

ATTACHMENT A

CULTURE OPERATING GRANT: STAFF RECEIVAL CHECKLIST

Applicant Name: _____

- Message sent re: submission received

Does the applicant meet eligibility requirements? Part 1 (must check all boxes) Intake Review

- Based in Nanaimo
- Incorporated in good standing (provincially and/or federally) as a non-profit Canadian **arts, culture or heritage** organization with a mandate to serve the public. (Form 11)
- Page 10 of application form (grant request details)
- A1. Applicant Profile
- A2. Program of Work
- A3. Activity Plan
- A4. Required Financial Information
 - Budget form
 - Requests = or < \$20,000.00 - An **audited** or **independently prepared financial statement** for the organization's most recently completed year
 - Requests >\$20,000.00 – A **year end financial statement**, signed by two signing officers for the most recently completed year which incl public & op net assets
- A5. Copy of BC Society Act Annual Report (Form 11)
- A6. Support materials
- Final report from previous year (if applicable)

Initial: _____

Does the applicant meet eligibility requirements- Part 2 Coordinator Review

- In operation for minimum of three (3) years; OR
- Offers year-round operation / seasonal public programming and / or services to artists.
- Shows evidence of support from other sources (public and/or private)

Other Information

- Has the applicant applied for other grants with the City of Nanaimo?

Initial: _____

REQUEST AMOUNT _____

Total Budget _____

25% of Budget (max) _____ x 0.25 = _____

CULTURE PROJECT GRANT: STAFF RECEIVAL CHECKLIST

Applicant Name: _____

- Message sent re: submission received

Does the applicant meet eligibility requirements? Part 1 (must check all boxes) Intake Review

- Based in Nanaimo
- Incorporated in good standing (provincially and/or federally) as a non-profit Canadian **arts, culture or heritage** organization with a mandate to serve the public. (Form 11)
- Pages 10 & 11 of application form complete (grant request and project details)
 - Requesting or have received other City funding sources

Grant Type: _____

Amount Requested/Received: _____

- A1. Applicant Profile
- A2. Description of Project
- A3. Activity Timeline
- A4. Community Impact
- A5. Copy of BC Society Act Annual Report (Form 11)
- A6. Financial Information
 - Budget form
- A7. Support Material
- Final report from previous year (if applicable)

Initial: _____

Does the applicant meet eligibility requirements-Part 2 Coordinator Review

- In operation for minimum of three (3) years; OR
- Offers year-round operation / seasonal public programming and / or services to artists.
- Shows evidence of support from other sources (public and/or private)

Other Information

- Has the applicant applied for other grants with the City of Nanaimo?

Initial: _____

REQUEST AMOUNT _____

Total Budget _____

25% of Budget (max) _____ x 0.25 = _____

CULTURE DERF GRANT: STAFF RECEIVAL CHECKLIST

Applicant Name: _____

- Message sent re: submission received

Does the applicant meet eligibility requirements? Part 1 (must check all boxes) Intake Review

- Based in Nanaimo
- Page 9 of application form (grant request and project details)
- A1. Organization/Applicant Profile
- A2. Description of Event or Festival
- A3. Activity Timeline
- A4. Community Impact
- A5. Anticipated Attendees
- A6. Partnering & Sponsorship
- A7. Marketing & Promotion
- A8. Funding Sources
 - Budget form
 - Requesting or have received other City funding sources

Grant Type: _____

Amount Requested/Received: _____

- A9. Support materials
- Final report from previous year (if applicable)
- Zoom attendance

Initial: _____

Does the applicant meet eligibility requirements - Part 2 Coordinator Review

- Incorporated non-profit society or community organization in good standing (provincially or federally)
- Active at least a full year prior to application; OR case by case (individuals/orgs)
- Based in Nanaimo

Other Information

- Has the applicant applied for other grants with the City of Nanaimo?

Initial: _____

REQUEST AMOUNT _____

Total Budget _____

35% of Budget (max) _____ x 0.35 = _____