

THE ARTS OFFICE

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ARTS OFFICE PROJECT GRANTS APPLICATION GUIDELINES 2012

Funding for Arts Office grants is provided by the City and the District of North Vancouver.

THESE GUIDELINES INCORPORATE RECOGNIZED BEST PRACTICES AND ARE DESIGNED TO ENSURE ACCOUNTABILITY FOR USE OF PUBLIC FUNDS; PLEASE READ THEM CAREFULLY **BEFORE** COMPLETING THE APPLICATION FORM.

If you have any questions about the Arts Office Project Grants program, please contact the Program Officer for more information.

John Rice, Cultural Development Officer
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1. PROJECT GRANTS / *What can I request grant support for?*

The Arts Office is committed to support a broad and exciting range of activities, celebrations, events, festivals and projects, organized by an eclectic mix of applicant groups as reflecting the spirit and diversity of the community.

In order to facilitate a more equitable comparison and assessment of such a wide range of projects, grant requests are accepted and reviewed in the following categories:

- ARTS PROJECTS / EVENTS**
- COMMUNITY ART PROJECTS**
- COMMUNITY CELEBRATIONS**
- MAJOR / SIGNATURE FESTIVALS**

IMPORTANT: It is the applicant's responsibility to make sure that the grant application is submitted on the correct form and to the appropriate grant category!

Detailed descriptions of the different grant categories can be found on pages 4-7 of this document. If you have any questions regarding the project grant category for which your application is best suited, please contact the Program Officer.

2. APPLICATION DEADLINES / *When should I apply?*

2012 PROJECT GRANTS are provided to support activities that take place substantially within the 2012 Calendar Year. In order to support projects or activities that take place throughout the year, Arts Office Project Grants are administered in two (2) separate intakes.

PROJECT GRANT INTAKE #1 ~ Thursday October 20, 2011, 12noon

For projects and events that take place between January 1 and June 30, 2012

PROJECT GRANT INTAKE #2 ~ Thursday March 1, 2012, 12noon

For projects and events that take place between July 1 and December 31, 2012

Please make sure that your grant request is submitted to the correct intake!

3. MULTIPLE APPLICATIONS / *How often can I apply?*

PROJECT GRANTS are available in two intakes (see above). Eligible groups may submit up to a maximum of TWO grant applications within the same calendar year.

- ⊕ Established Operating Grant clients are eligible to apply for ONE Project Grant within the same calendar year that they receive operating funding.
- ⊕ 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.
- ⊕ Unless otherwise “grandfathered in” (and agreed with the Arts Office), eligible groups are not permitted to submit more than one application per intake.

IF YOU THINK YOU ARE LIKELY TO SUBMIT MULTIPLE GRANT APPLICATIONS WITHIN THE SAME CALENDAR YEAR, PLEASE DISCUSS THIS OPTION WITH THE PROGRAM OFFICER (PREFERABLY) IN ADVANCE OF MAKING THE FIRST APPLICATION.

4. APPLICANT ELIGIBILITY / *Who can apply?*

Project Grants are available to support arts groups and community-based societies as well as other creative and/or cultural organizations that either operate on a project-by-project basis, or whose activities do not currently qualify for operating grant support.

GEOGRAPHICAL RESIDENCY REQUIREMENTS

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 5, applicants **will** be legally incorporated as a non-profit society in good standing, registered with the Province of British Columbia.
4. Groups that are not registered as a non-profit society may apply in partnership with an incorporated non-profit group that is willing to receive and administer grant monies on the applicant’s behalf.
5. In such cases, the application must include a letter of commitment from the sponsor organization, outlining terms and conditions of the partnership and indicating that the sponsor has reviewed the completed application form. The letter must be signed by authorized officers of the sponsor organization and accompanied by proof of their non-profit status.

ARTS FOCUS OR MANDATE

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

EXCEPTIONS / *‘Community Arts Projects’ & ‘Community Celebrations.’*

9. In order to facilitate opportunities for community engagement through the arts and to foster the use of artistic and creative cultural practices in exploring and celebrating North Vancouver’s strong “sense of place,” exceptions (to the above) will be considered in the *‘Community Arts Projects’* and *‘Community Celebrations’* grant categories,

10. ONLY in the *'Community Arts Projects'* and *'Community Celebrations'* grant 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.
11. In such instances, eligibility will be determined on a case-by-case basis. Groups that may be considered include:
 - ⊕ First Nations groups
 - ⊕ multi-cultural community groups
 - ⊕ community health service societies
 - ⊕ recognized community service groups
 - ⊕ community associations
 - ⊕ BIAS'
 - ⊕ merchant associations .

PARTNERSHIPS & COLLABORATIONS

13. Creative collaborations and multi-organizational partnerships are encouraged.
14. For the purposes of Arts Office grants programs, 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.

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

5. PROJECT GRANT CATEGORIES / *Some Reminders, definitions and descriptions.*

PROJECT GRANTS are generally provided to support activities that express municipal and/or community priorities as outlined in the *North Vancouver Cultural Plan*.

In general terms, applicants should note:

- ⊕ PROJECTS and EVENTS must 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 are limited both in scope and time, preferably with a scheduled completion date in 2012.
- ⊕ 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.
- ⊕ PROJECT GRANTS can NOT be provided to support projects that directly duplicate the work of other organizations and their activities.
- ⊕ ALL GRANTS are awarded on a year-by-year basis and are not to be seen as an on-going source of funding.

5.1 GRANT REQUESTS UP TO \$2,500

NEW APPLICATION CATEGORY!

Rationale: This is a new, much simplified application category intended to support smaller, volunteer-based community groups with limited grants-writing capacity or experience.

Eligibility & Descriptions: This opportunity is extended to volunteer-based groups looking for grant support (up to \$2,500) to assist with the delivery of a ‘community art project,’ event or ‘community celebration.’ For more information on ‘community art projects’ and ‘community celebrations,’ see Sections 5.3 and 5.4 (below).

5.2 ART PROJECTS

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

Art Projects ...

- ⊕ 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.
- ⊕ may include a wide array of events or other programmed activities.
- ⊕ offer a unique artistic, creative or culturally specific experience for audiences and/or participants.
- ⊕ incorporate any of a wide range of creation, dissemination, participatory, performance or presentation activities that engage the local arts, heritage and cultural communities.
- ⊕ may involve amateur, community-based, student, emerging or established professional artists/participants, but should demonstrate strong curatorial and artistic leadership.
- ⊕ often include one-off initiatives or pilot projects, but may be recurring or annual activities.
- ⊕ are generally NOT part of the applicant’s regular season of programming activity.
- ⊕ can NOT be part of a program for which the applicant already receives municipal support.

- ⊕ 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.

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

5.3 COMMUNITY ART PROJECTS

Eligibility: Applicants in this category may be, but are not required to be incorporated as a non-profit society; neither is it necessary that applicants have an arts-primary mandate.

Applications are actively encouraged from local, community-based groups of all kinds (see list on page 4). However, community groups may be encouraged – on a case-by-case basis – to partner with arts groups to provide the necessary understanding of community arts practices.

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 disciplines: dance, music and theatre; literary, media and visual arts; and multidisciplinary arts.
- ⊕ support artists working with communities on issues of mutual interest or concern such as local places, spaces, and histories.
- ⊕ provide an opportunity for or artists to work with a given community to build relationships and develop innovative, arts-based or other creative strategies to engage people in issues of 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, but should always articulate a clear sense of how the project benefits, engages or involves the community.
- ⊕ may include one-off initiatives or recurring projects.
- ⊕ 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 are collaborative and that target identified communities and community concerns are encouraged.

5.4 COMMUNITY CELEBRATIONS

Eligibility: Applicants in this category need not be incorporated as a non-profit society, nor are they required to have an arts mandate. Applications are actively encouraged from resident, “community-based” groups.

Community Celebrations ...

- ⊕ are events that provide an opportunity for local communities to experience or to participate in a cultural expression and celebration of place.
- ⊕ offer a planned program of creative and engaging community activities, including typically – but not limited to – a range of local performing, visual and literary arts.
- ⊕ are often recurring, annual events.
- ⊕ may engage amateur, community-based, student, emerging or established artists to perform or present their work.
- ⊕ are often, but not exclusively, reliant on the organizational efforts of volunteers.
- ⊕ are generally inclusive events, open to a wide audience that includes families, youth, seniors, disabled, First Nations and culturally diverse communities.
- ⊕ may define the notion of “community” in a variety of ways, and are not restricted to the geographical boundaries of local neighbourhoods.

5.5 SIGNATURE EVENTS & FESTIVALS

Eligibility: Applicants must 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.
- ⊕ offer a unique experience for audiences.
- ⊕ may focus on one discipline or genre of artistic entertainment, or may blend a mix of arts 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 curatorial focus.

- ⊕ are coordinated by experienced administration and production staff, and 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.

6. ELIGIBLE & INELIGIBLE USE OF FUNDS / *What can I use grant funds to do?*

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.

1. FUNDING EXPECTATIONS.

- ⊕ 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.
- ⊕ Generally speaking, project grants are not awarded for more than 50% of the entire project budget.
- ⊕ Typically, project grants awarded through the peer assessment process have been in the range of 5% to 25% of the projected budget.

2. ELIGIBLE USE OF FUNDS / Typically, most direct project costs are considered eligible.

- ⊕ 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.
- ⊕ Within the reasonable restrictions of the budget, it is expected that Artists will be paid at an appropriate level for their participation – through honoraria or professional fees.

3. 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 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, property renovations, equipment purchase, software).

4. INELIGIBLE ACTIVITIES / The following projects, events or activities are NOT eligible.

- ⊕ activities that already receive municipal grants for the same purpose;
- ⊕ events that are organized by individuals, private or for-profit 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 doctrine;
- ⊕ 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.

5. USE OF SURPLUS.

- ⊕ In the event that, in any given year, a project or event generates a surplus of revenues over expenditures, it is expected: (1) that any such surplus shall be reported on the Final Report; and (2) that such surplus revenues will be re-applied as revenue to the following year's project or event.
- ⊕ Use of surplus revenues to fund ineligible uses (see above) will be reviewed and may result in an application being deemed ineligible for support.

7. REPORTING REQUIREMENTS / *How does the Arts Office ensure accountability for use of public dollars?*

Although PROJECT GRANTS are administered by the Arts Office, it is important to recognize that funding for these grants programs is provided by the City and District of North Vancouver. In order to ensure the highest standards of accountability for the use of public funds, you will be required to complete a FINAL REPORT – detailing your use of those funds, reporting out on a range of 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 complete and submit a FINAL REPORT, including providing incomplete or inaccurate information, will result in subsequent grant requests being deemed ineligible.

If you received a grant award for an event or project in 2011, the submission deadlines for the FINAL REPORT on that project are:

- 2011 Rd. One, FINAL REPORT: **Thursday September 15, 2011 at 4:00pm.**
For projects and events that took place between January 1 and June 30, 2011
- 2011 Rd. Two, FINAL REPORT: **Thursday January 26, 2012 at 12 noon**
For projects and events that took place between July 1 and December 31, 2011

8. PEER ASSESSMENT / ADJUDICATION PROCESS / *Who decides what I get?*

PEER ASSESSMENT is one of the core values of The Arts Office. Peer Assessment means that ALL grant applications are either assessed or ratified and then presented to City and District Councils by an independent, arms-length group of experts.

Peer assessment committees (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.

9. GRANT EVALUATION CRITERIA / *What makes a good application?*

In general terms, successful projects are valued for: the richness, variety and value of their program; the strength of their artistic and/or community engagement practices; the breadth and diversity of public access; any community or economic benefits that they generate; and the improved “quality of life” that they foster.

PROGRAMMING / Inherent Value (incl. Artistic Merit).

- ⊕ Inherent value of the proposed program, whether in terms of artistic merit, cultural diversity or community engagement.
- ⊕ Quality of the organization’s creation, production, presentation and/or dissemination activities.

- ⊕ Degree to which the proposed program reflects and fulfills the mandate of the producing organization.
- ⊕ Distinctiveness of the proposed program 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 (organizational stability).
- ⊕ Demonstrated financial accountability.
- ⊕ Evidence of effective, short or long-term planning, whether formal or informal.

STRATEGIC VALUE.

- ⊕ Evidence of clear measurable objectives and benefits that are consistent with and/or support municipal goals and objectives – especially strategic directions outlined in the North Vancouver Cultural Plan.

10. GRANT AWARD NOTIFICATION / *When will I learn if our grant request was successful?*

Recommendations are formally presented to the Councils of the City and the District of North Vancouver for ratification, normally within 60 days of the grant deadline.

Recommendations are presented as part of a formal Report to Councils. Applicants will be advised of the Council meeting dates at which grant recommendations are to be considered; such notice will normally be provided one week to ten days prior to the meetings.

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

Applicants will be provided with feedback, in writing, from the peer assessment committee, normally within 45-60 days of notification of grant award.

REQUIREMENTS FOR GRANT DISBURSEMENT.

If your grant request is approved, either in whole or in part, you will be required to submit the following prior to and as a condition of release of funds:

- ⊕ A letter, signed by two current signatories, confirming that your organization undertakes to complete the project, submitted to the Program Officer.

PLUS COPIES WHERE APPLICABLE OF:

- ⊕ Insurance coverage acceptable to municipal staff, listing the host municipality as an additional insured;
- ⊕ Confirmation of venue(s);
- ⊕ Liquor License;
- ⊕ Approved Highway Use Permit.

11. GRANT ACKNOWLEDGEMENT / *Recognition of Support*

Project Grants are administered by The Arts Office 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 **The Arts Office** on all appropriate promotional materials relating to the project.

Applicants are asked to download the *Grant Recognition Guidelines* from the Arts Office website (www.artsoffice.ca) for more information.

12. HOW TO APPLY

CONTACT THE ARTS OFFICE TO REQUEST: a Project Grant Application Form; AND
a Project Grant Budget Form.

1. If you have any questions about the 2012 Project Grants Program, please contact:

Program Officer: John Rice, Cultural Development Officer
PHONE: 604 982-3892 E-MAIL: john.rice@artsoffice.ca

2. It is strongly recommended, especially for new applicants, that prospective clients meet with or talk to the Program Officer prior to submitting an application.
3. Signed copies of the applications must reach the North Vancouver ARTS OFFICE by **12:00 noon** on the day of the dead-line. Please take delivery time into consideration.



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