

2016



North Vancouver  
Recreation & Culture



## Program & Project Assistance Grants Application Form

### Grant Application Deadlines

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

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

Enquiries: John Rice, Cultural Services Officer  
☎ 604.983.6466      💻 [ricej@nvrc.ca](mailto:ricej@nvrc.ca)

### 1. Grant Request

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

- A Program Support Grant: Arts Programming & Arts Festivals
- A Program Support Grant: Community-Based Arts Programming
- A Project Grant

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

Anticipated Expenditures: ..... and Revenues in 2016: .....  
(restricted to program or project for which Applicant is seeking grant support)

Last Reported Expenditures: ..... and Revenues in 2015: .....  
(restricted to program or project for which Applicant is seeking grant support)

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

### 2. Program or Project Summary

Program (or Project) Name: .....  
Existing                       New

Dedicated Web Page: .....  
(if applicable)

Program (or Project) Date(s): .....

Time and Duration: .....

Location(s): .....  
.....

Brief Description of Program(s) or Project:  
(50-75 words)

### 3. Applicant Information

Applicant Group: .....

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 all of the following:

- a completed Program & Project Assistance: Budget Form, available on a separate MS Excel form.  
*The budget should list all revenues and expenses related to the program(s) or project for which you are seeking grant support. It should also list the in-kind value of volunteer labour, donated goods and unpaid services that are essential to the success of the program(s) or project.*
- Year-End Financial Statements for the most recently completed fiscal year.  
*Balance Sheet and Income Statement*

## 6. Program Description & Planning Schedule

Provide a detailed description of the program(s) or project for which you are seeking support.

Consider the following key points:

*(no more than 250 words)*

- schedule, duration and description of planned activities;
- planning timelines, key tasks and key personnel;
- 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?

Attach the following support materials as requested or available:

- resumes or descriptive 'bios' for program leaders, artists and other creative talent;  
*(where these are not available for the current application, provide illustrative examples from previous year's program or project)*
- any collateral materials used in previous years;  
*(program descriptions—directions—instructions to participants—brochures, etc)*
- photos, where possible, that are illustrative of the proposed program or project (or from previous years);  
*(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)*

## 7. Program Goals and Objectives

Outline the key goals and objectives for the program(s) or project described in this Application.

Read the *Art and Culture Grants: Program Guidelines, 2016* and consider the following questions. To what extent do the program(s) or project:

*(200 words)*

- support municipal cultural planning priorities?  
*(as expressed through the Official Community Plans of the City and District of North Vancouver)*
- offer something new, unique or distinctive?
- foster the development of emerging arts and cultural practices?
- target underserved sections of the population?

## 8. Measuring Outcomes

Outline the desired outcomes and impacts of your program or project. 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. ?

*(Section 8 continued over / ...)*

**8. Measuring Outcomes (cont ...)**

**Audience Reach**

	Expected, 2016	Reported, 2015
Ticketed Events – Paid Admissions	<input type="text"/>	<input type="text"/>
Ticketed Events – Other Admissions	<input type="text"/>	<input type="text"/>
Non-Ticketed Events – incl. Admission by Donation	<input type="text"/>	<input type="text"/>
Free / Ungated Events – Counted	<input type="text"/>	<input type="text"/>
Free / Ungated Events – Estimated	<input type="text"/>	<input type="text"/>
Project Workshops – Attendance	<input type="text"/>	<input type="text"/>
Other – Distribution / Circulation / etc.	<input type="text"/>	<input type="text"/>
<b>TOTAL</b>	<input type="text"/>	<input type="text"/>

## 9. Promotion Plan

Identify your target audience:

*(no more than 100 words)*

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

*(no more than 250 words)*

In support of the above, identify and attach:

- marketing collateral from previous years.  
*(print ads, posters, radio, TV, on-line promotion)*
  
- scans or copies of any media coverage, and provide a media coverage report (if available).

## 10. Partnerships

Have you formed any partnerships to deliver this event?

Yes

No

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

*(no more than 300 words)*

### 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.*

Program & Project Assistance: Grant Application Form

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

Program & Project Assistance: Budget Form

*Applicants must use the Budget Form provided.*

Program & Project 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.*



## 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 23<sup>rd</sup> Street  
North Vancouver, BC V7L 3E2*

Misdirected submissions that result in late receipt of the application will 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](mailto:ricej@nvrc.ca)

# Application Check List

## Applicant Information

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

## Application & Support Materials

- COMPLETED APPLICATION FORM
- PROGRAM DESCRIPTION, SUPPORT MATERIALS *(see: Section 6)*
- MARKETING MATERIALS FROM PREVIOUS YEARS *(see: Section 9)*

## Program Budget

- COMPLETED BUDGET ON FORM PROVIDED *(separate form)*  
*The budget should list all revenues and expenses related to the program(s) or project for which you are seeking grant support. It should also list the in-kind value of volunteer labour, donated goods and unpaid services that are essential to the success of the program(s) or project.*

## Financial Information

For organizations with a **Total Operating Budget in excess of \$75,000:**

- PREPARED FINANCIAL STATEMENTS *(Notice to Reader)*

For organizations with a **Total Operating Budget less than \$75,000:**

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

## Notes

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