Culture Makes The City Grant

Tier 2 and 3 Application Form

City of North Vancouver | 2027

Before you start

- **Tier 2** supports existing events to improve and build on what they already offer. Grants are $2,500 to $12,000.
- **Tier 3** supports established events looking to grow, improve their offerings and build long-term success. Grants are $10,000 to $25,000.
- Read the guidelines first, at cnv.org/CultureMakesTheCity. Section 5 and Appendix A show exactly how we score.
- 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 short paragraph is enough for most questions. The box size shows how much we expect.
- Incomplete applications aren't assessed. Answer every "Everyone answers" question, plus "Tier 3 must answer" if you're Tier 3.
- You can send more than one application, but each applicant can receive only one grant in 2027.

How this form works

- **Everyone answers:** Tier 2 and Tier 3 applicants.
- **Tier 3 must answer:** required for Tier 3. Some are optional extras for Tier 2, marked "Tier 2: optional extra".
- **Optional extras:** these can earn extra points. Some count for Tier 3 only, marked "Tier 3 only".

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 [2 or 3] application: [your name or group name]
- Attach anything listed in Part C.

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. (A short paragraph)

Sponsor: individuals and informal (non-incorporated) groups only

At Tier 2 and 3, individuals and informal (non-incorporated) groups need a sponsor. This is an incorporated non-profit that holds the funds and takes responsibility for the grant.

A10 Sponsor organization name	
A11 Registration or charity number	
A12 Sponsor contact person	
A13 Email	
A14 Phone	

Attach a letter of agreement from your sponsor. It should confirm they will hold the funds, sign the funding agreement and take responsibility for the grant.

Part B: Your activity at a glance

B1 Activity name

B2 What is your activity? What will people see and do? (1-2 paragraphs)

B3 ☐ Tick if the activity's main purpose **isn't** fundraising, political campaigning, 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 Which tier are you applying for, and how much are you requesting? Tick one tier, then write the amount in the box.

☐ Tier 2

☐ Tier 3

B8 ☐ Tick if the amount requested is within the range for the tier. Tier 2: $2,500 to $12,000. Tier 3: $10,000 to $25,000. (this is required to be eligible)

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 community or communities does this activity come from? (A short paragraph)

1.2 Who are the lead organizers, and how are they connected to this community? (A short paragraph)

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

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

1.4 Name at least one local creative taking part, and their role. (A short paragraph)

A local creative is 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).

Optional extras: these can earn extra points.

Tick any that apply:

1.5 ☐ Other community members help decide what happens, like performers, activities, food or language.

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

1.7 ☐ You have a way to keep representation authentic, like cultural advisors or community review of content.

1.8 ☐ Tier 3 Only. A partnership: an organization or recognized community leader contributes something specific, like content, a venue, promotion, volunteers or funding. Attach a letter or email confirming their role.

Tell us more about anything you ticked. (A short paragraph for each at least)

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.

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.

☐ 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

2.3 How will people find out about it? Think about how you'll reach people with different access needs. (A short paragraph)

2.4 How will people of all ages, or people of the age group the activity or event is designed for, feel welcome? (A short paragraph)

2.5 **Drawcard.** 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. (A short paragraph)

2.6 Venue access. Tick what applies, then tell us about it.

☐ Step-free access to the main activity area

☐ An accessible washroom on site (permanent or portable)

2.7 **Promotion beyond your community.** Name at least one way you'll promote outside your own community's networks. For example, a neighbourhood newsletter, the library, local media or another community group's channels. (A short paragraph)

Optional extras: these can earn extra points.

Tick any that apply:

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.

2.10 ☐ Language access: promotion in more than one language, interpreters (including ASL) or multilingual hosts, or plain-language materials.

2.11 ☐ An outreach plan: you name at least one group that often faces barriers to taking part, and how you'll reach them. For example, newcomers to Canada, people with disabilities, low-income households, isolated seniors or people who speak little English.

2.12 ☐ You'll count or estimate how many people take part, like a headcount, registrations, tickets or a sign-in sheet.

Tell us more about anything you ticked. (A short paragraph for each, at least)

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 **Welcome.** 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. (A short paragraph)

3.2 **Hands-on.** How can people from outside your community join in, not just watch? For example, a workshop, a shared dance or cooking together. (A short paragraph)

3.3 **Designed to mix.** How is at least one part of the activity planned so people from different communities interact? For example, a shared meal, a mixed workshop or a participatory dance. (A short paragraph)

Tier 3 must answer

3.4 **Learning element** (Tier 2: Optional extra). What part of the activity explains the meaning, history or practice behind it? For example, a host introducing a dance, storytelling or signage. (A short paragraph)

Optional extras: these can earn extra points.

Tick any that apply:

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, rather than one community presenting to others.

3.7 ☐ Tier 3 Only. A connection that lasts beyond the day, like an ongoing collaboration between communities.

Tell us more about anything you ticked. (A short paragraph for each, at least)

Section 4: Making it happen

Criterion 4: Feasibility and capacity. The activity can happen as planned: what, when, where and who delivers it.

4.1 **Location.** 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. Include how many people you expect. (A short paragraph)

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

4.3 **Staff and volunteers.** How many staff or volunteers will you have, and what will they do?

Optional extras: these can earn extra points.

Tick any that apply:

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.

4.6 ☐ An event permit application or venue booking is underway.

4.7 ☐ A contingency plan: you know what you'll do if something changes, like costs rising, a performer cancelling or bad weather. Tell us below.

Tell us more about anything you ticked. (A short paragraph for each, at least)

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? Connect it to what the grant will pay for. (A short paragraph. Making the activity possible at all is a good answer)

5.2 **Your budget.** Start with your costs.

- List your 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.
- 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.

Provide your own budget document? Attach it instead of filling in the costs and income tables. It must show every cost, what the grant pays for, and all income marked confirmed or applied for, including your contribution. Please also still fill in the budget summary (the last table in this section).

Heading	What it's for	Total cost	Grant pays
Artist and performer fees Dancers, musicians, elders, workshop leaders		$	$

Heading	What it's for	Total cost	Grant pays
Staff and contractors MC, stage manager, photographer, coordinator		$	$
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 income and contribution.

- List all income for the activity under the headings.
- If you have no other cash income, write "none".
- **Status:** write "confirmed", "applied for" or "planned".
- **Volunteer time:** count the hours estimated to be spent planning and running the activity, then multiply the total by $27.85. Note the hours.
- **Donated goods, space or services:** value them at what you'd otherwise pay, like a hall's normal rental rate. Tell us what they are in the notes.

- **Your contribution** is everything in the table except this grant. It must be worth at least 20% of your request. Cash isn't required.
- **Example:** you request $12,000, so your contribution must be at least $2,400. 87 volunteer hours makes $2,422.95.
- You don't need to name your funders or sponsors if you don’t want to.

Heading	Amount	Confirmed or applied for	Notes (optional)
This grant Your request	$	Applied for	
Other grants and sponsors Foundations, provincial or federal grants, business sponsors	$		
Event income and your own funds Tickets, stall fees, donations, own funds	$		
Volunteer time Hours × $27.85. Note the hours.	$		
Donated goods, space or services Valued at what you'd otherwise pay	$		
Total	$		

Budget summary.

Everyone fills this in, including anyone attaching their own budget.

Total cost	
Grant request	
Other income (cash)	
In-kind (volunteer time and donated items)	
Your total contribution (other income plus in-kind)	

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

Tier 3 must answer (Tier 2 optional extra)

5.4 **Continue or grow**. How do you hope to keep the activity going, or grow it, after 2027? (a short paragraph)

5.5 **Track record**. Tell us about a similar activity you or your lead organizers have run before, even if it wasn't open to the public. At Tier 3, it must be at a similar or larger scale. (a short paragraph)

Optional extras: these can earn extra points.

Tick any that apply:

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

5.7 ☐ An experienced producer is on the team, involved or contracted. They've produced or run operations for a similar or larger activity.

5.8 ☐ Tier 3 Only. It builds skills in the community, or creates new leadership roles for community members, so they can run future activities.

5.9 ☐ Tier 3 Only. The grant buys equipment or assets you'll use again, or share with other community groups.

Tell us more about anything you ticked. (a short paragraph for each, at least)

Part C: Attachments

Any file type is fine: Word, PDF, or a photo of a signed page.

C1 Tick what you're attaching:

- ☐ Individuals and informal (non-incorporated) groups: a letter of agreement from your sponsor
- ☐ Tier 3, if you ticked 1.8: partnership confirmation (a letter or forwarded email from your partner)
- ☐ Optional: your own budget, if you're not using the costs and income tables in 5.2

Part D: Declarations

Tick each one.

D1 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 (the sponsor signs, if there is one) 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.

D2 Sign here. Typing your name counts as a signature.

Name	Role in your group (if any)	Date