



North Vancouver
Recreation & Culture

2015 OPERATING GRANT – GUIDELINES

1. GENERAL OVERVIEW

OPERATING GRANTS are provided to support the annual programming and operating activities of eligible organizations, and are administered by the North Vancouver Recreation & Culture Commission (NVRC) on behalf of the City of North Vancouver and the District of North Vancouver.

Operational support is available to North Shore arts and heritage organizations to support a diverse range of activities that enrich the quality of life of North Vancouver residents and provide local opportunities for creative development and employment to artists and creative sector workers.

2015 OPERATING GRANTS are provided to support operating and programming activities that take place in the 2015 fiscal year. For organizations where the operating year does not follow the calendar year, grants are to be applied to the 2015-16 fiscal year.

All grants are reviewed on a yearly basis and are not to be viewed by applicants as an on-going source of funding.

Please read these OPERATING GRANT GUIDELINES carefully before completing the application form. If you have any questions, contact: **Barb McLean, Cultural Services Officer**

TEL: 604 982-3894 E-MAIL: mcleanb@nvrc.ca

2. APPLICATION DEADLINE

Monday February 2, 2015, 12 noon

NEW ADDRESS FOR GRANT APPLICATION DROP OFF - Effective January 2015, NVRC Cultural Services are located in Centennial Theatre located at 2300 Lonsdale Ave. Operating Grant applications should be dropped off at the main reception desk at the Harry Jerome Community Centre, 123 East 23rd Street (across the street from Centennial Theatre).

3. ELIGIBILITY CRITERIA & GUIDELINES

ORGANIZATIONAL ELIGIBILITY. To apply for Operating Grant support, your organization meets the following requirements:

- a legally incorporated non-profit society;
- in existence for at least two years at the time of submission of the application;
- has previously received a municipal operating grant (OCA or AAGP); OR
- within the last two years, has received municipal project or special event grant; OR
- has been assessed for eligibility by NVRC staff.

In addition, it is expected that all eligible Operating Grant clients:

- operate year-round in a fiscally responsible manner and has a sound governance model;
- demonstrate a clear mission, mandate, and artistic vision;
- create, produce or present work primarily with and/or by local artists/performers/artisans (amateur and/or professional); activities may include some artists who are not North Shore residents;
- are directed by recognized arts/cultural/heritage professional practitioners or experienced volunteers; have a clear strategic plan, including plans for growth, sustainability and audience/member development;

GEOGRAPHICAL RESIDENCY OF APPLICANTS.

- Applicant groups will be based in North Vancouver or on the North Shore, and will provide arts and cultural programming that directly benefits North Vancouver residents.

INELIGIBLE GROUPS. Operating Grants are NOT available to support:

- organizations that do not serve North Vancouver directly;
- activities that are produced and organized by individuals, individual artists or by private or for-profit commercial enterprises;
- activities that are organized as fundraisers, benefits, or that contribute to endowments;
- activities that support / provide pass-through funding to other activities or groups ("third-party granting");
- showcases or recitals for "schools" / organizations with an educational mandate;
- activities organized by political parties, or produced as platforms for politically partisan activity;

- activities that are overtly religious in nature, or serve 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.

4. OPERATING GRANT CATEGORIES

NVRC recognizes the range of arts and cultural groups supported through our grants programs. In order to facilitate the work of our peer assessment juries, and to make the adjudication process as equitable as possible, we organize applications into the following categories:

1. **Small to Mid-Size / Community-Based and/or Emerging Professional Organizations** with an annual operating budget of less than \$50,000.
2. **Mid-Size to Larger / Professional or Professional Standard Organizations** with an annual operating budget of \$50,000 or more.

5. MULTIPLE APPLICATIONS

1. Eligible groups may submit up to a maximum of TWO grant applications within the same calendar year.
2. Established Operating Grant Clients are eligible to apply for ONE Project Grant within the calendar year they receive operating funding.
3. Client groups who anticipate submitting multiple applications in the same calendar year should discuss this option with the NVRC Program Officer prior to applying.

2015 PROJECT GRANT DEADLINE

SECOND PROJECT GRANT INTAKE:Monday March 2, 2015 at 4pm
For projects and events that take place between July 1 and December 31, 2015

6. PEER ASSESSMENT / ADJUDICATION PROCESS

1. Peer Assessment is a core value of the North Vancouver Recreation & Culture Commission.
2. The peer assessment process is designed to ensure arms-length evaluation of grant applications by an independent, third-party group of experts.
3. Peer assessment committees (“juries”) consist of a minimum of 3 and a maximum of 5 representatives of the arts community, event professionals and the community at large – each with the experience and knowledge necessary to provide expert advice and recommendations.
4. The peer assessment committee is selected to reflect the diversity of the community at large in terms of arts discipline, cultural heritage, gender, etc.
5. Jury members who have a conflict of interest regarding any given application do not participate in discussions or decisions related to that application.
6. The peer assessment committee operates by consensus and bases its recommendations on the eligibility and evaluation criteria as outlined in these Guidelines.
7. Recommendations from the peer assessment jury are taken to City and District Councils for ratification.

7. GRANT EVALUATION CRITERIA

Grant applications are evaluated by an independent peer assessment committee based on the following criteria:

PROGRAMMING / Artistic Merit.

- Inherent artistic merit of the proposed program.
- 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.

- Accessibility of the activities to the general public including 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.
- Budget analysis: diversified revenues; leveraging power of grant; proposed use of funds; level of detail.
- Evidence of clear mandate, strong governance and 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.

8. USE OF FUNDS

The following guidelines and limitations are designed to meet best practices and to ensure accountability for use of public funds.

1. Operating grants are provided to support the annual programming expenses and annual operating costs of the society.
2. It is expected that applicants will combine the operating grant support they receive with other sources of revenue and financial investment (grants, sponsorships, donations, earned revenues) as well as in-kind support and contributions.
3. Generally speaking, very few operating grants are awarded that are greater than 30% of the annual operating budget.
4. **Eligible** uses of operating grant funds include, but are not exclusively restricted to:
 - Fees and related expenses for Artists, Musicians, Programming Staff, Cultural Workers;
 - Volunteer expenses (recruiting, training, support etc.);
 - Production expenses (installation of artwork, equipment rental, costumes, sound, lights);
 - Marketing, community outreach and promotional expenses;
 - Operating overheads: insurance coverage; rent; etc.
5. **Ineligible** uses of operating grant funds include, but are not exclusively restricted to:
 - Deficit reduction;

- Capital expenditures (e.g. construction, property renovations, equipment purchase, software).

6. Organizations that forecast a **deficit budget** are NOT eligible for support.

9. GRANT AWARD NOTIFICATION

1. The recommendations of the peer assessment committee will be formally presented to the Councils of the City and the District of North Vancouver, normally within 60 days of the grant deadline.
2. Applicants will be advised of the Council meeting dates at which grant recommendations are scheduled to be considered; normally notice is provided one week prior to the meetings.
3. 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.
4. Applicants may request feedback with regard to the peer assessment committee's evaluation of their application within 45 days of notification of grant award.
5. **REQUIREMENT FOR GRANT DISBURSEMENT:** If your grant request is approved, either in whole or in part, you will be required to confirm in writing that your organization will use the funds to carry out activities as outlined in the application.

10. GRANT ACKNOWLEDGEMENT / RECOGNITION OF SUPPORT

1. Operating Grants are administered by North Vancouver Recreation & Culture Commission on behalf of the City and the District of North Vancouver.
2. Grant recipients are expected to acknowledge the financial assistance of the North Vancouver Recreation & Culture Commission on all appropriate promotional materials relating to their operating activities.
3. Applicants are asked to download the *Grant Recognition Guidelines* from the NVRC website.
4. Grant recipients are expected to utilize the **ON!** and NVRC events calendar for promotion of their activities. In addition, grant recipients are encouraged to use social media and the Metro Vancouver MAXguide event calendar to promote their activities regionally.

11. REPORTING REQUIREMENTS

A Year End meeting with NVRC staff is required before submitting an 2015 Operating Grant application. The information provided assures the City and District of North Vancouver of the value of their investment in the community and in the arts.

12. HOW TO APPLY

Complete the 2015 Operating Grant Application AND Operating Grant Budget Worksheet and submit it to the NVRC by the stated deadline date.

If you have any questions about the 2015 Operating Grants Program, or if you would like to discuss your organizations' plans for 2015, please contact the office to set up an appointment with:

Barb McLean, Cultural Services Officer

TEL: 604 982-3894

E-MAIL: mcleanb@nvrc.ca