

**ATTACHMENT D**  
**PROJECT GRANT GUIDELINES, CRITERIA & ASSESMENT MATRIX**



**City of Nanaimo Culture & Heritage Project Grant**

**Guidelines, Application Form & Terms and Conditions (2022)**

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 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-project-grant](http://www.nanaimo.ca/your-government/grants/culture-heritage-project-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 project, at least 30 days before a new funding request is submitted. If your previous project is not yet complete, please submit an interim report. Failure to provide a 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)**

*Last updated July 2021*

## 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 convener, 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 assist culture and heritage organizations to realize projects that benefit our community and contribute to the cultural, social and economic vitality of Nanaimo.

## Strategic Priorities

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.

## 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 in 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

Both professional and volunteer-driven culture and heritage non-profit organizations may apply.

Applicants must:

- be based in Nanaimo
- be incorporated and in good standing (provincially or federally) as a non-profit organization with an arts, culture or heritage mandate;
- 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 project support from other sources (public and/or private, cash and/or in kind);

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 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 one supplemental project grant per funding cycle in one of two categories: **Collaborations and Partnerships** or **Organizational Capacity Building**. Activities must not be funded through the City of Nanaimo's Culture & Heritage Operating Grant.

## Eligible Projects

Proposed projects will fall into 4 main areas:

- **Events** (i.e. public events and community arts, culture and heritage projects that animate public space).
- **Festivals** (i.e. recurring or one-time culture and heritage festivals)  
Note: Events and Festivals taking place downtown may apply to either the Downtown Event Revitalization Fund or to the Culture & Heritage Project Grant. <link>
- **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 is not arts, culture or heritage
- Capital projects
- Recuperation of deficits
- The distribution of 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 funding priorities outlined in this grant
- Demonstrated capacity to plan, administer and 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

## 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.</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 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>
<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>	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.
<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 to apply?**

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 a Culture and Heritage Project Grant.

### **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.

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

Yes. Based on funds available, up to three Project Grant applications may be approved in a year.

### **Can our organization apply for a Culture & Heritage Project Grant and a Culture & Heritage Operating Grant?**

Applicants who are receiving Culture & Heritage Operating support may apply for one supplemental project grant. Organizations that receive Operating grant may apply for one project grant that is either a collaboration with another organization or a capacity building activity. The application must clearly demonstrate how the request falls outside of regular operations.

### **Can our organization apply for a Culture & Heritage Project Grant and a Downtown Event Revitalization Grant?**

Organizations may apply to both funds, provided the requests are for separate projects, events or activities.

### **My activity will start in 2022, but will last into 2023, am I still eligible to apply?**

Yes, the fund supports activities that are initiated in 2022. Organizations with activities that carry over into 2023 must supply an interim report when submitting a new application to the Culture & Heritage Project Fund.

## Application Form

### Organization Details

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

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

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

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

City \_\_\_\_\_

Phone Number \_\_\_\_\_ 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

Is this a first-time project?

☐ Yes

☐ No

### Grant Request Details

Grant Period (eg. Jan 1 2022-Dec 31 2022) \_\_\_\_\_

Request Amount \$ \_\_\_\_\_ (max. 25% of total project budget)

Total Project Budget \$ \_\_\_\_\_

## Project Details

Please specify the type of project:

- ☐ **Activity / Event** (i.e. public events, arts, culture, heritage initiatives that have a cultural outcome or community impact)
- ☐ **Festival** (i.e. recurring or one-time arts, culture or 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 \_\_\_\_\_

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

- ☐ Yes
- ☐ No

Pending Application: Grant Type \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_

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

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

**A2. Description of Project** (up to 3 pages / single sided / no staples)

Attach a description of the project, the context in which the project will take place, the objectives of the project and how these objectives will be carried out. Where does your activity take place? Who is involved? List and describe all artists, artworks or other major participants in the project.

### A3. Activity Timeline

Summarize your schedule of activities in a timeline format, (include research and planning).

#### A4. Community Impact

Describe the intended impact of the project on the communities served and describe your target audiences. Provide details about how you will promote your project. 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.

### A5. BC Society Act Annual Report

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

### A6. Financial Information

Use the Culture & Heritage Project Grant Budget Form ([see bottom of this application package](#)) to list all revenues and expenses of your project. Include this grant request. Note: your budget must balance.

### A7. Support Material (no more than 4 pages, single sided / no staples / scanned copies only / no originals)

Please include relevant support materials (video documentation, images with corresponding descriptions, news articles or press coverage, brochures / programs of one event in previous or current year, resumes, publications, etc.)

### Final Report on Previous Year Funding

Applicants who have received funding in previous years must submit a Final Report on your most recent project, at least 30 days before a new funding request is submitted. If your previous project is not yet complete, please submit an interim report. Failure to provide a Report will render new applications ineligible.

### Signature & 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.

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Signature

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Position

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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

Using the form provided, please supply a budget for this project that demonstrates thorough understanding of revenues and expenses. **Please note: Revenues and Expenses must balance. Attach a separate page for budget notes, or for a more detailed breakdown, if appropriate.**

<b>REVENUES</b>	
PUBLIC FUNDING	
City of Nanaimo (this request)	
Other (specify):	
EARNED REVENUE (specify):	
FUNDRAISING (specify):	
OTHER (specify):	
<b>TOTAL REVENUES</b>	<b>0</b>

<b>EXPENSES</b>	
FEES	
Artist Fees	
Professional Fees	
Other (specify):	
PRODUCTION EXPENSES	
Rentals	
Materials and Supplies (specify):	
Insurance	
Permits	
Other (specify):	
MARKETING AND PROMOTION	
Advertising	
Print Materials	
ADMINISTRATION (specify):	
OTHER (specify):	
<b>TOTAL EXPENSES</b>	<b>0</b>

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

# PROJECT

## 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
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### MERIT (40%)

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"/>	
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"/>	
Degee to which the proposed project has community support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Subtotal

Weighted

### RELEVANCE / FEASIBILITY (40%)

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"/>	
Planning and administrative skills to effectively underpin the proposed project	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
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"/>	

Subtotal

Weighted

### POTENTIAL IMPACT (20%)

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"/>	
Economic impact in the community, contribution towards the 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 and regionally	<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.