



CITY OF NANAIMO
THE HARBOUR CITY

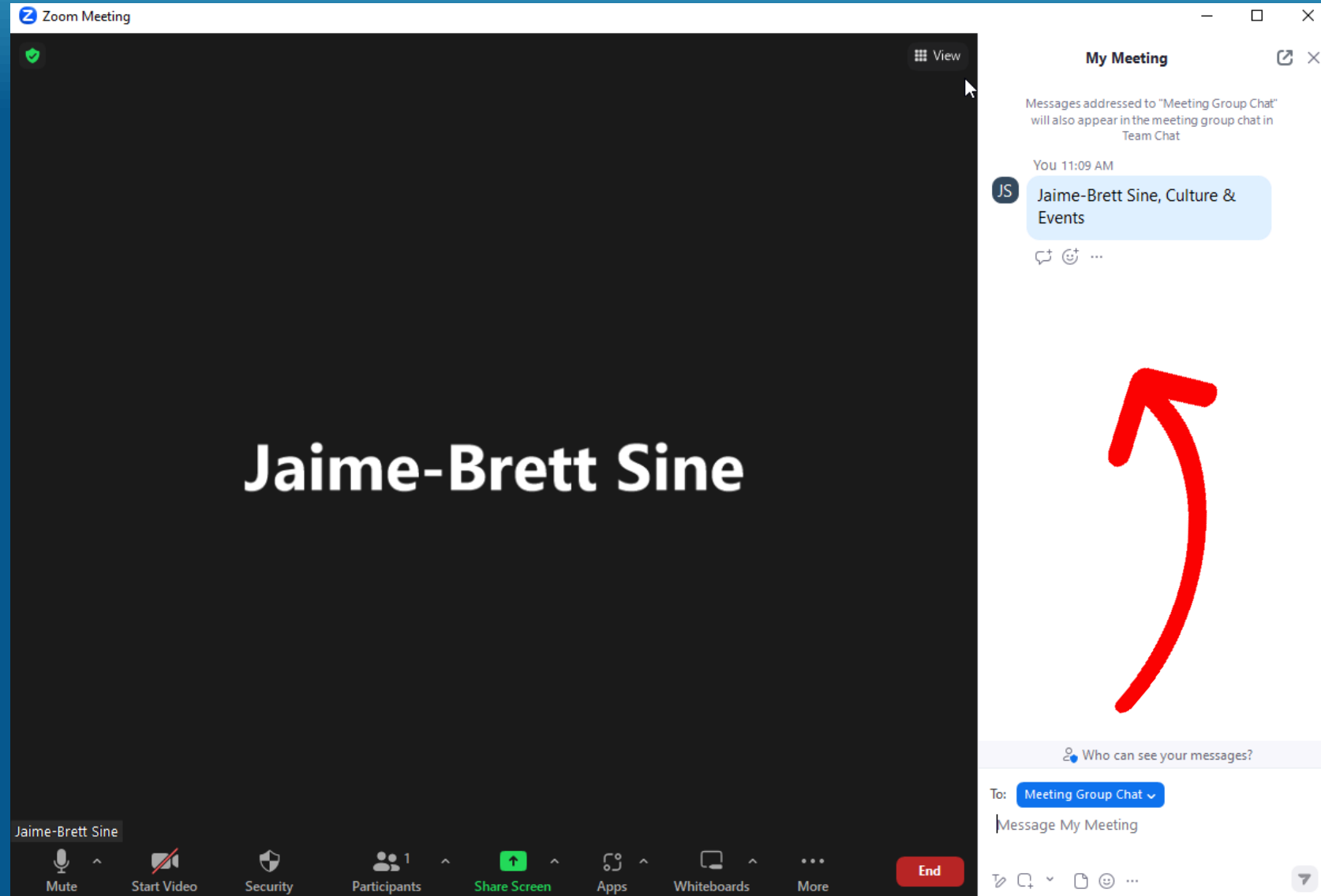
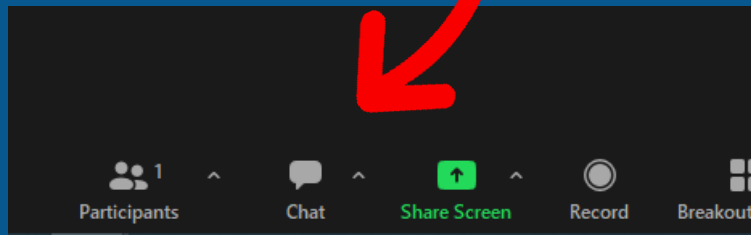
CITY OF NANAIMO
CULTURE GRANTS:
ALL



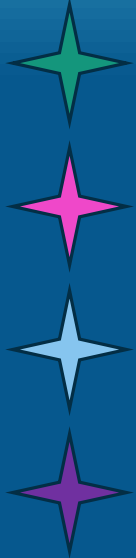
Acknowledgement...

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.



INTRODUCTIONS...



Adrienne Mercer Breen, Manager, Culture & Special Events

Deb Beck, Special Events Coordinator, Culture & Special Events

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

Janna Logan, Clerk, Recreation & Culture

Meg and Taylor



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 2025 grant season, the City received over \$392,086 in funding requests through the **Operating** Grant program
- In the 2025 grant season, the City received over \$116,432 in funding requests through the **Project** Grant program
- In the 2025 grant season, the City received almost \$477,664 in funding requests through the **Downtown Event Revitalization Fund (DERF)**.



BUDGET:



In the fall of 2024, we requested an increase to the Project and Operating grant streams beginning in 2025. We reported that: Having remained unchanged for 4+ years and when comparatively reviewed within a broader scope of similar BC municipalities and grant programs, Operating and Project grant streams were deemed underfunded, resulting in rising annual shortfalls that Nanaimo’s arts and culture organizations have reported negatively impacts programming and operations. We asked for:

- **10% annual increase for five years (2025 – 2029)** in Project Grant funding; and
- **\$0.25 per capita annual increase for three years (2025 – 2027)** in Operating Grant funding

Grant Stream	Original Budget	With Budget Increase
Operating Grant	\$336,849	\$364,920
Project Grant	\$44,407	\$48,848
DERF Grant		\$250,000

Note: The above reflects the 2025 budget. Project Grant will increase to \$53,733 for 2026. Operating Grant increase will be dependent on population.

CULTURE GRANTS

- The purpose of **Culture Project Grants** 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 **Culture Operating Grants** 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.



3-YEAR OPERATING GRANTS

Fluence, David Martinello, 2025

This refers to our Culture Operating Grant – administered for a 3 Year cycle, available to Nanaimo non-profit culture and heritage organizations who are already in receipt of operating funds and who would like to apply for a 3-year allocation.

- The next 3-Year term will be from **January 2026 – December 2028**.
- You will find this information on the Operating Grant webpage. Pay attention to eligibility criteria.
- There is a particular 3-Year Operating Grant application form (difference being that you will be laying out plans and budget for the next 3 years).
- Important note: Organizations applying for 3-year Operating Grant funding do NOT need to apply for 1-year Operating Grant funding in addition to this application. This application automatically makes groups eligible for 1-year Operating Grant funding.



OPERATING & PROJECT GRANTS

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

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.



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 3 applications 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....

The screenshot displays the NanaimoMap web application interface. At the top, a dark blue header contains the title "NanaimoMap | City of Nanaimo" and a search bar. Below the header, a navigation bar includes tabs for "Home", "Find Data", "Measure", and "Draw". A toolbar with various icons for search and drawing tools is positioned below the navigation bar. The main content area is divided into a left sidebar and a central map area. The sidebar contains a "Welcome to the City of Nanaimo's Public Web Map." section, followed by instructions on how to use the map, including searching for information, controlling data visibility, and using measurement and drawing tools. The central map area shows a map of Nanaimo with various colored overlays and a red outline indicating a specific area of interest. A blue button labeled "I want to..." is visible on the left side of the map. The bottom of the interface features a footer with a "Basemap" button, a scale bar, and a "Go" button.

NanaimoMap | City of Nanaimo

Search...

Home Find Data Measure Draw

Address Search Folio Search PID Search Parks Search Street Search Clear Search Results

Search

Point Freehand Line Polygon Rectangle Clear

Identify

Home

Welcome to the City of Nanaimo's Public Web Map.

NanaimoMap allows you to search and view the City of Nanaimo's geographic data, including current and historical aerial photos, property information, utility services and more.

Control what data is visible by opening the [Layer List](#).

To discover data, choose from a variety of tailored themes, or select All Available Layers to view everything.

Search for information by using the search box in the top right of the map, or opening the Find Data tab at the top of the screen.

Looking for property information? Start by entering an address using the [Address Search](#) tool, and zoom in to see more detail.

Measure and drawing tools are available by opening the Measure or Draw tabs.

Print, export, or send an email link of the map using the tools on the Home tab.

Need help? Check out the [NanaimoMap Overview Guide](#), or if you're still having trouble, please contact us as mapfeedback@nanaimo.ca

I want to...

Basemap

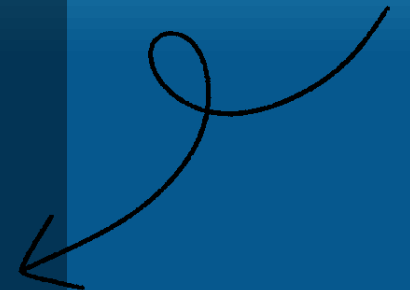
Scale 1: 100,000

Go

0 1.5 3km

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:
 - **Collaboration or Partnerships; or Organizational Capacity Building** (such as: professional development, mentorship, strategic planning)
 - Activities must not be funded through the City of Nanaimo's Culture Operating Grant (i.e. we can't pay for the same activity twice)



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



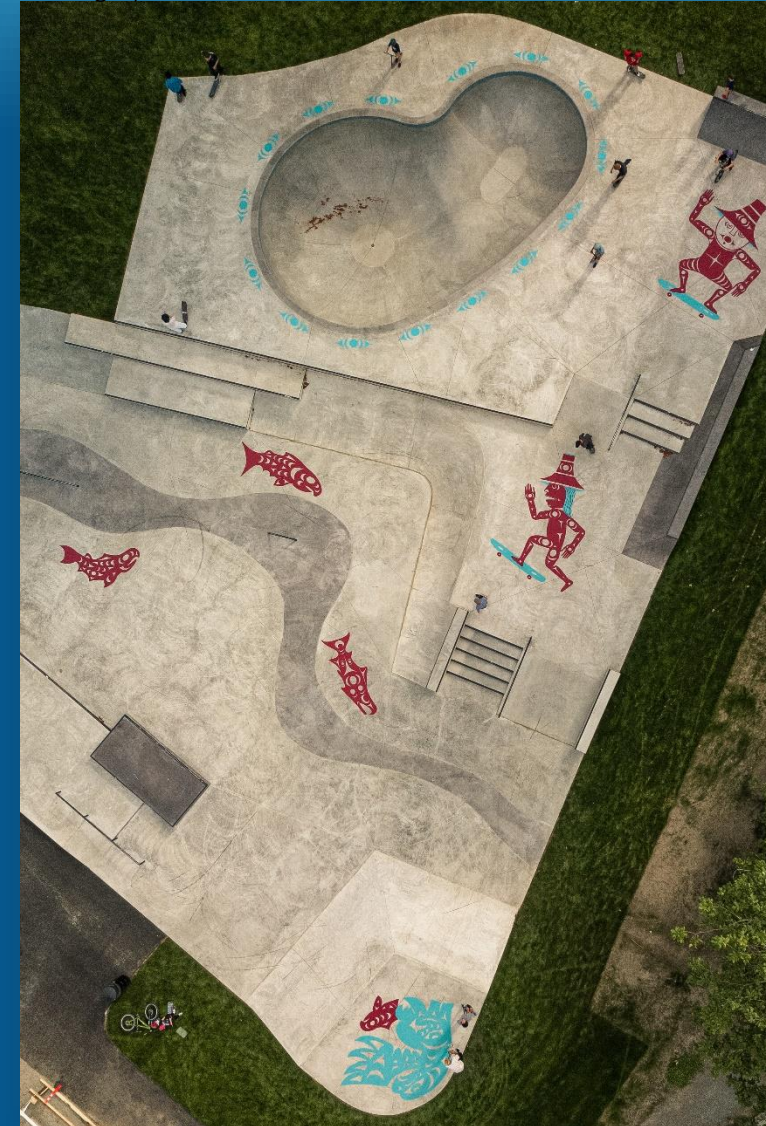
DERF

- 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, tradeshow), 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?

Xwyunumus Joel Good & Bracken Hanuse Corlett, 2020
Photograph: Sean Fenzl, 2020

- 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



Application Form

Organization Details

Legal Name of Organization _____

Contact Person* _____ Position _____

** Must be available to be contacted in December 2025*

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

► 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 ...

A1. Applicant Profile (Up to 1 pg / single sided / no staples / font: Arial or Calibri / font size: 12)
Input a brief summary of your organization

- What is your mandate? How does your mandate align with section C.4 – *Annual Report* 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



City Plan - Nanaimo ReImagined 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, *City Plan: Nanaimo ReImagined* 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 AN EMPOWERED NANAIMO: RECONCILIATION, REPRESENTATION, & 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 2026 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 must be approved.

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 [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.**

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.

Culture Project Grant - Budget Form 2026

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 Fees

FINANCIAL INFORMATION: OPERATING GRANTS

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

A4. Required Financial Information

- ☐ Using the [Budget Form](#) 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

FINANCIAL INFO

If successful in your request for funding, you will be notified and included in those materials will be an EFT form.

Please note: The name included as 'cheque written to...' must match bank account records.



Electronic Funds Transfer Authorization

City of Nanaimo is pleased to provide electronic funds transfer for all vendor related payments. Instead of mailing you a cheque, we will transfer funds directly into your bank account. *We will notify you by email that the transfer has been made to the Email address provided below under the "Payment Advice Email" section.*

Please complete and sign this form to initiate payment by Electronic Funds Transfer

Company Name/Name:			
Address:			
City:	Province:	Postal Code:	
Contact Name:	Phone:		
Payment Advice Email (Mandatory):			

I hereby authorize the City of Nanaimo to initiate automatic deposits to my account at the financial institution as indicated on attached void cheque.

Further, I agree not to hold the City of Nanaimo responsible for any delay or loss of funds due to incorrect or incomplete information supplied by myself, my financial institution, or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until the City of Nanaimo receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Finance Department.

*****Please attach a void cheque from your financial institution outlining account details for deposit*****

Authorized by:	Title:
Signature:	Date:

Email to: finance.division@nanaimo.ca

Mail to: City of Nanaimo
455 Wallace Street
Nanaimo BC V9R 5J6

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.

 BC Registry Services		Society ANNUAL REPORT SOCIETIES ACT, section 73			
Telephone: 1 877 526-1526 www.gov.bc.ca/societies	Mailing Address: PO Box 9431 Stn Prov Govt Victoria BC V8W 9V3	Courier Address: 200 - 940 Blanshard Street 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.gov.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			
A PRIMARY EMAIL ADDRESS		ALTERNATE EMAIL ADDRESS			
B INCORPORATION NUMBER OR BUSINESS NUMBER OF SOCIETY					
C NAME OF SOCIETY					
D ANNUAL GENERAL MEETING (AGM) DATE (A society must hold an Annual General Meeting once in each calendar year. The annual report must be filed within 30 days after the meeting is held.) FOR CALENDAR YEAR YYYY/MM/DD OR ☐ No meeting held					
E REGISTERED OFFICE ADDRESS Has the registered office address changed from last year? ☐ Yes ☐ No The Notice of Change of Address takes effect at the beginning of the day (12:01 a.m. Pacific Time) following the date on which this notice is filed with the registrar. DELIVERY ADDRESS (PO Box alone is not accepted. Postal Code required.) CITY Prov. POSTAL CODE MAILING ADDRESS (If different from delivery address.) CITY Prov. POSTAL CODE					
F PERSONS WHO HAVE BEEN ELECTED OR APPOINTED AS DIRECTORS - A society must have a minimum of three directors (individuals) and at least one must be ordinarily resident in BC. - A member-funded society must have at least one director who is not required to reside in BC. - A director address must be a physical address. A post office box alone is not accepted. A director's address may be their residential address or an address at which the director may be served with records between the hours of 9:00am and 4:00pm, local time, Monday to Friday. - Full names of directors are required; initials only are not accepted. - This section continues on the next page. Attach additional sheet if more space is required. - If the society did not hold an Annual General Meeting (AGM), changes of directors cannot be reflected on the Annual Report. Please complete a Director Change form (FORM 03 SOC).					
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...

 BRITISH COLUMBIA CERTIFIED COPY Of a document filed with the Province of British Columbia Registrar of Companies <i>Wheat</i> CAROL PREST	BC Society • Societies Act NAME OF SOCIETY: Incorporation Number: Business Number: Filed Date and Time: REGISTERED OFFICE ADDRESS INFORMATION DIRECTOR INFORMATION 
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BC REGISTRIES AND ONLINE SERVICES

Incorporation Number S0054646

www.gov.bc.ca/Societies

Page 1 of 2

WHY DO WE ASK FOR LOGO INCLUSION?



- Not only demonstrates the City's support... but the NEED for this funding...



USE OF AI

What is AI?

Artificial intelligence (AI) is technology that enables computers and machines to perform complex task normally done by human-reasoning, decision-making, creating, etc.

Use of AI & Accessibility

AI is being used by some individuals and organizations to expedite and aid in processes such as grants applications. This has contributed to a surge in applications received by granting bodies. In some cases, AI tools are implemented to reduce barriers in applications processes. While we recognize this reality, we'd like to make you aware of a couple of notes:

- If you use these tools in any capacity to fill out an application, please PROOF read.
- Familiarize yourself on how AI tools operate and collect information and know that your information is not private when submitted to AI software.

Resources:

[CARFAC recommendations regarding AI and visual artists](#)

[BC Government draft artificial intelligence principles](#)

[Saatchi Art AI Policy](#)

[BCIT Library: AI, Copyright & Liability](#)

BARRIERS OF ACCESS

Should you experience challenges or barriers in this application process or require additional support, we encourage you to reach out BEFORE application deadline to: cultureandevents@nanaimo.ca (250-755-4483).

To best support you, we ask that requests for additional support be made *at least* 1 week before the application deadline. The City is committed to improving accessibility for all by identifying, removing, and preventing barriers.



Harewood Murals by Kristen Elkow of Elkplan Design Inc.

STATEMENT OF INCLUSIVITY

Recipients of City of Nanaimo Culture Grant funding must demonstrate commitment to City of Nanaimo Policy C4.2 Equity and Inclusivity:

- ▶ *“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.”*

Funding is provided with the expectation that recipients will:

- ▶ 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)

NOTE ABOUT DATES

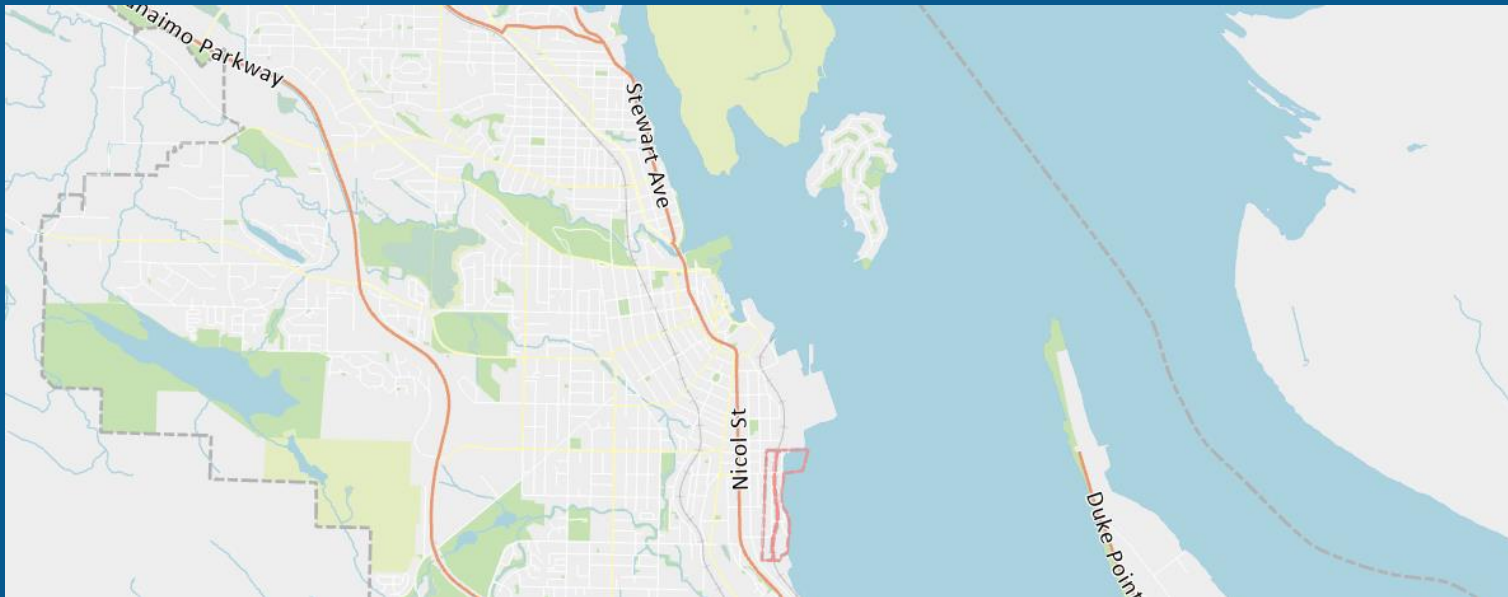
Grants Deadline	4pm October 7, 2025
Intake Compilation & Prep	Oct 8 - 17
Panel Independent Review	Oct 20 - 31
Panel Discussions	Nov 3 - 7
Prepare Report with Recommendations	Nov 10 – 28
Present to Finance & Audit	Dec 17
Results to Council for Approval	Jan 19
Notification	After Jan 20



FREQUENTLY ASKED QUESTIONS:

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.

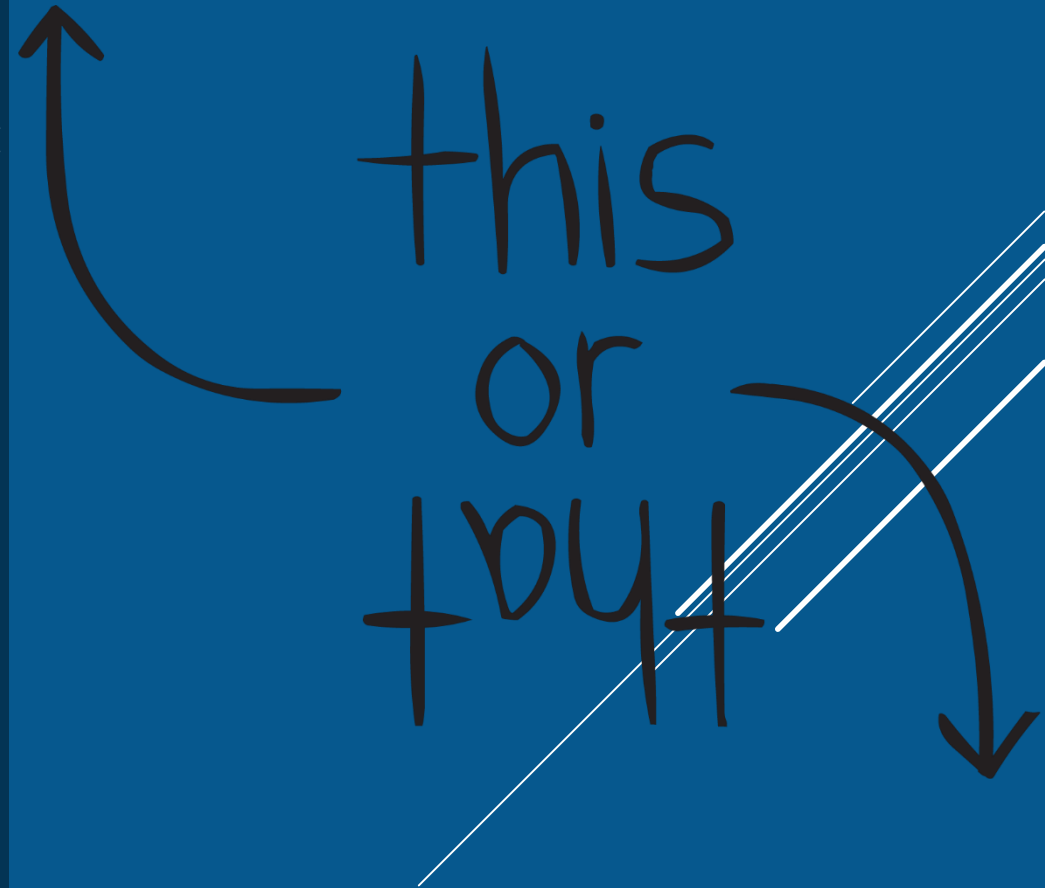


FREQUENTLY ASKED QUESTIONS:

What type of grant should I apply for: Project or Operating?

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



FREQUENTLY ASKED QUESTIONS:

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.



FREQUENTLY ASKED QUESTIONS:

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 either a collaboration with another organization or a capacity building activity. The application must clearly demonstrate how the request falls outside of regular operations.



FREQUENTLY ASKED QUESTIONS:

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.



FREQUENTLY ASKED QUESTIONS:

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.



FREQUENTLY ASKED QUESTIONS:

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 different project, program or activity.



FREQUENTLY ASKED QUESTIONS:

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 **2026, but will last into **2027**, am I still eligible to apply?**

Yes, the fund supports activities that are initiated in 2026. Organizations with activities that carry over into 2027 must supply an interim report if/when submitting a new application to the Culture Project Fund.



FREQUENTLY ASKED QUESTIONS:

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.*



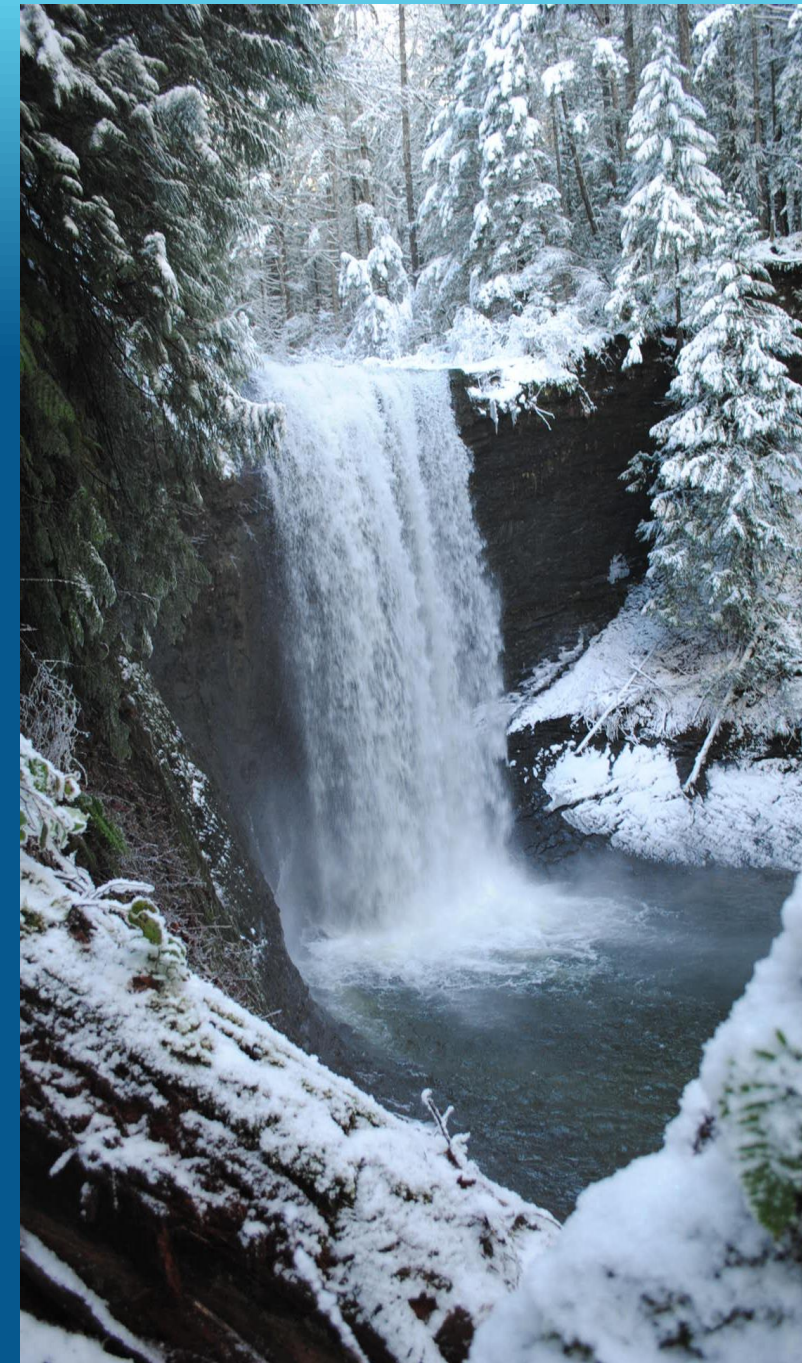
FREQUENTLY ASKED QUESTIONS:

I am applying for a {insert funding body} grant and would like to request a **support letter. Who do I ask and what is the process?**

For the past year or so, this process required that all support letters/ forms be approved by Council. This was a challenge as often the request for a support letter was received close to a grant deadline and there was no time to receive Council approval.

We are happy to report this is no longer the case. The Culture & Events team may now complete confirmation of support forms and letters of support for our grant recipients.

Note: Requests for support are subject to review.



FREQUENTLY ASKED QUESTIONS:

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 7, 2025 | 4PM**



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

Corporate Funding:

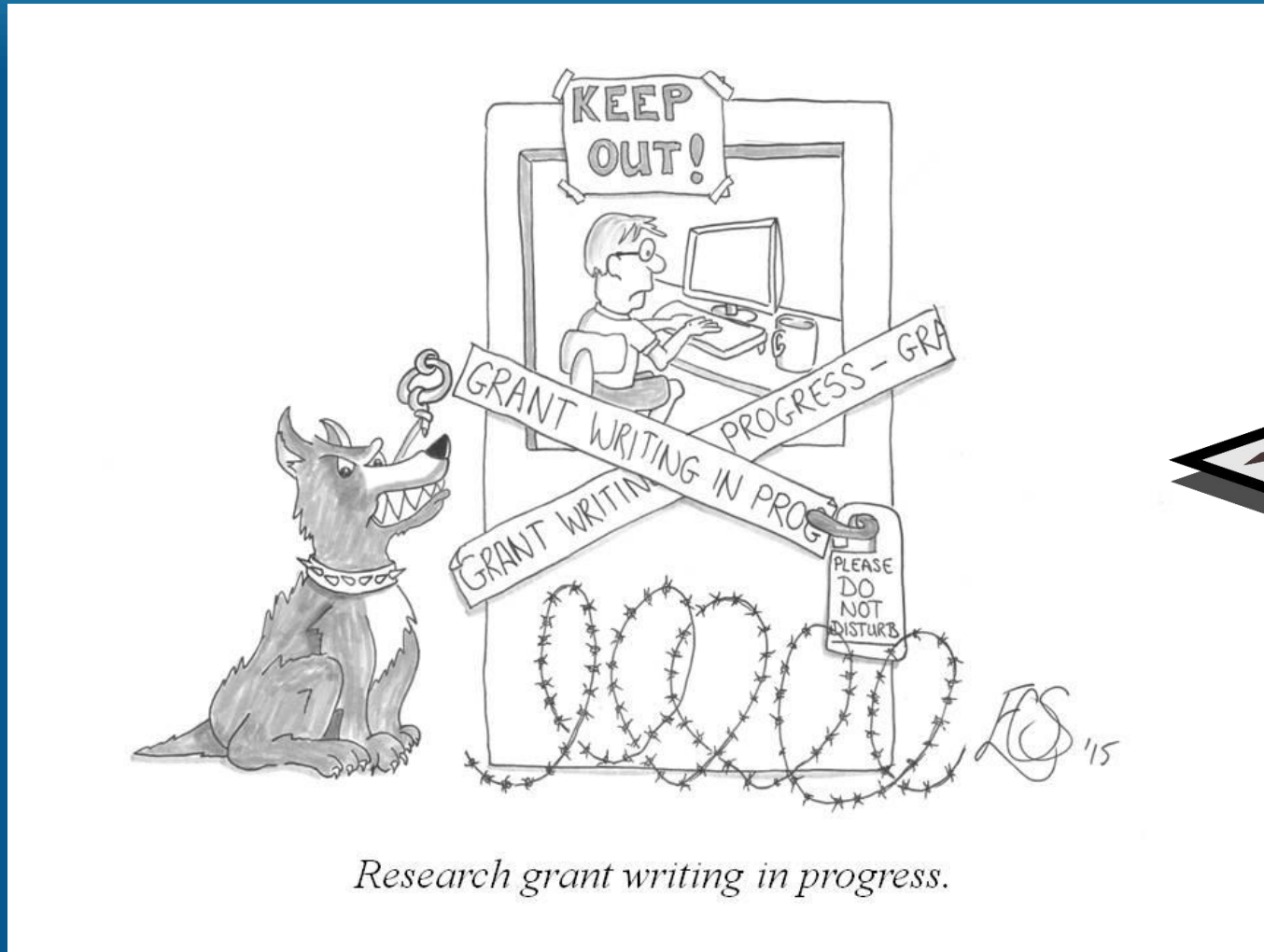
- Telus Community Funds
- RBC Emerging Artists
- The Rio Tinto Aluminum Canada Fund

Other:

- Canada Council for the Arts
- BC Arts Council
- Department of Canadian Heritage
- Heritage BC
- Govt. of BC – Destination Events Program; Fairs, Festivals and Events Fund
- BC Community Gaming
- Creative BC Funding
- BC Museums Association
- First West Foundation Impact Grants
- 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?

(Please introduce yourself and the organization you're representing when posing a question)



Research grant writing in progress.

