Celebrations & Events Program
Arts & Culture Grants

Community Events

Application Form
Grants up to $6,500

Celebrations & Events Grants for '*Community Events*' seek to support the development of new events and to encourage the growth and development of existing events that foster community connection and that contribute to residents' sense of belonging, identity and place. Grants are available to events:

- *that foster connection through shared community congregation and experiences*
- *that evoke a sense of celebration*
- *that provide an expression of the diversity and uniqueness of our community*
- *that meet a clear community need and/or target underserved sections of the population, and*
- *that offer opportunities for local creative talent*

Priority will be granted to events that create safe, welcoming, accessible and inclusive spaces that encourage the attendance and/or participation of diverse and otherwise underserved populations.

GRANT REQUEST SUMMARY

NAME OF ORGANIZATION

NAME OF EVENT   **DATE OF EVENT**

GRANT REQUEST   **EVENT BUDGET**
$ $

BRIEF EVENT DESCRIPTION

1. Applicant Organization

NAME OF ORGANIZATION

MAILING ADDRESS

CITY   **PROVINCE**   **POSTAL CODE**
                                  BC

2. Primary Contact *(person completing application)*

NAME   **TITLE WITH ORGANIZATION**

E-MAIL   **PHONE (1)**   **PHONE (2)**
                                        (   )   (   )

3. Eligibility Check

Eligible applicant categories are listed below:
PLEASE CHECK ANY OR ALL THAT APPLY TO YOU:

☐ a non-profit organization, registered under the BC Society Act

☐ a recognized charity, granted charitable status by the Canada Revenue Agency

☐ a community service organization

☐ an organization providing services to a specific ethnic or cultural group

☐ a local community association

☐ a business association or BIA

☐ another recognized community group
   PLEASE SPECIFY

4. Society Standing

If you self-identified on the previous page as a registered non-profit society or charitable organization, please complete the following:

OFFICIAL SOCIETY OR CHARITY NAME, IF DIFFERENT FROM THE NAME PROVIDED ABOVE

BC SOCIETY NUMBER   **AND/OR CHARITY NUMBER**

4. Society Standing *(continued)*

IS YOUR ORGANIZATION CURRENTLY IN GOOD STANDING?   **YES**   **NO**

○   ○

IF YES, PLEASE PROVIDE PROOF OF GOOD STANDING   **ATTACHED**

○

P R O G R A M M I N G   M E R I T   and   I M P A C T

Policy identifies two areas of evaluation that speak to **'programming merit and impact'**:
- *Program Mix (i.e. interesting and engaging mix of activities)*
- *Value of Intended Outcomes*

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5. Event Summary

NAME OF THE EVENT

DATE(S) OF THE EVENT

EVENT LOCATION(S)

Please provide an outline of the programming and planned activities at the event.
(250 WORDS)

6. Program Objectives & Outcomes

Please outline your goals and objectives in putting on the event. How does the program of activities, as described above, help you to further these goals? What, if anything, do you need to adjust or do differently to achieve the desired outcomes?

(200 WORDS)

7. Support Materials – Program Impact

Please attach the following support materials:

REQUIRED ATTACHMENTS:

☐ a selected list of the artists, entertainers, performers and other creative talent ***expected*** to be part of the event
  - **NUMBER OF DIFFERENT ARTISTS, ENTERTAINERS OR PERFORMANCE ACTS INVOLVED**
  - **PROVIDE A BRIEF DESCRIPTION FOR EACH ARTIST**
  - **HIGHLIGHT ANY THAT ARE CONFIRMED**
  - **INCLUDE IN ELECTRONIC SUBMISSION**

☐ photos* from previous year's activities
  - **MINIMUM OF 10, MAXIMUM OF 15**
  - **SUBMIT AS PRINT QUALITY .JPG FILES   – NO .PDF PAGES OR SLIDESHOWS**
  - **INCLUDE IN ELECTRONIC SUBMISSION   – NO PRINTED COPIES**

* PHOTOS
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.

PROVIDE IF AVAILABLE

any collateral materials used in previous year(s)
- **PROGRAMS – INFORMATIONAL MATERIALS**
- **INCLUDE IN ELECTRONIC SUBMISSION**

video and/or audio files
- **SUBMIT A LIST OF ACTIVE LINKS TO YOUTUBE, VIMEO OR OTHER WEB VIDEO SITES**
- **INCLUDE IN ELECTRONIC SUBMISSION**

copies of testimonials or letters of support
- **INCLUDE IN ELECTRONIC SUBMISSION**

COMMUNITY   BENEFIT & IMPACT

Policy identifies four sets of criteria that speak to *'community benefit and impact'*:
- *Demonstrated Need*
- *Level of Service*
- *Public Accessibility*
- *Level of Volunteer Involvement*

8.   Attendance and Participation

EVENT VENUE	MAXIMUM VENUE CAPACITY (AT ANY ONE TIME)
ATTENDANCE TARGET	**TOTAL HOURS OF PROGRAMMING**
PREVIOUS YEARS' ATTENDANCE	**TOTAL HOURS OF PROGRAMMING IN PREVIOUS YEARS**
20___:	20___:
20___:	20___:
20___:	20___:

9.   Promotion, Outreach & Audience Development

Describe your activites to promote the event. Identify your target audience, and outline your plan to reach that audience.

(200 WORDS)

9. Promotion, Outreach & Audience Development *(continued)*

Describe any outreach activities you undertake to attract community support or to reach and build (new) audiences for the event.
(150 WORDS)

10. Social Media

Please identify the various social media platforms you use:

FACEBOOK: www.facebook.com/   **TWITTER: @**

EVENT HASHTAG: #   **INSTAGRAM: @**

SNAPCHAT: **YOUTUBE CHANNEL:**

How do you use social media to access your target audiences. What are your social media targets in terms of hits, likes, and views.
(150 WORDS)

11. Access and Inclusion

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

ADULTS &/OR CHILDREN WITH PHYSICAL DISABILITIES?
YES ○   NO ○

ADULTS &/OR CHILDREN WITH DEVELOPMENTAL DISABILITIES?
YES ○   NO ○

MEMBERS OF THE LGBTQ COMMUNITY?
YES ○   NO ○

(LOCAL) FIRST NATIONS &/OR URBAN INDIGINOUS PEOPLE?
YES ○   NO ○

PEOPLE FROM ETHNIC AND CULTURAL MINORITIES?
YES ○   NO ○

LOW-INCOME PEOPLE & FAMILIES?
YES ○   NO ○

OTHER UNDERSERVED POPULATIONS IN THE COMMUNITY?
IF YES, PLEASE SPECIFY
YES ○   NO ○

Describe specific steps you are taking with the identified population(s) above to identify and remove barriers impacting their participation.

12. Partnerships *(if applicable)*

Partnerships are often an indicator of the community's support for an event or activity. Please list and describe any partnerships involved in the creation, delivery and support of the event. What value do these partnerships bring to the event? What do they make possible?

(150 WORDS)

13. Volunteers & Interns

APPROXIMATELY HOW MANY VOLUNTEERS &/OR INTERNS ARE ENGAGED IN THE DELIVERY OF THE EVENT?

CALCULATE THE NUMBER OF VOLUNTEER HOURS THAT GO INTO THE DELIVERY OF THE EVENT.

LOOKING AT PREVIOUS YEARS, REPORT ON:	NUMBER OF VOLUNTEERS	NUMBER OF VOLUNTEER HOURS
20___:		
20___:		
20___:		

13. Volunteers & Interns *(continued)*

What do your volunteers do? What do they gain from the experience of working with you?
(150 WORDS)

14. Support Materials – Marketing Collateral

Please attach the following support materials (from previous years):

REQUIRED ATTACHMENTS:

☐ (sample) print media ads

☐ posters

☐ other print materials

☐ on-line and/or social media promotion

IF AVAILABLE:

☐ radio or TV spots

☐ media coverage of the event

ORGANIZATIONAL CAPACITY AND/OR NEED

Policy identifies four areas of assessment in respect of *'organizational capacity and/or need'*:

- *Ability to Deliver the Program, Project or Initiative*
- *Evidence of Financial Need*
- *Evidence of Funding from Other Sources*
- *Evidence of Community Partners & Support*

15. Funding Request

GRANT REQUEST   **BUDGET**

$ $

If you have previously received a grant for the proposed program, please complete the following information for the last three years in which funding was received.

GRANT YEAR   **GRANT RECEIVED**   **REPORTED EXPENDITURES**

20___: $ $

20___: $ $

20___: $ $

16. Why is Funding Needed?

What, specifically, will the grant be used for?

Please list other sources of community support, foundation grants, government funding or local business sponsorships that you are seeking or have secured.

17. Program Budget and Financial Information

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

○ a completed **Community Events 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**

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

TITLE WITH ORGANIZATION

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.

S U B M I S S I O N   R E Q U I R E M E N T S

Grants Deadlines

Early Intake: Grant Applications will be accepted from *Thursday September 20th***, 2018** to *Monday October 15th*, 2018 at 4:30 pm
(for eligible activities that take place in the period from January 1st through August 15th, 2019)

Late Intake: Grant Applications will be accepted from *Tuesday February 5th***, 2019** to *Tuesday March 5th***, 2019** at 4:30 pm
(for eligible activities that take place in the period from July 15th through December 31st, 2019)

Application Package

Applications should consist of: a *'Client Profile,'* an *'Application Form'* and a *'Budget Form'* **PLUS** support materials as requested herein.

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.

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.

Hard Copy Submission *(signed forms only)*

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

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