GRANT GUIDELINES

Culture Makes The City - Grant Program

Supporting community-led cultural activity throughout 2027

City of North Vancouver

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1. About the Grant

The Culture Makes The City Grant supports community-led cultural activity that brings people together and creates a sense of belonging in the City of North Vancouver. It is a one-time program, funding a year of events and activities in 2027 that celebrate the diversity of cultures within the City.

Culture is meant broadly. It includes heritage, identity, food, language, storytelling, traditions, customs, knowledge and creative practice. It encompasses a wide range of cultural expressions and art forms such as music, dance, theatre, literary, visual, media, interdisciplinary, community-based and Indigenous arts.

The grant has three aims, set by the Multicultural Community Festival Task Force:

- **Learning:** residents learn about the diversity of cultures within the City in engaging ways.
- **Celebrating:** the City's diversity is acknowledged and enjoyed.
- **Showcasing:** local creatives share their talents.

It also has an intercultural focus. The grant favours activity that brings different communities together and builds understanding across cultures.

What the grant supports

Community-led cultural activities held in the City during 2027, from small neighbourhood activations to larger signature events. Formats beyond the traditional festival are welcome. The grant aims to:

- assist with meeting the costs associated with hosting cultural activities and events
- build the capability of new and existing local groups
- make cultural activities more accessible and easier to participate in
- encourage collaboration and partnerships, increase capacity and grassroots participation

General guidelines

- All funded activity takes place in the 2027 calendar year.
- All funded activity takes place in the City of North Vancouver and is open to the public.
- Funding is offered through a main round in late 2026 (all tiers) and a responsive fund from April to September 2027 (Tiers 1 and 2). The responsive fund has its own guidelines and application form. See Section 2.
- Three tiers are available, based on intent:
  - **Tier 1:** helping small events and activities get started
  - **Tier 2:** supports existing events to improve and build on what they already offer
  - **Tier 3:** supports established events looking to grow, improve their offerings and build long-term success
- An applicant can submit more than one application, but receives no more than one grant in 2027 across all rounds.
- Every application shows a contribution worth at least 20% of the amount requested. Matching cash is not required. See Section 2.

2. Funding Available

The total funding available for 2027 is $100,000, offered in two rounds.

Round	Funding	Tiers	Timing
Main round	$70,000	Tiers 1, 2 and 3	Applications 13 November to 13 December 2026. Council decision 8 February 2027.
Responsive fund	$30,000, plus any money not awarded in the main round	Tiers 1 and 2	Rolling, 1 April to 30 September 2027. See the responsive fund guidelines.

Money not awarded in the main round moves to the responsive fund. Money not awarded by the end of 2027 is carried into 2028.

Tiers

Each tier reflects a different intent. Choose the tier that best matches what you are trying to do, not only the amount you need. The dollar ranges overlap on purpose. City staff may suggest a different tier if your application fits better elsewhere.

Tier	Amount	Intent	Available in
Tier 1	$1,000 to $3,000	Helping small events and activities get started. Simplest application.	Main round and responsive fund
Tier 2	$2,500 to $12,000	Supports existing events to improve and build on what they already offer. Fuller application.	Main round and responsive fund
Tier 3	$10,000 to $25,000	Supports established events looking to grow, improve their offerings and build long-term success. Fullest application.	Main round only

Your contribution

Your application must show that you will contribute at least 20% of the amount you are requesting. Cash is not required. Your contribution can be any mix of:

- **Cash:** any money not from this grant, such as your own funds, ticket sales, donations, sponsors or other grants
- **Volunteer time:** hours spent planning and delivering the activity, valued at $27.85 per hour (BC Living Wage)
- **Donated goods, space or services:** valued at what you would otherwise pay, such as a venue's normal rental rate

Anything this grant pays for cannot also count as your contribution. A contribution worth 40% or more of your request earns an extra point (Criterion 5).

Example: you request $3,000. Your contribution must be worth at least $600, such as 22 volunteer hours ($612.70).

Distribution

The City aims to support a wide range of activity across all three tiers and throughout 2027. See Section 5.

Number of applications

- An applicant can submit more than one application, but receives no more than one grant in 2027
- You cannot rank your own applications. If you submit more than one, the panel decides which, if any, is the strongest fit.
- Applicants funded in the main round cannot apply to the responsive fund.
- Applicants not funded in the main round can apply to the responsive fund with a new Tier 1 or Tier 2 application.

3. Who Can Apply

The grant is open to local community organizations and groups serving residents of the City of North Vancouver. Your organization can be based elsewhere, as long as the funded activity takes place in the City.

Eligible applicants

- Non-profit societies registered under the BC Societies Act, and registered charities
- Federal non-profit corporations registered under the Canada Not-for-profit Corporations Act
- Informal (non-incorporated) community groups (see note below)
- Individuals (see note below)
- Indigenous organizations and groups
- Artist collectives

Informal (non-incorporated) groups and individuals

Informal groups are those who are not registered or incorporated as a formal entity, for example community associations, social interest groups, teams or clubs.

An informal (non-incorporated) group or individual can apply directly for a Tier 1 grant. For Tier 2 or Tier 3, they must apply through a sponsor: an incorporated non-profit that holds the funds and takes responsibility for the grant, confirmed by a letter of agreement. A group does not need to exist beyond the funded activity. A group formed to deliver it is eligible.

Ineligible applicants

- Commercial or for-profit businesses and organizations
- Registered political parties
- Educational institutions
- Faith and religious organizations, such as places of worship and religious societies

Where the activity must take place

The funded activity must take place in the City of North Vancouver and be open to the public. For examples of public spaces, see cnv.org/parks-recreation/public-spaces.

4. What the Grant Funds

Eligible activities

The grant funds community-led cultural activity (an event, activation, activity or gathering) that is open and accessible to the public and serves the aims of learning, celebrating and showcasing. Eligible formats include:

- Festivals and community celebrations
- Cultural performances, showcases, film screenings and exhibitions
- Workshops, demonstrations and hands-on cultural activities, such as a shared maker space or drumming workshop
- Public talks, classes and learning sessions with a cultural or intercultural focus
- Cultural activations and placemaking, including temporary interactive artwork and installations, and light or drone shows
- Food-centred cultural events, such as a cultural cooking workshop
- Storytelling and oral history
- Artisan markets

A series of activities over several dates is eligible, as long as it runs under one name. All funded activity must take place in the 2027 calendar year.

Cultural celebrations with faith roots, such as Diwali, are eligible when run by an eligible applicant.

Eligible expenses

Eligible expenses are the costs of producing and promoting the activity, for example:

- Infrastructure and equipment rental
- Insurance, safety and security
- Staffing and contractors
- Waste management
- Marketing and promotion
- Accessibility supports (such as translation services, infrastructure rental)

- Food, including cultural food programming and catering
- Artist fees
- City event permit and facility rental fees

Capital and equipment purchases are eligible where they support future events, such as buying reusable equipment instead of renting it each year. Purchases must be reasonable and proportionate to the activity. Nothing may be permanently installed or fixed on City public space.

Ineligible activities and expenses

- Core operating or administrative costs not tied to the funded activity
- Deficit reduction, or costs for activity that has already taken place
- Fundraising expenses, or events whose main purpose is fundraising
- Activity outside the City of North Vancouver or outside the 2027 calendar year
- Activity whose main purpose is worship, religious instruction or promoting a faith
- Anything permanently installed or fixed on City public space
- Bursaries, scholarships or contests
- Travel costs

If your budget includes an ineligible expense, your application can still be assessed, but the grant will not pay for that cost.

5. How Applications Are Assessed

A panel of City staff from across the organization scores applications using the rubric in Appendix A. The rubric is published so you can see exactly how your application will be scored.

Eligibility check

City staff check every application before it is scored. Each item below is pass or fail, and an application must pass them all.

- The applicant is eligible (see Section 3).
- At least one lead organizer belongs to, or has meaningful connection to, cultural community the activity comes from.
- The activity takes place in the City of North Vancouver in 2027.
- The activity is open to the public.
- The activity is eligible (see Section 4).
- The amount requested sits within the range for the tier.
- The application is complete, including a budget and, where needed, a sponsor letter of agreement.
- The budget adds up, and the amount requested matches a named set of costs.
- The budget shows a contribution worth at least 20% of the amount requested (see Section 2).

Incomplete applications are not assessed. You can apply to the responsive fund instead, from 1 April 2027 (Tiers 1 and 2 only).

The five criteria

Criterion	What it looks at
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.
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.
3. Intercultural connection across communities	The activity brings different communities together and helps people learn about each other.
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.
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.

How scoring works

- Each criterion carries equal weight and is scored from 0 to 4, for a total out of 20.
- Each criterion has core items and extras, which differ by tier. Meeting every core item scores 2 (**Good**). Each extra adds a point, up to 4.
- Tier 1 applications can meet the core items in a few clear sentences. Tiers 2 and 3 need more detail and evidence.

Minimum to be fundable

To be considered for funding, an application must pass every item in the eligibility check and score at least 10 out of 20 overall, with no criterion scoring 0.

Everything that affects your score is set out in this section and Appendix A.

Funding order

The panel funds the highest-scoring applications in each tier first. It works down the list until the money runs out.

Flexibility at the funding limit

When the money is close to running out, the panel can adjust the list for two reasons:

- **A tie:** two or more applications have the same score.
- **Spread:** the funded list has gaps in timing, location or the cultural communities it reaches.

To do this, the panel can:

- share the remaining money between applications
- offer an application less than it asked for
- fund an application that scored up to 2 points lower, if it fills a gap

The panel records the reason for every adjustment and includes it in the written decision.

Review and approval

1. City staff check each application for eligibility.
2. Panel members score each eligible application independently, then meet to agree final scores and recommend awards. Panel members declare any conflict of interest and step out of that application.
3. City Council approves the final awards.

Meeting the minimum does not guarantee funding. Funding is limited, and applicants may be awarded less than they request.

Decisions and feedback

Every applicant receives a written decision with the panel's reasons. Decisions are shared after Council approval and publication of the meeting minutes.

6. How to Apply

1. Download the application form for your tier from cnv.org/culturemakesthecity.

   Note: There are two forms: one for Tier 1, and one for Tiers 2 and 3.

2. Fill it in and email it to CultureMakesTheCity@cnv.org.

What every application includes

- Which tier you are applying for
- What the activity is, and when and where in the City it will take place in 2027
- The cultural community or communities the activity comes from, and your group's connection to them
- The amount you are requesting, and what it will pay for
- Who the activity is for, how people take part, whether it is free or low cost, and what will make people want to come

- A budget showing expected costs, your contribution, and any other funding or support, using the tables in the form. Tiers 2 and 3 can attach their own budget instead.
- Basic details about your organization or group, and evidence that you meet the eligibility criteria
- For informal (non-incorporated) groups and individuals applying for Tier 2 or Tier 3: a sponsor letter of agreement

Event permits

Have you applied for an event permit?

If your activity takes place in a City park or public space, you need an event permit. The permit has its own application and review, separate from this grant. A grant does not guarantee a permit, and a permit does not guarantee a grant.

Apply for your permit by the City's deadline, even before you hear about this grant. For events between May and September 2027, the permit deadline is 31 December 2026. You can apply for this grant before your booking is confirmed. If so, name your preferred location. See cnv.org/parks-recreation/events/event-booking-guide.

7. Funding Agreements, Payments and Reporting

Funding agreement

Successful applicants sign a funding agreement with the City before any payment is made. For informal (non-incorporated) groups and individuals funded at Tier 2 or Tier 3, the sponsor signs the agreement.

Payments

- Tier 1 grants are paid in full once the agreement is signed.
- Tier 2 and Tier 3 grants are paid 75 percent once the agreement is signed, and 25 percent once an approved final report is received.

Recognition

As a condition of funding, recipients use the Culture Makes The City badge and acknowledge the City's support on their promotional materials. A recipient toolkit with the badge, templates and simple instructions will be provided.

Final reporting

Every recipient submits a final report within 90 days of the activity. You will receive a template with your funding agreement.

- **Tier 1:** a short report covering what happened, rough final costs against the budget, the contribution you made, an estimate of how many people took part, and evidence that the City's support was acknowledged.

- **Tier 2 and Tier 3:** a fuller report covering what happened, final costs against the budget, the contribution you made, participation and reach, and copies of promotional materials showing the City's support was acknowledged.

Recipients who do not submit a satisfactory final report are not eligible for future City grant funding until the report is received.

Changes and cancellations

Tell the City as soon as possible if your activity changes significantly or is cancelled. You may need to return unspent funds.

8. Key Dates

Main round (Tiers 1, 2 and 3)

Milestone	Date
Grant opens	13 November 2026
Application deadline	13 December 2026, 4pm
Eligibility check and panel review	December 2026 to January 2027
Council decision	8 February 2027
Applicants notified	February 2027, after Council approval and publication of the meeting minutes
Funding agreements and first payments	Late February to March 2027
Funded activity delivered	Throughout the 2027 calendar year

Responsive fund (Tiers 1 and 2)

The responsive fund is open from 1 April to 30 September 2027, for Tiers 1 and 2. It has its own guidelines and application form, at cnv.org/culturemakesthecity.

9. Contact and Applicant Support

If you have any questions, need information or would like the application form in another format, let us know.

Contact: CultureMakesTheCity@cnv.org

Appendix A: Assessment Rubric

This rubric shows exactly how applications are scored.

Score meanings

Each criterion below lists its items, explains what each one means, and shows whether it is Core, Extra or Not expected at each tier.

- Applicants should try and address the core items and any applicable extra items.
- An item counts only if it is present, clear and credible.
- The more points you score the stronger your application.
- Items marked “Not expected” do not need to be addressed in your application.

Score	Label	Means
0	Not addressed	No core items addressed. The application cannot be funded.
1	Weak	Some, but not all, core items are addressed sufficiently.
2	Good	All core items addressed sufficiently.
3	Strong	All core items, plus one extra.
4	Exceptional	All core items, plus two or more extras.

Key terms

These terms are used across the guidelines. Each rubric item below also explains what it means.

Term	Meaning
Cultural community	People who share a cultural heritage, identity, language, tradition or practice. The applicant names the community or communities.
Lead organizer	Someone who makes decisions about planning and delivering the activity. Performing or volunteering on the day does not count on its own.
Less-used location	Any location in the City other than The Shipyards.
Local creative	An artist, performer, maker or culture bearer who lives, works or has an established practice on the North Shore (City of North Vancouver, District of North Vancouver, District of West Vancouver, Sḵwx̱wú7mesh Úxwumixw (Squamish Nation) and səlilwətaɬ (Tsleil-Waututh Nation).

Term	Meaning
Open to the public	Anyone can attend or take part. No membership or invitation is needed. An activity can still be designed for a specific age group such as children, youth or seniors.
Shoulder season	January to April, or October to November 2027. These are quieter months, outside the busy May to September event season and December.

Criterion 1: Cultural authenticity and community leadership

Looks at: Whether the individuals or groups proposing and leading the activity are part of, or have a meaningful connection to, the community associated with the activity, and whether it provides opportunities for local creatives to participate.

Item	Tier 1	Tier 2	Tier 3
Names the cultural community. State which community or communities the activity comes from. That means people who share a heritage, identity, language, tradition or practice.	**Core**	**Core**	**Core**
A lead organizer is from the community. At least one person who makes decisions about planning and delivery belongs to the community or has a meaningful connection to the community. Performing or volunteering on the day doesn't count on its own.	**Core**	**Core**	**Core**
A named local creative takes part. Name at least one 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).	Extra	**Core**	**Core**
Community members shape the program. People from the community, beyond the organizers, help decide what happens, such as performers, activities, food or language.	Extra	Extra	Extra
Local creatives are paid. Fees or honoraria show as a line in the budget.	Extra	Extra	Extra
Authentic representation. Describe how you'll make sure the culture is shown accurately and respectfully, such as cultural advisors or community review of content.	Not expected	Extra	Extra

Item	Tier 1	Tier 2	Tier 3
A partnership. At least one organization or recognized community leader contributes something specific, like content, a venue, promotion, volunteers or funding. Confirmed by letter or email.	Not expected	Not expected	Extra

Criterion 2: Community benefit, access and participation

Looks at: People can find out about the activity, get there and move around, find accessible information, afford it, feel welcome, and want to come.

Item	Tier 1	Tier 2	Tier 3
Free or low cost. It's free to attend or take part. Or there's a charge, with a free, pay-what-you-can or reduced option for people who need it.	**Core**	**Core**	**Core**
Says how people will find out. Explain how you'll let people know about the activity, such as posters, social media or community networks. Consider how you will share information about the activity in ways that reach people with different access needs.	**Core**	**Core**	**Core**
Welcomes all ages. Explain how people of all ages will feel welcome. Or the activity is designed for a specific group, such as children, youth or seniors.	**Core**	**Core**	**Core**
A drawcard. A clear, specific idea that makes people want to come, such as a lantern parade at dusk or a dumpling-making challenge. Say what it is in a sentence or two. A general promise like "it'll be fun" doesn't count.	**Core**	**Core**	**Core**
An accessible venue. The main activity area has step-free access, and an accessible washroom is on site (permanent or portable).	Extra	**Core**	**Core**
Promotion beyond the community. Promotion includes at least one channel outside your community's own networks, such as a neighbourhood newsletter, the library, local media or another community group's channels.	Extra	**Core**	**Core**

Item	Tier 1	Tier 2	Tier 3
An intergenerational activity. At least one part of the activity is planned for different generations to do together, such as elders teaching young people, or family activities.	Extra	Extra	Extra
Another barrier addressed. A specific step that makes it easier for people to take part, beyond those already required for your tier. Examples: a quiet or sensory-friendly space, seating and shade, childcare, or transit information.	Extra	Extra	Extra
Language access. At least one of: promotion in more than one language; interpretation (including ASL) or multilingual hosts on the day; plain-language materials.	Not expected	Extra	Extra
An outreach plan. Name at least one group that often faces barriers to taking part, and how you'll reach them. Examples: newcomers to Canada, people with disabilities, low-income households, isolated seniors, and people who speak little English.	Not expected	Extra	Extra
Counting participation. Explain how you'll count or estimate how many people take part, such as a headcount, registrations, tickets or a sign-in sheet.	Not expected	Extra	Extra

Criterion 3: Intercultural connection across communities

Looks at: Whether the activity brings different communities together and helps people learn about each other.

Item	Tier 1	Tier 2	Tier 3
Welcomes the broader public. The activity is planned so people from outside your community feel welcome and know what to do. Examples: an "everyone welcome, no experience needed" message, a host or greeter who explains what's happening, or signage newcomers can follow.	**Core**	**Core**	**Core**
A hands-on way to join in. People from outside the community can take part, not just watch, such as a workshop, a shared dance or cooking together.	**Core**	**Core**	**Core**

Item	Tier 1	Tier 2	Tier 3
Designed to mix. At least one part of the activity is planned so people from different communities interact, such as a shared meal, a mixed workshop or a participatory dance.	Extra	**Core**	**Core**
A learning element. Part of the activity explains the meaning, history or practice behind it, such as a host introducing a dance, storytelling or signage.	Extra	Extra	**Core**
Something to take home. People leave with something they made, learned or tasted, such as a recipe, a craft or a song.	Extra	Extra	Extra
Two or more communities contribute. At least two cultural communities contribute content or help organize the activity, rather than one community presenting to others.	Extra	Extra	Extra
A lasting connection. A connection between communities that carries on beyond the day, such as an ongoing collaboration.	Not expected	Not expected	Extra

Criterion 4: Feasibility and capacity

Looks at: Whether the activity can happen as planned: what, when, where and who delivers it. Activity in a shoulder season or at a less-used location earns extra credit.

Item	Tier 1	Tier 2	Tier 3
A fit-for-purpose location. The location suits the activity's size, audience and needs, such as space, power, access and shelter from weather.	**Core**	**Core**	**Core**
A timeline. Outline the key steps and rough dates leading up to the activity, such as bookings, permits, promotion and set-up.	**Core**	**Core**	**Core**
Staff and volunteer capacity. Describe how many staff or volunteers you'll have and what they'll do, and it's enough to deliver the activity.	Extra	**Core**	**Core**
Shoulder season. The activity takes place January to April, or October to November 2027. These are quieter months, outside the busy May to September event season and December.	Extra	Extra	Extra

Item	Tier 1	Tier 2	Tier 3
Less-used location. The activity takes place anywhere in the City other than The Shipyards.	Extra	Extra	Extra
Permit or booking underway. Confirm if you have applied for an event permit or started booking your venue.	Not expected	Extra	Extra
A contingency plan. Explain what you'll do if something changes, such as costs rising, a performer cancelling, or bad weather.	Not expected	Extra	Extra

Criterion 5: Sustainability and quality

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

Item	Tier 1	Tier 2	Tier 3
A realistic budget. Costs are listed by item, cover the main costs, and are reasonable for the activity.	**Core**	**Core**	**Core**
What the grant will pay for. Clearly state which costs the grant will cover.	**Core**	**Core**	**Core**
The grant's difference. Answer "What will this grant let you do that you couldn't do otherwise?", linked to what the grant pays for. Making the activity possible at all counts, as long as you say what the activity will be.	**Core**	**Core**	**Core**
Continue or grow beyond 2027. Explain how you hope to keep the activity going, or grow it, or give elements another life, after 2027.	Extra	Extra	**Core**
A track record. Demonstrate that lead organizers have delivered at least one similar activity before, even if not for the public. At Tier 3, it must be at a similar or larger scale.	Extra	Extra	**Core**
Contribution above the minimum. Your contribution is worth at least 40% of the amount requested, double the 20% minimum. See Section 2.	Extra	Extra	Extra
An experienced producer. Someone on the team, involved or contracted, has produced or run operations for a similar or larger activity.	Not expected	Extra	Extra

Item	Tier 1	Tier 2	Tier 3
Builds skills or leadership. The activity builds skills in the community, or creates new leadership roles for community members, so they can run future activities.	Not expected	Not expected	Extra
Equipment or assets for the future. The grant buys equipment or assets you'll use again, or share with other community groups.	Not expected	Not expected	Extra