Grants—‘Major Celebrations’ Category.*

*Grants clients with an established grant history (minimum of five years) will have their* ***‘Client Profile’*** *kept on file for up to a maximum of* ***three*** *years.*

*Established grants clients are advised to ensure that their on-file* ***‘Client 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* ***‘Client Profile’*** *on file with Grants staff, or that they have submitted a current profile with their 2018 grant request*

*New applicants – i.e. groups who have not previously applied for an Arts & Culture grant – must ensure that they have submitted an* ***‘Client 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

is your organization incorporated as a not for profit society? YES NO

⭘ ⭘

… or does it have charitable status? YES NO

⭘ ⭘

**if you answered yes to either of the above, 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* ***‘Client 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* ***‘Client Profile’*** *updated as the organization changes over time.*

5. History, Mission & Mandate

*Provide a brief overview of the history of your organization and your activities in North Vancouver.*

(250 WORDS)

5. History, Mission & Mandate *(continued)*

*Speak to your vision, mission and mandate as a non-profit society or recognized community group.*

(250 WORDS)

6. Governance & Management Structures

*Speak to the governance structure and practices of your organization.*

*Is yours a working board or a policy/governance board? What role does your board play in ensuring the success of the organization?*

(DO NOT DESCRIBE THE ROLE OF DIFFERENT BOARD POSITIONS)

*Speak to successes AND challenges of board renewal and/or board turnover?*

*What experience and skills do individual members of your board bring to the organization?*

*How active is your board in the areas of strategic planning and fundraising?*

*How is your board involved in the management of the organization, especially in terms of recruitment and oversight of staff?*

(250 WORDS)

REQUIRED ATTACHMENTS – ANNUAL UPDATES

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

7. Staff & Volunteers

*Speak to your organizational needs in respect of staffing.*

*Who does the work – paid staff or volunteers?*

*Speak to the importance and to the different roles of volunteers within your organization.*

*Is this model sustainable, or is there reason to be concerned about burnout?*

*Speak to any plans you may have to increase your staffing capacity over time.*

(300 WORDS)

