



# City of Nanaimo Culture & Heritage Grants

## Operating Grant Guidelines

### **2021 Grant Deadline**

Monday, October 19, 2020

For more information, contact

Parks, Recreation & Culture  
250-755-4483  
[cultureandevents@nanaimo.ca](mailto:cultureandevents@nanaimo.ca)

*Last updated September 2020*

## Introduction

The City of Nanaimo recognizes the vital contribution of arts, culture and heritage activities to the City's economic and social progress; the value of artistic and cultural expression; and enjoyment of life by its citizens. The City of Nanaimo is committed to supporting and encouraging an active arts, culture and heritage sector.

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

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

The City of Nanaimo supports arts and recreation as a vital part of everyday life, as described in the *2019-2022 Corporate Strategic Plan*. The work of the Culture & Events team is guided by City plans, including the *2014-2020 Cultural Plan for a Creative Nanaimo* and grounded in respectful, collaborative relationships with the communities we serve. Our role is that of convenor, connector, facilitator, enabler and funder. We recognize that Nanaimo's arts, culture and heritage organizations are diverse and independent, united by a desire to create impact and value for diverse publics.

## Planning for 2021

Applicants should consider the ongoing impacts of COVID-19 in their planning for 2021. Please address how your organization will comply with public health orders and other guidelines related to COVID-19. In 2021, as our community recovers from COVID-19, applicants are encouraged to re-imagine and re-build their activities to ensure they are relevant and can be delivered safely.

## Purpose

To provide operational support for 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

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

This grant is intended for arts, culture and heritage organizations based in Nanaimo with demonstrated commitment to contributing to the cultural life of the city by:

- 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

Applicants must:

- be based in Nanaimo and incorporated in good standing (provincially and / or federally) as a non-profit 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 non-profit professional culture and heritage organizations that have been in existence for at least 4 years. In order to be eligible, applicants must have received at least 1 annual grant through the City's Culture & Heritage grant programs; must have an arts / culture / heritage mandate; 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. Professional organizations are defined as those that employ professional artists, 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)
- Organizations and activities outside of the boundaries of 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 who wish to undertake opportune collaborative projects or capacity building activities that have not already been described in operating grant programs may apply for either **Collaborations and Partnerships** or **Organizational Capacity Building** as a separate Culture & Heritage Project Grant.

### **Eligible Activities**

Proposed programs of work (1 or 3 years) will comprise of multiple activities that fall into the main areas of programming, audience development, administration and promotion.

- Arts, culture and heritage offerings, public engagement and community outreach initiatives
- Ongoing administrative and programming activities that support the objectives of the Culture & Heritage Operating Grant program
- Specific initiatives that foster collaborations and partnerships with other organizations (public and private, non-profit and for-profit)

### **Ineligible Activities**

- Activities where the central focus or theme is not arts, culture or heritage
- Capital projects
- Recuperation of deficits
- Bursaries or scholarships
- Activities occurring primarily outside of the City of Nanaimo
- Organizations who receive Operating assistance through other sources at the City of Nanaimo

### **Assessment Criteria**

Applications will be evaluated based on the following criteria:

#### **(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
- Degree to which proposed activities are innovative and / or degree to which proposed activities have community support
- Alignment with Culture & Heritage Operating Grant program outcomes

**(40%) RELEVANCE / FEASIBILITY**

- Activities that reflect the strategic priorities of the City and furthers the *2014-2020 Cultural Plan for a Creative Nanaimo*
- Organizational capacity, governance and capacity to deliver the proposed project
- Financial health of the organization, as demonstrated by financial statements and realistic proposed budgets with diverse 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

**(20%) COMMUNITY 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 and vitality of the arts, culture and heritage sector
- Potential to raise the profile of Nanaimo through promotion of its arts, culture and heritage offerings

The City's strategic funding priorities for the 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 must be received by the deadline. Late or incomplete applications will not be considered. Applications will be screened to determine eligibility and evaluated according to the assessment criteria. Recommendations will be made to Council for distribution of funds. Decisions are guided by the program's mandate, objectives and assessment criteria. Council decisions are final. Applicants will receive written notification of Council's decision within 90 days of the application deadline date.

### **Appeal Process**

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

### **Confidentiality**

Documents submitted by applicants become property of the City of Nanaimo. 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 (2021)

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

### 2021 Grant Deadline

Monday, October 19, 2020

### How to Submit your Application

- **By Email (by midnight)** to [culturegrants@nanaimo.ca](mailto:culturegrants@nanaimo.ca)  
(PDF attachments only, total email size must not exceed 10 MB)
- **By Dropbox (by 4:00 pm)** to the Bowen Complex located at 500 Bowen Road. The dropbox is located on the lower level of the building near the tennis courts (Pine Street Entrance). The building is open to program registrants only (as of September 10). Please make sure your package is clearly marked with the applicable grant name.

A confirmation email will be sent to all applicants (using the email address indicated in your application form) to confirm that we have received your submission.

### Important Notes

- Late applications will not be reviewed.
- Applicants who have received funding in previous years must provide a complete Final Report within 90 days of organization's fiscal year-end, or before a new funding request is submitted for consideration. Failure to provide a final report will render new applications ineligible.
- **Culture & Heritage Grant Final Report Form** is available at [www.nanaimo.ca/culture-environment/grants/culture-heritage-operating-grant](http://www.nanaimo.ca/culture-environment/grants/culture-heritage-operating-grant) (or by contacting us directly).

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### Grant Request Details

- ☐ One-Year Operating Funding
- ☐ Three-Year Operating Funding (Please refer to three-year funding eligibility as noted in the guidelines)

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

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

### Organization Details

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

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

City \_\_\_\_\_

Phone \_\_\_\_\_

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

*\* Must be available to be contacted in December 2020*

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

BC Society Registration No. \_\_\_\_\_

Is your society in good standing with the BC Registrar?

- ☐ Yes
- ☐ No

Does your organization operate within the City of Nanaimo?

- ☐ Yes
- ☐ No

### Applicant Profile (no more than 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). Describe how your plan takes into account health and safety measures related to COVID-19. How are you planning to adapt?

### Description of Program of Work (no more than 5 pages / single sided / no staples)

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

#### (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
- Alignment with program outcomes

**(40%) RELEVANCE / FEASIBILITY**

- Activities that reflect the strategic priorities of the City
- Organizational capacity, governance and administrative capacity to deliver the proposed project
- Financial health of the organization, as demonstrated by financial statements and realistic proposed budgets with diverse 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
- Alignment with the *2014-2020 Cultural Plan for a Creative Nanaimo*

**(20%) COMMUNITY 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 and vitality of the arts, culture and heritage sector
- Potential to raise the profile of Nanaimo through promotion of its arts, culture and heritage offerings

**BC Society Act Annual Report**

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

**Financial Information**

- ☐ Attach a **current operating** budget and **proposed operating** budget for next year. Ensure that you are using the template labelled **Culture & Heritage Grant Budget Form** available at [www.nanaimo.ca/culture-environment/grants/culture-heritage-operating-grant](http://www.nanaimo.ca/culture-environment/grants/culture-heritage-operating-grant) (or by contacting us directly)
- ☐ 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 organization already receive (or have you applied) for other sources of City funding?

- ☐ Yes
- ☐ No
- ☐ Pending Application: Grant Type \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_

If yes, please specify the source(s) (grant types) and dollar amount(s) (attach additional sheets if required):

Grant Type \_\_\_\_\_ Amount Granted \$ \_\_\_\_\_

Grant Type \_\_\_\_\_ Amount Granted \$ \_\_\_\_\_

**Further Support Material** (no more than 4 pages / single sided / no staples / scanned copies only / no originals)

- ☐ 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.)

### Final Report on Previous Year Funding

- ☐ Applicants who have received funding in previous years must provide a complete a 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 render new applications ineligible. **Culture & Heritage Grant Final Report Form** is available online at [www.nanaimo.ca/culture-environment/grants/culture-heritage-operating-grant](http://www.nanaimo.ca/culture-environment/grants/culture-heritage-operating-grant) (or by contacting us directly).

### 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.