

ATTACHMENT B



City of Nanaimo Culture & Heritage Grants

Operating Grant Guidelines & Criteria

2020 Grant Deadline

Tuesday, October 15, 2019 (no later than 4:00 pm)



**For more information, please contact Parks, Recreation & Culture
at 250-755-4483 or cultureandheritage@nanaimo.ca.**

Last updated: August 2019

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 support arts, culture and recreation as a part of everyday life as described in the corporation's 2019-2022 Strategic Plan.

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;
- groups or individuals with outstanding balances owed to the City of Nanaimo;
- publicly funded or private educational institutions (public schools, universities, colleges, training organizations); and
- organizations and activities outside the City of Nanaimo.



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

Organizations that receive Operating grant support are eligible, in some circumstances¹, to apply to the following Project grant types:
Collaborations and Partnerships OR Organizational Capacity Building

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

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.

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.



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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 circumstances¹, to apply to the following Project grant types: **Collaborations and Partnerships** OR **Organizational Capacity Building**

¹ 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;
- groups or individuals with outstanding balances owed to the City of Nanaimo;
- publicly funded or private educational institutions (public schools, universities, colleges, training organizations); and
- organizations outside the City of Nanaimo.



Organizations **may not be eligible** for Project Grant funding if they have received other funding assistance through 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.

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).

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- 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.

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