



## REQUEST FOR SUPPORT APPLICATION FORM

Date of Request	April 28, 2026
Organization/Group making the request	Nanaimo International Jazz Festival Association
Contact Person	Kim Smythe
Address	[REDACTED]
Telephone	250-740-0771
Email Address:	president@nanaimojazzfest.ca
Type of Support Requested (Select one)	<input checked="" type="radio"/> Letter of Support in Principle <input type="radio"/> In-Kind Contribution <input type="radio"/> Partnership  <i>Note: This policy is not applicable to requests for grant funding by the City, including Permissive Tax Exemption requests, or in-kind funding for facility rentals (see Grants Policy and Guidelines for further details)</i>

### IF APPLICABLE:

Name of grant or program for which you are applying:

\_\_\_\_\_

Amount of Funding Requested: \$40,000

Grant Due Date: \_\_\_\_\_

Grant Organization: Nanaimo International Jazz Festival Association

Address: PO Box 825

City: Nanaimo Postal Code: V5N 9R2

Telephone: 250-740-0771

Please provide an executive summary or short narrative that addresses each of the points outlined in the "Council Support policy". Include any supporting documents or materials and a detailed list of other funding partners (if applicable).

Please submit this form, with accompanying materials, to the attention of the Corporate Officer, Legislative Services, City of Nanaimo, 455 Wallace St. Nanaimo, BC V9R 5J6, or by email to: [legislative.servicesoffice@nanaimo.ca](mailto:legislative.servicesoffice@nanaimo.ca).

#### Respecting Your Privacy

Freedom of Information and Protection of Privacy Act (FOIPPA) – Information collected on this form is done so under the general authority of the *Community Charter* and FOIPPA, and is protected in accordance with FOIPPA. 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 more information, please visit the Legislative Services Department at 455 Wallace Street, call 250-755-4405, or email [foi@nanaimo.ca](mailto:foi@nanaimo.ca).



## REQUEST FOR COUNCIL SUPPORT LETTER

1. The request is from a recognized and federally registered non-profit charity as per the formal request form.
2. Name and contact information are on the formal request form.
3. The organization was formed in Nanaimo 10 years ago with the stated purpose in the attached Constitution. We have staged educational and entertainment events annually since then. Our plans and impact on the community are aligned with City Plan, most specifically in the areas of C4.5, 4.7, 4.8, 5.51 and 5.56 relating not only to Culture, but also to Tourism and Downtown place-making.
4. Our funding sources are primarily government at this point, although we are expanding our efforts and reach into foundation and corporate support. Without obvious and stated municipal support (from local government) we would be ineligible for funding from most senior government programs. It would also be very hard to make the case for corporate and individual support without the City recognizing the value of the organization to the community.
5. The organization organizes and presents an annual Jazz Festival, this year it is projected to span 18 days. Performances will include ticketed events in pubs, clubs and theatres as well as two days of free, open-air concerts in Maffeo-Sutton Park with approximately a dozen performances. Our tenth anniversary is also planned to include a 'Salute to Music Education' which profiles student performers from the mid-Island alongside professional locals and touring musicians. Year-round, NIJFA supports the live music scene with collaborations, cross-promotions, and co-productions to ensure continuing development of the jazz genre in our community.
6. We target the community in general with our free concerts and youth particularly through support of music education with workshops. Our efforts in the local entertainment scene help enhance Nanaimo's attractiveness to visitors and locals.
7. Our Festival is held over three weekends in September. The rest of our mandate is exercised throughout the year.
8. Anticipated outcomes include recognition of the talent growing within our community and the enrichment of our local cultural landscape.
9. Budget is attached.
10. No similar programs exist in the RDN

11. No other similar organization is applying for support.
12. As mentioned, this organization is celebrating its 10<sup>th</sup> anniversary presenting an annual, multi-day Festival (during Covid, we sustained this by presenting virtually).
13. We are working with the Wellington Jazz Academy, SD68 & 69, Nanaimo Blues Society, DNBA, Old City Quarter Association, Nanaimo Pride, SFN and all others who can mutually benefit from our association.



## CONSTITUTION

BC Society • Societies Act

**CERTIFIED COPY**  
Of a document filed with the  
Province of British Columbia  
Registrar of Companies

CAROL PREST

**NAME OF SOCIETY: NANAIMO INTERNATIONAL JAZZ FESTIVAL ASSOCIATION**

Incorporation Number: S0064525  
Business Number: 80907 5526 BC0001  
Filed Date and Time: November 21, 2018 11:37 AM Pacific Time

The name of the Society is NANAIMO INTERNATIONAL JAZZ FESTIVAL ASSOCIATION

The purposes of the Society are:

- A. To develop and foster an ongoing Jazz festival or festivals in the City of Nanaimo bringing together audiences and musicians interested in Jazz, Ragtime, Blues and related forms of Improvised Music.
- B. To organize other Jazz musical events within the Mid Vancouver Island Region
- C. To engage the services of qualified musicians to participate in such events
- D. To bring recognition to Nanaimo as a centre for Jazz
- E. To develop and educate audiences in the appreciation and understanding of Jazz music
- F. To carry out such other activities as are required in order to achieve the above purposes.



## 2026 NIJFA Proposed Budget - February 10, 2026

<b>PROJECTED REVENUE</b>	
<b>EARNED REVENUE</b>	
Admissions and box office from ticket sales	\$ 40,000.00
Membership dues or fees	\$ 1,000.00
Merch Sales (Net)	\$ 2,000.00
<b>Total Earned Revenue</b>	<b>\$ 43,000.00</b>
<b>PRIVATE SECTOR REVENUE</b>	
Local Corporate Donations (TBC)	20,000
Foundations, Donations, Sponsorships (Individual & Corporate)	\$ 15,500.00
Fundraising events (50-50)	\$ 2,000.00
In-kind goods and services revenues from private sector (Equals In-Kind Expenses)	
<b>Total Private Sector Revenue</b>	<b>\$ 37,500.00</b>
<b>FEDERAL</b>	
Department of Canadian Heritage	\$ 12,000.00
<b>PROVINCIAL</b>	
BC Arts Council Operating grant	\$ 6,000.00
BC Touring Council	\$ 3,000.00
BC Ministry operating grants	\$ 10,000.00
BC Gaming	\$ 20,000.00
<b>MUNICIPAL AND REGIONAL REVENUES</b>	
City of Nanaimo Special Council Grant	N/A
<b>Total Government Grant Revenue</b>	<b>\$ 51,000.00</b>
<b>TOTAL REVENUES</b>	<b>\$ 131,500.00</b>
<b>PROJECTED EXPENSES</b>	
<b>ARTISTIC EXPENSES</b>	
Artists' fees & expenses	\$ 55,500.00
Salute to Education Performance Fees	\$ 7,000.00
SOCAN, etc	\$ 2,000.00
<b>VENUE, TECH &amp; PRODUCTION EXPENSES</b>	
Venue Rental, Outdoor Stage, Permits & Licenses	\$ 12,500.00
Technical, Staging & Production Staff	\$ 7,000.00
In-kind goods and services expenses for private sector (Equals In-Kind Revenues)	
<b>Total Entertainment &amp; Production Expenses</b>	<b>\$ 84,000.00</b>
<b>MARKETING &amp; COMMUNICATION EXPENSES</b>	
Social Media Content & Management	\$ 4,000.00
Marketing Design & Production	\$ 5,000.00
Advertising purchases	\$ 7,500.00
<b>Total marketing and communication expenses</b>	<b>\$ 16,500.00</b>
<b>ADMINISTRATION EXPENSES</b>	
Executive Director	\$ 14,400.00
Artistic Director	\$ 9,600.00
Bookkeeping & Accounting	\$ 4,500.00
Other administrative expenses -- Insurance, Office, Misc	\$ 2,000.00
<b>Total administrative, operating, management expenses</b>	<b>\$ 30,500.00</b>
<b>TOTAL EXPENSES</b>	
<b>SURPLUS OR (DEFICIT)</b>	<b>\$ 500.00</b>
Total revenues (A)	\$ 131,500.00
Total expenses (B)	\$ 132,000.00

City of Nanaimo  
Culture & Events  
455 Wallace Street  
Nanaimo, BC

Thursday January 26, 2026

Dear Selection Committee,

On behalf of the Downtown Nanaimo Business Association (DNBA), I am writing to express our strong support for the Nanaimo Independent Jazz and Folk Arts (NIJFA) organization and its continued contribution to our community.

As an organization dedicated to the economic vitality, cultural vibrancy, and overall success of Downtown Nanaimo, the DNBA has witnessed the positive impact NIJFA has on both the arts community and the downtown business environment. Through longstanding initiatives such as Sounds of Summer and the Nanaimo International Jazz Festival, NIJFA has played a meaningful role in activating public spaces, drawing visitors, and creating engaging experiences in the downtown core.

In recent seasons, NIJFA has hosted the Nanaimo International Jazz Festival within the downtown area, utilizing a mix of outdoor and indoor venues. These events attract local, regional, and international audiences, increasing foot traffic and contributing to the economic and cultural vitality of downtown Nanaimo. NIJFA's programming also provides valuable opportunities for local musicians and artists to showcase their talents and connect with diverse audiences.

We believe NIJFA's work is vital to the continued growth and development of our community, and we strongly encourage you to consider supporting their efforts through funding. Your investment will not only enable NIJFA to continue delivering high-quality cultural programming, but will also demonstrate a commitment to the long-term artistic and economic vitality of Downtown Nanaimo.

Thank you for your consideration,

Roberta Bowman  
Executive Director  
Downtown Nanaimo Business Association

**nanaimo**  
**JAZZ**  
festival

*10th Anniversary | September 2026*

A month of shows and  
concerts around Nanaimo!



Clubs, Pubs & Theatres  
Maffeo Sutton Outdoor Free Stage

*[nanaimojazzfest.ca](http://nanaimojazzfest.ca)*



Nanaimo International Jazz Festival Association

Support Letter Template – City of Nanaimo

TO WHOM IT MAY CONCERN:

On behalf of the City of Nanaimo, I am happy to express our support for the Nanaimo International Jazz Festival Association. We applaud its ten-year history in our community and share their hope for a long future.

The organization not only presents an annual Festival celebrating this genre, they have developed programs in partnerships with local school districts and the university promoting and supporting public and post-secondary music education. The non-profit Society has also instituted programming aimed at the development of local talent to meet the demands of audiences everywhere.

The efforts of this organization are tied to the core of our City's commitment to supporting arts and culture, as stated in our planning guide "City Plan": *Culture connects us and defines us as a community. It is about our history, our values, and our beliefs. Our culture is what makes our city unique, distinctive, and vibrant and is why people love where they live. Creativity, innovation, arts, and culture are at the heart of a thriving Nanaimo.*

The City of Nanaimo is committed to ongoing cultural development through such special-interest, non-profit organizations as Nanaimo International Jazz Festival Association. We encourage partners in the public and private sectors to support community development by standing behind this organization and financially support its mandate and principles and actions. City Plan states, and this association works toward, a desired outcome of *"Strong community pride and sense of place supported by events and community gatherings that offer free, family oriented, inter-generational opportunities."* The City of Nanaimo endorses and encourages these efforts.