



**CULTURAL OPERATING GRANT
GUIDELINES
AND
APPLICATION FOR FUNDING**



CITY OF NANAIMO CULTURAL OPERATING GRANT APPLICATION GUIDELINES

City of Nanaimo - Cultural Policy Statement

The City of Nanaimo recognizes the integral contribution generated by arts and cultural activities to the City's economic and social progress and the value of artistic and cultural expression and enjoyment by its citizens. To these ends, the City of Nanaimo affirms its ongoing commitment to encourage and support an active and successful arts and culture sector within the community.

This is an application for the City of Nanaimo Cultural Operating Grants available to Nanaimo non-profit arts and cultural organizations. Before completing the application form, please read all information regarding eligibility and guidelines. If you require further information please call the Manager of Recreation and Culture Services – 250-756-5200.

Deadline:

Applications for the following year must be received by November 1st of the current year.

Cultural Operating Grants

Eligibility Guidelines

1. These grants are only open to arts and cultural organizations registered as non-profit societies in British Columbia in good standing with the registrar and based in Nanaimo.
2. Grants are intended for arts and cultural organizations, not for religious, sports, or social service groups; nor for groups whose primary purpose is to educate through course work, and/or training, as distinct from those that educate through community outreach and programming.
3. Only activities related to arts and culture are eligible – these activities must have a high standard of artistic quality, be open to the public and publicized city-wide. The following activities are not eligible: club or community centre programs, conferences, tours, or any form of staff training. Grant funds may not be applied to scholarships or bursaries, capital expenses, nor to reduce or eliminate existing accumulated deficits.
4. Grants are given to defray a portion of the expenses of organizations that also receive revenue from other sources (ticket or membership sales, donations from private sector, and support from foundations and other levels of government.) The applicant must have completed at least one full year of operation, provide an audited or independently prepared financial statement for the organization's most recently completed fiscal year and firm program proposals and budget forecast for the following year.

- ***New and Emerging Organizations who have applied but are not yet registered as a non-profit organization or who have not completed one full year of operation must produce letters of support or demonstrated community interest.***
 - ***Organizations applying for funding of \$15,000 or greater and/or three-year operating funding, must include a three-year program plan and three-year proposed budget, including detail of anticipated funding from Canada Council, BC Arts Council and other funding sources.***
5. Grants are to be applied to annual operating expenses and will not be given to assist with a specific event or festival. (Event and festival funding is available through the Arts and Cultural Events Fund)
 6. To be considered for a grant, an organization must complete the application form and provide all documents requested.
 7. The applicant must adhere to sound standards of corporate governance.
 8. The organization must acknowledge the contribution from the City of Nanaimo in any brochures or pamphlets.

Please note: The term of a Cultural Fund Grant is 12 months, and only one application per category per year will be accepted. ***Not all organizations meeting the above criteria will automatically receive a grant.***

Three-Year Operating Funding

Three-Year Operating Funding is available to established not-for-profit professional arts organizations that have been in existence for at least four (4) years. In order to be eligible, applicants must have received at least one annual grant through the City of Nanaimo's Cultural Funding Program. The organization must have an arts mandate, be recognized for excellence in their artistic discipline, provide annual programming to the community, demonstrate long-range financial stability and be able to articulate long-term artistic visioning and planning.

Definition of Professional Organization: Those organizations that employ professional artists and pay industry standard artist fees and that have paid competent artistic and administrative leadership.

Evaluation Guidelines

In addition to demonstrated financial need, the following considerations are used to assess requests for grants:

1. **Quality of Programs:** This includes artistic achievement, unique contribution to the city's cultural life, innovation, and in the case of new organizations, potential for development. Qualifying organizations will be recognized for the highest level of artistic quality in their presentations and programs.
2. **Organizational competence:** Benchmarks include general administrative competence, a functional board, clear mandate and policies, strategic planning, good personnel management, artist remuneration appropriate to the art-form and fundraising effectiveness.

3. **Financial management:** Accountability, financial track record, current financial status, and ability to secure revenue from sources other than the City are evaluated.
4. **Community relevance:** In addition to an assessment of general community access and levels of participation, consideration is given to cooperation with other artists, arts organizations, and community agencies: responsiveness to cultural diversity; involvement with priority groups and neighborhoods.
5. **Economic impact:** Benefits to the community's economy through employment, rentals, purchases and sales stimulated by your organization's activity/project will be considered. Please ensure to provide specific details including ticket sales, out of town attendees, funds spent locally for employment, supplies and venue rentals.
6. **Audience development:** Applicants' initiatives in marketing and promotion, school and community outreach, and strategic programming are considered. Please highlight the achievements of last year's programs.
7. **Accountability:** Organizations successful in obtaining a City grant for the preceding year will be asked to complete a final report on the previous year's activity or project and to enclose it with the current application. Please use the grant eligibility and evaluation guidelines when completing your report. *Applicants will not be considered for any future grant request until this report has been submitted.*
8. **Adjudication process:** The Cultural Committee screens applications according to eligibility and makes recommendations to the Parks, Recreation and Culture Commission which then makes recommendations to City Council for the distribution of grants from the City of Nanaimo Cultural Fund. Council decisions are final.

Appeals

Statement of Purpose: The mandate of the Grants Advisory Committee is to review appeals for process issues only. That is, to determine whether the original Advisory Committee had all the correct information and used the appropriate criteria to make their recommendation. **The Grants Advisory Committee will not revisit the actual decisions, i.e. whether the correct amount was granted.**

Criteria for Allowing an Appeal:

- Was the original advisory committee's decision based on the application not meeting certain criteria or submitting incomplete or incorrect information? Did the advisory committee misinterpret some of the information submitted?
- Did the original committee notify the applicant of its recommendations two weeks before it was sent to the next level (either to Council or to the Parks, Recreation and Culture Commission), thereby giving the applicant time to respond?
- Does the applicant believe that the recommendation was based on incorrect or incomplete information? Does the applicant believe its information was misinterpreted?
- Did the original advisory committee determine the application should be reconsidered based on this new/different information?

Application Procedures re: Cultural Operating Grant

Instructions for Applicants:

- A. Supply concise and up-to-date information, include all the relevant documents requested, **and limit attachments to the number of pages indicated on the grant questionnaire.** *Please note that incomplete applications may not be considered for funding. Font must be a minimum of 10 point.* No staples please – applications will be photocopied for Committee members.
- B. Return the completed and signed original form and attachments to:
“Cultural Operating Grant Applications”
c/o Nanaimo Parks, Recreation and Culture
500 Bowen Road
Nanaimo, BC V9R 1Z7
- C. Please include the following documents with your application and number the attachments in your application as per the listing below:
1. **Briefly describe the operation and history of your organization. Maximum one page.**
 2. **Describe the specific cultural activity or project to which the grant funding would be applied; describe the need for this activity in the community and the level of community involvement. *Maximum two pages.***
 3. **Organizations applying for funds of \$15,000 or greater are required to include a brief summary of their strategic plan. Organizations applying for less than \$15,000 are encouraged to include a brief summary of their strategic plan. *Maximum two pages.* Your strategic plan should include the following information if it is not provided elsewhere in your application:**
 - **Mission or Vision statement**
 - **Specific plans for development or growth**
 - **How will development be funded?**
 - **Specific fundraising activities**
 4. **Describe the organizational structure of your organization including staffing complement (volunteer and paid), membership and facilities: both office space and performance/display venues used. Maximum one page.**
 5. **Describe current and planned approaches to audience development – include program planning, marketing and promotion, school programs, and cooperation with other artists, arts organizations and community groups. *Maximum two pages.***
 6. **Please detail your organization’s approach to and participation in community philanthropy. i.e. free or low cost events, distribution of free or low cost tickets et al. *Maximum one page.***
 7. **Describe how your activity/project will impact the local economy. Please ensure to provide specific details including ticket sales, out of town attendees, funds spent**

locally for employment, supplies and venue rentals. *Maximum one page.*

8. Copy of the current Society Act Annual Report (form 11)
9. List of organization's current directors and positions
10. 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).
11. Budget:
 - A current budget and proposed budget for next year for organizations applying for less than \$15,000. These organizations are encouraged but not required to use the financial form attached.
 - A current budget and proposed budget for the next three years for organizations applying for funding of \$15,000 or greater and / or three-year funding. These organizations are required to use the financial form attached.
12. Schedule of programs and activities:
 - A schedule of programs and activities for the coming year for organizations applying for less than \$15,000.
 - A schedule of programs and activities for the coming year and proposed changes for the following two years for organizations applying for funding of \$15,000 or greater and/or three-year operating funding.
13. A final report regarding funding previously awarded under this program. Include statistics where applicable and describe how the Cultural Operating Grant assisted your organization in meeting its objectives and in furthering the goals of the Nanaimo Cultural Strategy. *Maximum two pages.*
14. Sample of a program, poster or brochure of one event in previous or current year.

Financial Form for Arts Organizations

Organization Name:

Line #	Operating Budget	Last Year	Current Year		Request	Request	Request
		Actuals	Budget	Projected	Year 1	Year 2	Year 3
1	Revenue						
2	Earned Revenue						
3	Admissions/Box office/Subscriptions						
4	Fees						
5	Workshop/Classes/Conference receipts						
6	Membership dues or fees (not tax receiptable)						
7	Sales and commissions						
8	Other earned revenue (please indicate source and amounts on reverse)						
9	Total earned revenue						
10	Private Sector Revenue						
11	Individual donations						
12	Corporate donations						
13	Corporate sponsorships						
14	Foundation grants and donations						
15	Fundraising events (gross)						
16	Other private sector revenue (please specify on reverse)						
17	Total private sector revenue						
18	Government revenue						
19	Canada Council -Operating						
20	-Project						
21	Other Federal						
22	BC Arts Council -Operating						
23	-Annual						
24	-Project						
25	Municipal -City of Nanaimo						

Line #	Operating Budget	Last Year	Current Year		Request	Request	Request
		Actuals	Budget	Projected	Year 1	Year 2	Year 3
31	Expenditures						
33	Artistic expenditures, including exhibition, production, technical, programming and services						
33	Artists fees						
34	Artistic salaries (employees)						
35	Production/Technical salaries and fees						
36	Exhibition/Programming/Production expenses						
37	Touring expenses						
38	Professional development programming						
39	Catalogue/Documentation/Publications						
40	Education						
41	Other artistic program & services expenditures (please specify on reverse)						
42	Operating Expenditures						
43	All administrative salaries & fees						
44	Rent or mortgage						
45	marketing & promotion expenses						
46	Fundraising Expenses - Fundraising events (gross)						
47	- Other fundraising						
48	Physical plant/Permanent collection maintenance						
49	Other operating expenditures (please specify on reverse)						
50	Total operating expenditures						
51	TOTAL EXPENDITURES (B)	0	0	0	0	0	0
52	Total Revenue (A)	0	0	0	0	0	0
53	Total expenditures (B)	0	0	0	0	0	0
54	Yearly cash surplus or deficit (C)	0	0	0	0	0	0
55	Items relating to capital						

56	Amortization of capital assets (depreciation) (D)					
57	Amortization of deferred contributions for capital assets (E)					
58	Yearly surplus or deficit before transfers (F)					
59	Accumulated surplus or deficit, beginning of year (G)					
60	Interfund transfers (H) (please specify on reverse)					
61	Accumulated surplus or deficit, end of year (I)					
62	BALANCE SHEET ITEMS (from financial statements) - Last Year Actuals Only					
63	Current Assets					
64	Current Liabilities					
65	Working Capital					
66	Capital/Fixed Assets					
67	Designated Funds					

PLEASE PROVIDE DETAILS ON REVERSE

