

# **ATTACHMENT C**

## **OPERATING GRANT GUIDELINES, CRITERIA & ASSESMENT MATRIX**



### **City of Nanaimo Culture & Heritage Operating Grant 2021 Guidelines, Application Form & Terms and Conditions**

This is an application package 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 eligibility criteria and guidelines.

**2022 Grant Application Deadline: October 19, 2021**

## How to Submit your Application

- **Online**

Upload a PDF of the signed application and attachments for all sections using the online submission process

[www.nanaimo.ca/your-government/grants/culture-heritage-operating-grant](http://www.nanaimo.ca/your-government/grants/culture-heritage-operating-grant)

- **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). 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 submit a Final Report on your most recent completed fiscal year, at least 30 days before a new funding request is submitted. 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).

## **For more information, contact:**

**Culture & Events**

**250-755-4483**

**[culturegrants@nanaimo.ca](mailto:culturegrants@nanaimo.ca)**

## 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 work of the Culture & Events team is guided by the City of Nanaimo's plans. The Official Community Plan outlines a commitment to investing in arts and culture for the purpose of strengthening the City's economic base, improving the quality of life of residents, and enhancing community identity and pride. The Cultural Plan for a Creative Nanaimo further grounds the City's strategic goals to build respectful, collaborative relationships with the communities we serve.

Culture opens our minds to new perspectives. As convenor, connector, facilitator, enabler and funder, the City of Nanaimo recognizes the crucial role of Nanaimo's independent arts, culture and heritage organizations to be united by a desire to create impact and value for diverse publics.

## 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.

## Strategic Priorities

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.

## Program Objectives

This grant is intended to support arts, culture and heritage non-profit organizations based in Nanaimo with demonstrated commitment to contributing to the cultural life of the City who:

- foster public enjoyment, engagement, community pride and a sense of shared identity through broad public access to a variety of quality arts, culture and heritage offerings
- support and compensate local and regional professional artists
- contribute a significant impact to the local creative economy
- advance local arts, culture and heritage practices by contributing to Nanaimo's cultural life locally, regionally, nationally and internationally

## Eligibility Criteria

Applicants must:

- be incorporated as a non-profit in Nanaimo and 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).

Operating grants fund a maximum of 25% of an organization's total annual operating budget.

### Eligibility for Three-Year Funding

**NOTE: All applications for funds in 2022 will be directed to One-Year funding. The next opportunity to apply for Three-Year funding will be in 2023.**

Three-year funding is available to **established** professional culture and heritage non-profit organizations that have been in operation for at least 4 years. In order to be eligible, applicants must also be receiving operating funding at the provincial and/or federal level, and must have received at least 1 operating 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. 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
- Organizations with outstanding balances owed to the City of Nanaimo
- Publicly funded or private educational institutions (public schools, universities, colleges, training organizations)
- Organizations located and operating outside of the boundaries of the City of Nanaimo
- Organizations that have not submitted their final report

Organizations **are not eligible** for Culture & Heritage Operating Grant funding if they receive other operational funding from the City of Nanaimo.

Organizations that receive Operating grant support who wish to undertake opportune collaborative projects or capacity building activities that can be clearly demonstrated to be outside their regular operations may apply for one supplemental Culture & Heritage Project grant per cycle. Projects that will be considered must be either a new (non-recurring) **Collaboration or Partnership** or a specific **Organizational Capacity Building** activity (ie. professional development, mentorship, strategic planning). One supplemental Culture & Heritage Project grant can be submitted alongside Operating grants.

### Eligible Activities

Operating grants fund a year-round cycle of operations at an organization, and are a contribution to the overall operations, programs and activities of the organization. An organization seeking operating funds must demonstrate their ongoing activity by providing a “Program of Work,” which describes programming, administration, community involvement and promotion.

A “Program of Work” should describe:

- The mandate of your arts, culture and/or heritage organization and the kinds of activities you undertake, including public engagement and community outreach initiatives
- How your organization is composed, including the governance structure, and ongoing administrative and creative staffing
- Specific initiatives that foster collaborations and partnerships with other organizations (public and private, non-profit and for-profit)

### Ineligible Activities

- Capital projects
- Recuperation of deficits
- The distribution of bursaries or scholarships

## 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

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

- Activities that align with the Culture & Heritage Grant program objectives and strategic priorities
- Organizational capacity, governance and demonstrated ability to deliver the proposed project
- Financial health of the organization, as demonstrated by financial statements and realistic proposed budgets with diverse sources of revenue

### **(20%) COMMUNITY IMPACT**

- Ability to provide rich cultural experiences and learning opportunities for the public that build appreciation for arts, culture and heritage
- Offer professional services and opportunities to artists that can support and advance their work or career
- Economic impact in the community, contribution towards the health and vitality of the arts, culture and heritage sector

## 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.

## 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.

## Terms & Conditions of Funding

<b>General Terms and Conditions</b>	<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"> <li>• failure to meet the terms and conditions of the grant</li> <li>• failure to comply with legal obligations</li> <li>• failure to respect the commitment to provide a workplace free from harassment, discrimination and sexual misconduct</li> <li>• unapproved changes to funded activities</li> <li>• significant risk of insolvency or bankruptcy</li> </ul>
<b>Final Reports</b>	<p>Grant recipients must use the Culture &amp; Heritage 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>
<b>Grant Repayment</b>	<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>
<b>Payment</b>	<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>
<b>Changes to Activities</b>	<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 purposes of your organization) you must submit an interim update for Staff approval.</p>
<b>Acknowledgement of the City of Nanaimo and Logo Use</b>	<p>Public acknowledgement of support is required 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 <a href="mailto:culturegrants@nanaimo.ca">culturegrants@nanaimo.ca</a>.</p>
<b>Permits, Fees, Applications</b>	<p>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.</p>

<b>Confidentiality</b>	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.
<b>Tax Implications</b>	Organizations must be registered non-profit societies, in good standing, and will receive cheques in the society name.



## Frequently Asked Questions (FAQs)

### **My organization is located outside the City of Nanaimo boundaries. Are we eligible?**

In order to be eligible for funds at the City of Nanaimo, your organization must be registered as a non-profit with an address inside the boundaries of the City. Organizations that operate in multiple communities must be able to demonstrate public activities taking place inside the City limits in order to receive funding through the Culture & Heritage Operating grant.

### **What type of grant should I apply for? What is the difference between Project and Operating?**

Operating grants differ from Project grants in that they fund a year-round cycle of operations at an organization, and are a contribution to the organization. Groups with operating funds are expected to run year-round activities, hold an established administrative structure that reports to a volunteer Board of Directors, and has the capacity to have independently prepared or audited financial statements. The funding received is a contribution to ALL activities, including all programs that arise throughout the year. They must be able to demonstrate confirmed ongoing activity by providing a “Program of Work,” which describes programming, administration, community involvement and promotion. An organization in receipt of operating funds has flexibility to adapt their program of work to respond to organizational change, but can only apply to one project grant per cycle.

Project grants differ from operating grants in that they are allocations toward the realization of a specific project or series of activities. Instead of a ‘program of work,’ an application for project funding would describe the nature of the project, who is involved, when and where it will take place. Administrative costs associated to the delivery of the project are eligible (for example: venue rental, staffing, or promotional costs), but the organization’s ongoing operating expenses (like office rent, or utilities) are not considered a project cost.

### **My organization is applying to host our annual cultural event fundraiser, with proceeds going to charity. Can we seek support from the City of Nanaimo?**

Fundraising activities, where the outcome generates funds for a separate charitable cause are not eligible for funding through this program. Organizations that undertake fundraising activities, such as regular programs and events that charge a fee for entry, where the funds raised will be a portion of the annual revenues at the organization applying for funding, are eligible to apply, provided their fundraiser is not the sole activity of the organization.

## Application Information Form

### Organization Details

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

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

City \_\_\_\_\_

Phone \_\_\_\_\_

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

*\* Must be available to be contacted in December 2021*

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

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

Is your society in good standing with the BC Registrar?

☐ Yes

☐ No

### Grant Request Details

One-Year Operating Funding

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

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

**A1. Applicant Profile** (no more than 1 page / single sided / no staples)

Input a summary of your organization

- What is your mandate? What is your mission?
- Provide a brief history of your organization
- Does your organization have paid staff or is it volunteer-run?
- Who are your board members and what are their roles?

**A2. Program of Work** (5 pages / single sided / no staples)

Describe your 'program of work.' Refer to the assessment criteria as above for guidance.

A 'program of work' is a description of your full year (or three-year) cycle of planned activities. The description should address four key areas: cultural programming, outreach/audience development, administration and promotion. Respond to these questions:

What is your proposed programming for 2022? Identify the participating artists or contributors.

How does this programming reflect your mission and goals?

Who is the community you will reach through your programming?

**A3. Activity Plan** (1-2 pages max)

A summary timeline that highlights the events you will undertake over the course of the program of work.

#### **A4. Required Financial Information**

- ☐ Using the form provided, please supply a budget that identifies the actual revenues and expenses of your previous year of activities, and a budget of revenues and expenses for the year of your request.

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)

#### **A5. BC Society Act Annual Report**

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

#### **A6. Support Material**

Attach support materials such as: video documentation, images with corresponding descriptions, news articles or press coverage, brochures / programs of one event in previous or current year, resumes, and publications. Follow the guidelines below:

- ☐ 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 or participant biographies



## Other Information

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

☐ 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 \$ \_\_\_\_\_

## Final Report on Previous Year Funding

- ☐ Applicants who have received funding in previous years must submit a Final Report on your most recent completed fiscal year, at least 30 days before a new funding request is submitted. **Failure to provide a Final Report will render new applications ineligible.**

## Signature & 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.

\_\_\_\_\_  
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.

## Culture & Heritage Grant Budget Form

Please use the fillable excel document, available for download on our website.

**CITY OF NANAIMO**  
**CULTURE AND HERITAGE GRANT**  
 PRELIMINARY COMMENT FORM

# OPERATING

## Part A: Identification

Name of Assessor

Name of Applicant

Application no.

Date

Nov 29, 2021

## Part B: Preliminary comments and score

Assessment Criteria	1 needs improvement	2	3	4	5 strong	Score
<b>MERIT (40%)</b>						
Quality of proposed programming activities, participating artists and / or contributors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Alignment of proposed activities and goals with the organizations's mandate, vision and mission.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Degree to which proposed activities are innovative and / or degree to which proposed activities have community support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Alignment with program outcomes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Subtotal					Weighted	
<b>RELEVANCE / FEASIBILITY (40%)</b>						
Activities reflect the strategic priorities of the City and further the Cultural Plan for a Creative Nanaimo	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Organizational capacity, governance and administrative skills to effectively underpin the organization and its proposed activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Financial health of organization, as demonstrated by financial statements and provision of realistic proposed budgets with diversified sources of revenue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Degree to which the organization can effectively generate and participate in partnerships and collaborations with other organizations and community groups and artists	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Subtotal					Weighted	
<b>POTENTIAL IMPACT (20%)</b>						
Public impact in terms of providing rich experiences and learning opportunities that build appreciation for the connection to arts, culture and heritage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Benefits to participatin artists in terms of opportunities and professional services provided; and potential for advancing their work or career	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Economic impart in the community, contribution toward health and vitality of the arts culture and heritage sector	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Potential to raise the profile of Nanaimo through promotion of its arts, culture and heritage offerings, locally, regionally, nationally and internationally	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Subtotal					Weighted	

## FINAL SCORE

### Other comments

Please use this box to capture any comments or notes that you may have that are not already captured above. Please note that your comments are limited to the size of this box.