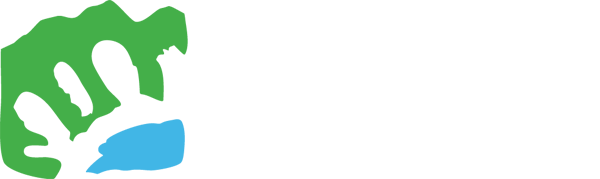
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Arts and Culture Grants

**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*

* *All applicants*

*PROGRAMMING & PROJECT ASSISTANCE*

* *Program & Project Grants*
* *Annual Programming Support*

*CELEBRATIONS & EVENTS GRANTS*

* *Major Celebrations Grants*
* *Arts Festivals Grants*

*Established grants clients will have their* ***Client Profile*** *kept on file for up to a maximum of* ***five*** *years.*

*New applicants – i.e. groups who have not previously applied for an Arts & Culture grant – must ensure that they have submitted a* ***Client Profile*** *if one is required as part of their current application package (see above).*

*It is the responsibility of* ***all*** *applicants to ensure that they have an up-to-date* ***Client Profile*** *on file with Grants Program staff, or that they have submitted a current profile with their current grant request.*



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. History, Mission & Mandate

HISTORY

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

(100 WORDS)

…

mission & mandate

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

(125 WORDS)

…

5. Governance & Management ~ *not-for-profits and charitable groups*

*If you ARE registered as a not-for-profit society or have charitable status, or if you identified as such in Question 3, please speak to the governance structure and practices of your organization.*

ROLE OF THE BOARD

*Is yours a working board or a policy/governance board?*

*How is your board involved in the management of the organization, either in terms of day-to-day operations or general governance and oversight.*

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

*Do NOT describe the functions of different board positions!*

*What challenges do you face in respect of recruitment, renewal or turnover?*

(200 WORDS)

…

6. Governance & Management ~ *other recognized arts or community groups*

*ONLY ANSWER THIS QUESTION if you did not answer Question 5, above.*

GOVERNANCE & ACCOUNTABILITY

*If you are NOT registered as a not-for-profit society or do NOT have charitable status, please speak to the governance structure and practices of your organization.*

*Does your group have a board or a management committee?*

*How do you ensure responsibility and accountability for the management of the group?*

(100 WORDS)

…

PATH TO NOT-FOR-PROFIT STATUS

*Do you have plans to incorporate as a not-for-profit society?*

*If you answered* NO*, please speak to reasons you have identified as to why incorporating as a not-for-profit society is NOT the right move for your group.*

*If* YES*, please suggest a timeline to complete these plans. What challenges or barriers do you face in respect of incorporating as a not-for-profit society?*

(200 WORDS)

…

7. 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:**

*The application may be submitted with the electronic signature (if available) of the Primary Contact identified on page 2 of this form …*

*OR the signature page may be submitted separately as a scanned .pdf, showing the Primary Contact’s original signature.*

REQUIRED ATTACHMENTS – ANNUAL UPDATES

*It is the responsibility of* ***all*** *applicants to keep their* ***Client Profile*** *updated as the organization changes over time. This may include Annual Updates as itemized below.*

*If available please provide the following:*

|  |  |
| --- | --- |
| ⬜ | *An annotated List of the Board of Directors (or Management Committee), including: name, board position and years of service.*  UPDATE EVERY YEAR |
| ⬜ | *A full membership list with names and addresses.*  PROVIDE IF AVAILABLE – UPDATE EVERY YEAR |
| ⬜ | *An annotated org chart, including: job titles, FTE, names (if positions filled) and reporting structures. Indicate where roles are being filled by volunteers (v).*  UPDATE AS REQUIRED |