

2016



North Vancouver
Recreation & Culture



Celebrations & Events Assistance Grants Application Form

Grant Application Deadlines

Early Applications: Thursday December 17th, 2015 by 4:30 pm
(for events taking place from January 1st to April 30th, 2016)

Main Application: Monday March 7th, 2016 by 4:30 pm
(for activities taking place from May 1st to December 31st, 2016)

Enquiries: John Rice, Cultural Services Officer
☎ 604.983.6466 💻 ricej@nvrc.ca

1. Grant Request

Read the *Art and Culture Grants: Program Guidelines, 2016* and indicate whether you are applying for:

- A Major Celebration Grant
- A Community Event Grant

Current Grant Request (2016): Last Grant Received (2015):
(if applicable)

Projected Event Expenditures: and Revenues in 2016:

Reported Event Expenditures: and Revenues in 2015:

Applicant’s Total Operating Budget for Year in which grant is requested:

2. Event Summary

Name of Event (or Festival):

Existing New

Event Website:

Date(s) of Event:

Time and Duration:

Event Location(s):

Application Package & Guidelines

Arts and Culture Grants: Program Guidelines, 2016

Arts and Culture Grants: Applicant Profile

All applicants must either submit an Applicant Profile or confirm with the Program Officer that their profile is on file.

Celebrations & Events Assistance: Grant Application Form

Application Form includes a Submission Check List. Submit all support materials in the format requested.

Celebrations & Events Assistance: Budget Form

Applicants must use the Budget Form provided.

Celebrations & Events Assistance: Post Program Report

For returning applicants seeking support for an annual or ongoing activity, reporting requirements are incorporated into the Application and Budget Forms.

3. Applicant Information

Applicant Group:

Is the group registered as a charity or non-profit society? Yes No

If yes, please provide: Charity Number: Society Number:

Main Organizational Contact:

Position with Organization:

Home Phone: Business Phone:

Cell Phone: E-Mail Address:

Organizational Mailing Address:

City: Postal Code:

Organizational Website:

4. Applicant Profile

Complete and submit an Applicant Profile, available on a separate form.

If you are a grant client with an established (minimum five year) grant history, your profile will be kept on file for future applications and can be updated as your organization changes over time.

Contact Cultural Services staff to confirm whether you already have a Applicant Profile on file, OR need to complete a profile as part of the current application.

5. Event Budget and Financial Information

Refer to the *Arts and Culture Grants: Program Guidelines, 2016* and, unless otherwise agreed with the Program Officer, submit both of the following:

- an Event Budget (Celebrations & Events Assistance: Budget Form), available on a separate MS Excel form.
The budget should list all revenues and expenses related to the event. It should also list the in-kind value of volunteer labour, donated goods and unpaid services that are essential to the success of the event.
- Year-End Financial Statements for the most recently completed fiscal year.
Balance Sheet and Income Statement

6. Event Goals and Objectives

Outline the key goals and objectives for this event:

(no more than 125 words—be as clear and specific as possible)

7. Event Description & Project Plan

Provide an event description and project planning schedule. Consider the following key points:

(no more than 400 words)

- schedule of creative activities (music, entertainments, arts and crafts, etc.) at the event;
- planning timelines, key tasks and key personnel;
- staff and/or volunteers involved (*numbers, hours, etc.*);
- why is funding needed—what will the grant be used for?
- what will you do if you do not receive the level of support you are looking for?

(Section 7 continued over / ...)

7. Event Description & Project Plan (cont ...)

Attach the following support materials as requested or available:

- resumes or descriptive 'bios' for artists and other creative talent participating in the event;
(for Major Celebrations & Festivals only)
- program or other event materials from previous year's event;
(if applicable)
- a chart identifying the event organizing staff or committees and their responsibilities;
(for Major Celebrations & Festivals only)
- photos from previous year's event;
(maximum of 20—submit as print quality .jpg files—include in electronic submission)
- video and/or audio files.
(submit a list of active links to YouTube, vimeo or other web video sites)

8. Partnerships

Have you formed any partnerships to deliver this event?

Yes

No

If yes, state with whom, and describe what the partnering organization(s) brings to the event.

(no more than 250 words)

9. Promotion Plan

Identify your target audience:

(no more than 100 words)

(Section 9 continued over / ...)

9. Promotion Plan (cont ...)

Estimated Attendance:

Attendance at Last Year's Event:

Describe your promotion plan—including print, social media, or TV and radio

(no more than 200 words)

In support of the above, identify and attach:

- marketing collateral from the previous year's event.
(print ads, posters, radio, TV, on-line promotion)

- scans or copies of any media coverage OR, if available, a media coverage report.

10. Outcomes and Impacts

Only Complete this Section if requesting support for a Major Celebration Grant.

Refer to your key goals and objectives as outlined in **Section 6** (page 4) and outline the desired outcomes and impacts of your event. Consider the following questions:

(no more than 300 words)

- Describe what success looks like!
- Identify your successes; what criteria do you use to evaluate them?
- Identify the issues or challenges that you need to address.

Declaration and Signature

We, the undersigned certify that, to the best of our knowledge: (1) ALL information provided as part of this application is complete and true in every respect; and (2) that this application has been approved by the board and/ or management committee of the organization we represent.

In the event that this request for grant support is successful, we further undertake: (3) to meet all conditions of funding; (4) to use all funds for the purpose outlined in the application; and (5) to provide all information or reports that may be required to ensure accountability for the use of public funds.

1. Person Filing the Application

2. Board Chair (or Designate)

Name:

Name:

Title:
(with organization)

Title:
(with organization)

Date:

Date:

Please provide original signatures when possible.

Submission Instructions

1. Make sure the application is complete; and submit ALL required materials before 4:30 on the posted deadline. Late or incomplete submissions will not be accepted.

2. Submit ONE paper copy **plus** ONE electronic copy of the Application in a clearly marked envelope to:

*Attn: John Rice, Cultural Services Officer
c/o Harry Jerome Community Centre
123 East 23rd Street
North Vancouver, BC V7L 3E2*

Misdirected submissions that result late receipt of the application may not be accepted.

3. All questions and enquiries should be directed to John Rice, Cultural Services Officer at 604.983.6466; or by email at: ricej@nvrc.ca

Application Check List

Applicant Information

- COMPLETED APPLICANT PROFILE (*separate form*)
- BOARD OF DIRECTORS / ORGANIZING COMMITTEE

Application Materials

- COMPLETED APPLICATION FORM
- EVENT DESCRIPTION, SUPPORT MATERIALS (*see: Section 7*)
- MARKETING MATERIALS FROM PREVIOUS EVENTS (*see: Section 9*)

Event Budget

- COMPLETED BUDGET ON FORM PROVIDED (*separate form*)

The budget should list all revenues and expenses related to the event. It should also list the in-kind value of volunteer labour, donated goods and unpaid services that are essential to the success of the event.

Financial Information

For organizations with a **Total Operating Budget in excess of \$125,000:**

- PREPARED FINANCIAL STATEMENTS (Notice to Reader).

For organizations with a **Total Operating Budget less than \$125,000:**

- PREPARED FINANCIAL STATEMENTS (Notice to Reader), *if available ... OR*
- SOCIETY-PRODUCED FINANCIAL STATEMENTS, *consisting of a 'Statement of Operations' (Expenses/ Revenues) and a 'Balance Sheet' and signed by two officers of the organization.*

For **Eligible Community Groups** that are not otherwise required to produce Financial Statements:

- ANNUAL (OPERATING) BUDGET REPORT, *signed by two officers of the organization.*