

# Arts & Culture Grants

## PROGRAM GUIDELINES, 2016



**North Vancouver  
Recreation & Culture**  
*Building healthy individuals,  
families and communities.*

### 1.0 Arts and Culture Grants, Introduction

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The City and District of North Vancouver recognize the value of arts and cultural organizations and the activities, programs and other services they provide. Through the Arts and Culture Grants programs of the North Vancouver Recreation & Culture Commission, the City and District jointly support an exciting array of arts programming, opportunities for participation, community celebrations, events, festivals and other projects that add to the vibrancy of everyday life and that reflect the spirit, creativity and diversity of the community.

### 2.0 Adoption of New Policy, November 2015

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#### 2.1 A Little History

The City and District of North Vancouver have been providing arts and culture grants since 1982, with new programs being added in the early 2000s to support events and festivals. While these programs were effective



in distributing grants funds to the community, over the years a number of structural issues were identified that compromised the success of the grants programs in achieving intended benefits. It became clear, moving forward, that a new policy and focus would be needed.

## 2.2 The Grants Review

In the Fall of 2013 a ‘Municipal Grants Policy and Program Review’ was initiated with the intent of addressing existing challenges and creating new policy. The grants review included: stakeholder (client) input; a review of best practices in other jurisdictions; focus groups; and consultations with staff and Councils at the City and District. The Consultants presented early findings to both City and District Councils in April 2014 and their final report was submitted to staff in December 2014.

## 2.3 Drafting Policy

In the first half of 2015 staff undertook a detailed review of the Consultants’ findings. In drafting policy, staff has incorporated key directions and recommendations directly relevant to the local context of arts and culture in North Vancouver.

## 2.4 What’s New?

Some of the key changes that will be implemented in the new ‘Arts and Culture Grants’ policy include:

- *One policy replaces five separate policies created at different times for different jurisdictions. The new policy structure offers a comprehensive and consistent approach, where the old policy framework offered a number of overlapping and often conflicting directions.*
- *Authority to approve grants has been delegated to the North Vancouver Recreation & Culture Commission. In addition to creating administrative efficiencies, it is expected that this will eliminate the exposure of City and District Councils to lobbying; also that it will address the risk of the two Councils differing in their decisions.*



- *The new policy, while retaining a degree of flexibility, aligns eligibility, evaluation and funding criteria with appropriate policy sections of the municipalities' 'Official Community Plans.'*
- *Recognizing the fact that the municipal grants budget is finite, the new policy incorporates strengthened eligibility and evaluation criteria that target partnerships and the leveraging of resources and revenues from other sources while still supporting innovation and development.*
- *A standing Grants Review Committee will be established, in accordance with recognized best practices and comprised of impartial and qualified individuals with experience and expertise in appropriate areas of arts, cultural and community-based practices.*
- *Multi-year funding will be expanded across targeted grant programs with the purpose of providing the arts community with a reliable and predictable funding environment from year-to-year, thereby supporting eligible applicants in their mid- and long range planning.*

## 2.5 Grants Programs

Grant requests are considered through the following programs:

- *Operating Assistance*
- *Program & Project Assistance*
- *Celebrations & Events Assistance*
- *Community Public Art Assistance*



### 3.0 Goals & Objectives

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As noted above, policy now sets out to provide a framework in which the evaluation and distribution of grants is consistent with and aligned with the City's and District's broader policy priorities with respect to arts and cultural development.

Organizations seeking grant support are advised to refer to the relevant sections of the 'Official Community Plans' of the City and District, which can be found on their respective websites:

City of North Vancouver      *2014 Official Community Plan*

WEBSITE LINK: <http://www.cnv.org/Your-Government/Official-Community-Plan>

District of North Vancouver      *Identity 2030, Our Official Community Plan for a Sustainable Future*

WEBSITE LINK: <https://www.dnv.org/property-and-development/our-official-community-plan-ocp>

### 4.0 Thinking of Submitting a Grant Request in 2016?

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#### 4.1 Grant Intakes, 2016

New in 2016, there will be one **main intake** to cover **ALL** submissions to **ALL** grants programs. This eliminates the need to remember multiple submission deadlines for all the different types of grants available.

However, please note: there will continue to be an **early intake** to support projects and community events that take place before April 30th, 2016



#### 4.2 Main Grant Intake: Monday March 7th, 2016 at 4:30 pm

- **Operating Assistance Grants:** to cover clients' 2016 or 2016-17 operating year
- **Program & Project Assistance Grants:** to support programs or projects that take place substantially within the 2016 calendar year and that are scheduled to be completed within 15 months of the date of award
- **Celebrations & Events Assistance Grants:** to support major celebrations (festivals) and (community) events that take place substantially between May 1st, 2016 and April 30th, 2017
- **Community Public Art Assistance Grants:** to support projects that have a start date in 2016 and that are scheduled to be completed within 18 months of the date of award

#### 4.3 Early Grant Intake: Thursday December 17, 2015 at 4:30 pm

- **Program & Project Assistance Grants:** to support activities and projects that take place in the early part of 2016 and cannot be supported through the Main Grant Intake
- **Celebrations & Events Assistance Grants:** to support smaller community events that take place in the early part of 2016 and are not supported through the Main Grant Intake

#### 4.4 Who Can Apply?

Please see the specific 'Applicant Eligibility' criteria in Sections 6 through 9 of these Guidelines.

#### 4.5 It's all on-line!

These Guidelines and all application materials are made available on-line!

WEBSITE LINK: [http://www.artsoffice.ca/funding/project\\_grants.php](http://www.artsoffice.ca/funding/project_grants.php)



## 4.6 Questions?

If, after reading these Guidelines, you have any questions, please contact the Program Officer:

John Rice, Cultural Services Officer

📞 604.983.6466      📧 [ricej@nvrc.ca](mailto:ricej@nvrc.ca)

Centennial Theatre, 2300 Lonsdale Avenue, North Vancouver, BC V7M 3L1

## 5.0 Limits on Applications

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### 5.1 Can we submit more than one grant request?

Yes, eligible groups may submit multiple grant applications within the same calendar year.

However, please note: due to the large numbers of new and returning applicants that submit grants requests, it may not be possible to provide grant support for all requests.

### 5.2 Reporting Requirement

As a condition of applying for a grant in any given program, applicants will be required to have completed any activity for which they previously received support and to have provided a post-program report on any grants previously received.

### 5.3 Thinking of making multiple applications?

If you think you are likely to submit multiple grant applications within the same calendar year, please contact the Program Officer in advance.



## 6.0 Operating Assistance Grants

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### 6.1 Purpose

To identify, support and sustain the work of organizations that play a leadership role in the arts in North Vancouver by virtue of:

- *the development, presentation or production of their own programs;*
- *their relationships with other groups in the creative and cultural sectors;*
- *their mentoring and support of emerging arts groups and practitioners;*
- *innovative partnerships with other sectors of the community and economy; AND*
- *their capacity to respond to and deliver on the municipalities' goals and objectives for arts and cultural development.*

### 6.2 How it works

Operating Assistance is available to support the operations, programming and initiatives of eligible North Vancouver organizations that have an established record for delivering quality arts and cultural programs and services.

### 6.3 Applicant Eligibility

In order to be eligible for Operating Assistance, applicant organizations must:

- *be a registered not-for-profit or charitable organization whose primary purpose is to provide arts and cultural experiences in North Vancouver;*
- *be located in North Vancouver, have a history of arts activity in North Vancouver for at least two (2) years prior to the application and conduct the majority of their work in North Vancouver;*



- *employ paid staff (full or part-time), exhibit sound and independent management structures and provide strong leadership; AND*
- *demonstrate or support professional arts practices, and offer either a year-round program or a full-season of arts programming.*

## 6.4 Programming Considerations

An organization's activities:

- *may focus on an artistically or culturally specific discipline, or may present a mix of disciplines;*
- *generally includes but is not restricted to one or more of: dance, music and theatre; literary, media and visual arts; inter-disciplinary and multidisciplinary arts;*
- *may incorporate any one (or combination) of a wide range of creation, dissemination, educational, participatory, performance or presentation activities;*
- *should offer a quality artistic, creative or culturally specific experience for audiences or participants;*
- *may involve amateur, community-based, student or emerging artists, but should also support professional arts practices and demonstrate strong curatorial and artistic leadership.*

## 6.5 Basis for Evaluation

Requests for Operating Assistance will be reviewed and assessed based on the following criteria:

- *artistic merit*
- *leadership within the arts community*
- *alignment with Official Community Plans of the District and City of North Vancouver*
- *demonstrated outcomes*





- *need for programming, services provided*
- *level of service, including number of people served*
- *evidence of community partners*
- *quality of organizational management*
- *financial need to sustain provision of service*
- *leveraged funding from other sources and other support (in kind)*

## 6.6 Multi-Year Funding

On the recommendation of the Grants Review Committee, the Commission may approve grant awards of up to three (3) years.

## 7.0 Program & Project Assistance Grants

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### 7.1 Purpose

In addition to supporting ongoing programs, a key focus of the Program & Project Assistance Grant program is to support:

- *the development of emerging arts and cultural practices*
- *new and innovative initiatives*
- *programs or projects targeted at underserved sections of the population*



## 7.2 How it works

Program and Project Assistance will be provided to assist eligible arts and culture organizations in serving North Vancouver residents through approved programs or projects.

Grant Applications are expected in three categories:

- *Program Support Grants: Arts Programming & Arts Festivals*
- *Program Support Grants: Community-Based Arts Programming*
- *Project Grants: Special Projects and New Initiatives*

## 7.3 Eligibility

In order to be eligible to apply for Program and Project Assistance, organizations must:

- *be a registered not-for-profit or charitable organization whose primary purpose is to provide arts and cultural experiences;*
- *have an established track record of delivering quality arts and cultural programs and services for a period of at least one (1) year prior to the application; and*
- *conduct the programs or projects for which they are seeking support in North Vancouver, or must clearly demonstrate benefit of the proposed programs or projects to North Vancouver residents.*

## 7.4 Programming Considerations

Eligible programs and projects:

- *may focus on an artistically or culturally specific discipline or mix of disciplines;*
- *generally includes but is not restricted to one or more of: dance, music and theatre; literary, media and visual arts; inter-disciplinary and multidisciplinary arts;*



- *incorporates any one (or combination) of a wide range of creation, dissemination, educational, participatory, performance or presentation activities;*
- *should offer a unique artistic, creative or culturally specific experience for audiences or participants;*
- *may involve amateur, community-based, student, emerging or established artists, but should demonstrate strong curatorial and artistic leadership;*
- *may be structured as a program offering or take the form of a festival or event (i.e. may be recurring or annual activities);*
- *may take the form of one-off initiatives, pilot projects or program development initiatives;*
- *can NOT be part of the applicant's regular season of programming activity.*

## 7.5 Basis for Evaluation

Requests for Program and Project Assistance will be reviewed and assessed based on the following criteria:

- *artistic merit*
- *creativity and innovation*
- *alignment with Official Community Plans of the District and City of North Vancouver*
- *demonstrated outcomes*
- *need for programing, services provided*
- *uniqueness of program (may complement but should not duplicate existing services)*
- *level of service, including number of people served*
- *ability to deliver the program or project*



- *financial need*
- *leveraged funding from other sources, community partners and other support (in-kind)*

## 7.6 Policy Priorities

Priority will be given to:

- *programs or projects that foster the development of emerging arts and cultural practices, and*
- *programs or projects targeted at underserved sections of the population.*

## 7.7 Term Restrictions on Grants

As a general rule, groups seeking a Program and Project Assistance grant will be eligible to apply on an annual basis for the same program or project for a maximum of five (5) years.

On the recommendation of the Grants Review Committee, the Commission shall have the right to extend or terminate a program or project grant.

## 7.8 Partnerships

Creative collaborations and multi-organizational partnerships are encouraged.

Partnerships are defined as consisting of two or more organizations, each of which makes a significant creative contribution to the planning or production of the project and/or event.

The following may NOT necessarily be considered partners for the purposes of this grant program:

- *organizations that solely provide a venue;*



- *organizations that offer funding support (granting bodies, foundations, sponsors, etc); OR*
- *groups that are contracted to, or who otherwise agree to deliver aspects of programming or promotion, but that do not have a creative role in the planning or production of the event;*

## 8.0 Celebrations & Events Assistance Grants

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### 8.1 Purpose

Celebrations & Events Assistance grants are available to support both small and large scale community events that foster community connectivity and contribute to North Vancouver residents' sense of belonging, identity and place.

Grant Applications are expected in two categories:

- *Major Celebrations (Festivals)*
- *Community Events*

### 8.2 Major Celebrations: Eligibility

Applicants for Major Celebrations Assistance must be a registered not-for-profit organization that has an established history of celebration/festival programming in North Vancouver for a period of at least one (1) year prior to submitting the application.



### 8.3 Major Celebrations: Programming Considerations

Major Celebrations:

- *present a significant program of artistically or culturally specific activities;*
- *typically mix arts programming with cultural attractions, entertainments, demonstrations and other activities to create a full event or festival program;*
- *may be managed or administered by a volunteer society, but typically involve paid, experienced staff to undertake key programming, presentation and/or production activities;*
- *aspire to pay professional scale fees or honoraria to participating artists and performers;*
- *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.*

### 8.4 Major Celebrations: Basis for Evaluation

Requests for grant support will be reviewed and assessed based on the following criteria:

- *quality of work presented or performed*
- *programming innovation*
- *alignment with Official Community Plans of the District and City of North Vancouver*
- *cultural tourism impact*
- *past/projected attendance*
- *demonstrated/projected outcomes*



- *ability to deliver the program or project*
- *financial need*
- *leveraged funding from other sources, community partners and other support (in-kind)*
- *public accessibility*

## 8.5 Major Celebrations: Multi-Year Funding

Returning applicants seeking support for a Major Celebration may be considered for multi-year funding.

## 8.6 Community Events: Eligibility

Applicants for Events Assistance grants must be based in North Vancouver and include:

- *registered not-for-profit arts and culture organizations*
- *community service organizations*
- *community associations*
- *merchants' associations or business improvement associations*
- *multi-cultural and ethno-cultural organizations*
- *charitable organizations*
- *other recognized community groups*



## 8.7 Community Events: Programming Considerations

Community events:

- *are generally events that provide an opportunity for local residents of all backgrounds to gather and to participate in a celebration of community;*
- *are NOT, however, restricted to geographical, neighbourhood-based definitions of community;*
- *offer opportunities for diverse, social or cultural communities in North Vancouver to share and celebrate their distinct place in the social fabric;*
- *provide a planned program of creative and engaging community activities, including – but not restricted to – a range of performing, visual and literary arts;*
- *should always articulate how the project benefits, engages or involves community;*
- *are often recurring, annual events;*
- *are often but not exclusively reliant on the organizational efforts of volunteers;*
- *are open to and inclusive of: families, youth, seniors, disabled, First Nations and/or culturally diverse communities.*

## 8.8 Community Events: Basis for Evaluation

Requests for grant support will be reviewed and assessed based on the following criteria:

- *program mix*
- *need / demand / support for event*
- *demonstrated and projected outcomes*
- *level of service, including number of people served*





- *capacity to deliver the program or project*
- *financial need*
- *leveraged funding from other sources, community partners and other support (in-kind)*
- *public accessibility*

## 9.0 Community Public Art Assistance Grants

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### 9.1 Purpose

Community Public Art Assistance is available to arts organizations and eligible community groups seeking to collaborate with an artist or artists to engage the public in the creation of small to medium sized, permanent or temporary public art projects in North Vancouver.

### 9.2 Eligibility

Organizations eligible for Community Public Art Assistance include:

- *registered not-for-profit arts and culture organizations*
- *community service organizations*
- *community associations*
- *heritage associations and local historic societies*
- *parent advisory councils*
- *merchants' associations or business improvement associations*



- *multi-cultural and ethno-cultural organizations*
- *charitable organizations*
- *other recognized community groups*

### 9.3 Programming Considerations

- *incorporate a wide range of arts practices that involve and/or engage the community;*
- *are commonly rooted in participatory arts practices that can be applied across a wide range of creative disciplines;*
- *support artists working with communities on issues of mutual interest or concern;*
- *provide an opportunity for artists to work with a given community to build relationships and develop innovative, arts-based or other creative strategies to engage people in issues that are important to the community;*
- *are initiatives that enable members of the community to directly experience or participate in acts of creativity and/or artistic production;*
- *should always articulate a clear sense of how the project engages or involves community.*

### 9.4 Basis for Evaluation

Applications for Community Public Art Assistance will be assessed using the following criteria:

- *proven experience of artist(s) with community art projects*
- *quality of the proposed public art, including quality of materials and technical requirements*
- *suitability of artistic practice to involve community participants*



- *innovation and creativity*
- *support from the broader community and/or target populations*
- *demonstrated implementation plan, including budget and timeline*

## 10.0 Sorry, some things are just not eligible!

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### 10.1 Policy Exclusions

Arts and Culture Grants do not fund:

- *municipal agencies, other branches of local government or activities that are directly supported by the municipality through other means;*
- *individuals, businesses, commercial enterprises, political parties or political events;*
- *schools, school boards, and post-secondary educational institutions, churches or religious organizations, events or activities;*
- *fundraising projects or programs;*
- *competitions or award ceremonies, parties, private or closed events;*
- *an organization for the purpose of funding other organizations;*
- *endowment funds or capital costs (excluding public art);*
- *debt retirement or retroactive funding.*



## 11.0 Use of Funds

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### 11.1 Leveraging Support!

Arts & Culture Grants can help to support organizations, programs, activities, events and other projects, but can never fully fund or underwrite any of those things.

It is expected that applicants will endeavour to leverage the grants they receive with other sources of revenue and financial investment (grants, sponsorships, donations, earned revenues) as well as in-kind support and contributions.

### 11.2 Keep it in North Vancouver (almost)!

Activities may be proposed by or entail partnerships with organizations that are not based in North Vancouver, but funds are generally only available to support activities that take place within the City or District of North Vancouver.

As an exception to the rule, funding may be available for organizations that are based in or activities that take place in West Vancouver. However, the funding request in these cases must be able to demonstrate benefit to North Vancouver residents.

### 11.3 Pay the Artists!

Within the reasonable restrictions of the applicant's capacity and budget, it is expected that Artists will be paid at an appropriate level for their participation – whether through honoraria or professional fees.



## 12.0 Reporting Requirements

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### 12.1 Accountability for Public Funds

In order to ensure the highest standards of accountability for the use of public funds, the NVRC is committed to reporting back to Councils every year on how the grants funding distributed in that year has been used.

### 12.2 What does the NVRC do with all the information we collect?

We use all the information and feedback we receive to report back to Councils on the performance of the grants programs, on the value of their investment in the arts, and on all the interesting programs and activities that contribute to the quality of life in North Vancouver.

### 12.3 Requirement to Report

As a matter of policy, failure to submit a complete and accurate **Post-Program Report** (incl. program statistics, budget reporting and other financial information) will result will in subsequent grant requests being deemed ineligible.

### 12.4 Post-Program Reports, Returning Applicants

Over the next year or so, our goal is to phase in a streamlined reporting system that builds all reporting requirements into the next Application Package, thereby eliminating an additional step of reporting out prior to submitting the next application.

### 12.5 Final Reports, Completed Projects

Even if your project is completed, and you do not anticipate making a subsequent grant request, we still need you to complete a **Final Report** (incl. program statistics, budget reporting, etc).



## 13.0 Approval, Notification and Receipt of Grant

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### 13.1 Authority to Approve

Recommendations from the Grants Review Committee are taken to the Commission for approval. This eliminates the need to take grant recommendation separately to City and District Councils.

### 13.2 Notice of Award

Applicant organizations will be informed of the Grants Committee's recommendations, usually within ten (10) working days from the completion of the committee's work.

Notification of Award is provided prior to Approval of Grants, in order to make time for an Appeals Process.

### 13.3 Confirmation and Acceptance of Funding

Upon approval of grants by the Commission all successful grant applicants will receive a Final Notice of Award and Letter of Understanding.

### 13.4 Letter of Understanding

The Letter of Understanding outlines all terms or conditions attached to the grant, including:

- *term or duration of award.*
- *a renewal date for recipients of a multi-year funding award.*
- *any resiliency flags or issues of concern noted by staff or the grants committee.*
- *any directions or recommendations provided by the grants committee.*



### 13.5 Statement of Acceptance

Final Notice also contains a Statement of Acceptance that must be signed by at least one Officer of the organization and returned to the Program Officer before payment of the grant can be processed.

### 13.6 Appeals

Grounds for appeal of a grant recommendation are limited to the following:

- *Policy has been incorrectly applied or the procedures outlined in policy have not been followed, and there is reason to believe that these omissions have had a detrimental impact on the grant recommendation.*
- *There is reason to believe, based on the grants Committee's recommendation, that there was a significant misunderstanding of information as presented in the original application.*

## 14.0 Grant Recognition

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**Arts and Culture Grants** are administered by North Vancouver Recreation & Culture on behalf of both the City and the District of North Vancouver. Grants 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 **North Vancouver Recreation & Culture** on all appropriate promotional materials.

Download the *Grant Recognition Guidelines* from the website ([www.nvrc.ca](http://www.nvrc.ca)) for more information.



## 15.0 Tips to Applicants

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1. Application materials are on the website.
2. Read the Program Guidelines.  
*Pay special attention to the various eligibility criteria. Follow all instructions carefully!*
3. Talk to the Program Officer.  
*Before considering or submitting an application, it is strongly recommended – especially for new or prospective clients – to meet with or talk to the Program Officer.*
4. Make Sure your Application is Complete!  
*Use the checklist provided!*
5. Follow Submission Directions on Application Form!
6. Start Early - Late submissions cannot be accepted!
7. Submit on Time - Late submissions cannot be accepted!
8. Talk to the Program Officer!

*John Rice, Cultural Services Officer, North Vancouver Recreation & Culture*

📞 604 983-3892

📧 [ricej@nvr.ca](mailto:ricej@nvr.ca)