



# City of Nanaimo Culture & Heritage Grants

## Operating Grant Guidelines & Criteria

### 2019 Grant Deadline

Monday, October 15, 2018 (no later than 4:00 pm)



**For more information, please contact Community & Cultural Planning  
at 250-755-4483 or [cultureandheritage@nanaimo.ca](mailto:cultureandheritage@nanaimo.ca).**

*Last updated: August 2018*

## **Introduction**

The City of Nanaimo recognizes the integral contribution generated by arts, culture and heritage activities to the City's economic and social progress and the value of artistic and cultural expression and enjoyment by its citizens. To these ends, the City of Nanaimo affirms its ongoing commitment to encourage and support an active and successful arts, culture and heritage sector within the community.

**“Culture and heritage defines us as a community  
and a place. It is not something we have, it is who we are.”**

*- A Cultural Plan for a Creative Nanaimo 2014-2020*

The City's intent is to foster the importance and visibility of cultural vitality as one of the four pillars of the corporation's strategic plan as adopted by City Council in 2012.

The mandate of Culture & Heritage is to promote and celebrate Nanaimo's shared experiences and sense of belonging. This is guided by the *Cultural Plan for a Creative Nanaimo* (2014) and by the Heritage Conservation Program (2002). The operating philosophy is grounded in the understanding that everything is based on mutually respectful and beneficial relationships and collaboration with aligned organizations. Its role is that of convenor, connector, facilitator, enabler and funder on behalf of the sector. It's a role that recognizes Nanaimo's arts, culture and heritage organizations are diverse and independent, united by a desire to realize the sector's potential and value as both a social and economic engine; a role that recognizes the Department has limited capacity to act as a programmer or service provider for the consuming public.

## **Purpose**

The purpose of the Culture & Heritage Operating Grant program is to help underpin the activities of professional arts, culture and heritage organizations that play a significant role in contributing to the culture profile and economic vitality of Nanaimo.

## **Program Objectives**

The City of Nanaimo's objectives for the Culture & Heritage Operating Grant program are:

- to foster community pride & sense of shared identity through broad public access to a variety of quality arts, culture & heritage offerings;
- to support organizations with a significant impact in the local creative economy; and
- to contribute to the promotion of the cultural life of the city locally, regionally, nationally and internationally.

The City of Nanaimo's strategic funding priorities for the Culture & Heritage Operating Grant program include:

- activities that encourage the expression and visibility of arts, culture and heritage;
- activities that promote and raise the cultural profile of Nanaimo;
- innovative collaborations and partnerships with other arts groups, community and cross-sector organizations; and
- neighbourhood-based activities.

## **Scope (Target Applicants)**

The Culture & Heritage Operating Grant is intended for arts, culture and heritage organizations based in the City of Nanaimo with demonstrated commitment to contributing to the cultural life of the city through:

- furthering initiatives of the *2014-2020 Cultural Plan for a Creative Nanaimo*;
- fostering public enjoyment and engagement with arts, culture and heritage;
- advancing and promoting local arts, culture and heritage practices within regional, national and international contexts of art, culture and heritage; and / or
- supporting local and regional professional artists.

### Eligibility Criteria

Organizations applying for funding must:

- be based in Nanaimo and incorporated in good standing (provincially and/ or federally) as a non-profit Canadian arts, culture or heritage organization with a mandate to serve the public;
- be in operation for at least three (3) years;
- offer year-round operation / seasonal public programming and / or services to artists; and
- show evidence of support from other sources (public and / or private).

#### Eligibility for Three–Year Operating Funding

Three-year funding is available to established not–for–profit professional culture and heritage organizations that have been in existence for at least four (4) years. In order to be eligible, applicants must have received at least one annual grant through the City of Nanaimo's Culture & Heritage Funding Program. The organization must have an arts, culture and heritage mandate should this funding be removed, be recognized for excellence in their artistic discipline, provide annual programming to the community, demonstrate long-range financial stability on a year-round basis, be able to articulate long-term artistic visioning and planning, and receive operating funding from the provincial and / or federal level.

#### Definition of Professional Organization

A “professional organization” is defined as organizations that employ professional artists and pay industry standard artist fees and have paid administrative staff.

### Ineligible Organizations

- Organizations that do not have arts, culture or heritage mandates;
- City of Nanaimo Departments;
- publicly funded or private educational institutions (public schools, universities, colleges, training organizations); and
- organizations and activities outside the City of Nanaimo.

### Eligible Activities

Proposed programs of work (one or three years) will comprise of multiple activities that fall into the main areas of public programming, audience development, administrative and promotion. Specifically:

- arts, culture and heritage offerings, public engagement and community outreach initiatives;
- special administrative activities that advance strategic and organizational capacity;
- specific initiatives that foster collaborations and partnerships with other organizations (public and private, non profit and for-profit);
- specific ongoing administrative and programming activities that demonstrate they meet the objectives of the program (i.e. no longer compensate for deficits).

### Ineligible Activities

- Activities where the central focus or theme is not arts, culture or heritage-focused;
- capital projects;
- recuperation of deficits;
- bursaries or scholarships; and
- activities occurring outside the City of Nanaimo.



Organizations **will not be eligible** for Operating Grant funding if they have received other funding assistance through the City of Nanaimo.

### Assessment Criteria

Applications for Culture & Heritage Operating Grants will be reviewed / evaluated based on the following assessment criteria:

**(40%) MERIT** considers:

- quality of proposed programming activities, participating artists and/or contributors;
- alignment of proposed activities and goals with the organization's mandate, vision and mission;
- degree to which proposed activities are innovative and / or degree to which proposed activities have community support; and
- alignment with program outcomes.

**(40%) RELEVANCE / FEASIBILITY** considers:

- activities that reflect the strategic priorities of the City and furthers the *2014-2020 Cultural Plan for a Creative Nanaimo*;
- organizational capacity, governance and administrative skills to effectively underpin the organization and its proposed activities;
- financial health of the organization, as demonstrated by financial statements and provision of realistic proposed budgets with diversified sources of revenue; and
- the degree to which the organization can effectively generate and participate in partnerships and collaborations with other organizations and community groups and artists.

**(20%) POTENTIAL IMPACT** considers:

- public impact in terms of providing rich experiences and learning opportunities that build appreciation for the connection to arts, culture and heritage;
- benefits to participating artists in terms of opportunities and professional services provided; and potential for advancing their work or career;
- economic impact in the community, contribution towards the health and vitality of the arts, culture and heritage sector; and
- potential to raise the profile of Nanaimo through promotion of its arts, culture and heritage offerings locally, regionally, nationally, and internationally.

The City of Nanaimo's strategic funding priorities for the Culture & Heritage Operating Grant program include:

- activities that encourage the expression and visibility of arts, culture and heritage;
- activities that promote and raise the cultural profile of Nanaimo;
- innovative collaborations and partnerships with other arts groups, community and cross-sector organizations; and
- neighbourhood-based activities.

### Adjudication Process

Applications for funding must be received by the deadline indicated on the application form. Late or incomplete applications will not be considered. Applications will be screened according to eligibility, and reviewed / evaluated according to the Assessment Criteria. Recommendations will be made to Council for distribution of funds. Decisions are guided by the Culture and Heritage Operating Grant program's mandate, program objectives, assessment criteria and final report. Council decisions are final. Applicants will receive written notification of Council's decision within 90 days of the application deadline date.

### Appeal Process

If applicants can demonstrate that there was a breakdown in the process (for example, that support material was misplaced), they can file a formal complaint, in writing, within 10 calendar days of notification. All appeals will be reviewed by an appeals committee.

### Confidentiality

All documents submitted by applicants to the City of Nanaimo become property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained therein except to the extent necessary to communicate information to staff and the committee for the purpose of evaluation and analysis. The City will not release this information to the public except required under the Province of BC's Freedom of Information and Protection of Privacy Act or other legal disclosure process.



# City of Nanaimo Culture & Heritage Grants

## Operating Grant Application Form (2019)

This is an application for the City of Nanaimo's Culture & Heritage Operating Grant program, available to Nanaimo non-profit culture and heritage organizations. Before completing the application form, please ensure that you have read the ***Culture & Heritage Operating Grant Guidelines & Criteria***.

### How to Submit your Application

Submit completed application packages **by 4:00 pm on Monday, October 15, 2018:**

- **By Mail:** c/o Community & Cultural Planning, City of Nanaimo  
455 Wallace Street, Nanaimo BC V9R 5J6
- **In Person:** c/o Community & Cultural Planning, City of Nanaimo  
Service & Resource Centre, 411 Dunsmuir Street, Nanaimo BC  
(after hours drop box slot located outside beside front door)



Late applications will not be reviewed.



Applicants who have received funding in previous years **MUST** provide a complete ***Culture & Heritage Grant Final Report*** within 90 days of the organization's fiscal year end OR before a new funding request is submitted for consideration. Failure to provide a final report will result in the rejection of new applications.



**For more information, please contact Community & Cultural Planning  
at 250-755-4483 or [cultureandheritage@nanaimo.ca](mailto:cultureandheritage@nanaimo.ca).**

*Last updated: August 2018*

**Grant Request Details**

- One-Year Operating Funding
- Three-Year Operating Funding *(Please refer to three-year funding eligibility in the **Culture & Heritage Operating Grants Guidelines & Criteria**)*

Year: \_\_\_\_\_ Grant Request Amount: \$ \_\_\_\_\_ *(max. 25% of total operating budget for year)*

Total Operating Budget for Year: \$ \_\_\_\_\_

**Organization Details**

Legal Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

City: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person\*: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_

**\* Must be available to be contacted in December 2018**

BC Society Registration Number: \_\_\_\_\_

- |  |  |
|--|--|
| Is your society in good standing with the BC Registrar?: | Does your organization operate within the City of Nanaimo? |
| <input type="checkbox"/> Yes                             | <input type="checkbox"/> Yes                               |
| <input type="checkbox"/> No                              | <input type="checkbox"/> No                                |

**Applicant Profile (no more than one (1) page, single sided, no staples)**

- Attach a summary of your organization and the organization history, organization mandate and structure (a list of the organizers identifying the roles and names of the people in those roles/functions.)

**Description of Program of Work (no more than five (5) pages, single sided, no staples)**

- Attach a description of your program of work. Programs of work will comprise multiple activities that fall into four main areas: public programming; audience development; administration; and promotion. Refer to the following assessment criteria when describing your program of work.

**(40%) MERIT:**

- quality of proposed programming activities, participating artists and/or contributors;
- alignment of proposed activities and goals with the organization's mandate, vision and mission;
- the degree to which proposed activities are innovative and/or the degree to which the proposed activities have community support; and
- alignment with program outcomes.

**(40%) RELEVANCE / FEASIBILITY:**

- activities that reflect the strategic priorities of the City;
- organizational capacity, governance and administrative skills to effectively underpin the organization and its proposed activities;
- financial health of the organization, as demonstrated by financial statements and provision of realistic proposed budgets with diversified sources of revenue;
- the degree to which the organization can effectively generate and participate in partnerships and collaborations with other organizations and community groups and artists; and
- alignment with the *2014-2020 Cultural Plan for a Creative Nanaimo*.

**(20%) POTENTIAL IMPACT**

- public impact in terms of providing rich experiences and learning opportunities that build appreciation for the connection to arts, culture and heritage;
- benefits to participating artists in terms of opportunities and professional services provided; and potential for advancing their work or career;
- economic impact in the community, contribution towards the health & vitality of the arts, culture and heritage sector; and
- potential to raise the profile of Nanaimo through promotion of its arts, culture and heritage offerings locally, regionally, nationally and internationally.

**BC Society Act Annual Report**

- Attach a copy of the organization's current BC Society Act Annual Report (Form 11).

**Financial Information**

- Provide a current operating budget and proposed operating budget for next year, using the attached form\*\*

\*\* Download an .XLS version of the attached form at: <http://cnan.ca/2j7rDdk> or contact Community & Cultural Planning.

- Attach an **audited** or **independently prepared financial statement** for the organization's most recently completed fiscal year (as submitted to the Province in your annual report)
- Does your project already receive other sources of City funding? Yes \_\_\_\_ No \_\_\_\_

If yes, please specify source (grant type) and dollar amount: \_\_\_\_\_

**Further Support Material (no more than four (4) pages, single sided, no staples)**

- Attach further support materials (may include scanned copies of samples of programs, posters or brochures of one event in previous or current year, resumes, consultant reports, feasibility studies, etc.). Scanned copies only - do not include originals.

**Signature and Declaration**

I hereby certify that the information included with this application is complete, is true and correct to the best of my knowledge, and that I have been authorized by the Board of Directors to make this declaration and to submit this application on behalf of the above-named organization.

I hereby declare that if our organization is successful in obtaining a City of Nanaimo Culture & Heritage Operating Grant that we give the City of Nanaimo (or a third party appointed by the City) the right to review the project / program for which the grant was obtained to ascertain whether grant monies received were used for the stated purpose(s) set out in this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

*Freedom of Information and Protection of Privacy Act Statement:* Information collected on this form, or provided with this form, is collected under the general authority of the *Community Charter* and the *Freedom of Information and Protection of Privacy Act*, and is protected in accordance with the *Act*. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For further information regarding the collection, use, or disclosure of personal information by the City of Nanaimo, please contact the Legislative Services Department at 250-755-4405.

Download an .XLS version of the attached form at: <http://cnan.ca/2j7rDdk> or contact Community & Cultural Planning directly.

Form last updated: August 2015					
(TYPE YOUR ORGANIZATION NAME HERE)					
Line #	This form is designed for all types of organizations. You are only required to complete the lines relevant to your organization.	PROPOSED BUDGET	% of Total	ACTUAL BUDGET	% of Total
		ENTER YEAR:		ENTER YEAR:	
<b>4000</b>	<b>REVENUE</b>				
<b>4100</b>	<b>EARNED REVENUE</b>				
4105	Production admissions and box office from subscriptions / admissions membership or group admissions				
4110	Production admissions and box office from single ticket sales				
4115	Co-productions				
4125	Presenting / hosting admissions and box office				
4130	Distribution Revenue (media arts)				
4135	Fees, quarantees (local market)				
4145	Fees from workshops, classes, conferences, seminars, annual meetings, colloquia				
4155	Membership dues or fees (not eligible for a tax receipt)				
4160	Sales, commissions and broadcasting (gross)				
4165	Facilities and equipment rental, sale of works of art				
4170	Other earned revenue (please specify)				
	<b>Use the line below to record notes or for additional information</b>				
<b>4175</b>	<b>Total Earned Revenue</b>	\$ -	0.0%	\$ -	0.0%
<b>4200</b>	<b>NET INVESTMENT INCOME</b>				
4205	Trust, endowment and investment revenue (net)				
<b>4210</b>	<b>Total Net Investment Income</b>	\$ -	0.0%	\$ -	0.0%
<b>4300</b>	<b>PRIVATE SECTOR REVENUE</b>				
4305	Individual Donations				
4310	Corporate Donations				
4315	General corporate sponsorships (cash)				
4320	Specific corporate sponsorships (cash)				
4325	Foundation grants and donations				
4330	Fundraising events (gross)				
4335	In-kind goods and services revenues from private sector (audited)				
4340	Other private sector revenues, including shared private / public funds				
	<b>Use the line below to record notes or for additional information</b>				
<b>4345</b>	<b>Total Private Sector Revenue</b>	\$ -	0.0%	\$ -	0.0%
<b>4400</b>	<b>PUBLIC SECTOR REVENUE</b>				
<b>4405</b>	<b>FEDERAL PUBLIC REVENUES</b>				
<b>4410</b>	<b>CANADA COUNCIL FOR THE ARTS</b>				
4415	* Operating grants				
4417	* Touring grants				
4420	* Project grants				
4425	* Other Canada Council grants				
	<b>Use the line below to record notes or for additional information</b>				
4430	Department of Canadian Heritage				
	<b>Use the line below to record notes or for additional information</b>				
4435	Other federal				
	<b>Use the line below to record notes or for additional information</b>				
<b>4440</b>	<b>Total federal public revenues</b>	\$ -	0.0%	\$ -	0.0%
<b>4445</b>	<b>PROVINCIAL OR TERRITORIAL REVENUES</b>				
<b>4450</b>	<b>PROVINCIAL OR TERRITORIAL ARTS COUNCIL</b>				
4455	* Operating grants				
4457	* Touring grants				
4460	* Project grants				
4465	* Other provincial or territorial arts council grants				
	<b>Use the line below to record notes or for additional information</b>				
<b>4470</b>	<b>MINISTRY / DEPARTMENT OF CULTURE</b>				
4475	* Operating grants				
4480	* Project grants				
4485	Provincial or territorial foundation / gaming and lottery corporation				
4490	Provincial or territorial employment programs				
4495	Other provincial or territorial				
	<b>Use the line below to record notes or for additional information</b>				
<b>4500</b>	<b>Total provincial or territorial revenues</b>	\$ -	0.0%	\$ -	0.0%
<b>4505</b>	<b>MUNICIPAL AND REGIONAL REVENUES</b>				
<b>4510</b>	<b>MUNICIPAL AND REGIONAL ARTS COUNCIL / BOARD ONLY</b>				
4515	* Operating grants				
4520	* Project Grants				
4525	* Other municipal or regional - Operating				
	<b>Use the line below to record notes or for additional information</b>				
4530	* Other municipal or regional - Project				
	<b>Use the line below to record notes or for additional information</b>				
<b>4535</b>	<b>Total municipal or regional public revenues</b>	\$ -	0.0%	\$ -	0.0%

4540	Other public sector revenues					
	<b>Use the line below to record notes or for additional information</b>					
4545	In-kind goods and services revenues from public sector (audited)					
	<b>Use the line below to record notes or for additional information</b>					
<b>4550</b>	<b>Total public sector revenues</b>	\$ -	0.0%	\$ -	0.0%	
<b>4600</b>	<b>OTHER REVENUES</b>					
4605	Parent organization contribution					
4610	Stabilization organization contribution					
	<b>Use the line below to record notes or for additional information</b>					
<b>4615</b>	<b>Total other revenues</b>	\$ -	0.0%	\$ -	0.0%	
<b>4700</b>	<b>TOTAL REVENUES (A)</b>	\$ -	0.0%	\$ -	0.0%	
<b>5000</b>	<b>EXPENSES</b>					
<b>5000</b>	<b>ARTISTIC EXPENSES, INCL. EXHIBITION, PRODUCTION, TECHNICAL, PROGRAMMING, SERVICES</b>					
5105	Artists and professional fees					
5110	Artistic salaries - permanent and temporary employees					
5115	Copyright, reproduction and royalties payments					
<b>5120</b>	<b>PRODUCTION / TECHNICAL SALARIES AND FEES</b>					
5125	Production / technical salaries - permanent and temporary employees					
5130	Production / technical services professional fees					
<b>5135</b>	<b>PROGRAMMING EXPENSES</b>					
5140	Exhibition / programming / production / distribution (media arts) / special projects expenses					
5145	Loan and acquisition of works of art / performance					
5150	Touring / circulation expenses					
5155	Professional development programming for arts community					
5165	Catalogues / documentation / publications					
5170	Collections management					
5175	Education, audience development and outreach					
5180	Advocacy (service organizations only)					
5185	Member communications (service organizations only)					
5187	Membership and registration					
5190	Other artistic, program and services expenses (specify)					
	<b>Use the line below to record notes or for additional information</b>					
<b>5195</b>	<b>Total artistic expenses</b>	\$ -	0.0%	\$ -	0.0%	
<b>5200</b>	<b>FACILITY OPERATING EXPENSES</b>					
5205	Facility operating salaries - permanent and temporary employees					
5210	Facility operating professional fees					
5215	General facility expenses					
5220	Permanent collection storage fees					
5225	Rent or mortgage interest					
5230	Other facility expenses					
	<b>Use the line below to record notes or for additional information</b>					
<b>5235</b>	<b>Total facility operating expenses</b>	\$ -	0.0%	\$ -	0.0%	
<b>5300</b>	<b>MARKETING &amp; COMMUNICATION EXPENSES</b>					
5305	Marketing and communications salaries - permanent and temporary employees					
5310	Marketing and communications professional fees					
5315	Marketing production fees					
5320	Advertising purchases					
5325	Other marketing and communication expenses (please specify)					
	<b>Use the line below to record notes or for additional information</b>					
<b>5330</b>	<b>Total marketing and communication expenses</b>	\$ -	0.0%	\$ -	0.0%	
<b>5400</b>	<b>FUNDRAISING EXPENSES</b>					
5405	Fundraising salaries - permanent and temporary employees					
5410	Fundraising professional fees					
5415	Fundraising events (gross)					
5420	Other fundraising expenses (please specify)					
	<b>Use the line below to record notes or for additional information</b>					
<b>5425</b>	<b>Total fundraising expenses</b>	\$ -	0.0%	\$ -	0.0%	
<b>5500</b>	<b>ADMINISTRATION EXPENSES</b>					
5505	Administrative salaries - permanent and temporary employees					
5510	Administrative professional fees					
5515	Rent or mortgage for administrative space					
5520	Other administrative expenses (please specify)					
	<b>Use the line below to record notes or for additional information</b>					
<b>5525</b>	<b>Total administrative expenses</b>	\$ -	0.0%	\$ -	0.0%	
<b>5600</b>	<b>TOTAL EXPENSES (B)</b>	\$ -	0.0%	\$ -	0.0%	
<b>6000</b>	<b>SURPLUS OR (DEFICIT)</b>	\$ -		\$ -		
6100	Total revenues (A)	\$ -		\$ -		
6105	Total expenses (B)	\$ -		\$ -		



# City of Nanaimo Culture & Heritage Grants

## Project Grant Guidelines & Criteria

### 2019 Grant Deadline

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*Last updated: August 2018*

## Introduction

The City of Nanaimo recognizes the integral contribution generated by arts, culture and heritage activities to the City's economic and social progress and the value of artistic and cultural expression and enjoyment by its citizens. To these ends, the City of Nanaimo affirms its ongoing commitment to encourage and support an active and successful arts, culture and heritage sector within the community.

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and a place. It is not something we have, it is who we are.”**

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The City's intent is to foster the importance and visibility of cultural vitality as one of the four pillars of the corporation's strategic plan as adopted by City Council in 2012.

The mandate of Culture & Heritage is to promote and celebrate Nanaimo's shared experiences and sense of belonging. This is guided by the *Cultural Plan for a Creative Nanaimo* (2014) and by the Heritage Conservation Program (2002). The operating philosophy is grounded in the understanding that everything is based on mutually respectful and beneficial relationships and collaboration with aligned organizations. Its role is that of convenor, connector, facilitator, enabler and funder on behalf of the sector. It's a role that recognizes Nanaimo's arts, culture and heritage organizations are diverse and independent, united by a desire to realize the sector's potential and value as both a social and economic engine; a role that recognizes the Department has limited capacity to act as a programmer or service provider for the consuming public.

## Purpose

The purpose of the Culture & Heritage Project Grant program is to assist culture and heritage organizations in the realization of specific projects to benefit the public, contribute to the cultural and economic vitality of Nanaimo.

## Program Objectives

The City of Nanaimo's objectives for the Culture & Heritage Project Grant program are:

- to foster community pride and sense of shared identity through broad public access to a variety of quality arts, culture and heritage offerings;
- to support organizations with a significant impact in the local creative economy; and
- to contribute to the promotion of the cultural life of the city locally, regionally, nationally and internationally.

The City of Nanaimo's strategic funding priorities for the Culture & Heritage Project Grant program include:

- projects that encourage the expression and visibility of arts, culture and heritage;
- projects that promote and raise the cultural profile in Nanaimo;
- innovative collaborations and partnerships with other arts groups, community and cross sector organizations; and
- neighborhood-based projects.

## Scope (Target Applicants)

The Culture & Heritage Project Grant is intended for culture and heritage organizations (both professional and amateur) based in the City of Nanaimo with a demonstrated commitment to contributing to the quality of life of the city through:

- fostering public enjoyment and engagement with arts, culture and heritage;
- advancing and promoting local arts, culture and heritage practices; and / or
- presenting culture and heritage from outside the region for the enjoyment of local audiences and visitors.

### Eligibility Criteria

Organizations applying for funding must:

- be based in Nanaimo and incorporated in good standing (provincially and/or federally) as a non-profit Canadian arts, culture or heritage organization with a mandate to serve the public;
- be in operation for minimum of one (1) year;
- have successfully produced and documented at least one prior project or event;
- show evidence of support from other sources (public and/or private, cash and/or in kind); and
- new and emerging groups will be evaluated on a case-by-case basis.



Organizations that receive Operating grant support are eligible, in some circumstances<sup>1</sup>, to apply to the following Project grant types: **Collaborations and Partnerships** OR **Organizational Capacity Building**

<sup>1</sup> Organizations that wish to undertake opportune collaborative projects or capacity building activities that have not already been described in operating grant programs of work.



**LEVERAGE POINT:** Project grants to a maximum of 25% of the total project costs (one (1) project per application). Applicants may submit up to three (3) applications for three (3) discrete projects per year.

### Ineligible Organizations

- organizations that do not have arts, culture or heritage mandates;
- City of Nanaimo Departments;
- publicly funded or private educational institutions (public schools, universities, colleges, training organizations); and
- organizations outside the City of Nanaimo.

### Eligible Projects

Proposed projects will fall into four main areas, specifically:

- **Events** (i.e. public events and community arts, culture and heritage projects that animate the downtown core and/or community neighborhoods).
- **Festivals** (i.e. recurring and one-off culture and heritage festivals).
- **Collaborations and Partnerships** (i.e. special projects that are based upon collaborations and partnerships with other culture and heritage or cross-sector organizations (public and private, non-profit and for-profit).
- **Organizational Capacity Buildings** (i.e. capacity building initiatives that seek to advance the organizational capacity and long-term sustainability of the organization). "Capacity building" refers to intentional, coordinated and mission-driven efforts aimed at strengthening the management and governance of non-profits to improve their performance and impact. This occurs through organization development activities, such as leadership development, strategic planning, program design and evaluation, financial planning and management and others.



Organizations **will not be eligible** for Project Grant funding if they have received other funding assistance through the City of Nanaimo .

### Ineligible Projects

- projects where the central focus or theme is not arts, culture or heritage-focused;
- capital projects;
- recuperation of deficits;
- bursaries or scholarships; and
- projects occurring outside the City of Nanaimo.

### Assessment Criteria

Applications for Culture & Heritage Project Grants will be reviewed / evaluated based on the following assessment criteria:

**(40%) MERIT** considers:

- quality of proposed project, participating artists and/or contributors;
- the degree to which proposed activities are innovative or distinctive; and
- the degree to which the proposed project has community support.

Describe the context in which the project will take place, including the objectives of the project and how these objectives will be carried out. Describe artists, artworks and/or other major participants in the project.

**(40%) RELEVANCE / FEASIBILITY** considers:

- activities that reflect the strategic priorities of the City and *2014-2020 Cultural Plan for a Creative Nanaimo*;
- planning and administrative skills to effectively underpin the proposed project; and
- provision of realistic proposed budgets with diversified sources of revenue.

Provide a schedule of activities, including research and planning. Provide a promotional or marketing plan. Describe how the project addresses the stated objectives of the program. Highlight any correlation with the strategic priorities of the City.

**(20%) POTENTIAL IMPACT** considers:

- public impact in terms of providing rich experiences and learning opportunities that build appreciation for and connection to arts, culture and heritage;
- economic impact in the community, contribution towards the health and vitality of the arts, culture and heritage sector; and
- potential to raise the profile of Nanaimo through promotion of its arts, culture and heritage offerings locally and regionally.

Describe the intended impact of the project on the communities served, target audiences if any, the general public. Provide information on projected attendance, the economic impact of the project (based upon past projects and/or projected).

The City of Nanaimo's strategic funding priorities for the Culture & Heritage Project Grant program include:

- projects that encourage the expression and visibility of arts, culture and heritage;
- projects that promote and raise the cultural profile in Nanaimo;
- innovative collaborations and partnerships with other culture and heritage groups, community & cross sector organizations; and
- neighborhood-based projects.

### Adjudication Process

Applications for funding must be received by the deadline indicated on the application form. Late or incomplete applications will not be considered. Applications will be screened according to eligibility, and reviewed / evaluated according to the Assessment Criteria. Recommendations will be made to Council for distribution of funds. Decisions are guided by the Culture and Heritage Project Grant program's mandate, program objectives, assessment criteria and final report. Council decisions are final. Applicants will receive written notification of Council's decision within 90 days of the application deadline date.

### Appeal Process

If applicants can demonstrate that there was a breakdown in the process (for example, that support material was misplaced), they can file a formal complaint, in writing, within 10 calendar days of notification. All appeals will be reviewed by an appeals committee.

### Confidentiality

All documents submitted by applicants to the City of Nanaimo become property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained therein except to the extent necessary to communicate information to staff and the committee for the purpose of evaluation & analysis. The City will not release this information to the public except required under the Province of BC's Freedom of Information and Protection of Privacy Act or other legal disclosure process.



# City of Nanaimo Culture & Heritage Grants

## Project Grant Application Form (2019)

This is an application for the City of Nanaimo's Culture & Heritage Project Grant, available to Nanaimo non-profit culture and heritage organizations. Before completing the application form, refer to the *Culture & Heritage Project Grant Guidelines & Criteria*.

### How to Submit your Application

Submit completed application packages **by 4:00 pm on Monday, October 15, 2018:**

- **By Mail:** c/o Community & Cultural Planning, City of Nanaimo  
455 Wallace Street, Nanaimo BC V9R 5J6
- **In Person:** c/o Community & Cultural Planning, City of Nanaimo  
Service & Resource Centre, 411 Dunsmuir Street, Nanaimo BC  
(after-hours drop box slot located outside beside front door)



Late applications will not be reviewed.



Applicants who have received funding in previous years **MUST** provide a complete *Culture & Heritage Grant Final Report* within 90 days of the conclusion of the project/event. Failure to provide a final report will result in the rejection of new applications.



**For more information, please contact Culture & Community Planning  
at 250-755-4483 or [cultureandheritage@nanaimo.ca](mailto:cultureandheritage@nanaimo.ca).**

*Last updated: August 2018*

**Grant Request Details**

Year: \_\_\_\_\_ Grant Request Amount: \$ \_\_\_\_\_ (max. 25% of total project budget for year)

Total Project Budget for Year: \$ \_\_\_\_\_

**Project Details**

Please specify the type of project:

- Event** (i.e. public events and community arts, culture, heritage projects that animate the downtown core and/or community neighborhoods)
- Festival** (i.e. recurring and one-off culture and heritage festivals)
- Collaborations and Partnerships** (i.e. special projects that are based upon collaborations and partnerships with other culture and heritage or cross-sector organizations (public and private, nonprofit and for-profit))
- Organizational Capacity Buildings** (i.e. capacity building initiatives that seek to advance the organizational capacity and long-term sustainability of the organization). "Capacity building" refers to intentional, coordinated and mission-driven efforts aimed at strengthening the management and governance of non-profits to improve their performance and impact. This occurs through organization development activities, such as leadership development, strategic planning, program design and evaluation, financial planning and management and others.

Project Title: \_\_\_\_\_

Times / Dates of Project: \_\_\_\_\_

Location: \_\_\_\_\_

**Organization Details**

Legal Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

City: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person\*: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**\* Must be available to be contacted in December 2018**

For how many years have you been an organization?: \_\_\_\_\_

BC Society Registration Number: \_\_\_\_\_

Is your society in good standing with the BC Registrar?:

- Yes
- No

Does your organization operate within the City of Nanaimo?

- Yes
- No

**Description of Project (no more than three (3) pages, single sided, no staples)**

- Attach a description of the project in separate parts that relate directly to the assessment criteria (as described below and in the *Culture & Heritage Project Grant Guidelines & Criteria*).

**MERIT (40%)**

Describe the context in which the project will take place, including the objectives of the project and how these objectives will be carried out. Describe artists, artworks and / or other major participants in the project.

**RELEVANCE / FEASIBILITY (40%)**

Provide a schedule of activities, including research and planning. Provide a promotional or marketing plan. Describe how the project addresses the stated objectives of the program. Highlight any correlation with the strategic priorities of the City.

**POTENTIAL IMPACT (20%)**

Describe the intended impact of the project on the communities served, target audiences if any, the general public. Provide information on projected attendance, the economic impact of the project (based upon past projects and/or projected).

For what purpose do you plan to use this City fund? Please be specific and note that capital expenditures are not permitted. If applicable, describe where participants will come from. Use last year's actual numbers if event was held previously. For new activities, provide an estimate.

Does your activity take place in Nanaimo?

- Yes
- No

Is this a first-time project?

- Yes
- No

Will your event require a street closure?

- Yes
- No

**BC Society Act Annual Report**

- If applicable, attach a copy of the organization's current BC Society Act Annual Report (Form 11).

**Financial Information**

Attach the following information:

- A detailed budget of the **proposed project**, outlining all revenues including sources and expenditures, using the attached form\*\*

\*\* Download an .XLS version of the attached form at: <http://cnan.ca/2j7rDdk> or contact Community & Cultural Planning directly.

- Does your project already receive other sources of City funding? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please specify source (grant type) and dollar amount: \_\_\_\_\_

**Further Support Material (no more than four (4) pages, single sided, no staples)**

- Attach further support materials (i.e. scanned programs, a poster or brochure of one event in previous or current year).

**Signature and Declaration**

I hereby certify that the information included with this application is complete, & is true and correct to the best of my knowledge, & that I have been authorized by the Board of Directors to make this declaration and to submit this application on behalf of the above-named organization. I hereby declare that if our organization is successful in obtaining a City of Nanaimo Culture & Heritage Project Grant, that we give the City of Nanaimo (or a third party appointed by the City) the right to review the project / program for which the grant was obtained to ascertain whether grant monies received were used for the stated purpose(s) set out in this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

*Freedom of Information and Protection of Privacy Act Statement:* Information collected on this form, or provided with this form, is collected under the general authority of the *Community Charter* and the *Freedom of Information and Protection of Privacy Act*, and is protected in accordance with the *Act*. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For further information regarding the collection, use, or disclosure of personal information by the City of Nanaimo, please contact the Legislative Services Department at 250-755-4405.

Download an .XLS version of the attached form at: <http://cnan.ca/2j7rDdk> or contact Community & Cultural Planning directly.

Form last updated: August 2015					
(TYPE YOUR ORGANIZATION NAME HERE)					
Line #	This form is designed for all types of organizations. You are only required to complete the lines relevant to your organization.	PROPOSED BUDGET	% of Total	ACTUAL BUDGET	% of Total
		ENTER YEAR:		ENTER YEAR:	
<b>4000</b>	<b>REVENUE</b>				
<b>4100</b>	<b>EARNED REVENUE</b>				
4105	Production admissions and box office from subscriptions / admissions membership or group admissions				
4110	Production admissions and box office from single ticket sales				
4115	Co-productions				
4125	Presenting / hosting admissions and box office				
4130	Distribution Revenue (media arts)				
4135	Fees, quarantees (local market)				
4145	Fees from workshops, classes, conferences, seminars, annual meetings, colloquia				
4155	Membership dues or fees (not eligible for a tax receipt)				
4160	Sales, commissions and broadcasting (gross)				
4165	Facilities and equipment rental, sale of works of art				
4170	Other earned revenue (please specify)				
	<b>Use the line below to record notes or for additional information</b>				
<b>4175</b>	<b>Total Earned Revenue</b>	\$ -	0.0%	\$ -	0.0%
<b>4200</b>	<b>NET INVESTMENT INCOME</b>				
4205	Trust, endowment and investment revenue (net)				
<b>4210</b>	<b>Total Net Investment Income</b>	\$ -	0.0%	\$ -	0.0%
<b>4300</b>	<b>PRIVATE SECTOR REVENUE</b>				
4305	Individual Donations				
4310	Corporate Donations				
4315	General corporate sponsorships (cash)				
4320	Specific corporate sponsorships (cash)				
4325	Foundation grants and donations				
4330	Fundraising events (gross)				
4335	In-kind goods and services revenues from private sector (audited)				
4340	Other private sector revenues, including shared private / public funds				
	<b>Use the line below to record notes or for additional information</b>				
<b>4345</b>	<b>Total Private Sector Revenue</b>	\$ -	0.0%	\$ -	0.0%
<b>4400</b>	<b>PUBLIC SECTOR REVENUE</b>				
<b>4405</b>	<b>FEDERAL PUBLIC REVENUES</b>				
<b>4410</b>	<b>CANADA COUNCIL FOR THE ARTS</b>				
4415	* Operating grants				
4417	* Touring grants				
4420	* Project grants				
4425	* Other Canada Council grants				
	<b>Use the line below to record notes or for additional information</b>				
4430	Department of Canadian Heritage				
	<b>Use the line below to record notes or for additional information</b>				
4435	Other federal				
	<b>Use the line below to record notes or for additional information</b>				
<b>4440</b>	<b>Total federal public revenues</b>	\$ -	0.0%	\$ -	0.0%
<b>4445</b>	<b>PROVINCIAL OR TERRITORIAL REVENUES</b>				
<b>4450</b>	<b>PROVINCIAL OR TERRITORIAL ARTS COUNCIL</b>				
4455	* Operating grants				
4457	* Touring grants				
4460	* Project grants				
4465	* Other provincial or territorial arts council grants				
	<b>Use the line below to record notes or for additional information</b>				
<b>4470</b>	<b>MINISTRY / DEPARTMENT OF CULTURE</b>				
4475	* Operating grants				
4480	* Project grants				
4485	Provincial or territorial foundation / gaming and lottery corporation				
4490	Provincial or territorial employment programs				
4495	Other provincial or territorial				
	<b>Use the line below to record notes or for additional information</b>				
<b>4500</b>	<b>Total provincial or territorial revenues</b>	\$ -	0.0%	\$ -	0.0%
<b>4505</b>	<b>MUNICIPAL AND REGIONAL REVENUES</b>				
<b>4510</b>	<b>MUNICIPAL AND REGIONAL ARTS COUNCIL / BOARD ONLY</b>				
4515	* Operating grants				
4520	* Project Grants				
4525	* Other municipal or regional - Operating				
	<b>Use the line below to record notes or for additional information</b>				
4530	* Other municipal or regional - Project				
	<b>Use the line below to record notes or for additional information</b>				
<b>4535</b>	<b>Total municipal or regional public revenues</b>	\$ -	0.0%	\$ -	0.0%

4540	Other public sector revenues					
	<b>Use the line below to record notes or for additional information</b>					
4545	In-kind goods and services revenues from public sector (audited)					
	<b>Use the line below to record notes or for additional information</b>					
<b>4550</b>	<b>Total public sector revenues</b>	\$	-	0.0%	\$	0.0%
<b>4600</b>	<b>OTHER REVENUES</b>					
4605	Parent organization contribution					
4610	Stabilization organization contribution					
	<b>Use the line below to record notes or for additional information</b>					
<b>4615</b>	<b>Total other revenues</b>	\$	-	0.0%	\$	0.0%
<b>4700</b>	<b>TOTAL REVENUES (A)</b>	\$	-	0.0%	\$	0.0%
<b>5000</b>	<b>EXPENSES</b>					
<b>5000</b>	<b>ARTISTIC EXPENSES, INCL. EXHIBITION, PRODUCTION, TECHNICAL, PROGRAMMING, SERVICES</b>					
5105	Artists and professional fees					
5110	Artistic salaries - permanent and temporary employees					
5115	Copyright, reproduction and royalties payments					
<b>5120</b>	<b>PRODUCTION / TECHNICAL SALARIES AND FEES</b>					
5125	Production / technical salaries - permanent and temporary employees					
5130	Production / technical services professional fees					
<b>5135</b>	<b>PROGRAMMING EXPENSES</b>					
5140	Exhibition / programming / production / distribution (media arts) / special projects expenses					
5145	Loan and acquisition of works of art / performance					
5150	Touring / circulation expenses					
5155	Professional development programming for arts community					
5165	Catalogues / documentation / publications					
5170	Collections management					
5175	Education, audience development and outreach					
5180	Advocacy (service organizations only)					
5185	Member communications (service organizations only)					
5187	Membership and registration					
5190	Other artistic, program and services expenses (specify)					
	<b>Use the line below to record notes or for additional information</b>					
<b>5195</b>	<b>Total artistic expenses</b>	\$	-	0.0%	\$	0.0%
<b>5200</b>	<b>FACILITY OPERATING EXPENSES</b>					
5205	Facility operating salaries - permanent and temporary employees					
5210	Facility operating professional fees					
5215	General facility expenses					
5220	Permanent collection storage fees					
5225	Rent or mortgage interest					
5230	Other facility expenses					
	<b>Use the line below to record notes or for additional information</b>					
<b>5235</b>	<b>Total facility operating expenses</b>	\$	-	0.0%	\$	0.0%
<b>5300</b>	<b>MARKETING &amp; COMMUNICATION EXPENSES</b>					
5305	Marketing and communications salaries - permanent and temporary employees					
5310	Marketing and communications professional fees					
5315	Marketing production fees					
5320	Advertising purchases					
5325	Other marketing and communication expenses (please specify)					
	<b>Use the line below to record notes or for additional information</b>					
<b>5330</b>	<b>Total marketing and communication expenses</b>	\$	-	0.0%	\$	0.0%
<b>5400</b>	<b>FUNDRAISING EXPENSES</b>					
5405	Fundraising salaries - permanent and temporary employees					
5410	Fundraising professional fees					
5415	Fundraising events (gross)					
5420	Other fundraising expenses (please specify)					
	<b>Use the line below to record notes or for additional information</b>					
<b>5425</b>	<b>Total fundraising expenses</b>	\$	-	0.0%	\$	0.0%
<b>5500</b>	<b>ADMINISTRATION EXPENSES</b>					
5505	Administrative salaries - permanent and temporary employees					
5510	Administrative professional fees					
5515	Rent or mortgage for administrative space					
5520	Other administrative expenses (please specify)					
	<b>Use the line below to record notes or for additional information</b>					
<b>5525</b>	<b>Total administrative expenses</b>	\$	-	0.0%	\$	0.0%
<b>5600</b>	<b>TOTAL EXPENSES (B)</b>	\$	-	0.0%	\$	0.0%
<b>6000</b>	<b>SURPLUS OR (DEFICIT)</b>	\$	-		\$	-
6100	Total revenues (A)	\$	-		\$	-
6105	Total expenses (B)	\$	-		\$	-