

ATTACHMENT B



City of Nanaimo Culture and Events Resilience Grant 2021

Guidelines, Application Form, Terms and Conditions

Grant Application Deadline: March 1, 2021

How to Submit your Application

- Online (by midnight).

Upload a PDF of the signed application and attachments for all sections using the online submission process found at www.nanaimo.ca/culture-environment/grants/apply-for-resilience-fund-2021/

- In person (by 4:00 pm)

Using the Culture & Events Dropbox at 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). Please make sure your package is clearly marked with the applicable grant name.

A confirmation of your submission will be sent by email to all applicants using the email address indicated in your application form.

Questions? We are happy to help. An optional information session will be held via zoom on February 10, 2021 from 12:00-1:00pm. Please contact us to sign up.

For more information, contact

Parks, Recreation & Culture

250-755-7514

culturegrants@nanaimo.ca

About the Resilience Grant

The Resilience Grant responds to the needs of Nanaimo's arts and culture community with flexible, rapid one-time funding.

The Resilience Grant offers funding in the range of \$1,000 to \$5,000, in response to emerging community needs, opportunities, pressures and changes resulting from the COVID-19 pandemic. The goal is to support local initiatives that contribute to stability of the arts and culture ecosystem, contribute to community resilience, and take advantage of emerging opportunities.

The program aligns with City of Nanaimo Strategic & Cultural Plans by; creating a vibrant culture of innovation, stewardship and partnership to encourage a diverse and healthy economy now and into the future and supporting arts and culture as an integral part of everyday life. The Cultural Plan promotes the strengthening of the creative sector by investing in organizations and people who enliven our community as a cultural space.

The Resilience Grant can be used to support:

1. One-time programs, events, or initiatives taking place in 2021

or

2. Activities that reflect efforts to adapt or respond to the COVID-19 pandemic by addressing organizational capacity needs and manage transition, including human resources, governance, community engagement and outreach, revenue diversification, mentorships, pursuing goals of equity, diversity, accessibility and inclusion

or

3. Projects by new applicants seeking funds from the City of Nanaimo for the first time

This is a one-time funding program.

Eligibility

Eligible Applicants

- Individual artists, collective and non-profit organizations are all eligible to apply
- Organizations must have an arts or culture mandate, or a mandate to provide services to the arts and culture sector
- Organizations and collectives must be based in Nanaimo, individuals must be a full-time resident of Nanaimo

This fund especially encourages first-time applicants.

Eligible Activities

The Resilience Grant program supports projects that adapt to our current environment of change and can include:

Programming, events, or initiatives taking place any time in 2021

Priorities for funding:

- Projects that help you grow as an artist or an organization (for example: mentorships, skill building initiatives, networking, training)
- Discreet purchases that will offer you a tool to reduce barriers you identify or can help you solve a problem (for example: software, special equipment for new initiatives)
- Applications by groups or individuals seeking support from the City of Nanaimo for the first time
- Expenses that help you to realize an opportunity that has arisen due to the pandemic
- Activities that pursue goals of equity, diversity, accessibility and inclusion

Eligible Expenses

Costs related to proposed initiatives, up to 75% of the total project cost. Expenses can include:

- Artist fees
- Programming expenses
- Administrative expenses related to a one-time project
- Purchase of Minor Capital (equipment under \$5K)

Exclusions

Funds are not available to support:

- Operating expenses
- Project phases or activities that have begun prior to the deadline
- Operating budget deficits
- Direct fundraising activities
- Projects or activities funded through other City of Nanaimo programs

How to Apply

Applicants must supply the following required materials:

Organizations

(1 page) An **organizational profile** including mission, mandate, structure and information about any members of the organization that will be involved in the activities proposed in this application.

(1-2 pages) A **project description** outlining the goals of your proposed activity, and how you will use the funds.

(1-2 pages) A **budget** for this project that demonstrates thorough understanding of revenues and expenses.

(1 page) A **timeline** of activities that will take place and identify the location which they occur.

Relevant **support materials**

Collectives and Individuals

An **individual or collective profile**, including biographies and CVs of the active participants in the proposed grant activities.

(1-2 pages) A **project description** outlining the goals of your proposed activity, and how you will use the funds.

(1-2 pages) A **budget** for this project that demonstrates thorough understanding of revenues and expenses.

(1 page) A **timeline** of activities that will take place and identify the location which they occur.

Relevant **support materials**

All Applicants

Provide Support Materials

The following materials may be supplied in support of your application

- up to 10 images (Jpeg files preferred)
- up to 5 sound clips, no more than 2 minutes in length (online links preferred)
- up to 5 minutes of video (online links preferred)
- up to 10 pages in writing samples
- related publicity or marketing materials
- other: participant biographies

Adjudication Process

Projects should demonstrate a clear scope, timeline, and expected outcome. The activities must be outlined in detail, including information about those who will be responsible for carrying out the activities of the grant.

All applications will be evaluated and funds distributed according to the following criteria:

Artistic Merit

- Demonstrate how the proposed project will advance the art form, skills or practice that are central to your work. Consider the following points:
 - Clarity, focus and vitality of a proposed project. Is it unique? Does it advance your practice?
 - Benefit to the applicant and the broader arts and cultural community. Does it meet a need, or offer something new?
 - An artistic program which reflects and fulfills your mandate or stated goals.
 - A sound and well-articulated artistic plan and a demonstrated ability to fulfill that plan. Is it focused, clear and achievable?

Community Impact

- Provide an understanding and evidence of unmet needs in your organization or practice. Consider the following points:
 - Promotion of local arts and culture.
 - Contribution to the community which may include outreach, audience development, educational activities for the public, economic impact, and or volunteer participation

Feasibility

- Refer to achievable goals in your proposed project. Consider the following points:
 - Abilities to realize a project, including timeline and financial planning
 - Clearly detailed project goals
 - The inclusion of and engagement with appropriate protocols and practices, particularly in regard to Indigenous artists and communities, where applicable
 - Demonstrated awareness of the quality of working conditions for those contributing to the project, including a commitment to cultural safety
 - Evidence of competent administration at your organization (i.e. evidence of a functional Board and clearly articulated administrative and governance structures), or demonstrated knowledge appropriate to your individual or collective pursuit (i.e. appropriate training or demonstrated ability to undertake the proposed project).
 - Evidence of a budgeting ability, including the ability to identify appropriate revenue sources, (such as earned revenue, funding from other levels of government, or support from the private sector through fundraising, donations, sponsorships, or memberships) as well as a detailed projected project expenses

Demonstrated Need

- Specify how this funding will be used to meet your needs. Consider the following points:
 - Articulate how public funding supports the request made in your applications
 - Demonstrate how the project meets your goals and priorities or offers a unique opportunity to the community in the context you will undertake your work

Grant applications will be reviewed by an internal City of Nanaimo Culture and Events Staff review committee based on program criteria and demonstrated need. Recommendations will be forwarded to Council for final approval. Council decisions are final.

Terms and Conditions of Funding

General Terms and Conditions	<p>You must formally acknowledge that you accept your grant by the date specified in your results letter. The awarding of a grant is at the sole and absolute discretion of the City of Nanaimo. The City of Nanaimo retains the right to rescind or reduce any grant previously awarded. The circumstances for rescinding a grant include but are not limited to:</p> <ul style="list-style-type: none"> • failure to meet the terms and conditions of the grant • failure to comply with legal obligations • failure to respect the commitment to provide a workplace free from harassment, discrimination and sexual misconduct • unapproved changes to funded activities • significant risk of insolvency or bankruptcy
Final Reports	<p>Grant recipients must use the Resilience Grant Report Form to complete and submit their final report by the due date specified in the results letter. Final reports must detail any substantial changes to your original proposal and must include an accounting of spent and unspent funds. Failure to provide a final report will result in the rejection of all new funding applications.</p>
Grant Repayment	<p>If for any reason you cannot use the grant at the expected time, decide not to carry out the plans described in your grant application or refuse the grant conditions, you must notify us immediately. If you are unable to complete your project or event any unspent funds must be returned to the City of Nanaimo. Unused grant funds will not be carried over to the next calendar year. If you do not use the entire grant amount, any unused portion belongs to the City of Nanaimo.</p>
Payment	<p>The City of Nanaimo will deliver awarded funds by cheque or direct deposit. To receive funds via EFT, recipient must fill out and return the EFT form.</p>
Changes to Activities	<p>Changes to the scope of your original proposal must be approved by the City of Nanaimo. You must notify the City of Nanaimo immediately if you cannot use part or the entire grant during the period stated in your application. If there are major changes to your proposed activities (for example: changes to the focus of the project, in the activity budget, to key creative personnel or a significant change to the timeline) you must submit a project update form for approval.</p> <p>City staff must approve any major changes to your funded activities before you carry them out.</p>
Acknowledgement of the City of Nanaimo and Logo Use	<p>Public acknowledgement of support is mandatory for all grant recipients. Please ensure that all materials (including copies of reports, advertising, oral presentations and publicity relating to the project(s) or programming credit the support of the grant. Please ensure proper logo use when crediting the City of Nanaimo's support. You can request logo files by contacting culturegrants@nanaimo.ca.</p>

Permits, Fees, Applications	The approval of this grant does not indicate approval of associated required permits for public events. Processing special event permits can take several weeks. It is the responsibility of the applicant to ensure that all necessary permits have been obtained prior to commencing project and or event and ensure compliance with all required permits.
Health Orders	All Provincial Health Orders must be adhered to and applicant must complete and follow a COVID-19 safety plan.
Confidentiality	Documents submitted 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 for the purpose of evaluation and analysis. The City will not release information to the public except where required under the Province of BC's Freedom of Information or Privacy Act or other legal disclosure process.
Tax Implications	Individual applicants will be required to submit Social Insurance Number to the City of Nanaimo Accounting Department. The City is required to issue T4A's to individuals who are paid more than \$500 in a calendar year. Collectives must be prepared to accept the grant in the name of one designated applicant, and will supply a single social insurance number. Organizations must be registered non-profit societies, in good standing, and will receive cheques in the society name.

FAQ

* Can I apply for more than one project/initiative?

- No, applicants are limited to one grant request in the Resilience Grant.

* Can I apply to this program if I have received other funding from City of Nanaimo for my project?

- No. Applicants for the Resilience Grant may be receiving other grant funds for their proposed initiative, provided the funds are not awarded to them by the City of Nanaimo.

* My activity will start in 2021, but will last into 2022, am I still eligible to apply?

- The fund supports activities that are initiated in 2021. Applicants with activities that spill over into 2022 will not be eligible to apply to any future Culture and Events funding until a report for funds received in this program has been provided.

* My project will take place later in the year, and I don't know yet what the relevant public health regulations will be. What information do I need to provide?

- If your project involves a public activity, please provide an account that demonstrates how your activity can safely take place under the COVID-19 Public Health Orders that are in place at the time of application. For example, if the current protocols limit public gatherings to less than 50, you must provide a plan for your activity that conforms to this regulation.

Application Form

Legal Name of Organization or Individual:		Request Amount:	
Social Insurance Number or BC Societies Registration Number:			
Contact Person:		Position:	
Phone Number:		Email Address:	
Mailing Address			
Funding Description: Please provide a 25 word description of your request			
Start Date and End Date of Activities:	<div style="display: flex; justify-content: space-between; align-items: center;"> <div>____/____/____ day / month / year</div> <div>-</div> <div>____/____/____ day / month / year</div> </div>		

Signature and Declaration

I hereby acknowledge that the information included with my application is complete, is true and correct to the best of my knowledge.

Where required, I have been authorized by the Board of Directors to make this declaration and to submit this acknowledgement on behalf of the above-named organization.

X	x	x
Signature	Name and Position	Date

For more information, please contact Culture & Events.

Phone: 250-755-7514

Email: culturegrants@nanaimo.ca

Office: Bowen Complex, 500 Bowen Road, Nanaimo, BC

Mailing: 455 Wallace Street, Nanaimo BC, V9R 5J6

1. APPLICANT PROFILE

Organizations

Provide an organizational profile. What is your mission, mandate, and organizational structure? Please offer information about any members of the organization that will be involved in the activities proposed in this application. (1 page)

Collectives and Individuals

Provide an individual or collective profile. Who will be responsible to carry out the activities of this proposal? Please append biographies and/or related CVs in your support materials. (1 page)

2. PROJECT OUTLINE

What activities will you undertake? Where will activities take place? Describe how you will use the funds, and any expected outcomes. (1-2 pages)

3. BUDGET

Using the form provided, please supply a budget for this project that demonstrates thorough understanding of revenues and expenses.

REVENUES

PUBLIC FUNDING	
City of Nanaimo (this request)	
Other (specify):	
EARNED REVENUE (specify):	
FUNDRAISING (specify):	
OTHER (specify):	
TOTAL REVENUES	

EXPENSES

FEES	
Artist Fees	
Professional Fees	
Other (specify):	
PRODUCTION EXPENSES	
Rentals	
Materials and Supplies (specify):	
Insurance	
Permits	
Other (specify):	
MARKETING AND PROMOTION	
Advertising	
Print Materials	
COVID SAFETY	
ADMINISTRATION (specify):	
OTHER (specify):	
TOTAL EXPENSES	

Please note: Revenues and Expenses must balance.

Attach a separate page for budget notes, or for a more detailed breakdown, if appropriate.

4. ACTIVITY TIMELINE

Please supply a timeline of activities that will take place and identify other details about how they will occur. Who will undertake them? Where will they be located? (1 page)

5. SUPPORT MATERIALS

Please attach an information sheet detailing the contents of any support materials provided. The following materials may be supplied in support of your application.

- up to 10 images (Jpeg files preferred)
- up to 5 sound clips, no more than 2 minutes in length (online links preferred)
- up to 5 minutes of video (online links preferred)
- up to 10 pages in writing samples
- related publicity or marketing materials
- other: participant biographies

6. COVID Safety Plan

Provide an account that demonstrates how your project, initiative or activity can safely take place under the COVID-19 Public Health Orders that are in place at the time of application.

RESILIENCE FUND REVIEW CHECKLIST:

Event Name:						
Applicant Number:			Name of Applicant:			
Name of Assessor:			Date:			
Funding Request:		Total Budget:		%	(Max 75% project cost)	
Eligibility Criteria					YES	NO
Applicants are individual artists, collective and non-profit organizations						
Organizations must have an arts or culture mandate, or mandate to provide services to the arts and culture sector						
Organizations/collectives must be based in Nanaimo, individuals must be a full-time resident of Nanaimo						
In good standing – have we received all reports required for previous grants						
Priorities for funding:					YES	NO
Demonstrates a project - growth as an artist or an organization						
Discreet purchases that will offer you a tool to reduce barriers you identify or can help you solve a problem						
Seeking funding for the first time						
Expenses that help you to realize an opportunity that has arisen due to the pandemic						
Activities that pursue goals of equity, diversity, accessibility and inclusion						
Support Materials Required:					YES	NO
Provide detailed organizational, individual or collective profile as detailed						
Provide project description outlining the goals of your proposed activity						
Provide a complete project budget						
Provide a project timeline of activities and location						
Alignment of the initiative objectives with some or all of the City's priorities						
Assessment Criteria						
Artistic Merit:						
Demonstrates how the proposed project will advance the art form, skills or practice that are central to its work						
Assessment Criteria (1-Needs improvement to 5-Strong)	1	2	3	4	5	Score
Provides clarity, focus and vitality of a proposed project, how it is unique and/or how it advances practice						
Describes benefits to the applicant, arts and cultural community, how it meets a need, or offers something new						
Demonstrates how the artistic program reflects and fulfills mandate or stated goals						
Provides a sound, well-articulated artistic plan, ability to fulfill (focused, clear, achievable)						
Community Impact:						
Provides an understanding and evidence of unmet needs in organization or practice.						
Promotion of local arts and culture						
Contribution to the community (outreach, audience development, educational activities for						

the public, economic impact, and or volunteer participation)						
Feasibility:						
Assessment Criteria (1-Needs improvement to 5-Strong)	1	2	3	4	5	Score
Demonstrates the ability to realize a project, including timeline and financial planning						
Provides clearly detailed project goals						
Provides evidence of inclusion and engagement with appropriate protocols and practices, particularly in regard to Indigenous artists and communities, where applicable						
Demonstrates awareness of quality working conditions for those contributing to the project, including a commitment to cultural safety						
Evidence of competent administration, or demonstrated knowledge appropriate to your individual or collective pursuit						
Evidence of a budgeting ability, including the ability to identify appropriate revenue sources, and detailed projected project expenses						
Demonstrated Need:						
How will the funding be used to meet needs						
Demonstrate how funding supports the request and supports needs						
Demonstrate how the project meets goals and priorities or offers a unique opportunity to the community in the context to undertake work						
Final Score						
Provides COVID-19 safety plan using PHO & guidelines, demonstrates and ensures activities are relevant and can be delivered safely	Yes	No	Follow up needed:			
Other Comments: Program of work/project/details (Have all needed dates and details been provided?) HR Information (professional or volunteer driven) Budget (Did they use our form? Did they fill it out correctly?) Venues/spaces/places Marketing/partnerships/community outreach Audience/community Follow up Notes or Actions for this applicant						