

## Arts and Culture Grants

# GUIDELINES

## Programming & Project Assistance

Special Projects, New Initiatives and Events in Development

Annual Assistance: Programs & Projects – Small Grants

Annual Programming Support – Major Funding Stream

### 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 in the cultural sector through grants enables the production of quality arts and culture experiences, supports events and festivals, and leverages additional funding from other sources.'*

## 1.0 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>

## 2.0 Funding Categories

### 2.1 Program Purpose

The **Programming & Project Assistance** Program is intended to support a wide range of artistic, creative and cultural activities that add value to the lives of North Vancouver residents. Funding will be provided to assist eligible arts and cultural organizations in the delivery of approved programs or projects.

### 2.2 Policy Priorities

The **Arts & Culture Grants** Policy prioritizes:

- programs or projects that foster the development of emerging arts and cultural practices, and
- programs or projects targeted at underserved sections of the population

### 2.3 Grants Categories

Applications are accepted in **three** categories:

#### A. Special Projects, New Initiatives and Events in Development

**Special Projects, New Initiatives and Events in Development** grants support pilot projects and new initiatives in development, including arts and cultural events in their first few years of start-up.

#### FUNDING LEVELS

Grants may be awarded up to a maximum of \$6,500 or up to 40% of the proposed project budget. Matching funds can be a combination of cash and in-kind contributions. In-kind contributions are limited to 25% of the overall project budget.

Applicants who are not registered as a not-for-profit organization may apply for a maximum of \$5,000 or up to 50% of the project budget. Matching funds can be a combination of cash and in-kind contributions. In-kind contributions are limited to 30% of the overall project budget.

#### FUNDING PRIORITIES

While grants for **Special Projects, New Initiatives and Events in Development** are available in a wide range of creative, artistic and cultural practices, priority will be given to proposals:

- *that offer an experience not generally available in North Vancouver*
- *that present new, emerging or innovative practices*
- *that are inclusive of diverse traditions*
- *that encourage cross-cultural exchange, **OR***
- *that involve creative or multi-organizational collaborations*

#### PROGRAM FOCUS

Funding opportunities in the **Special Projects, New Initiatives and Events in Development** Category do **not** extend to activities that, while they may be the subject of a “new” application to the Arts & Culture Grants Program, are part of a continuum or continuation of existing programming.

New applicants who are seeking support for an otherwise existing program should consider applying to the **Annual Assistance: Programs & Projects** Category.

## B. Annual Assistance: Programs & Projects – Small Grants Program

Grants in the *Annual Assistance: Programs & Projects* Category (also known as *Small Grants*) support a wide range of annually recurring programs or occasional project initiatives.

### FUNDING LEVEL

Grants may be awarded up to a maximum of \$5,000 or up to 35% of the proposed project budget. Matching funds can be a combination of cash and in-kind contributions. In-kind contributions are limited to 25% of the overall project budget.

### FUNDING PRIORITIES

Grants are available for proposals:

- *that offer an experience not generally available in North Vancouver*
- *that exhibit quality artistic, cultural or heritage practices, **AND***
- *that clearly articulate a high level of benefit to the community*

In accordance with policy, funding priority is given to activities:

- *that target underserved sections of the population, **OR***
- *that foster the development of emerging arts and cultural practices*

### PROGRAM FOCUS

Typically the *Small Grants* program supports:

- *the work of small community-based organizations with an annual cash programming budget (not including in-kind contributions) that is less than \$40,000 **OR***
- *the production or presentation of a single program, project, show or series that recurs on a regular, annual or bi-annual basis.*

## C. Annual Programming Support – Major Funding Stream

*Annual Programming Support* (also known as the *Major Funding Stream*) provides annual support for programming initiatives across a wide range of artistic, creative and/or cultural practices

### FUNDING LEVEL

Grants may be requested for a maximum of \$18,500 or up to 30% of the proposed project budget. Matching funds can be a combination of cash and in-kind contributions. In-kind contributions are limited to 15% of the overall project budget.

Applicants who are not registered as either a not-for-profit or a charitable society are **not** permitted to apply to this funding category.

### FUNDING PRIORITIES

Grants are available for proposals:

- *that offer an experience not generally otherwise available in North Vancouver*
- *that demonstrate excellence of artistic and cultural practice*
- *that reflect the highest standards of service delivery*
- *that clearly articulate a high level of benefit to the community*

In accordance with policy, funding priority is given to activities:

- *that demonstrate creativity and innovation*
- *that foster the development of emerging arts and cultural practices*
- *that target underserved sections of the population, or*
- *that involve multi-organizational collaborations in value-added partnerships*

### PROGRAM FOCUS

Typically the **Major Funding Stream** is targeted at:

- *arts and cultural organizations with professional practices that do not otherwise qualify for Operating Assistance*
- *arts organizations with an annual cash programming budget (not including in-kind contributions) that is greater than \$35,000 **OR***
- *groups that produce or present multiple programming streams, projects or series that recur on a regular, annual or bi-annual basis.*

## 2.4 Selecting an Application Category

If an applicant is unsure of the most appropriate application category to submit their grant request to, they are strongly encouraged to submit an enquiry to: [arts-grants@nvrc.ca](mailto:arts-grants@nvrc.ca).

## 3.0 Program Eligibility

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

- *non-profit arts and cultural groups, arts service organizations and heritage organizations, **AND***
- *community, amateur or member-based arts, culture and heritage groups*

## 3.1 Eligible Applicants

Policy states that applicants for **Programming & Project Assistance**:

- *must be a non-profit society **OR***
- *must be a recognized arts group in the community, **AND***
- *must have as their primary mandate or purpose the provision of quality arts and/or cultural experiences*

By way of clarification, eligible applicant categories may include:

- A. non-profit organizations, registered under the new BC Society Act
- B. groups with an equivalent (e.g. out-of-province) non-profit designation
- C. recognized charities, granted charitable status by the Canada Revenue Agency
- D. established and recognized arts groups in the community
- E. recently-formed groups or collectives with appropriate governance structures, but not yet incorporated under the Society Act

- F. groups or collectives, partnering with an eligible non-profit for the purposes of the grant application
- G. groups or collectives working in an area of emerging artistic or cultural practice, including with youth or with diverse communities

### 3.2 General Provisions

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

- *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*
- *seeking 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*
- *requesting funding for an annual activity, event or festival, program, series or show, **OR***
- *seeking support for the annual programming of your organization (but are not otherwise eligible for Operating Assistance)*

### 3.3 Geographical Eligibility

In order to apply for **Programming & Project Assistance**, organizations:

- *may be based in a municipal jurisdiction other than North Vancouver, but*
- *must conduct the programs or projects for which they are seeking support in North Vancouver, or*
- *must, if the proposed program(s) or project(s) take place elsewhere on the North Shore, clearly demonstrate their benefit to North Vancouver residents, and*
- *must have an established track record of delivering quality arts and cultural programs and services in North Vancouver for a period of at least one (1) year prior to the application*

### 3.4 Number of Applications

Eligible groups may submit more than one grant application within the same calendar year.

However, due to the large numbers of new and returning applicants submitting grant requests, it may not be possible to support secondary and tertiary funding requests.

### 3.5 Funding Terms – Duration of Grant Support

The **Programming & Project Assistance** program is not intended to provide continuing, indefinite support for the same activity. Policy states that as a general rule groups will be eligible to apply annually for the same program or programs for up to five (5) years.

Applicants seeking support beyond five years will be subject to review and must be able to demonstrate the ongoing value of the municipalities' grant investment in the proposed program.

At the five-year review, the Commission shall have the right:

- *to extend the period of grant eligibility for a further five (5) years*
- *to develop a schedule with the applicant to re-evaluate their requirement for grant support; **OR***
- *to terminate funding outright.*

On or before the five-year funding anniversary, therefore, applicants are encouraged to develop a plan that identifies the ongoing value for municipal investment moving forward. Such a plan may address but should not necessarily be restricted to such issues as:

- *clarifying the ongoing need for grant support*
- *working towards the development of a solid funding base*
- *leveraged support from other sources and diversification of revenue streams*
- *revenue generation through audience development and participation growth*
- *finding organizational efficiencies and other best practices*

## 4.0 Policy Restrictions

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

**(1) *Municipal agencies, other branches of local government or activities that are directly supported by the municipality through other means***

This restriction includes libraries, community recreation centres, and other municipal agencies or commissions. Not-for-profit “friends-of” or other associated societies may be eligible to apply, 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*

**(2) *Individual applicants, businesses, commercial enterprises, political parties or political events***

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.

**(3) *Schools and post-secondary educational institutions, including all activities that meet the curricular requirements of those bodies***

None of the following are eligible for grant support: elementary schools, secondary schools or private schools as well as colleges, technical institutes, universities and post-secondary educational institutions.

Arts education organizations may be eligible to receive grant support for community-based arts programming, as long as the programming for which funding is requested is not available for course credit with the School District, with a post-secondary institution or with a commercial school.

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.

Parent Advisory Committees are ineligible for both ***Programming & Project Assistance*** grants and the ***Celebrations & Events Grants*** program, but may be eligible to receive support through the ***Community Public Art Grants*** program.

**(4) *Churches or religious organizations, events or activities***

While churches often serve as venues for activities produced or presented by eligible grant recipients, churches, religious organizations or church-based events are not generally eligible for grant support.

However, churches and other faith-based organizations may be eligible to receive grant support for a community event through the **Celebrations & Events Grants** program where:

- the applicant is one of a number of community partners delivering the event;
- the event has no religious overtones and no religious materials are handed out; and
- the event can be demonstrated to deliver on the goals and objectives of the grant program.

(5) *Fundraising projects or programs*

(6) *Competitions or award ceremonies, parties, private or closed events*

(7) *An organization for the purpose of funding other organizations*

(8) *Endowment funds or capital costs (excluding community public art projects)*

(9) *Debt retirement or retroactive funding*

## 5.0 Grants Intake Schedule, 2020

### 5.1 Early Intake

The Early Intake provides grant support for:

- *special projects, new initiatives or events in development that are scheduled to take place from **January 1st through August 10th, 2020***
- *recurring programs or projects that are scheduled to take place between **January 1st and August 10th, 2020***
- *the eligible annual programming of applicants whose fiscal year commences between **January 1st and June 30th***

#### **SUBMISSION DEADLINE**

Submissions to the 2020 Early Intake early will be accepted after **September 23rd, 2019**. The final deadline for submission is 4:30 pm on **Tuesday October 15th, 2019**.

### 5.2 Late Intake

The Late Intake provides grant support for:

- *special projects, new initiatives or events in development that are scheduled to take place from **July 15th through December 31st, 2020***
- *recurring programs or projects that are scheduled to take place between **July 15th and December 31st, 2020***
- *the eligible annual programming (multiple program elements) of applicants whose fiscal/operating year commences **July 1st or later***

#### **SUBMISSION DEADLINE**

Submissions to the 2020 Late Intake early will be accepted after **February 10th, 2020**. The final deadline for submission is 4:30 pm on **Tuesday March 3rd, 2020**.

## 5.3 Late Submissions / Extensions

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.

## 6.0 Submission Requirements

### 6.1 Apply to the Correct Program and Grant Category

It is the sole responsibility of the applicant to ensure that they submit their grant request to the appropriate funding stream.

### 6.2 Use the Forms Provided

Applications must be submitted on the forms provided and in the format requested.

### 6.3 Application Package

Applications to the *Programming & Project Assistance* program will typically consist of:

- (1) a '*Client Profile*' – where requested
- (2) an '*Application Form*' – always required
- (3) a '*Budget Form*' – always required
- (4) a '*Statistics Report*' – where requested

In addition to the above, applicants will be requested to submit various materials (financial statements, society documents, photos and marketing materials) in support of their application.

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. Check-Lists are provided at appropriate points in the Application Forms.

### 6.4 Electronic Submission

Electronic submission of your funding request is required so it can be distributed to the NVRC's Grants Review Committee in a timely manner. Submit one electronic copy of the complete *Application Package*, including any supplementary materials that may be required.

Where required please provide either an **electronic** or a **scanned** signature.

#### **EXCEPTION – HARD COPY MATERIALS**

Any parts of the application package that cannot be submitted electronically may be provided in hard copy (books, etc.) or in physical form (merchandise). However, please note that it may not be possible to distribute such materials to the Grants Review Committee in advance of their deliberations.



## 6.5 Delivery

Electronic submissions may be provided on a USB drive (memory stick) **OR** on a CD-R disc and 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

### FILE SHARE

Submissions may also be provided via a web-based file-share platform (e.g. Dropbox)

### NO FAX OR E-MAIL SUBMISSIONS

Application materials sent via fax or as email attachments will **not** be accepted.

## 6.6 Ineligible Applications

The following conditions may result in an application being deemed ineligible:

- application submitted late (without having sought and received an extension)
- application submitted to the incorrect intake
- application submitted to the incorrect program
- application not submitted on the forms provided
- application package incomplete
- required attachments and support materials not provided
- application not signed (scanned or electronic signature required)
- application submitted as email attachments or by fax

Ineligible applications will not be forwarded to the Grants Committee for review.

## 6.7 Exceptions

Staff is authorized to exercise judgment in respect of the above and may – on a case by case basis – either extend a deadline or modify a requirement.

## 7.0 Grants Review Process

### 7.1 Authority to Approve Grants

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

### 7.2 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.

## 7.3 Stages of Review

All applications go through the following stages of review:

(a) **Eligibility Review**

Applications are scanned 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 final eligibility.

(b) **Staff 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 review.

(c) **Grants Committee Review**

The Grants Review Committee evaluates all grant applications in accordance with the evaluation criteria outlined in policy and detailed below.

## 8.0 Evaluation Criteria

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

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

The approval of any grant at any time does not constitute a guarantee of ongoing annual funding. Grants are reviewed annually and grant awards may be adjusted at any time at the discretion of the Commission.

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

## 9.0 Grants Payment

### 9.1 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. Such notice typically consists of a batch e-mail to successful applicants.

#### EARLY INTAKE

Funding recommendations are taken to the *January* meeting of the Commission for consideration and approval.

#### LATE INTAKE

Funding recommendations are taken to the *May* meeting of the Commission for consideration and approval.

Applicants who have not been successful in receiving a grant award will also be notified at this time.

### 9.2 Statement of Acceptance

Before payment of the grant can be processed, a *Statement of Acceptance* must be signed by a registered office-holder of the organization and returned to NVRC staff as directed.

The Statement of Acceptance outlines all terms and/or conditions attached to the grant, including but not restricted to:

- restrictions on use of grant
- reporting requirements
- recognition of grant support

## 10.0 Accountability & Reporting

### 10.1 Requirement to Report

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

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.

### 10.2 Failure to Report

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

### 10.3 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.

#### RETURNING APPLICANTS

For grants clients that apply annually for the same program, project or event, all reporting requirements have been integrated into the (following year's) Application Package.

#### 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.

### 10.4 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*

### 10.5 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 a copy of their Financial Statements, prepared by an external accountant and 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:
  - a copy of their prepared Financial Statements (as above), *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.

## 11.0 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.

## 12.0 Enquiries

Please direct email enquiries to: [arts-grants@nvr.ca](mailto:arts-grants@nvr.ca)

Phone enquiries should be directed to: (604) 983.6466

### Grants Program Officer

The Arts & Culture Grants programs are managed by:

John Rice, *Cultural Services Officer*  
**North Vancouver Recreation & Culture**

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

**Phone.** (604) 983.6466

**E-mail.** [ricej@nvr.ca](mailto:ricej@nvr.ca)