



City of Nanaimo Culture & Heritage Grants

Project Grant Guidelines

2021 Grant Deadline

Monday, October 19, 2020

For more information, contact

Parks, Recreation & Culture
250-755-4483
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 project 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 assist culture and heritage organizations to realize projects that benefit our community and contribute to the cultural, social 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

Eligibility Criteria

Both professional and community-based culture and heritage organizations may apply. 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 minimum of 1 year (new and emerging groups will be evaluated on a case-by-case basis);
- 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
- demonstrate 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.

Project grants fund a maximum of 25% of total project costs. Applicants may submit up to 3 applications for 3 separate 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)
- Organizations located outside of the boundaries of the City of Nanaimo

Organizations presently receiving Operating grants may apply for projects in two categories: **Collaborations and Partnerships** or **Organizational Capacity Building**. Activities must not be funded or previously described in City of Nanaimo Operating Grant programs of work

Eligible Projects

Proposed projects will fall into 4 main areas:

- **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 or one-time culture and heritage festivals)
- **Collaborations and Partnerships** (i.e. special projects that involve collaboration or partnership with other organizations, including non-profit and for-profit businesses)
- **Organizational Capacity Building** (i.e. initiatives that seek to increase the organizational 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 performance and impact. This can include 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
- Capital projects
- Recuperation of deficits
- Bursaries or scholarships
- Projects occurring outside of the boundaries of the City of Nanaimo
- Projects that have received funding 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 project, participating artists or contributors
- The degree to which proposed activities are innovative or distinctive
- The degree to which the proposed project has community support

(40%) RELEVANCE / FEASIBILITY

- Activities that reflect the four strategic priorities of the City and *2014-2020 Cultural Plan for a Creative Nanaimo*
- Planning and administrative capacity to deliver the proposed project
- Realistic proposed budgets with diverse sources of revenue

(20%) COMMUNITY IMPACT

- 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
- 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:

- 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 and cross sector organizations; and
- neighborhood-based projects.

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

Project Grant Application Form (2021)

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 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
(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 the conclusion of the project / event. 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-project-grant (or by contacting us directly).

For more information, contact

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Last updated September 2020

Grant Request Details

Grant Year _____ 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 or one-time culture and heritage festivals)
- ☐ **Collaborations and Partnerships** (i.e. special projects that involve collaboration and partnership with other organizations, including non-profit and for-profit businesses)
- ☐ **Organizational Capacity Building** (i.e. initiatives that seek to increase the 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 performance and impact. This can include activities such as leadership development, strategic planning, program design and evaluation, financial planning and management and others.

Project Title _____

Dates / Times of Project _____

Location _____

Organization Details

Legal Name of Organization _____

Organization Mandate _____

Address _____ Postal Code _____

City _____

Phone Number: _____

Contact Person* _____ Position _____

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

Phone _____ Email _____

How many years have you been an organization? _____ 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

Description of Project (no more than 3 pages / single sided / no staples)

- ☐ Please be specific. Attach a description of the project responding directly to the assessment criteria as described below. Describe how your plan takes into account health and safety measures related to COVID-19. How are you planning to adapt?

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 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 City's strategic priorities.

COMMUNITY IMPACT (20%) Describe the intended impact of the project on the communities served and describe your target audiences. Provide information on projected attendance, and the economic impact of the project. Where relevant, refer to actual attendance numbers if event was held previously. For new activities, provide an estimate of attendance.

Will your event require a street closure?

- ☐ Yes
☐ No

Does your activity take place in Nanaimo?

- ☐ Yes
☐ No

Is this a first-time project?

- ☐ 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

- ☐ Use the **Culture & Heritage Grant Budget Form** to list all revenues (including sources) and expenses, available at www.nanaimo.ca/culture-environment/grants/culture-heritage-project-grant (or by contacting us directly).

Does your project already receive (or have you applied) for other sources of City funding?

- ☐ Yes
☐ No

☐ Pending Application: Grant Type _____ Amount Requested \$ _____

If yes, 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 (i.e. scanned programs, a poster or brochure of one event in previous or current year)

Final Report on Previous Year Funding

- ☐ Applicants who have received funding in previous years must provide a complete Final Report within 90 days of the conclusion of the project / event. Failure to provide a final report will render new applications ineligible. Ensure that you are using the correct template labelled **Culture & Heritage Grant Final Report Form** available at www.nanaimo.ca/culture-environment/grants/culture-heritage-project-grant (or by contacting us directly).

Signature and Declaration

I hereby certify that the information included with this application is complete, and 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 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.