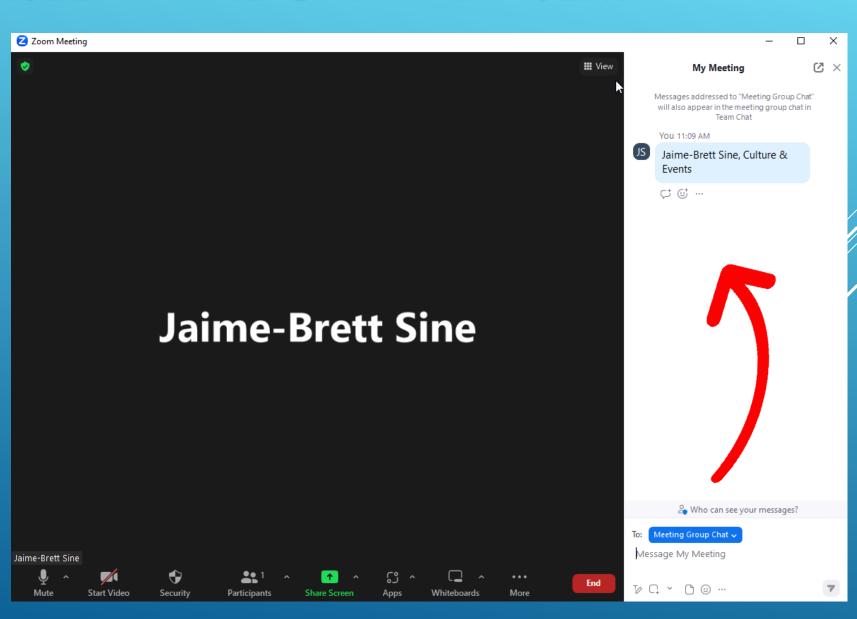




INTRODUCE YOURSELF IN THE CHAT PLEASE...

In order for us to track who has attended these sessions we ask that you please drop your name and the organization you're representing into the Zoom chat sidebar. **Participants**



INTRODUCTIONS...



Adrienne Breen, Manager, Culture & Special Events



Deb Beck, Special Events Coordinator, Culture & Special Events



Jaime-Brett Sine, Cultural Services Coordinator, Culture & Special Events



Holly Hoek, Clerk, Recreation & Culture



Michelle Palmer, Casual Assistant, Culture & Special Events



We ask that you **hold any questions until the end** of this presentation or make use of the Zoom chat and we'll do our best to monitor it.

Please note: This information session is being recorded.

AN OVERVIEW:

- The City of Nanaimo supports over 40 arts and culture groups through our Grant program
- Culture & Events have three available grants: Culture Operating Grant; Culture Project Grant; Downtown Event Revitalization Fund
- In the 2024 grant season, the City received over \$430,706 in funding requests through the Operating Grant program; The City awarded the entirety of the Operating Grant budget amounting to: \$322,020
- In the 2024 grant season, the City received over \$79,000 in funding requests through the Project Grant program; The City awarded the entirety of the Project Grant budget amounting to: \$44,407
- In the 2024 grant season, the City received almost \$314,000 in funding requests from 26 organizations through the Downtown Event Revitalization Fund; In December 2023, Council added an additional \$100,000 to the 2024 provisional budget for DERF. The City awarded the entirety of the DERF budget amounting to: \$250,000



INTRODUCTIONS...



Adrienne Breen, Manager, Culture & Special Events



Deb Beck, Special Events Coordinator, Culture & Special Events



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CULTURE GRANTS

- The purpose of <u>Culture Project Grants</u> is to assist culture organizations to realize projects that benefit our community and contribute to the cultural, social and economic vitality of Nanaimo. Applications are received once per year.
- The purpose of <u>Culture Operating Grants</u> is to provide operational support for the activities of professional arts, culture and heritage organizations that play a significant role in contributing to the cultural profile and economic vitality of Nanaimo. Applications are received once per year.
- The purpose of **Downtown Event Revitalization Fund** is to assist with the costs of staging, organizing and presenting public events in downtown Nanaimo. The intention of the grant is to recognize the value events and festivals provide in building vitality downtown, enhancing quality of life, and raising Nanaimo's profile. Applications are received once per year.



OPERATING & PROJECT GRANTS

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 to the local creative economy
- advance local arts, culture and heritage practices by contributing to Nanaimo's cultural life locally, regionally, nationally and internationally

Note: One of the key factors here is being able to demonstrate what you see listed above **effectively** in your application. We'll review some tips for doing so in just a moment.

St'litlup House Posts, Joel Good, William Good, 2018



DOWNTOWN EVENT REVITALIZATION FUND

This grant is intended to support both groups and individuals in Nanaimo to plan and implement events and festivals downtown that:

- promote experiences for residents and visitors
- have strong potential to attract out-of-town visitors and overnight stays
- promote local businesses, arts, products, culture, history and attractions
- are either a one-time special event, or a recurring event or festival that is presented on an annual or semi-annual basis
- are accessible to the general public (with or without gated admission)



TO BE ELIGIBLE:

Project

- 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 <u>3 applications</u> for 3 separate projects per year.

Operating

- Be incorporated as a non-profit based in Nanaimo (the address with BC registry is within the limits of Nanaimo & district)
- Your non-profit must be in good standing (provincially and/ or federally) as a non-profit arts, culture or heritage organization with a mandate to serve the public
- Be in operation for at least 3 years
- Offer year-round operation/ seasonal public programming and/ or services to artists
- Show evidence of support from other sources (public and/or private)

Operating grants fund a maximum of **25%** of an organization's total annual operating budget.

DERF

- Be based in Nanaimo
- Be an incorporated non-profit society (provincially or federally) or community organization and in good standing
- Active for at least a full year prior to application
- Individuals are also eligible to apply and will be reviewed on a case-by-case basis

Grant applications can be submitted for up to 35% of the total event budget; requests above 35% of total event budget will be reviewed on a case-by-case basis.

INELIGIBLE:

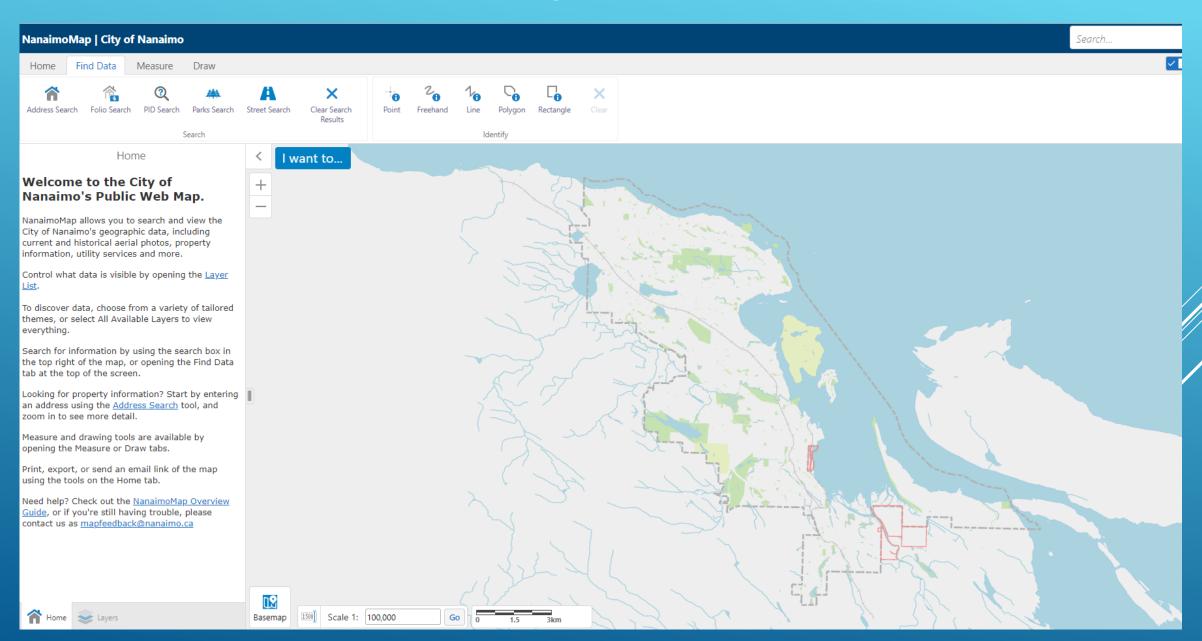
Project & Operating

- Organizations that do not have arts, culture or heritage mandates
- City of Nanaimo departments
- Organizations with outstanding balances owed to the City of Nanaimo
- Public funded or private educational institutions (i.e. public schools, universities, colleges, training organizations)
- Previous funded organizations that have not submitted their final report
- Organizations that have not had a representative attend one of these Grant Preparation Zoom meetings
- Organizations outside the boundaries of Nanaimo

DERF

- City of Nanaimo departments
- Event organizers with outstanding balances owed to the City of Nanaimo
- Publicly funded or private educational institutions (public schools, universities, colleges, training organizations)
- Previously funded individuals / organizations that have not submitted a final report
- Organizations that have not had a representative attend a mandatory Grant Preparation Zoom meeting
- Organizations or individuals located outside of the boundaries of the City of Nanaimo

We do link to an interactive City map showing these boundaries in the online application forms....



A FEW NOTES ABOUT INELIGIBILITY:

 Organizations presently receiving Operating grants may apply for 1 supplemental Project Grant per funding cycle in one of two categories:



 Activities must not be funded through the City of Nanaimo's Culture Operating Grant





INELIGIBLE PROJECTS/ ACTIVITIES/ EVENTS?



Project

- Capital projects
- Recuperation of deficits
- The distribution of bursaries or scholarships
- Projects where the central focus is not arts or culture
- 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

Operating

- Capital Projects
- Recuperation of deficits
- The distribution of bursaries or scholarships

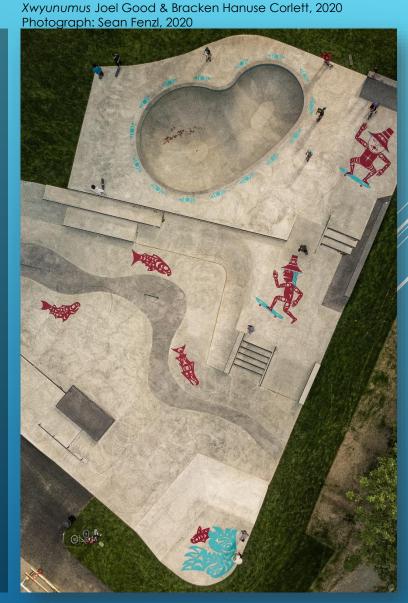


DERF

- Capital projects
- Recuperation of deficits
- The distribution of bursaries or scholarships
- Activities where participation is based on fundraising pledges
- Activities that are politically-partisan
- Activities focused on commercial activity (e.g. marketing campaigns, tradeshows), religion or health care
- Activities occurring outside of downtown Nanaimo (the City reserves the right to determine the boundaries of downtown for the purpose of this program)
- Projects where the central focus is not hosting an event or a festival
- Projects which duplicate existing events or festivals
- Events and festivals that have already received funding for the same activities through other sources at the City of Nanaimo

A COMMON QUESTION: WHAT IS THE DIFFERENCE BETWEEN THE CULTURE OPERATING GRANT AND THE CULTURE PROJECT GRANT?

- The Operating Grants fund year-round operations → this means not just public activities but administrative expenses
- If you're receiving operational funding, you are running year-round activities, have an administrative structure that reports to a volunteer Board of Directors, and are able to produce financial statements
- The funding of an Operating Grant is expected to help fund all activities (i.e. versus a particular project or program)
- This is why you are asked to provide a 'Program of Work' in the application which will outline your year-round activities and needs
- Project grants, however, are allocated in the realization of a specific project or series of activities
- That is why you are asked to describe the nature of the project/ activities and all related details in the application
- And yes, administrative costs associated with the realization of that project are eligible (i.e. venue rental, staffing, promotional costs)
- Operating expenses (like office rent or utilities) are not a project cost



City of Nanaimo Culture & Events Culture Project Grant 2025
Application Form
Organization Details
Legal Name of Organization
Contact Person* Position
* Must be available to be contacted in December 2024
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, 2025-July 31, 2025)
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 \$

Most of this is a very clear collection of basic information about your organization...

THE APPLICATION PROCESS

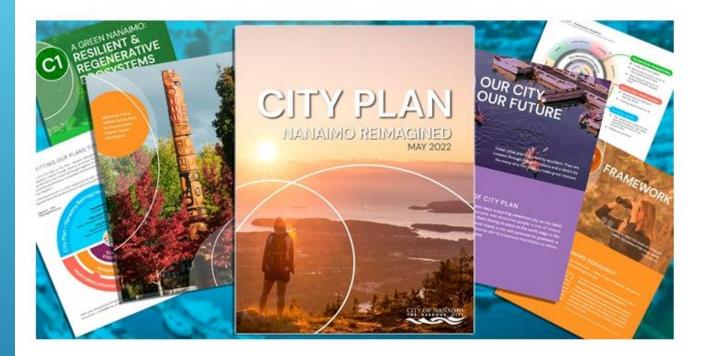
- You will notice there is a word limit for the fillable spaces in the application – this is intentional
- ▶ Some tips:
 - More is not necessarily better be concise and clear
 - ► Limited space available means you must choose words that best convey your meaning; eliminate unnecessary redundancies; be critical (edit, edit, edit!)
 - ▶ While you can include additional materials or information with your application, unless those materials are requested or vital (for e.g. your 'Program of Work'), we encourage you to focus instead on how to effectively communicate what is necessary in a concise manner
 - Be clear and straight forward
 - Refer to the City Plan and consider how your organization's mandate/ goals align with key points ...

City of Nanaimo
Culture & Events
Culture Project Grant 2025

A1. Applicant Profile (Up to 1 pg / single sided / no staples / font: Arial or Cali Input a brief summary of your organization

- What is your mandate? How does your mandate align with section C.
 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?

CITY PLAN: NANAIMO REIMAGINED



<u>City Plan - Nanaimo ReImagined</u> is the City's strategic planning document, that provides direction for the coming 25 years on land use, Truth and Reconciliation, climate adaptation, health and wellness, diversity, accessibility and inclusion, economic prosperity, sustainable living, and more. Because cities work best when interdependent systems are considered together, <u>City Plan: Nanaimo ReImagined</u> unifies traditionally separate strategic documents to serve as Nanaimo's: Official Community Plan (OCP); Parks, Recreation, Culture, & Wellness Plan; Active Mobility Plan; Transportation Plan; Climate Action & Resiliency Plan; Accessibility & Inclusion Plan.

City Plan: Nanaimo Reimagined is available online and is an excellent resource for your application.

The City Plan was passed in 2022. While you will find other City materials online, this is the most recent and relevant.

Where to find sections most relevant to art, culture, and heritage?

C4	500000000000000000000000000000000000000	MPOWERED NANAIMO: NCILIATION,	
	REPR	ESENTATION, & INCLUSION	90
	C4.1	Truth & Reconciliation	97
	C4.2	Equity & Inclusivity	101
	C4.3	Access for All	103
	C4.4	Political Voice & Engagement	106
	C4.5	Culture	108
	C4.6	Archaeology & Heritage	110
	C4.7	Public Art Projects & Programs	113
	C4.8	Community Events, Festivals, Tournaments, & Gatherings	115
	C4.9	Parkland & Park Amenity	
		Management	117
	C4.10	Waterfront Use & Protection	121

ANOTHER TIP....

Sing your own praises!

Some of you may have submitted a Final Report as a requirement of your previous year's funding and included information with regard to your successes and all relevant stats.

Do NOT assume we will be able to recall this information when reviewing new grants applications. Repeat the information if it helps strengthen your application for 2025 funding. Previous year's Final Reports are not reviewed alongside a new years grants applications.

For example, if applying for an increase in funding for an ongoing operations due to the Program of Work expanding as a result of the previous year's proven success (such as increased attendance numbers requiring a larger venue for events) – include this information in your application, do not assume we'll recall these numbers from your Final Report.



IF SOMETHING CHANGES...

If something changes – a mandate change / an event / program you'd included in your Program of Work is no longer happening – reach out to us immediately to let us know. Changes to the original scope of work outlined in the Program of Work <u>must be approved</u>.

Major changes to proposed activities will generally require an interim report be submitted for staff approval.

If there are funds that cannot be used as a result of changes, we must be notified immediately.



Use the <u>Culture Project Grant Budget Form</u> 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.

NOTE! Data limits apply. Please ensure files are smaller than 100 MB if using online submission. Hardcopy submission can be accompanied by a flash drive.

ADDITIONAL MATERIALS



FINANCIAL INFORMATION: PROJECT & OPERATING GRANTS

*Excel format Budget Forms are provided, online

To remove financial barriers, under the new guidelines for Operating Grants, if a group is requesting funding in an amount that is *less than* \$20,000, an externally reviewed financial statement is no longer required, thus eliminating the cost of a third-party audit.

If the funding request is less than \$20,000.00, you will need to provide a year-end financial statement which:

- reflects most recently completed fiscal year
- is signed by two signing officers of the organization
- includes breakdown of all public funding and operating net assets

Use the Culture Project and Operating Grant Budget Forms to list all revenues and expenses. Include this with your application submission.

Cuiture	Project	Grant -	buuget	FOITH ZUZ)

Culture Duciest Great Pudget Form 2025

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.

REVENUES	
PUBLIC FUNDING	
City of Nanaimo (this request)	
Other (specify):	
EARNED REVENUE (specify):	
FUNDRAISING (specify):	
OTHER (specify):	
TOTAL REVENUES	0
EXPENSES	
FEES	
Artist Foos	

FINANCIAL INFORMATION: OPERATING GRANTS

City of Nanaimo
Culture & Events
Culture Grant – 1-Year Operating

A4. Required Financial Information

Using the <u>Budget Form</u> provided, please supply a budget that identifies the actual revenues and expenses of your previous year of activities, and a budget of revenues and expenses for the year of your request.

Financial Statements Please read threshold criteria carefully

If funding request **equals or exceeds \$20,000.00**, please attach a PDF of the **audited** or **independently prepared financial statements** for the organization's most recently completed fiscal year (as submitted to the Province in your annual report).

\$0 to \$20,000: Internally prepared financial statements

\$20,000 to \$50,000: Independently prepared - Notice to Reader/ Compilation Engagement Report

\$50,000 to \$100k: Independently prepared - Review Engagement

Exceeding \$100k: Independently prepared – Audit

If funding request is **less than \$20,000.00**, please attach a PDF of a **year-end financial statement** which:

- reflects most recently completed fiscal year
- is signed by two signing officers of the organization
- includes breakdown of all public funding and operating net assets

BC SOCIETY ACT ANNUAL REPORT

We link to the necessary form...

Although not required for DERF application, registered Societies may wish to strengthen section A1 of their Applicant Profile by providing a copy of their Annual Report. See section **A5** of Operating and/or Project Grant applications for link.



Societ

ANNUAL REPORT

SOCIETIES ACT, section 73

phone: 1 877 526-1526	Mailing Address:	PO Box 9431 Stn Prov Govt	Courier Address:	200 – 940 Blanshard Street
w.gov.bc.ca/societies		Victoria BC V8W 9V3		Victoria BC V8W 3E6

DO NOT MAIL THIS FORM unless otherwise instructed to do so by registry staff. BC Registries and Online Services requires that this filing be completed online at www.qov.bc.ca/SocietiesOnline.

Filing Fee: \$40.00

If you are instructed by registry staff to mail this form, please include a cheque/money order (payable to the Minister of Finance) or provide a BC OnLine account number.

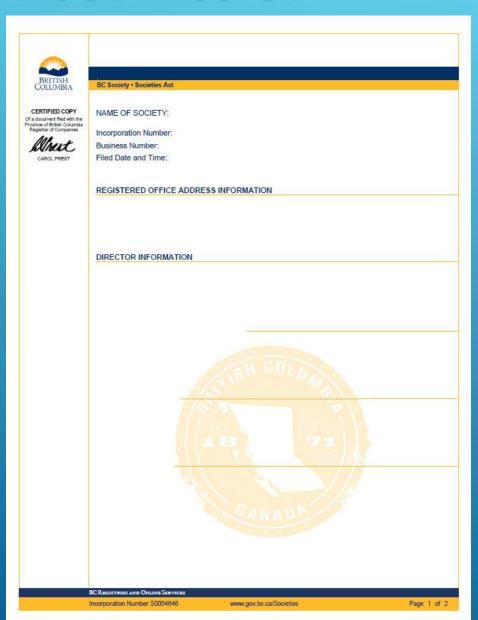
Freedom of Information and Protection of Privacy Act (FOIPPA) Personal information provided on this form is collected, used and disclosed under the authority of the FOIPPA and the Societies Act for the purposes of assessment. Questions regarding the collection, use and disclosure of personal information can be directed to the Manager of Registries Operations at 1 877 526-1526, PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3

PRIMARY EMAIL ADDRESS		*	LTERNATE EMAIL AD	DRESS	
INCORPORATION NUMBER (OR BUSINESS NUMBER O	F SOCIETY			
NAME OF SOCIETY					
ANNUAL GENERAL MEETING filed within 30 days after the mee FOR CALENDAR YEAR REGISTERED OFFICE ADDRI	eting is held.) YYYY/MM/DD			n each calendar y	rear. The annual report must be
Has the registered office address of The Notice of Change of Address to DELIVERY ADDRESS (PO Box at MAILING ADDRESS (If different fir	akes effect at the beginning of t	• • • • • • • • • • • • • • • • • • • •	cific Time) following the da	CITY	Prov. POSTAL CODE
PERSONS WHO HAVE BEEN	ELECTED OR APPOINTE	D AS DIRECTORS			BC
A society must have a minim A member-funded society m A director address must be a address at which the director Full names of directors are re This section continues on the If the society did not hold an Director Change form (FORM)	ust have at least one director physical address. A post of may be served with record equired; initials only are not enext page. Attach addition Annual General Meeting (A	or who is not require ffice box alone is no s between the hour accepted. al sheet if more spa	ed to reside in BC. It accepted. A director's s of 9:00am and 4:00pn ce is required.	address may be n, local time, Mo	nday to Friday.
FIRST NAME	MIDDLE NAME		LAST NAME		
ADDRESS		CITY	PROV/STATE	COUNTRY	POSTAL CODE/ZIP CODE
FIRST NAME	MIDDLE NAME		LAST NAME		
ADDRESS		CITY	PROV/STATE	COUNTRY	POSTAL CODE/ZIP CODE

CONFIRMATION OF SUBMISSION

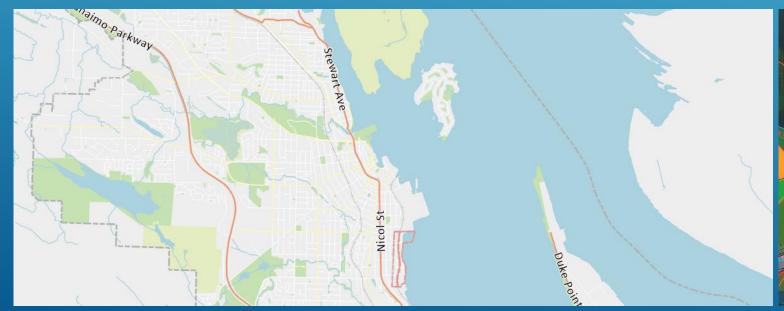
You will likely have a form like this in your records that outlines organizational information including your Board of Directors

This is what we require...



My organization is located outside the City of Nanaimo boundaries. Are we eligible?

As already covered, to be eligible for funds at the City of Nanaimo, your organization must be registered as a nonprofit with an address inside the boundaries of the City. Organizations that operate in multiple communities must be registered to an address inside the boundaries of the City of Nanaimo and must be able to demonstrate public activities taking place inside the City limits in order to receive funding through the Culture Grant Program.

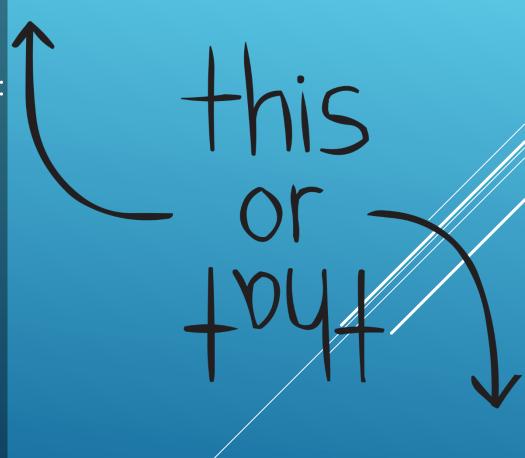




What type of grant should I apply for: <u>Project</u> or <u>Operating</u>?

This decision should be made based on several factors:

- The reviewed difference between Project and Operating – Are you seeking to fund operational costs or funds for a specific project/ series of activities?
- Is your organization eligible for a Culture Operating Grant?
- Your organization's financial needs. A reminder: In 2023, \$83,000+ above available budget for Project Grants funding was requested



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.



Pacific Sails, John A. Charnetski, 2007

Can I apply for more than one Project Grant project/initiative?

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

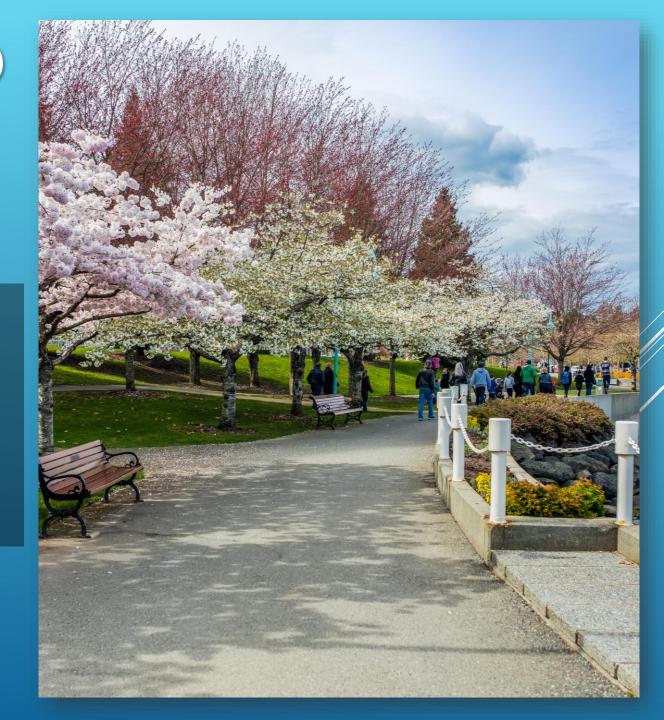
Can our organization apply for a Culture Project Grant and a Culture Operating Grant?

Applicants who are receiving Culture Operating support may apply for **one** supplemental Project Grant. Organizations that receive an Operating Grant may apply for one Project Grant that is <u>either a collaboration with another organization or a capacity building activity</u>. 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.

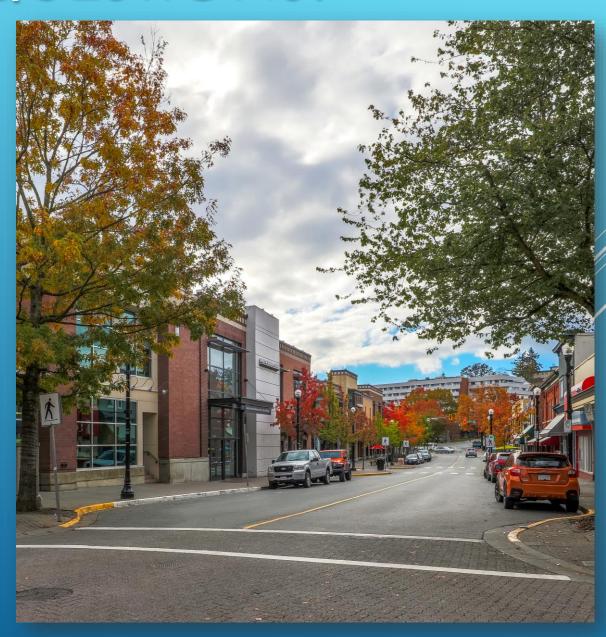


Can I apply for more than one Downtown Event Revitalization project/initiative?

Yes. Based on funds available, up to **four** Downtown Event Revitalization applications may be approved.

I am part of an Artists' Cooperative. Can we apply in this capacity for a DERF or Project Grant (multiple applicants, one proposal)?

No. One person or organization must be responsible for the funding.



Can I apply for Downtown Event Revitalization funding if I have received other funding from City of Nanaimo for my project?

Organizations and individuals may apply more than once to the City of Nanaimo, but the funds must support a <u>different</u> project, program or activity.



My event is new and/or my organization has just been created. Can I still apply for Downtown Event Revitalization funding?

Yes. These requests will be considered on a case-by-case basis. DERF funding is intended to activate the downtown and applications will be evaluated based on merit! You have ideas? We want to hear them.

My activity/ project will start in 2025, but will last into 2026, am I still eligible to apply?

Yes, the fund supports activities that are initiated in 2025. Organizations with activities that carry over into 2026 must supply an interim report if/when submitting a new application to the Culture Project Fund.



I would like to run an event, in collaboration with a society. Can they apply on my behalf?

Partnerships and collaborations are encouraged, however it is not recommended that a society apply on behalf of another organization or individual.

*Funds allocated in support of the event are disbursed under contractual obligations that we require the event organizer to uphold.



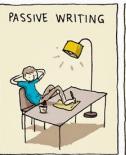
What if I have additional questions?

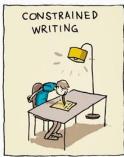
Reach out to us at **culturegrants@nanaimo.ca** and we will do our best to guide you.

Application Due Date: October 8, 2024 | 4PM

STYLES OF WRITING



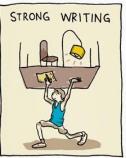






















GRANT SNIDER

BONUS... OTHER FUNDING OPPORTUNITIES:

With the City of Nanaimo:

- Community Development Grant
- Travel Assistance Grant
- Social Planning Grants
 - Community Vitality
 - Social Response
- Youth Resiliency Grant (note: this grant's deadline has passed)

Corporate Funding:

- Telus Community Funds
- RBC Emerging Artists
- The Rio Tinto Aluminum Canada Fund

Other:

- Canada Council for the Arts
- BC Arts Council
- Department of Canadian Heritage
- Heritage BC
- BC Community Gaming
- Creative BC Funding
- BC Museums Association
- bclive performance network
- FACTOR (the Foundation to Assist Canadian Talent on Records)
- MusicBC (travel grants)
- Artstarts
- First Peoples' Cultural Council
- Island Coastal Trust Community Placemaking Program

QUESTIONS?



