



CITY OF NANAIMO
THE HARBOUR CITY

CITY OF NANAIMO CULTURE GRANTS:

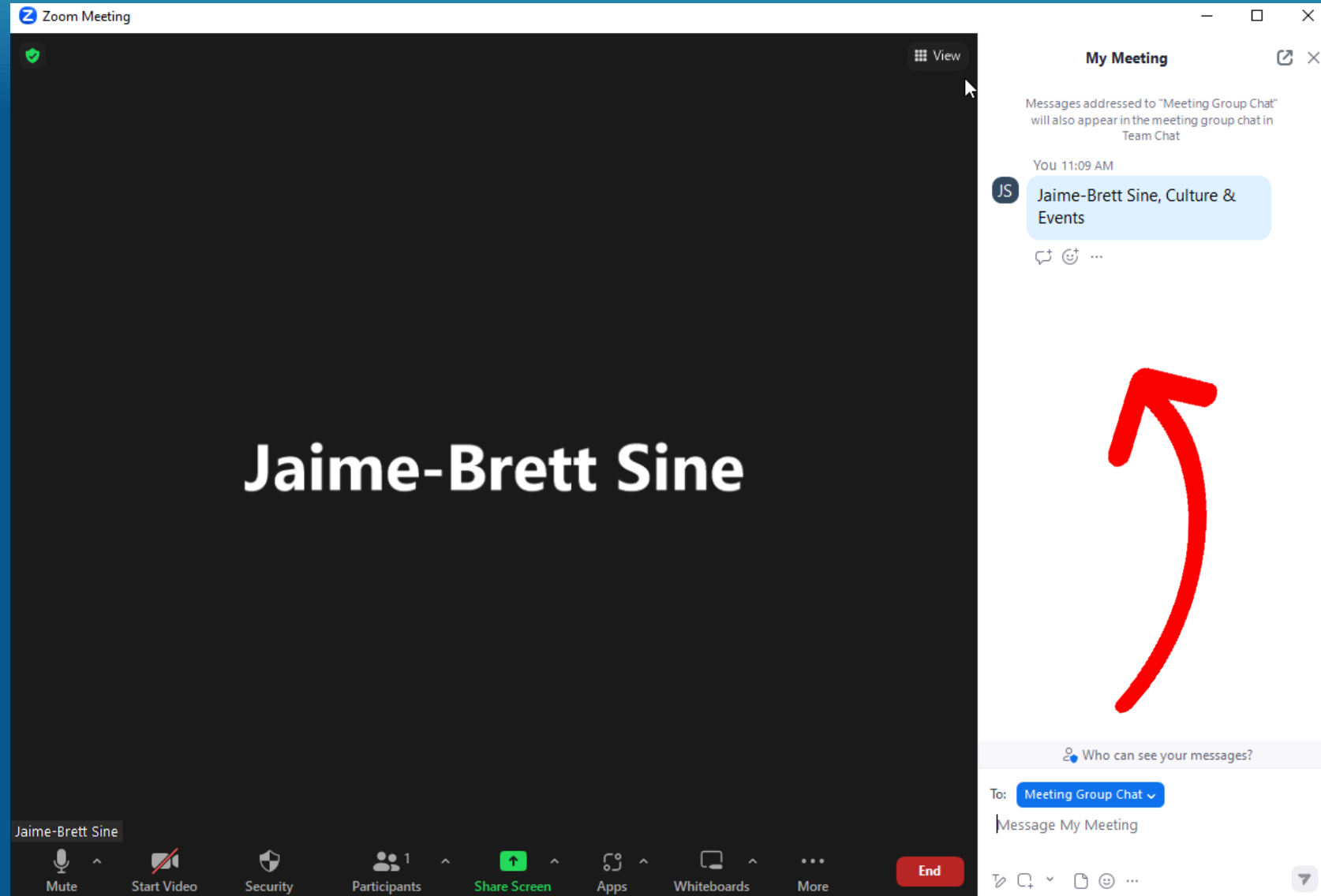
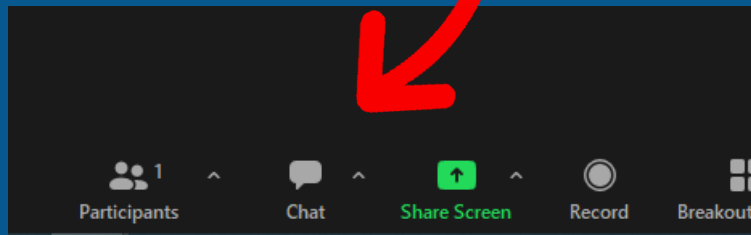
ALL



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, Culture Coordinator, Culture & Special Events



Janna Logan, Clerk, Recreation & Culture



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 2026 grant season, the City received over \$460,181 in funding requests through the **Operating** Grant program
- In the 2026 grant season, the City received over \$91,845.50 in funding requests through the **Project** Grant program
- In the 2026 grant season, the City received almost \$377,206 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	2026 Budget	2027 Budget
Operating Grant	\$401,688	\$436,639*
Project Grant	\$53,733	\$59,106
DERF Grant	\$250,000	\$250,000

*subject to change; funding based 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.



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

- Applicant 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.

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

- Applicant must 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.

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 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 secondary toolbar offers various search and drawing tools: Address Search, Folio Search, PID Search, Parks Search, Street Search, Clear Search Results, Point, Freehand, Line, Polygon, Rectangle, and Clear. The main map area shows a map of Nanaimo with various colored overlays and a red boundary. A sidebar on the left provides a welcome message and instructions on how to use the map's features, such as searching, layer control, and measurement tools. The bottom of the interface includes 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

Basemap

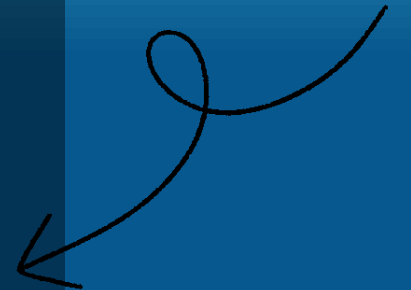
Scale 1: 100,000

Go

0 1.5 3km

A FEW NOTES ABOUT INELIGIBILITY:

- Organizations presently receiving Operating grants may apply for one 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



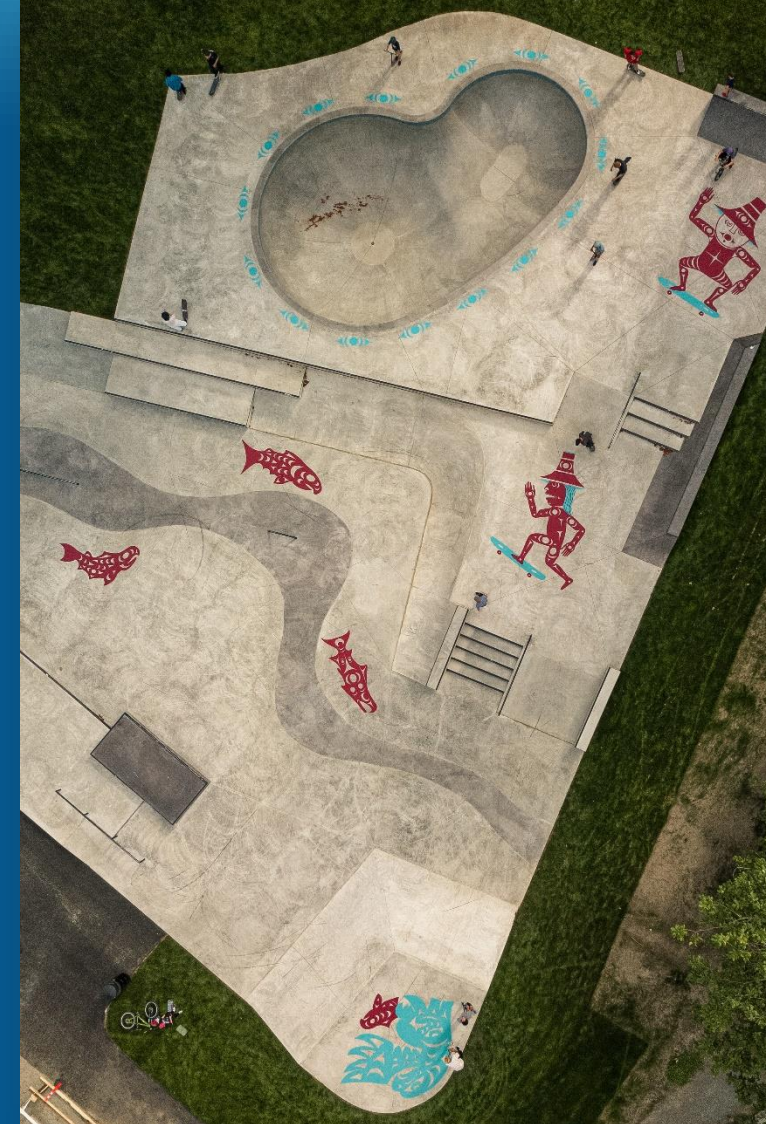
DERF

- Capital projects
- Recuperation of deficits
- The distribution of bursaries or scholarships
- Activities where participation is based solely on fundraising pledges
- Activities that are politically-partisan
- Activities focused on commercial activity (e.g. marketing campaigns, trade shows), 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



2027 Intake of City of Nanaimo Culture Grant Applications has begun.
The deadline for submissions will be: Tuesday, October 6, 2026
Grant applications must be received by **4:00pm PST** on the day of deadline
to be eligible for consideration in this funding stream

Culture Grants

Introduction

The City of Nanaimo recognizes the vital contribution of arts and culture 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 convener, 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.

Culture Grants FAQ

Please read our extensive [Culture Grants FAQ](#) for more information.

► The application process and associated materials have somewhat changed this year – with the hope being to make the process easier and prevent any errors/ loss of information/ problems with submission

THE APPLICATION PROCESS



Green Initiatives	Parks, Rec & Culture	City Services	Property & Development
Recreation Facilities & Schedules Hours & Rates Activity Guide Children's Recreation Programs Youth Programs Adult Recreation Programs Senior Recreation Programs Book a Space & More Pools Arenas Gymnasiums & Weight Rooms LEAP (Leisure Economic Access Pass) Pottery Studio at Bowen Park Social Prescribing	Parks & Trails Find a Park Park Maps City of Nanaimo Dams Book an Event in a Park Community Gardens Dogs in Parks Park Projects & Plans Beach Reports Culture Culture Grants Cultural Spaces & Facilities Love Arts Nanaimo Newsletter Heritage Walks Through Time History of Nanaimo Culture Awards		

Culture Grants List and Application Links

Grant Stream	Summary	Apply/Deadline
1 Year Operating Operating Grant Details	Provides operational support for the activities of professional arts, culture and heritage organizations that play a significant role in contributing to the culture profile and economic vitality of Nanaimo.	Application Form Deadline: Tuesday, October 6, 2026 at 4pm
Project Project Grant Details	Culture Project Grants assist culture and heritage organizations to realize projects that benefit our community and contribute to the cultural, social and economic vitality of Nanaimo.	Application Form Deadline: Tuesday, October 6, 2026 at 4pm
Downtown Event Revitalization Fund (DERF) DERF Grant Details	Supports events and initiatives which attract residents and visitors to downtown.	Application Form Deadline: Tuesday, October 6, 2026 at 4pm
3 Year Operating Grant	Provides operational support for the activities of professional arts, culture and heritage organizations that play a significant role in contributing to the culture profile and economic vitality of Nanaimo.	The next intake will not begin until Fall 2028

1 Year Operating Culture Grant Application

How to Apply

Before you Begin, do the following:

1. Attend a mandatory [Culture Grant Information Session](#)
2. Read the Culture Grants [Frequently Asked Questions](#)
3. Read the full [Operating Grant Program Guidelines](#) and be sure to:
 - Review the [Eligibility Criteria and Guidelines](#)
 - Understand the [Terms and Conditions of Funding](#)
4. Submit any outstanding [Final or Interim Reports](#) for previous Culture Grant Funding from the City of Nanaimo as per the due date in the Terms and Conditions and Funding Acknowledgement Form.
Failure to provide a Final or Interim Report will render new applications ineligible.

Then **prepare** your application:

1. Scroll through the entire form and the [Checklists](#) in the "Are you Ready?" section below to gain a full understanding of the information you will need, the documents you need to prepare, and the materials you need to gather.
2. Download each Section of the application (below) and save the documents to a dedicated folder on your computer.
(These Sections contain the detailed question and answer portion of the application, and your Budget Form)
3. Using Microsoft Word (recommended), answer the questions in the downloaded **Sections A1 & A2-4** and save each Section document as a PDF
4. Using Microsoft Excel (recommended), complete your **Section A5 Budget Form** and save it as a PDF
5. Download and carefully review the [Culture Grant Supporting Material and File Guidelines](#) which includes a suggested list of supporting materials, and their **acceptable file types and sizes**.
6. Gather and prepare your **Support Materials** according to the file type/size guidelines and save them to the dedicated folder on your computer.

Download Application Sections

- [A1. Applicant Profile \(for ALL Culture Grants\)](#)
 - This template asks questions about your organization. If you are applying for more than one grant, you only need to download and complete this Applicant Profile once, however you will need to upload it to each grant application that you submit.
- [A2-A4 Program of Work \(For OPERATING Grants\)](#)
 - This template is where you will provide detailed written responses to specifically support your OPERATING Grant application.
- [A5 Budget Form](#)
 - This is our new standard Budget Form template to be used for all grant types, but will need to be completed separately with the relevant details for each grant.

- You will be completing the application sections prior to filling in the online form
- These forms will be attached to your online form
- The online form (which cannot be saved over multiple days/ visits to the website) is your final step

- ▶ Application sections are now Word documents
- ▶ Some tips:
 - ▶ More is not necessarily better – be **concise and clear**
 - ▶ 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 ...

DO NOT ALTER THIS TEMPLATE | Incorrect or incomplete applications will result in a lower evaluation.

A1. Applicant Profile All Culture Grants

Organization Name:
or Individual, if applicable (DERF)

Type name here. Delete this text.

A1.1 Provide a brief summary of your organization:

(If you are applying for a DERF grant as an individual, please answer this question in the way that it applies to you. For example, who are you and what experience do you have participating in the community?).

Start Typing here. You can delete all of this text.

Remember that this document should be a maximum of 2 pages. Less is often more.

Remember to save your work.

[

A1.2 What is your mandate / mission and how does it align with section C4.5 - An Empowered Nanaimo of the [Nanaimo City Plan](#)?

Start typing here. You can delete all of this text.

Remember that this document should be a maximum of 2 pages. Less is often more.

Remember to save your work.

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

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.



Culture Grant Supporting Material File Type & Size Guidelines

Please optimize files for online review. Smaller files help ensure successful submission.

- **The total size of all uploaded files combined must not exceed 99 MB.**
- PDF is preferred for publications, resumes, brochures, event programs, and other written materials.
- We ask that you do not combine photos or other materials into a single file. The online form allows you to upload individual files with designated boxes for their captions.

Images

Type	Recommended	Maximum Recommended
JPG / JPEG	1-2 MB	3 MB
PNG	1-3 MB	5 MB
HEIC	1-2 MB	3 MB

Documents

Type	Recommended	Maximum Recommended
PDF	1-3 MB	5 MB
DOCX	Under 1 MB	2 MB
PPTX	2-5 MB	10 MB
XLSX	Under 1 MB	2 MB

NOTE! A **new** File Type & Size Guidelines document exists to aid you in this process

ADDITIONAL MATERIALS



We ask that you do not combine photos or other materials into a single file. The online form allows you to upload individual files with designated boxes for their captions.

PDF is preferred for publications, resumes, brochures, event programs, and other written materials.

Photos of Events/Activities

You may provide up to 10 photos of your events/activities.

Ensure you follow the [Culture Grant Supporting Material Guidelines](#)

Photo 1

No file chosen

Photo 1 Caption

Photo 2

No file chosen

Photo 2 Caption

Photo 3

No file chosen

Photo 3 Caption

Photo 4

No file chosen

Photo 4 Caption

Photo 5

No file chosen

Photo 5 Caption

Photo 6

No file chosen

Photo 6 Caption

Photo 7

No file chosen

Photo 7 Caption

Photo 8

No file chosen

Photo 8 Caption

Photo 9

No file chosen

Photo 9 Caption

Photo 10

No file chosen

Photo 10 Caption

FINANCIAL INFORMATION: PROJECT & OPERATING GRANTS

*Excel format Budget Forms are provided, online

To remove financial barriers, under the 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.

A5.1 Culture Grant - Budget Form			
Organization Name:	Grant Type <i>(Please select)</i>	Project or Event Title	Grant Year:
REVENUES	Specify	Proposed Budget	Previous Year Actuals
FUNDING			
Public: City of Nanaimo	Your requested amount ---->		
Other City of Nanaimo Funding:			
Earned Revenue			
Fundraising			
Other: Specify			
TOTAL REVENUES		\$ -	\$ -
EXPENSES	Specify	Proposed Budget	Previous Year Actuals
FEES			
Artist Fees			
Professional Fees			
Other:			
Other:			
PRODUCTION EXPENSES			
Rentals			
Materials and Supplies			
Insurance			
Permits			

FINANCIAL INFORMATION: OPERATING GRANTS

*This information is provided directly on the
Budget Excel spreadsheet document*

A5.1 Budget Form Instructions

FOR ALL GRANTS:

'<--- Using the form provided on the left, please supply a budget for this project that demonstrates a thorough understanding of revenues and expenses. Please note: Revenues and Expenses must balance.
Attach a separate page for additional notes if needed.

OPERATING GRANTS ONLY: A5.2 Financial Statement Instructions

NOTE: The **A4.2: Financial Statement** is an attachment that must be uploaded separately.
Read this threshold criteria carefully to know how your financial statement must be prepared.

Funding requests equal to or greater than \$20,000:

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).

Funding Threshold Criteria:

\$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

Funding requests for less than \$20,000:

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
- 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: When receiving funds you will be providing an EFT form and a void cheque – both must have the same payee name. This name also needs to match what is on the grant application.



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  CAROL PREST	
	BC Society • Societies Act
	NAME OF SOCIETY: Incorporation Number: Business Number: Filed Date and Time:
	REGISTERED OFFICE ADDRESS INFORMATION
	DIRECTOR INFORMATION
BC Registries and Online Services Incorporation Number S0054846 www.gov.bc.ca/Societies Page 1 of 2	



HOW TO SUBMIT APPLICATIONS

[Submit Application form](#)

- ▶ **Apply online** – this is preferred
- ▶ Should an online application be a challenge or barrier for you – an ‘Offline Application Form’ is available upon request
- ▶ **Applications will NOT be accepted by email**



Late applications cannot be considered. Should you encounter any issues while submitting your application, ensure at the very least, the main information and request is received. We can always discuss issues with a submission of a file, etc, after-the-fact, but we *must* have received an application form by the deadline.

FINAL REPORTS / INTERIM REPORTS

- ▶ Submit any outstanding Final or Interim Reports for previous Culture Grant Funding as per the due date in the Terms and Conditions and Funding Acknowledgement Form.
- ▶ Failure to provide a Final or Interim Report will render new applications ineligible.
- ▶ Interim Reports should be **detailed** and complete as possible (eg. complete information, missing the AGM's final budget document which you follow up with later)

[Home](#) / [Parks, Rec & Culture](#) / [Culture](#) / Culture Grants

2026 Final Report Forms:

Operating

- [Culture Operating Grant \(1yr\) Final Report Form](#)
- [Culture Operating Grant \(1yr\) Budget Form \(2026\)](#)

Project

- [Culture Project Grant Final Report \(Fillable PDF\)*](#)
- [Culture Project Grant Budget Form \(Excel version XLSX - *required format*\)](#)

DERF

- [Downtown Event Grant Final Report Form*](#) (fillable PDF)
- [Downtown Event Budget Form \(Excel version XLSX *required format\)](#)

WHY DO WE ASK FOR LOGO INCLUSION?



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



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

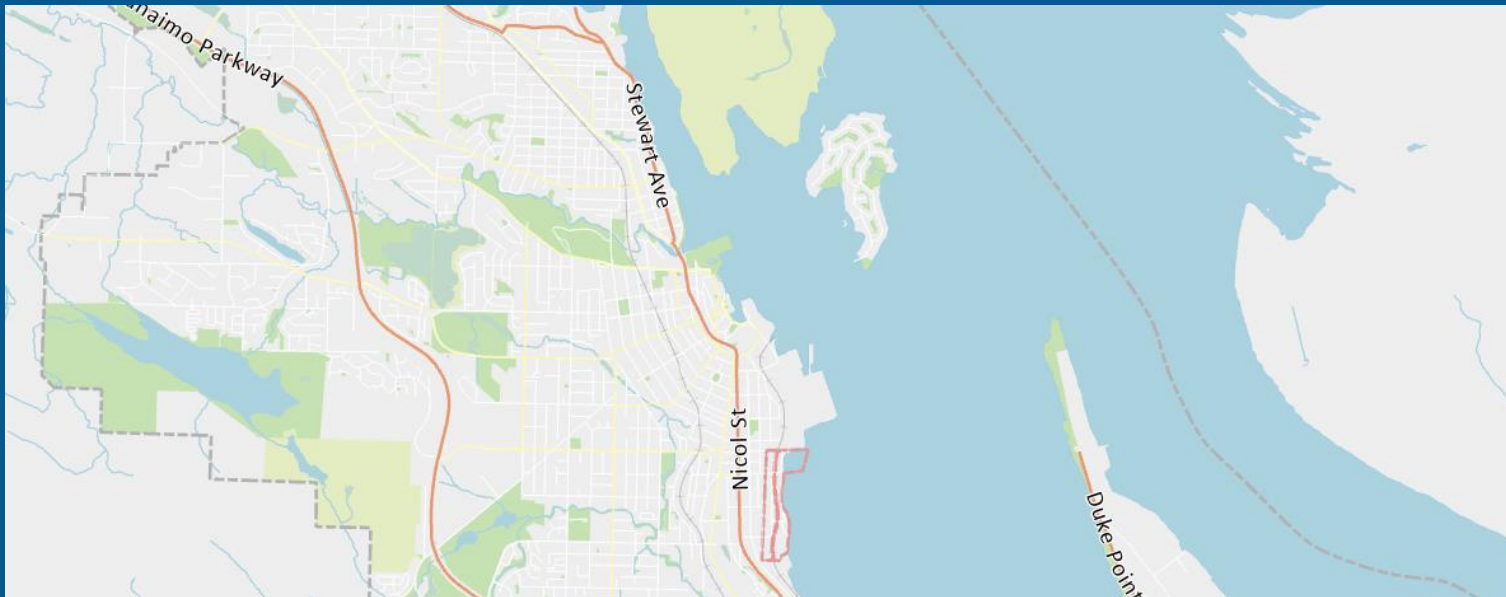
Grants Deadline	4pm October 6, 2026
Intake Compilation & Prep	Oct 7 - 16
Panel Independent Review	Oct 19 - 30
Panel Discussions	Nov 2 - 6
Prepare Report with Recommendations	Nov 9 – 20
Present to Finance & Audit	Dec 9
Results to Council for Approval	Dec 14
Notification	Late Dec/ Early Jan



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.

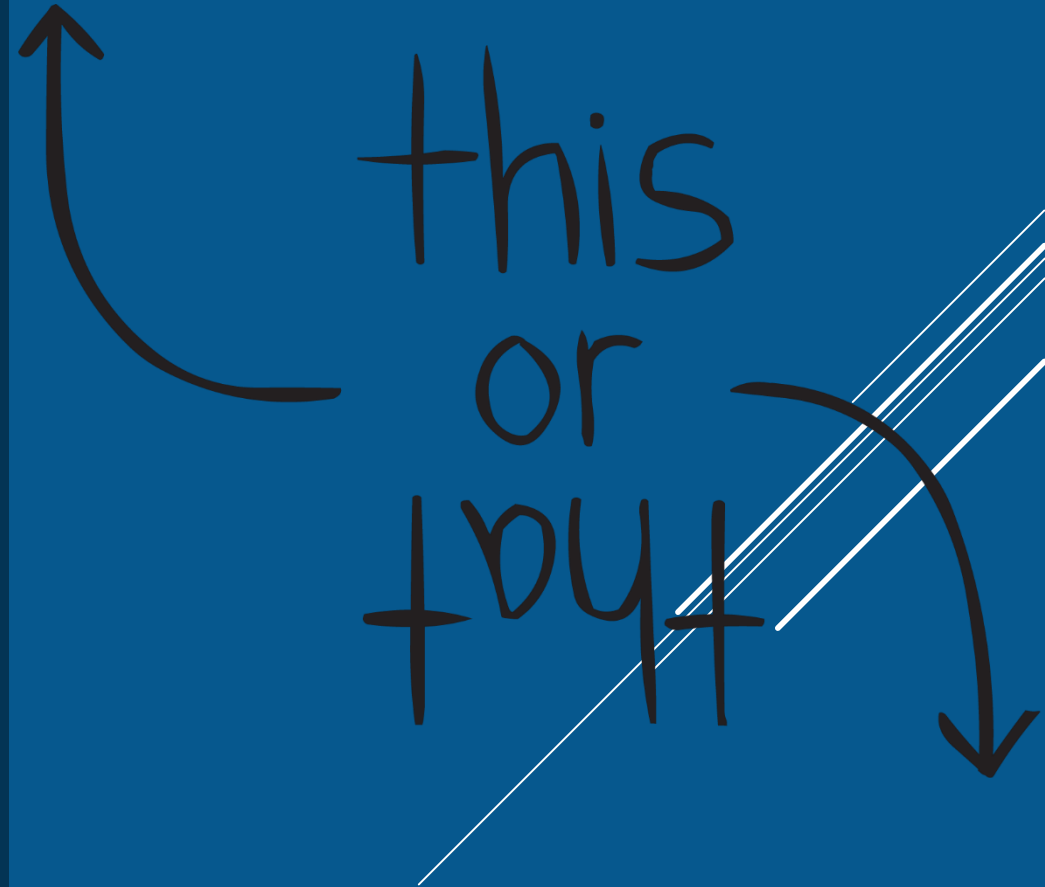


FREQUENTLY ASKED QUESTIONS:

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?
- Reminder: You may be eligible to apply for *both*



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 **2027, but will last into **2028**, am I still eligible to apply?**

Yes, the fund supports activities that are initiated in 2027. Organizations with activities that carry over into 2028 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.*

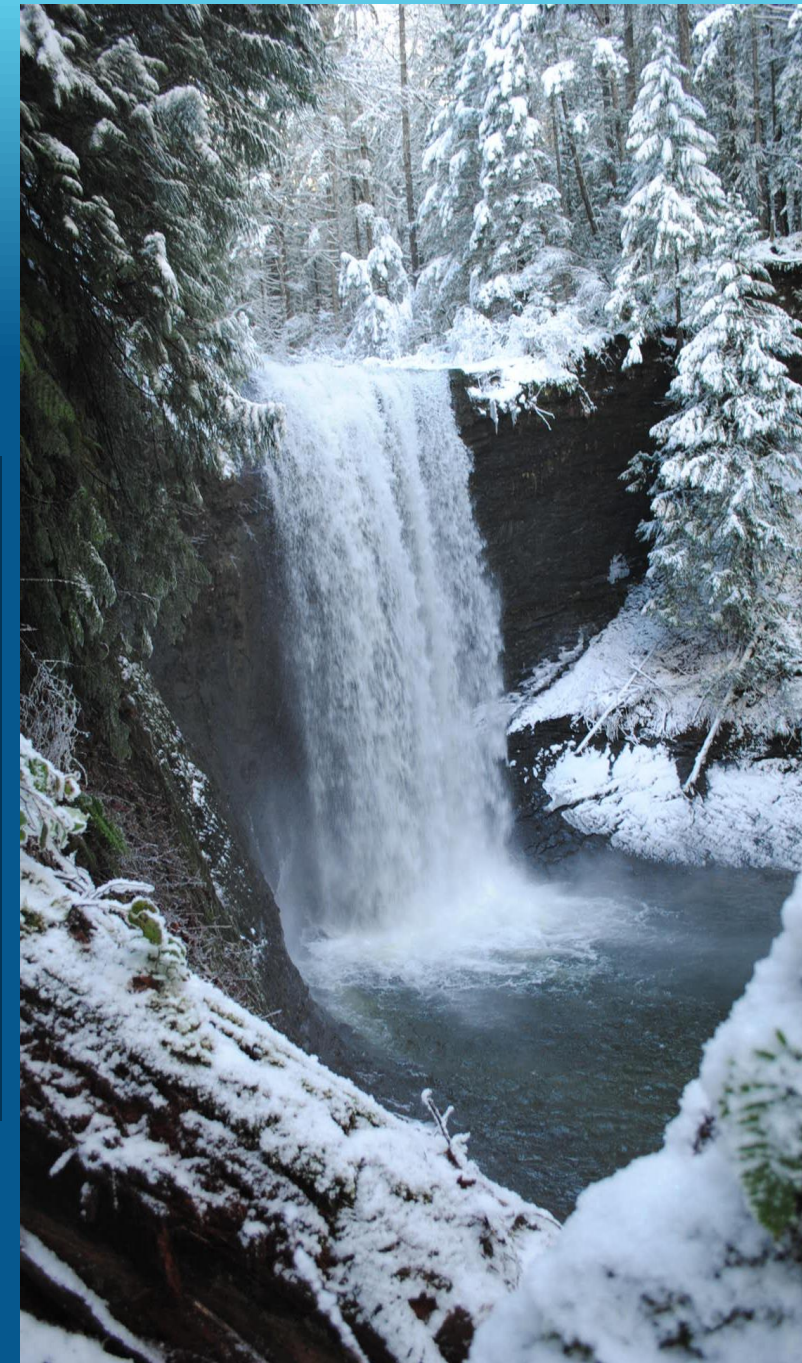


FREQUENTLY ASKED QUESTIONS:

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?

The Culture & Events team are now able to 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 6, 2026 | 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/ Private Funding:

- First West Foundation Impact Grants
- Vancouver Foundation
- The McLean Foundation
- Leon and Thea Koerner Foundation
- Hamber Foundation
- Telus Community Funds (health/ youth focus)
- The Rio Tinto Canada Fund (Indigenous, reconciliation)
- Future Generations Foundation (Indigenous, reconciliation)
- Real Estate Foundation of BC

Banks:

- RBC Emerging Artists
- BMO
- CIBC Foundation
- Scotiabank
- TD Bank Group

Other:

- Canada Council for the Arts
- BC Arts Council
- Department of Canadian Heritage
- Govt. of BC – Destination Events Program; Fairs, Festivals and Events Fund
- 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?

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

