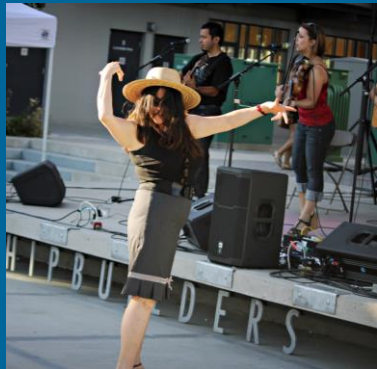


Arts & Cultural Project Grants, 2015 GUIDELINES



North Vancouver
Recreation & Culture
*Building healthy individuals,
families and communities.*



1.0 Project Grants, Introduction

Through a range of arts and cultural project grants, North Vancouver Recreation & Culture supports a wide and exciting range of arts activities, community celebrations, events, festivals and other projects that reflect the spirit, creativity and diversity of the community.

Applications are considered in the following categories:

- ⊕ SMALL COMMUNITY GROUPS / GRANT REQUESTS UP TO \$2,500
- ⊕ ARTS PROJECTS & EVENTS
- ⊕ COMMUNITY ART PROJECTS
- ⊕ COMMUNITY CELEBRATIONS
- ⊕ SIGNATURE EVENTS & FESTIVALS



2.0 Submitting a Grant Request

2.1 Making plans for 2015

Arts and cultural project grants are administered in two (2) separate intakes to support activities and events that take place in 2015.

2.2 Who Can Apply?

Project grants are available to a wide range of non-profit societies, arts groups and community service agencies, as well as other creative or cultural organizations.

Individual artists, for-profit groups or commercial entities are NOT eligible to apply.

Specific ELIGIBILITY GUIDELINES can be found in Sections 4 and 6 of these Guidelines

2.3 What form(s) do we use?

Application requirements are different for each of the FIVE grant categories named above. Please make sure that your funding request is submitted on the correct form and to the appropriate grant category. If you have any questions regarding the project grant category for which your application is best suited, please contact the Program Officer.

2.4 Application forms are available on-line

Application forms will be available on-line in the first week of September 2014.

Application materials and guidelines are posted at: http://www.artsoffice.ca/funding/project_grants.php

For more information about arts programming and cultural events, please go to <http://www.nvrc.ca>



2.5 Electronic submission saves paper

All application and budget forms have been formatted and prepared to enable electronic submission.

Follow the Instructions on the Application Form. Please do NOT send your application as a series of e-mail attachments.

2.6 Check that your application is complete before you send it in

Each 'Application Form' provides a detailed Submission Checklist. Only complete applications can be accepted for review and assessment.

2.7 Submission Deadlines, 2015

PROJECT GRANT INTAKE #1 ~ Monday October 20, 2014 at 4:00 pm

For projects and events that take place substantially between January 1 and June 30, 2015

PROJECT GRANT INTAKE #2 ~ Monday March 2, 2015 at 4:00 pm

For projects and events that take place substantially between July 1 and December 31, 2015

2.8 Operating Grants

North Vancouver Recreation & Culture also administers one grant intake per year for non-profit arts groups seeking operating support.



3.0 Limits on Applications

3.1 Grants Program Capacity

Due to the large numbers of new and returning applicants that submit grants requests, it is often NOT possible to provide grant support for all requests.

3.2 Can we submit more than one grant?

Yes, eligible groups may submit a maximum of TWO grant applications within the same calendar year.

CORE-FUNDED & OPERATING GRANT CLIENTS:

Established 'Core-Funded' and Operating Grant clients are eligible to apply for ONE Project Grant within the same calendar year that they receive operating funding.

PROJECT GRANT CLIENTS:

Project Grant Clients may be eligible for TWO different categories of project grant support within the same calendar year.

Multiple project grant requests must be in different categories.

Staff will not accept more than one application per intake.

3.3 Thinking of making multiple applications?

If you think you are likely to submit multiple grant applications within the same calendar year, please contact the Program Officer, in advance of the first application (if possible).



4.0 Eligibility Guidelines

PROJECT GRANTS are available to a wide range of non-profit arts societies, community service agencies and volunteer-run community groups, as well as other creative or cultural organizations:

- (1) THAT require additional project support for a special initiative;
- (2) THAT operate on a project-by-project basis; OR
- (3) THAT do not otherwise qualify for operating grant support.

Geographical Residency in North Vancouver

1. Unless otherwise stated, applicant groups will be based in or conduct the majority of their activities in North Vancouver or on the North Shore.
2. Applicant groups that are not “resident” in North Vancouver may be considered for projects that demonstrate a direct benefit to North Vancouver.

Non-Profit Status

3. In most instances, and unless otherwise specified in Section 6, grant applicants WILL be legally incorporated as a non-profit society in good standing and registered with the Province of British Columbia.
4. However, groups that are not registered as a non-profit society may apply in partnership with an incorporated non-profit group that is willing to take responsibility for grant monies received on the applicant’s behalf.
5. In such cases, the application must include a letter of commitment from the sponsor organization, outlining the terms and conditions of the partnership and indicating that the sponsor has reviewed the completed application form. The letter of commitment must be signed by authorized officers of the sponsor organization and be accompanied by proof of their non-profit status.



Arts Focus or Mandate

6. Unless otherwise stated, most applicants will have a mission and mandate focused on arts and cultural activities.

Exceptions / 'Community Arts Projects' & 'Community Celebrations'

7. In order to facilitate opportunities for community engagement through the arts and to foster the use of creative cultural practices in exploring and celebrating North Vancouver's strong "sense of place," exceptions to the above can be considered the '[Community Arts Projects](#)' and '[Community Celebrations](#)' grant categories only.
8. ONLY in the '[Community Arts Projects](#)' and '[Community Celebrations](#)' categories, applications may be considered from resident, "community-based" groups that either: (a) are not incorporated as non-profit societies; or (b) do not directly have an arts mandate.
9. In such instances, eligibility will be determined on a case-by-case basis. Groups that may be considered include:
 - ⊕ First Nations groups
 - ⊕ Community health service societies
 - ⊕ Community associations
 - ⊕ Merchant associations.
 - ⊕ Multi-cultural community groups
 - ⊕ Recognized community service groups
 - ⊕ B.I.A.s

Partnerships & Collaborations

10. Creative collaborations and multi-organizational partnerships are encouraged.
11. **PARTNERSHIPS** are defined as consisting of two or more organizations, each of which makes a clear, identifiable and significant contribution to the planning or production of the project and/or event.



12. Groups that are contracted to, or who otherwise agree to deliver aspects of programming or promotion or organizations that solely provide a venue or offer funding support (granting bodies, foundations, sponsors, etc) are NOT necessarily considered partners.
13. In the case of partnerships, one organization must act as the lead group for application purposes.

5.0 Guiding Principles

Project grants are provided to support activities that express community priorities as outlined in the [North Vancouver Cultural Plan](#), or in the [Official Community Plans](#) of the City and District of North Vancouver.

- ⊕ **PROJECTS** and **EVENTS** should offer a distinctive, planned program of activities, whether these activities are based in artistic disciplines, cultural traditions, creative entertainments and/or participatory community practices.
- ⊕ **PROJECTS** can take almost any form but are limited both in scope and time.
- ⊕ Under no circumstances can **PROJECT GRANTS** be provided to support activities that are part of the regular season or ongoing operating activities for which the applicant is already in receipt of operating grant support.
- ⊕ **EVENTS** must be open to and accessible by all members of the community.
- ⊕ Projects that duplicate the work of other organizations and their activities are less likely to be supported through a project grant.
- ⊕ **ALL GRANTS** are awarded on a year-by-year basis and are not to be seen as an on-going or guaranteed source of funding.



6.0 Project Grant Category Descriptions

6.1 Small Community Groups / Grant Requests up to \$2,500

This much-simplified grant stream is available to support small, volunteer-run community groups only. It is intended to remove some of the bureaucratic barriers to a volunteer base that may have limited grant-writing capacity or experience.

6.2 Art Projects and Events

Applicants must be (or must be partnered with) an arts or cultural group that is legally incorporated and currently in good standing as a non-profit society.

Art Projects & Events...

- ⊕ focus on an artistically or culturally specific discipline, or mix of disciplines;
- ⊕ generally include but are not restricted to one or more of: dance, music and theatre; literary, media and visual arts; inter-disciplinary and multidisciplinary arts;
- ⊕ incorporate any one (or combination) of a wide range of creation, dissemination, participatory, performance or presentation activities;
- ⊕ may be structured as a program offering or take the form of an event;
- ⊕ offer a unique artistic, creative or culturally specific experience for audiences or participants;
- ⊕ may involve amateur, community-based, student, emerging or established professional artists/participants, but should demonstrate strong curatorial and artistic leadership;
- ⊕ are often one-off initiatives or pilot projects,
- ⊕ may be recurring or annual activities, but are generally NOT part of the applicant's regular season of programming activity;



6.3 Community Art Projects

Applications are encouraged from local, community groups of all kinds (see page 6).

Community Art Projects ...

- ⊕ incorporate a wide range of arts practices that involve and/or engage the community;
- ⊕ are most commonly rooted in participatory arts practices that can be applied across a wide range of creative disciplines;
- ⊕ support artists working with communities on issues of mutual interest or concern;
- ⊕ 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;
- ⊕ may involve amateur, community-based, student, emerging or established professional artists;
- ⊕ should always articulate a clear sense of how the project engages or involves community;

In order to ensure that the proposed project is supported by an adequate understanding of community arts practices, community group applicants may be encouraged – on a case-by-case basis – to partner with arts groups in the delivery of the project.

6.4 Community Celebrations

Applications are actively encouraged from local, community groups of all kinds (see page 6).

Community Celebrations ...

- ⊕ are generally events that provide an opportunity for local residents of all backgrounds to gather and to participate in a celebration of neighbourhood or community;



- ⊕ are NOT, however, restricted to geographical, neighbourhood-based definitions of community;
- ⊕ offer opportunities for diverse, social or cultural communities in North Vancouver to share and celebrate their distinct place in the social fabric;
- ⊕ provide a planned program of creative and engaging community activities, including typically – but not limited to – a range of performing, visual and literary arts;
- ⊕ may involve amateur, community-based, student, emerging or established professional artists;
- ⊕ should always articulate how the project benefits, engages or involves community;
- ⊕ are often recurring, annual events;
- ⊕ are often but not exclusively reliant on the organizational efforts of volunteers;
- ⊕ are open to and inclusive of a wide audience that includes: families, youth, seniors, disabled, First Nations and/or culturally diverse communities.

6.5 Signature Events & Festivals

Applicants shall be legally incorporated as a non-profit society, but do not need to have an arts mandate as their primary focus. Although exceptions may be assessed on a case-by-case basis regarding an applicant's non-profit status, applications from commercial, for-profit businesses will not be considered.

Signature Events ...

- ⊕ present a significant program of artistically or culturally specific activities;
- ⊕ may focus on one discipline or genre of artistic entertainment, or may blend a mix of disciplines with cultural attractions, entertainments, demonstrations and other activities to create a full event or festival program;
- ⊕ express a clear mandate and demonstrate a strong focus;
- ⊕ may be managed or administered by a volunteer society, but typically involve paid, experienced staff to undertake key programming, presentation and/or production activities;



- ⊕ aspire to pay professional scale fees or honoraria to participating artists and performers;
- ⊕ are often recurring, annual events;
- ⊕ demonstrate broad community participation and support;
- ⊕ demonstrate an established audience, or are able to show significant potential for audience development;
- ⊕ should offer participants and audiences a unique experience not duplicated by other ongoing organizations and their activities;
- ⊕ may entail partnerships with non-resident groups, but funds are only available to support activities that take place within the City or District of North Vancouver.

Projects that demonstrate potential for cultural tourism are encouraged.

7.0 Use of Funds

Generally speaking, PROJECT GRANTS are provided for the specific purpose of supporting direct project costs and/or event production and administration costs. Restrictions on the use of grant funds are listed here.

7.1 Please use NVRC grants to leverage support from other places

Project grants can help to support activities and events, but cannot fully fund or underwrite those activities. It is expected that applicants will combine the project grants they receive with other sources of revenue and financial investment (grants, sponsorships, donations, earned revenues) as well as in-kind support and contributions.



7.2 How much can I ask for? (GUIDELINES ONLY!)

Current grants policies do not specify an upper limit on grant requests

The following guidelines, therefore, are intended to advise applicants of the kinds of best practices that have typically been adopted by grants assessment juries, as well as to provide a sense of historically-established funding ranges within each grant category.

GRANT AWARDS AS A PERCENTAGE OF TOTAL PROJECT BUDGET

- ⊕ Even well received applications often receive a grant award equivalent to no more than 10–25% of their total projected budget, not including in-kind contributions.
- ⊕ Project Grants are NOT awarded for more than 50% of the project budget.

SMALL COMMUNITY GROUPS / GRANT REQUESTS UP TO \$2,500

- ⊕ Typical Grant Range: \$500–\$2,500

ARTS PROJECTS & EVENTS

- ⊕ Typical Grant Range: \$1,500–\$7,500
- ⊕ Maximum Grant Award (historical estimate): \$10,000

COMMUNITY ART PROJECTS

- ⊕ Typical Grant Range: \$1,500–\$5,000
- ⊕ Maximum Grant Award (historical estimate): \$7,500

COMMUNITY CELEBRATIONS

- ⊕ Typical Grant Range: \$1,000–\$3,500
- ⊕ Maximum Grant Award (historical estimate): \$5,000



SIGNATURE EVENTS & FESTIVALS

- ⊕ Typical Grant Range: \$5,000–\$12,500
- ⊕ Maximum Grant Request: \$15,000

7.3 Eligible Use of Funds

Most direct costs are considered eligible. Typically, these may include but are not restricted to:

- ⊕ project planning costs;
- ⊕ curatorial expenses;
- ⊕ programming costs;
- ⊕ fees and related expenses for artists, musicians, programmers, cultural workers, etc;
- ⊕ volunteer expenses (recruiting, training, support etc);
- ⊕ production expenses (installation, equipment rental, costumes, sound, lights, etc);
- ⊕ venue expenditures (rental, insurance coverage, permit fees, etc);
- ⊕ costs related to the promotion of the project / event.

Generally speaking, projects that are collaborative, inter-disciplinary and cross-cultural or that engage youth or support emerging artists are encouraged.

Activities may be proposed by or entail partnerships with non-resident groups, but funds are only available to support activities that take place within the City or District of North Vancouver.

Within the reasonable restrictions of the applicant's capacity and the project budget, it is expected that Artists will be paid at an appropriate level for their participation – whether through honoraria or professional fees.



7.4 Ineligible Use of Funds

Use of the project budget for any of the following may result in an application being deemed ineligible for support.

- ⊕ costs related to third-party fundraising and or fundraising events;
- ⊕ funds applied to the ongoing operating activities or expenses of the society;
- ⊕ deficit reduction (relating to operating deficits incurred from other activities);
- ⊕ contributions to the support of activities undertaken by other community groups that are not directly part of the project or event (known as “third-party granting”);
- ⊕ capital expenditures (e.g. construction, renovations, equipment purchase, software).

7.5 Ineligible Activities

The following projects, events or activities are NOT eligible.

- ⊕ activities that already receive municipal grants for the same purpose;
- ⊕ activities or events that are organized by individuals, private or commercial enterprises;
- ⊕ events that are organized as fundraisers, or that contribute to endowments;
- ⊕ events that provide pass-through funding to other activities or groups (“third-party granting”);
- ⊕ events organized as showcases or recitals for schools;
- ⊕ events organized by political parties, or produced as platforms for politically partisan activity;
- ⊕ events that are overtly religious in nature, or produced as platforms to promote religious organizations or affiliation;
- ⊕ school fairs, bazaars, church fetes, open house celebrations;
- ⊕ competitions and award ceremonies;
- ⊕ sports and recreation activities and/or events;



- ⊕ parties, private celebrations or other “closed” events;
- ⊕ mid-way style entertainments (e.g. bouncy castles, amusement rides, arcade games);
- ⊕ fireworks.

7.6 Use of Surplus

If, in any given year, a project or event generates a surplus of revenues over expenditures, please note the following. It is expected:

- ⊕ that any such surplus shall be reported on the Final Report; and
- ⊕ that surplus revenues will be re-invested in the following year’s project or event.

USE OF SURPLUS REVENUES TO FUND INELIGIBLE USES WILL BE REVIEWED AND MAY RESULT IN FUTURE APPLICATIONS BEING DEEMED INELIGIBLE FOR SUPPORT.

8.0 Reporting Requirements

Although PROJECT GRANTS are administered by North Vancouver Recreation & Culture, funding for these grants programs is provided by the City and District of North Vancouver.

8.1 Final Report

In order to ensure the highest standards of accountability for the use of public funds, you will be required to complete a [FINAL REPORT](#) and a [BUDGET REPORT](#), detailing your use of those funds, reporting out on statistical measures and providing important feedback to Arts Office staff.

The FINAL REPORT forms will be provided under separate cover.



As a matter of municipal grants policy, failure to submit a complete and accurate FINAL REPORT and/or BUDGET REPORT will result in subsequent grant requests being deemed ineligible.

9.0 Peer Assessment

PEER ASSESSMENT means that all grant applications are assessed and/or ratified by an independent, arms-length group of experts and then presented to City and District Councils for approval.

9.1 Peer Assessment ‘Juries’

Peer assessment panels (also known as “juries”) consist of a minimum of 3 and a maximum of 5 members, and are carefully selected to include experience and expertise in: community arts practice, community events coordination, festival production and a mix of artistic disciplines.

In addition to having the experience and knowledge necessary to provide expert advice and recommendations, peer juries are also selected to reflect the diversity of the community at large.

Jury members who have a conflict of interest regarding any given application do not participate in discussions or decisions related to that application.

The peer assessment jury operates by consensus and bases its recommendations on the eligibility and evaluation criteria as outlined in these Guidelines.

Recommendations from the peer assessment jury are taken to City and District Councils. Authority to approve and award grants rests with Councils.



10.0 Evaluation Criteria

In general terms, the success of projects is measured by: the richness, variety and interest of their program; the strength of their artistic and/or community engagement practices; the breadth and diversity of public access they offer; any community or economic benefits that they generate; and the improved “quality of life” that they foster.

PROGRAMMING / Inherent Value (including Artistic Merit)

- ⊕ Inherent value of the proposed program, whether in terms of artistic merit, cultural diversity or community engagement.
- ⊕ Quality of the proposed creation, production, presentation and/or dissemination activities.
- ⊕ Nature of and/or quality of collaboration or partnerships involved.
- ⊕ Degree to which the proposed program reflects the mandate of the producing organization.
- ⊕ Distinctiveness in the context of comparable activities in North Vancouver.

COMMUNITY IMPACT / Instrumental Value

- ⊕ Access to and popularity of the project or event with the general public.
- ⊕ Accessibility of the project or event to diverse, multi-cultural and First Nations’ communities.
- ⊕ Effective outreach and inclusion strategies.
- ⊕ Level of engagement with other arts organizations, artists and community groups.
- ⊕ Level and impact of marketing activity / promotional materials.
- ⊕ Established or potential appeal to an audience of “cultural tourists” – i.e. to attract a non-resident audience and leverage economic impact.



ORGANIZATIONAL CAPACITY / Institutional Value

- ⊕ Evidence of financial need, based on analysis of organizational resources and project budget.
- ⊕ Analysis of project budget: diversified revenues; leveraging power of grant; proposed use of funds; appropriate level of detail.
- ⊕ Evidence of a clear mandate, strong governance and effective administration.
- ⊕ Demonstrated financial accountability.
- ⊕ Evidence of effective, short or long-term planning, whether formal or informal.

STRATEGIC VALUE

- ⊕ Evidence of benefits consistent with and/or that support municipal goals and objectives.



11.0 Notification and Receipt of Grant

11.1 Authority to Approve

As noted above, recommendations from the peer assessment jury are taken to City and District Councils. Authority to approve and award grants rests with Councils.

11.2 Report to Councils

Peer jury recommendations are presented as part of a formal report to the Councils of the City and the District of North Vancouver for ratification, normally within 60 days of the grant deadline.

11.3 Notice of Award

Further to Councils' ratification of the grant recommendations, applicants will be informed of the status of their grant request, in writing, normally within 10 days of the Council meeting date.

11.4 Grant Acceptance Requirements / Release of Funds

If your grant request is approved, either in whole or in part, you will be required to submit a GRANT ACCEPTANCE FORM prior to and as a condition of release of funds.

The Grant Acceptance Form acts: (a) as a confirmation of "receipt" for grants funds awarded; and (b) as confirmation that the grant recipient undertakes to complete the project substantially as described in the application.

The GRANT ACCEPTANCE FORM must be signed by a current officer of the organization.



11.5 Pre-Requisites for Receipt of Funds

Where applicable, applicants may be required to provide proof of:

- ⊕ INSURANCE COVERAGE, acceptable to municipal staff and listing the host municipality as an additional insured;
- ⊕ CONFIRMATION OF VENUE(s) – e.g. park booking or correspondence with a facility;
- ⊕ LIQUOR LICENSE, if part of the event;
- ⊕ Approved HIGHWAY USE PERMIT, if necessary for the event.

12.0 Grant Recognition

As PROJECT GRANTS are administered by North Vancouver Recreation & Culture on behalf of both the City and the District of North Vancouver, grant 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 relating to the project.

Download the *Grant Recognition Guidelines* from the website (www.artsoffice.ca) for more information.



13.0 Steps to Apply

1. Application materials are on the website. These include:
 - ⊕ 2015 APPLICATION FORM
 - ⊕ 2015 APPLICANT PROFILE
 - ⊕ 2015 BUDGET FORM
2. Before considering or submitting an application, it is strongly recommended – especially for new or prospective clients – to meet with or talk to the Program Officer.
3. Read the Program Guidelines. Pay special attention to the various eligibility criteria. Follow all instructions carefully!
4. Use the checklist provided to make sure your application is complete!
5. Begin work on the application well in advance of the submission deadline. Late submissions cannot be accepted.
6. If you have any questions about the Project Grants Program, please contact:
Program Officer: John Rice, Cultural Services Officer
North Vancouver Recreation & Culture
P: 604 982-3892 E: ricej@nvrc.ca W: <http://www.nvrc.ca>
#315–1277 Lynn Valley Road, North Vancouver, BC V7J 0A2



