Culture Makes The City Grant

Tier 1 Application Form

City of North Vancouver | 2027

Before you start

- Tier 1 helps small events and activities get started. Grants are $1,000 to $3,000.
- Building on an existing event? The Tier 2 and 3 form may suit you better. Not sure? Ask us.
- Read the guidelines first, at cnv.org/CultureMakesTheCity. Section 5 and Appendix A show exactly how we score you application.
- We score what you tell us, not how well you write. Bullet points are fine. Short answers score just as well, as long as they cover what we ask.
- A sentence or two is enough for most questions. The box size shows how much we expect.
- Each section ends with optional extras. These can earn extra points. Skip any that don't apply.
- Incomplete applications aren't assessed. Answer every question except the optional extras, and fill in both budget tables.
- You can send more than one application, but each applicant can receive only one grant in 2027.

Need help?

- Email CultureMakesTheCity@cnv.org.
- Need this form in another format? Let us know.

How to send it

- Email this form to CultureMakesTheCity@cnv.org by 13 December 2026, 4pm.
- Use the subject line: Tier 1 application: [your name or group name]

Part A: About you

A1 Group, organization or individual's name	
A2 Contact person	
A3 Email	
A4 Phone	
A5 Mailing address	
A6 Website or social media *(optional)*	

A7 Who is applying?

Tick all that apply. (required to be eligible)

- ☐ Non-profit society registered under the BC Societies Act, or a registered charity
- ☐ Federal non-profit corporation
- ☐ Informal (non-incorporated) community group
- ☐ Individual
- ☐ Indigenous organization or group
- ☐ Artist collective

A8 Registration or charity number, if you have one.

A9 **Individuals and informal (non-incorporated) groups only:** tell us about yourself or your group. Who is involved? A group formed just for this activity is welcome. (1-2 sentences)

Part B: Your activity at a glance

B1 Activity name

B2 What is your activity? What will people see and do? (3-4 sentences)

B3 ☐ Tick the box if the activity's main purpose isn't fundraising, political causes, worship, religious instruction or promoting a faith. It doesn't include bursaries, scholarships or contests, or anything permanently fixed on City land. (this is required to be eligible)

B4 When will it happen in 2027? Give the month or season, and dates if you know them. A series of dates under one name is fine.

B5 Where in the City of North Vancouver? Not booked yet? Give your preferred location.

B6 ☐ Tick if the activity takes place in the City of North Vancouver, in 2027. (this is required to be eligible)

B7 Amount requested

B8 ☐ Tick the box if the amount requested is between $1,000 and $3,000. (this required to be eligible for this tier)

B9 What will you need to run it? For example, space, power, tents, tables or sound. A short list is fine.

Not scored. This helps us spot permit needs early.

Event permits. Using a City park or public space? You need an event permit. It has its own application, separate from this grant. Apply by the City's deadline, even before you hear about this grant. For events from May to September 2027, the permit deadline is 31 December 2026. See cnv.org/parks-recreation/events/event-booking-guide.

Section 1: Your community and who's leading

Criterion 1: Cultural authenticity and community leadership. The individuals or groups proposing and leading the activity are part of, or have a meaningful connection to, the community associated with the activity. The activity provides opportunities for local creatives to participate.

1.1 Which cultural background, tradition or traditions is this activity connected to? (1-2 sentences)

1.2 Who is leading the planning, and how are they connected to this community? (1-2 sentences)

A lead organizer makes decisions about planning and delivery. Performing or volunteering on the day doesn't count on its own.

1.3 ☐ Tick the box if at least one lead organizer belongs to, or has a meaningful connection to, this cultural community. (this is required to be eligible)

Optional extras: these can earn extra points.

Tick any that apply:

1.4 ☐ A local creative is taking part. Name them below. This means an artist, performer, maker or culture bearer who lives, works or has an established practice on the North Shore, including Sḵwx̱wú7mesh Úxwumixw (Squamish Nation) and səlilwətaɬ (Tsleil-Waututh Nation).

1.5 ☐ Community members help shape the event or activity, e.g. they decide what happens, like performers, activities, food or language.

1.6 ☐ Local creatives are paid. Show their fee as a line in your budget.

Tell us more about anything you ticked. Include the names of any local creatives. (a sentence or two for each)

Section 2: Who can come

Criterion 2: Community benefit, access and participation. People can find out about the activity, get there and move around, find accessible information, afford it, feel welcome, and want to come.

2.1 ☐ Tick if the activity is open to everyone. No membership or invitation is needed. (required to be eligible)

2.2 What does it cost to take part?

Tick one. If there's a charge, tell us what it is in the box below.

- ☐ Free
- ☐ Low cost: a charge applies, but there's a free, pay-what-you-can or reduced price option
- ☐ A charge applies, with no free or reduced option

Not free or low cost? You can still apply. This section can't score above 1 (Weak) without it, but that won't rule you out on its own.

2.3 How will people find out about it? Think about how you'll reach people with different access needs. (1-2 sentences)

2.4 How will people of all ages, or people of the age group the activity or event is designed for, feel welcome? (a sentence or two)

2.5 What will make people want to come? Name something specific, like a lantern parade at dusk or a dumpling-making challenge. "It'll be fun" doesn't count on its own. (1-2 sentences)

Optional extras: these can earn extra points.

Tick any that apply:

2.6 ☐ Step-free access to the main activity area, and an accessible washroom on site (permanent or portable).

2.7 ☐ Promotion beyond your own community: at least one channel outside your community's own networks, like a neighbourhood newsletter, the library, local media or another community group's channels.

2.8 ☐ Something planned for different generations to do together, like elders teaching young people or family activities.

2.9 ☐ Something else that makes it easier to come, like seating and shade, a quiet space, childcare or transit information.

Tell us more about anything you ticked. (1-2 sentences for each)

Section 3: Bringing communities together

Criterion 3: Intercultural connection across communities. The activity brings different communities together and helps people learn about each other.

3.1 How will people from outside your community feel welcome and know what to do? For example, an "everyone welcome, no experience needed" message, a host or greeter who explains what's happening, or signage newcomers can follow. (1-2 sentences)

3.2 How can people from outside your community join in, not just watch? For example, a workshop, a shared dance or cooking together. (1-2 sentences)

Optional extras: these can earn extra points.

Tick any that apply:

3.3 ☐ Designed to mix: at least one part is planned so people from different communities interact, like a shared meal or a mixed workshop.

3.4 ☐ A learning element: something that explains the meaning, history or practice behind the activity, like a host introducing a dance, storytelling or signage.

3.5 ☐ Something to take home: people leave with something they made, learned or tasted, like a recipe, a craft or a song.

3.6 ☐ Two or more communities contribute content or help organize the activity.

Tell us more about anything you ticked. (1-2 sentences for each)

Section 4: Making it happen

Criterion 4: Feasibility and capacity. The activity can happen as planned: what, when, where and who delivers it. Quieter months and less-used locations earn extra credit.

You've told us what, when and where in Part B. This section is about how you'll make it happen.

4.1 Why does your location suit the activity? Think about its size, your audience and what you need, like space, power, access or shelter from weather. (1-2 sentences)

4.2 Your timeline. List the key steps and rough dates, like bookings, permits, promotion and set-up.

Optional extras: these can earn extra points.

Tick any that apply:

4.3 ☐ We have enough staff or volunteers to run it. Tell us how many, and what they'll do, below.

4.4 ☐ Shoulder season: the activity happens January to April, or October to November 2027.

4.5 ☐ Less-used location: anywhere in the City other than The Shipyards.

Tell us more about anything you ticked. (1-2 sentences for each)

Section 5: Your budget and the difference the grant makes

Criterion 5: Sustainability and quality. The activity has the resources it needs and is well organized, the grant makes a meaningful difference, and there are lasting benefits or outcomes.

5.1 What will this grant let you do that you couldn't do otherwise? Link it to what the grant will pay for. (a sentence or two. Making the activity possible at all is a good answer)

5.2 Your budget.

Fill in the costs table and the contribution table below.

- List your main costs under the headings. Skip any that don't apply.
- **Total cost:** the full cost of each item.
- **Grant pays:** how much of that cost you want this grant to cover. It can be the full amount.
- The "Grant pays" total is your request. It must match B7.
- **Check that your numbers add up.** If they don't, or the "Grant pays" total doesn't match your request, we can't assess your application.
- Paying artists? Show their fees in the table.
- Buying equipment? It must be reusable, reasonable for the activity, and not fixed permanently on City land.
- **Example:** Equipment rental | Sound system and two microphones | $600 | $600

The grant can't pay for travel, core operating costs not tied to this activity, fundraising, bursaries or contests, or anything already spent. If your budget includes one of these, we can still assess your application, but the grant won't pay for that cost. Section 4 of the guidelines has the full list.

Heading	What it's for	Total cost	Grant pays
Artist and performer fees Dancers, musicians, elders, workshop leaders		$	$
Staff and contractors MC, stage manager, photographer, coordinator		$	$

Heading	What it's for	Total cost	Grant pays
Venue and permits Facility rental, City event permit fees		$	$
Equipment rental Stage, tents, sound, tables, chairs		$	$
Equipment purchases Reusable items for future events		$	$
Supplies and materials Craft and workshop materials, decorations		$	$
Food and catering Food for sharing, cooking demo ingredients		$	$
Marketing and promotion Posters, printing, social media ads		$	$
Accessibility and language ASL, interpreters, translation, portable accessible washroom		$	$
Insurance, safety and security Event insurance, first aid, security		$	$
Waste and cleanup Bins, recycling, cleaning		$	$
Other Describe it		$	$
Total		$	$

Your contribution.

- Your contribution must be worth at least 20% of your request. Cash isn't required.
- **Volunteer time:** count the hours spent planning and running the activity, then multiply the total by $27.85.
- **Donated goods, space or services:** value them at what you'd otherwise pay, like a hall's normal rental rate.
- **Cash:** your own funds, ticket sales, donations, sponsors or other grants.
- Anything this grant pays for can't count as your contribution.

- Example: you request $3,000, so your contribution must be at least $600. 22 volunteer hours makes $612.70.

Type	What it is	Value
Volunteer time Hours × $27.85		$
Donated goods, space or services Valued at what you'd otherwise pay		$
Cash Own funds, tickets, donations, sponsors, other grants		$
Total contribution		$

5.3 ☐ Our contribution is worth at least 20% of the amount requested. (required to be eligible)

Optional extras: these can earn extra points.

Tick any that apply:

5.4 ☐ We hope to keep the activity going, or grow it, after 2027.

5.5 ☐ We, or our lead organizers, have run a similar activity before, even if it wasn't open to the public.

5.6 ☐ Contribution above the minimum: your contribution is worth at least 40% of your request.

Tell us more about anything you ticked. (1-2 sentences for each)

Part C: Declarations (not scored)

Tick each one.

C1 I confirm that:

- ☐ The information in this application is true and complete.
- ☐ I have read the grant guidelines.
- ☐ The grant won't pay for anything on the "not eligible" list in Section 4 of the guidelines.
- ☐ I understand this is not an application for an event permit. Activities in a City park or public space need a separate permit, applied for by the City's deadline. A grant does not guarantee a permit.
- ☐ If funded, the applicant will sign a funding agreement and use the Culture Makes The City badge to acknowledge the City's support in promotion.
- ☐ If funded, the applicant will send a final report within 90 days of the activity.

C2 Sign here. Typing your name counts as a signature.

Name	Role in your group (if any)	Date