



North Vancouver
Recreation & Culture

2016 OPERATING ASSISTANCE GRANT APPLICATION

Operating Assistance grants are administered by the North Vancouver Recreation & Culture Commission on behalf the City and District of North Vancouver. Grants are provided to support the operating activities of North Shore arts organizations that take place during the 2016 calendar year. For organizations where the operating year does not follow the calendar year, grants may be applied to the 2016-17 fiscal year.

Please read the **Arts & Culture FAQ's and Grant Guidelines** before completing this application. www.artsoffice.ca/funding/grants_news.php

APPLICATION DEADLINE: Monday March 7, 2016, 4:30pm

1. APPLICANT INFORMATION

Name of Organization:

Name of Registered Non-Profit Society:
(if different from above)

Society Number: Charity Number (if applicable):

Main Contact Person: Title (w/organization):

Telephone: E-Mail:

Mailing Address: City:

Postal Code: Website:

2. GRANT REQUEST INFORMATION

2016 Grant (*Request*): Fiscal Year End (*day & month*):

2016 Operating Revenue: 2016 Operating Expense:
(Total Projected for 2014-15 Fiscal Year)

2015 Grant (*awarded last year*):

2015 Operating Revenue: 2015 Operating Expense:
(Total Actual for 2014-15 or 2015-16 if completed)

3. INSTRUCTIONS TO APPLICANTS

- a) This application is designed so that you can type information directly into the form. Hand-written applications will not be accepted.
- b) Answer **ALL** sections and questions. Incomplete answers may result in the application not being accepted.
- c) 2016 Budget: Use the separate OPERATING BUDGET WORKSHEET provided (MS Excel .XLS file) to list all expenses, revenues and related financial notes.
- d) All financial data and other information submitted as part of your application is protected under the Freedom of Information and Privacy Act.

4. MUNICIPAL GRANT HISTORY

Indicate the municipal grant amounts you have received in each of the listed grant categories for each of the past four (4) years, 2012-2015.

	2012	2013	2014	2015
Operating Grant	\$	\$	\$	\$
Project Grant	\$	\$	\$	\$
Other – please specify	\$	\$	\$	\$

5. ORGANIZATIONAL DESCRIPTION

ORGANIZATIONAL FOCUS.

- a) What is your organization's mission and mandate?

b) Summarize your annual operating goals and objectives, and explain how they relate to your organizational mandate.

c) Provide a brief history of your organization and describe its role in North Vancouver. (150 words max.)

d) How many paid staff and active volunteers does your organization have?

- FULL-TIME STAFF
- PART-TIME STAFF
- BOARD MEMBERS
- ACTIVE / WORKING VOLUNTEERS

e) How many members does your society have?

f) Please estimate the total number of volunteer hours per year:

6. COMMUNITY BENEFIT

PARTICIPATION / ATTENDANCE

- a) Provide an estimate of audience/participant attendance at your 2015 events? How do you arrive at this estimate?

- b) What is the cost of participation / admission for participants or audiences?

- c) What plans do you have, or what measures do you have in place to remove barriers to access, and to ensure that your activities are accessible to a broad spectrum of the community?

COMMUNITY OUTREACH

- d) How do you define the community you serve?

- e) What are your plans for audience development?

- f) How do you market and promote your activities?

- g) What communication platforms do you use? (website, eblasts, social media? Please specify

- h) What role do volunteers play in your organizations? What are your plans for volunteer recruitment?

OUTCOMES

- i) How does your organization's activities benefit North Shore citizens and/or the North Shore artist community?

- j) What evaluation methods do you use to measure outcomes? (e.g. surveys, attendance figures, etc)

7. BUDGET & FINANCIAL REPORTING

- a) If you are projecting a surplus, please provide an explanation.

- b) What other sources of funding are you pursuing? List other government funders, organizations or businesses that you have approached or secured as contributors.

- c) What broader community support (non-monetary as well as actual cash) exists for your activities? Please describe partnerships and collaborations that exist or that you are pursuing. Please provide letters of agreement or support, if available.

- d) If your 2016 activities are contingent on revenues shown as 'pending' on your budget worksheet, what measures do you have in place should these revenues not be realized to their full or partial extent?

OPERATING BUDGET WORKSHEET – to be completed separately

Use the separate OPERATING BUDGET WORKSHEET to list all operating expenses and revenues. The budget worksheets are in an MS EXCEL spreadsheet form that includes separate pages for REVENUES, EXPENSES and NOTES (click on the tabs at the bottom of the spreadsheet to access each page).

REVENUE - indicate if support is CONFIRMED or PENDING in the Notes column.

IN-KIND CONTRIBUTIONS (of goods or services) are best identified as revenue line-items, with corresponding line-item entries for expenditures.

FINANCIAL REPORTING

Your Annual Operating Budget must be prepared in accordance with generally accepted accounting principles and signed by the Treasurer and/or other officer of the organization.

Submit the following (OPERATING) FINANCIAL INFORMATION or STATEMENTS for your last completed Fiscal Year. If your Society's ANNUAL OPERATING BUDGET is:

- **LESS THAN \$10,000** - complete the OPERATING APPLICATION BUDGET WORKSHEET ONLY.
- **GREATER THAN \$10,000 and UP TO \$100,000** - provide a copy of your Society's ANNUAL FINANCIAL STATEMENTS, signed by your Treasurer or by another delegated officer, covering the operations of the society for your last completed fiscal year. These should include both a Statement of Account and a Statement of Balance.
- **GREATER THAN \$100,000** - provide a copy of your Society's FINANCIAL STATEMENTS, PREPARED BY AN OUTSIDE BOOKKEEPER, covering the operations of the Society for your last completed fiscal year. These should include both a Statement of Account and a Statement of Balance.

8. APPLICATION CHECKLIST

HARD COPY REQUIREMENTS:

- Completed APPLICATION FORM signed by **TWO** current officers of the Society.
- Completed BUDGET WORKSHEET signed by the Treasurer and/or another designated officer of the Society.
- Copy of CERTIFICATION OF SOCIETY status plus proof of annual renewal for current year.
- List of CURRENT Board of Directors
- List of your Society's MEMBERSHIP, including names and addresses. This information will be protected under the Freedom of Information and Privacy Act and will not be released.

- Last available ANNUAL REPORT.
- Last Annual General Meeting MINUTES.
- Last completed Fiscal Year FINANCIAL STATEMENT.
- Relevant SUPPORT MATERIAL – photos (jpg), promo materials, event programs, letters of support, etc.

ELECTRONIC COPY REQUIREMENTS: Provide the following info on CD or memory stick.

- Completed APPLICATION FORM.
- Completed BUDGET WORKSHEET.
- List of CURRENT Board of Directors
- List of your Society’s MEMBERSHIP, including names and addresses.
- Last available ANNUAL REPORT.
- Last Annual General Meeting MINUTES.
- Last completed Fiscal Year FINANCIAL STATEMENT.

NOTE: Certificate of Incorporation and support materials are NOT required in electronic format.

9. DECLARATION & SIGNATURES

This application must be signed by **TWO** current Officers of the society / organization.
 We certify that, to the best of our knowledge, the information provided in this application is accurate and complete and is endorsed by the organization we represent.

Signature of Person filing the application
(identified as Contact Person on Page 1)

Signature of Board Chair
(or, another designated board member):

Please type the following information:

Name:

Name:.....

Title:.....

Title:

Date:

Date:

10. SUBMITTING YOUR APPLICATION

APPLICATION DEADLINE: Monday, March 7, 2016, 4:30pm.

Signed copies of your completed **2016 OPERATING GRANT APPLICATION** and **BUDGET WORKSHEET**, along with organizational documents and support materials must reach NVRC on or before the deadline date. Please take delivery time into consideration.

Grant applications should be delivered to the main reception desk at Harry Jerome Community Centre which is located across the street from the NVRC Cultural Services offices in CentennialTheatre.

Deliver completed application package to:

Attention: NVRC Cultural Services
c/o Harry Jerome Community Centre
123 East 23rd Street
North Vancouver, BC V7L 3E2