



North Vancouver  
Recreation & Culture



## Arts and Culture Grants

# CLIENT PROFILE

1. The 'Client Profile' is a required part of all applications for an Arts and Culture grant.
2. New applicants must submit a 'Client Profile' as part of their current application package.
3. For grants clients with an established (minimum five year) grant history, 'Client Profiles' will be kept on file and can be updated for future applications.
4. Contact staff to confirm that you have a 'Client Profile' on file, OR whether you need to complete one as part of the current application.

Enquiries:

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# 1. Client Details

Please Update and re-submit this 'Profile' as details change.

Name of Group: .....

Main Organizational Contact: .....

Position with Organization: .....

E-Mail Address: .....

Organizational Mailing Address: .....

City: ..... Postal Code: .....

Home Phone: ..... Business Phone: .....

Cell Phone: .....

Organizational Website: .....

Is your group registered as a not-for-profit society, OR do you have charitable status? Yes

No

If yes, please attach:

- a copy of your incorporation certificates
- proof of good standing

Official Society Name: .....  
*(if different from above)*

Society Number: ..... Charity Number: .....

# 2. Profile Updates

This 'Client Profile' was last updated on: .....

Signature:

Name: .....

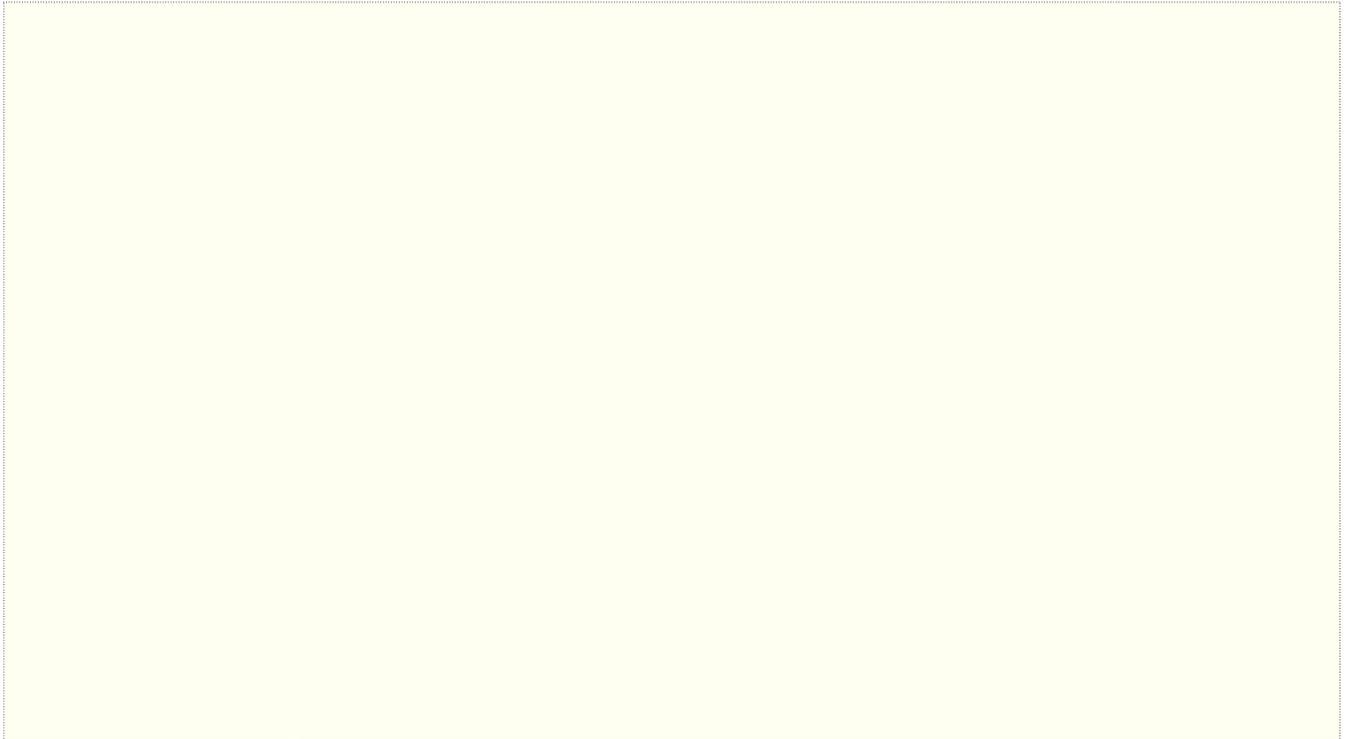
Position: .....

*By my signature, I certify that, to the best of my knowledge: all information provided as part of this 'Client Profile' is complete and true in every respect; and that it has been approved by the board and/or management committee of the organization I represent.*

### 3. General Background

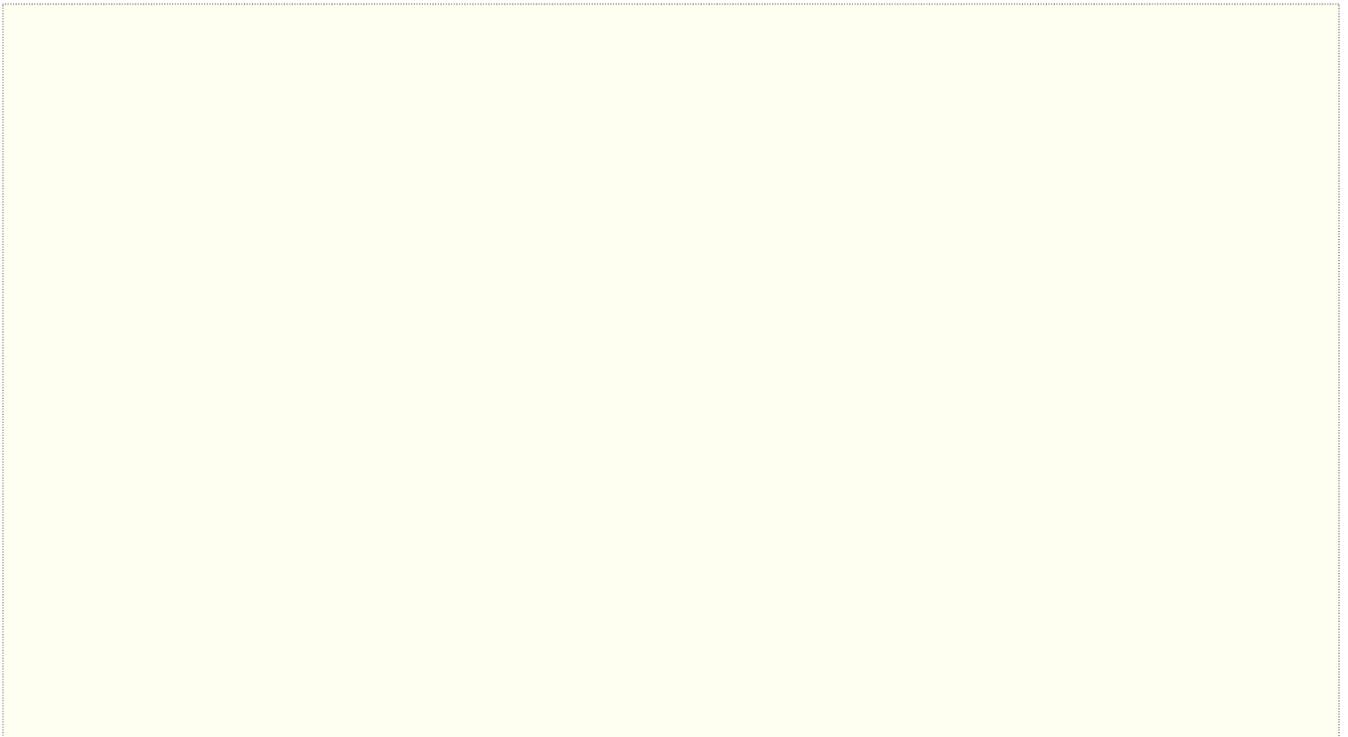
**GROUP HISTORY:** Provide a brief history of your group and/or your activities in North Vancouver.

*(250 words)*



**MANDATE:** Describe your vision, mission and mandate.

*(250 words)*



### 3. General Background (cont ...)

**TYPICAL PROGRAMMING:** Provide a BRIEF summary of your organization's season of activities, including all eligible public programming over the course of a typical year.

*(450 words)*



## 4. Organizational Structure

Please Update and re-submit this 'Profile' as details change.

**STAFFING STRUCTURE:** Speak to your staffing structure, needs and organizational capacity moving forward.

(250 words)

How many paid staff (full and part-time) does your organization have?

(enter number of staff and FTE equivalent)

- ..... permanent, full-time
- ..... permanent, part-time
- ..... contracted/program staff
- ..... other (*specify*) .....
- ..... active/working volunteers
- ..... estimate of volunteer hours (per year)

Attach an organizational staffing structure, including: names, job titles, FTE, status.

### GOVERNANCE:

- Attach a list of your current Board of Directors  
(for a registered non-profit society).
- Attach a list of your Executive Committee or organizing Committee  
(for other eligible community groups).
- Attach a (Society) Membership List.  
Contact the Program Officer to determine if it is necessary to submit a Membership List.