



City of Nanaimo Culture Project Grant Guidelines, Application Form & Terms and Conditions (2024)

This is an application for the City of Nanaimo's Culture Project Grant, available to Nanaimo non-profit cultural organizations.

Before completing this application form, refer to the eligibility criteria and guidelines.

2023 Grant Application Deadline: October 10, 2023 (4:00 pm)

How to Submit your Application

- **Online (by 4:00 pm)**
Upload a PDF of the signed application and attachments for all sections using the online submission process <https://www.nanaimo.ca/your-government/grants/culture-heritage-project-grant>
- **Hardcopy application at the Bowen Complex Dropbox (by 4:00 pm)** located at 500 Bowen Road. The dropbox is accessible from outside, and 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.**
- Applicant (or representative) must have attended a **mandatory Grant Preparation Zoom meeting** prior to submission.

Grant Preparation Zoom Meeting Date Options			
Sun, Sept 10 th	10:30am – 12:00pm	All Grants	Click for Link - Sept 10th All Grants Meeting ID: 890 5514 4190 Passcode: 880266
Tues, Sept 12 th	6:30 – 7:30pm	Operating	Click for Link - Sept 12th Operating Meeting ID: 893 4994 8781 Passcode: 913594
Thurs, Sept 14 th	6:30 – 7:30pm	Project	Click for Link - Sept 14th Project Meeting ID: 819 0478 8675 Passcode: 137725
Wed, Sept 20 th	6:30 – 7:30pm	Downtown Event Fund	Click for Link - Sept 20th Downtown Event Fund Meeting ID: 881 8759 4282 Passcode: 605123
Wed, Sept 27 th	1:00 – 2:30pm	All Grants	Click for Link - Sept 27th All Grants Meeting ID: 824 6993 1044 Passcode: 691541

- Applicants who have received funding in previous years **must submit a Final Report on your most recent project, 90 days after completion.** If your previous project is not yet complete at the time of application, an **Interim Report** must be submitted prior to further grant application. Failure to provide a Report will render new applications ineligible.
- A Culture [Project Grant Final Report Form template](#) and [Budget Form](#) is available online (or by contacting us directly).

For more information, contact:

Culture & Events

250-755-4483

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 strategic planning document, **City Plan - Nanaimo ReImagined**. The City 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. Further grounded within this integrated document are 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 assist culture 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 and culture;
- projects that promote and raise the cultural profile in Nanaimo;
- innovative collaborations and partnerships with other culture and/or heritage groups, community and cross sector organizations; and
- neighborhood-based projects.

Program Objectives

This grant is intended to support arts and culture 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 and culture offerings
- support and compensate local and regional professional artists
- contribute a significant impact in the local creative economy
- advance local arts and culture practices by contributing to Nanaimo's cultural life locally, regionally, nationally and internationally

Eligibility Criteria

Both professional and volunteer-driven culture 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](#)
- Previously funded organizations that have not submitted their final report
- Organizations that have not had a representative attend a mandatory *Grant Preparation* Zoom meeting

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 Operating Grant.

Eligible Projects

Proposed projects will fall into 4 main areas:

- **Events** (i.e. public events and community arts and culture projects that animate public space).
- **Festivals** (i.e. recurring or one-time cultural festivals).
Note: Events and Festivals taking place downtown may apply to either the [Downtown Event Revitalization Fund](#) or to the Culture Project Grant.
- **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 or culture
- 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 and culture
- Economic impact in the community, contribution towards the health and vitality of the arts and culture sector
- Potential to raise the profile of Nanaimo through promotion of its arts and culture 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

General Terms and Conditions	<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"> • failure to meet the terms and conditions of the grant • failure to comply with legal obligations • failure to respect the commitment to provide a workplace free from harassment, discrimination and sexual misconduct • unapproved changes to funded activities • significant risk of insolvency or bankruptcy
Final Reports	<p>Grant recipients must use the Culture Grant Report Form to complete and submit their final report by the due date specified in the results letter.</p> <p>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>
Grant Repayment	<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>
Payment	<p>The City of Nanaimo will deliver awarded funds by direct deposit. To receive funds via electronic funds transfer (EFT), recipient must fill out and return the EFT form, along with VOID cheque or verified account information printout from banking institution.</p>
Statement of Inclusivity	<p>Recipients of City of Nanaimo Culture Grant funding must demonstrate commitment to City of Nanaimo Policy C4.2 Equity and Inclusivity:</p> <p><i>“Equity recognizes that each person has different circumstances and allocates resources and opportunities to support more positive outcomes for all regardless of age, ability, gender, sexual orientation, faith practice, ancestry, or background. By identifying inequities and targeting investment in prevention and intervention, the wellbeing and inclusion of the diversity of people that make up our entire community can be enhanced, creating a city that puts people first and supports a sense of belonging.”</i></p> <p>Funding is provided with the expectation that recipients will:</p> <ul style="list-style-type: none"> • Create a welcoming, inclusive atmosphere where all people feel safe, comfortable and represented (Policy C4.2.1) • Encourage diversity awareness and build a culture of compassion for people of all cultures, genders, orientations, ages and abilities (Policy C4.2.8)

Changes to Activities	<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>
Acknowledgement of the City of Nanaimo and Logo Use	<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 culturegrants@nanaimo.ca.</p>
Permits, Fees, Applications	<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>
Confidentiality	<p>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.</p>
Tax Implications	<p>Organizations must be registered non-profit societies, in good standing, and will receive payment(s) in the society name.</p>

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 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 Project Grant](#) and a [Culture Operating Grant](#)?

Applicants who are receiving Culture 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 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 2024, but will last into 2025, am I still eligible to apply?

Yes, the fund supports activities that are initiated in 2024. Organizations with activities that carry over into 2025 must supply an interim report when submitting a new application to the Culture Project Fund.

Will there be an opportunity to ask questions before the application deadline?

It is our hope to help guide you / your organization toward success this grant season! As such, attendance to a Grant Preparation Zoom meeting will be required as part of your application process. Choose from several dates available (see page 2 of this application for options), and add a reminder to your calendar, or for further information please email culturegrants@nanaimo.ca.

Application Form

Organization Details

Legal Name of Organization _____

Contact Person* _____ Position _____

** Must be available to be contacted in December 2023*

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 2024-July 31 2024) _____

indicate the start and end date for your project (your final report will be due 90 days after the end date)

Request Amount \$ _____

(maximum allowable request is 25% of total project budget)

Total Project Budget \$ _____

Project Details

Please specify the type of project:

- ☐ **Activity / Event** (i.e. public events, seasons of programs, arts and culture initiatives that have a public outcome or community impact)
- ☐ **Festival** (i.e. recurring or one-time arts and culture 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 _____

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 (Up to 1 pg / single sided / no staples / font: Arial or Calibri / font size: 11 pt)

Input a brief summary of your organization

- What is your mandate? How does your mandate align with section C.4 – *An Empowered Nanaimo* of the [Nanaimo City Plan](#)?
- 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 pgs / single sided / no staples / font: Arial or Calibri / font size: 11 pt)

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.

Respond to these questions:

A2.1 Where does your activity take place?

A2.2 Who is involved?

A2.3 List and describe all artists, artworks or other major participants in the project.

A3. Activity Timeline (up to 2 pgs / single sided / no staples / font: Arial or Calibri / font size: 11 pt)

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

A4. Community Impact (up to 2 pgs / single sided / no staples / font: Arial or Calibri / font size: 11 pt)

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](#)

A6. Financial Information

- ☐ Use the [Culture Project Grant Budget Form](#) to list all revenues and expenses of your project. Include this with grant request. *Note: your budget must balance.* An excel version of this form can also be requested by contacting us directly.

A7. Support Material

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.)

- ☐ 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

Data limits apply to uploading materials. Files must be smaller than 100MB.

Final Report on Previous Year Funding

- ☐ Applicants who have received funding in previous years must submit a Final Report on your most recent project, 90 days after the project end date. If your previous project is not yet complete at the time of application, please submit an interim report along with your application. **Failure to provide a Report will render new applications ineligible.**

Grant Preparation Zoom Attendance

- ☐ Please note attendance of mandatory Grant Preparation Zoom meeting

Date of meeting

Name(s) of attendee(s)

Signature & Declaration

I hereby acknowledge that the information included with my application is complete, true and correct to the best of my knowledge, and that I have been authorized by the Board of Directors (if representing an organization or society) to make this declaration and to submit this application on behalf of the above-named organization.

By signing this document I formally agree that my organization will accept the terms and conditions of this Grant as outlined in the guidelines. I acknowledge that 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 if terms and conditions of funding are not met.

I hereby declare that if our organization is successful in obtaining a City of Nanaimo Culture 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.

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.