

The background of the entire image is an aerial photograph of Nanaimo, British Columbia. It shows the harbor filled with numerous boats and yachts docked at piers. The downtown area is visible with various buildings, including a prominent white building with a curved facade. In the foreground, there's a modern residential or commercial building with a distinctive orange-tiled roof. The sun is low on the horizon, creating a warm, golden glow over the city and water. The sky is a clear, pale blue.

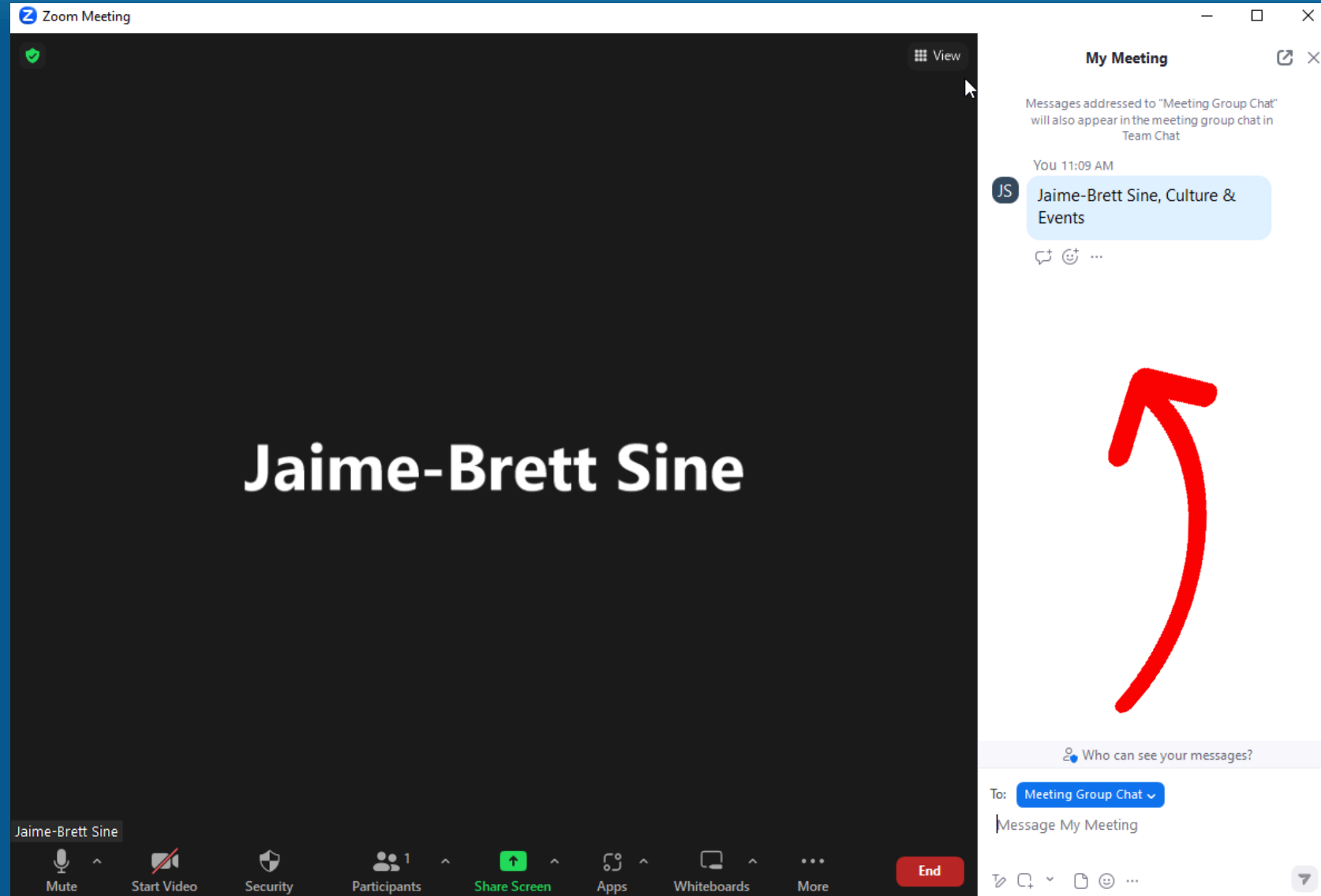
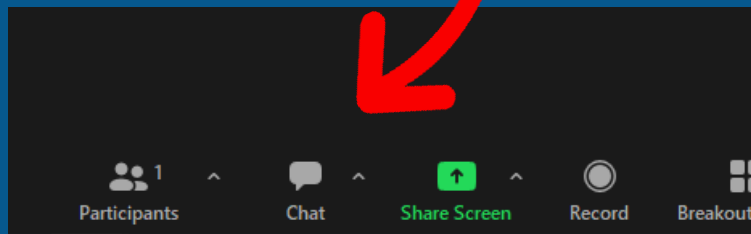
CITY OF NANAIMO
CULTURE GRANTS:
*Downtown Event
Revitalization Fund*



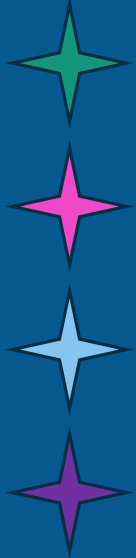
Acknowledgement...

INTRODUCE YOURSELF IN THE CHAT PLEASE...

In order for us to track who has attended these session 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. Funds available: \$364,920.
- In the 2025 grant season, the City received over \$116,432 in funding requests through the **Project** Grant program. Funds available: \$48,848.
- In the 2025 grant season, the City received almost \$477,664 in funding requests through the **Downtown Event Revitalization Fund (DERF)**. Funds available: \$250,000.



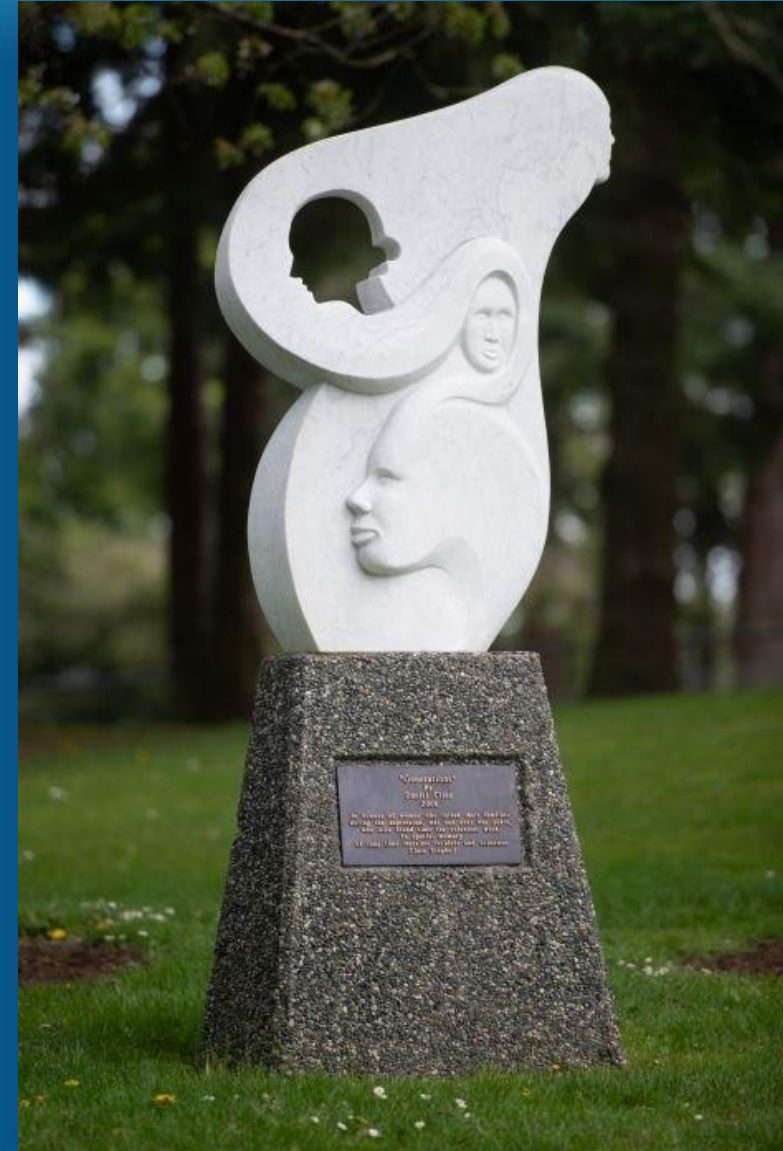
DOWNTOWN EVENT REVITALIZATION FUND

Daniel Cline, *Generations*, 2006, Maffeo Sutton Park

The purpose of the Downtown Event Revitalization Fund (DERF) is to support events and initiatives which attract residents and visitors to downtown, support vibrancy, stimulate business activity and align with other objectives of the City's Corporate Strategic Plan. Applications are received once per year.

The work of the Culture & Events team is guided by the City of Nanaimo's strategic planning document, City Plan - Nanaimo Reimagined. Strategic funding priorities for this program include:

- activities that encourage the expression and visibility of arts, culture and heritage;
- activities that promote and raise the cultural profile of Nanaimo;
- innovative collaborations and partnerships with other arts groups, community and cross-sector organizations; and
- neighbourhood-based activities.



DOWNTOWN EVENT REVITALIZATION FUND

Joel Good , William Good - Snuneymuxw, *St'lilup House Posts*, 2018
St'lilup (Departure Bay Beach)

This grant is intended to assist with the costs of staging, organizing and presenting public events in downtown Nanaimo while recognizing the value events and festivals provide in building vitality downtown, enhancing quality of life, and raising Nanaimo's profile.

The City's strategic funding priorities for the program include:

- Events and festivals that activate the downtown area;
- Projects that generate community pride and raise the profile of Nanaimo;
- Projects that support innovative collaborations and partnerships and
- Events and festivals that attract tourists throughout the year into the shoulder season.

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



TO BE ELIGIBLE:

Applicants must:

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

Downtown Event Revitalization Fund grants can be submitted to a **maximum of 35%** of the total event budget.



INELIGIBLE ORGANIZATIONS:



- 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 outside the boundaries of Nanaimo

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

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 (green, yellow, red) and dashed lines indicating boundaries. A sidebar on the left provides a welcome message and instructions on how to use the map, including links to the Layer List, Address Search, and NanaimoMap Overview Guide. The bottom of the interface features a "Basemap" button, a scale bar (0 to 3km), 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

INELIGIBLE ACTIVITIES?

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



Application Form

Organization/Applicant Details

Legal Name of Applicant

Address Postal Code

City

Phone Number

Contact Person* Position

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

Phone Email

Website

For how many years have you been holding this event/festival?

Is your organization a registered non-profit society? If so, please indicate your BC Society Registration No. and the year of your incorporation .

Is your society in good standing with the BC Registrar?

☐ Yes

☐ No

Grant Request Details

Grant Year Request Amount \$ (max. 35% of total project budget for year)

Total Project Budget for Year \$

THE APPLICATION PROCESS

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

- ▶ 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, we encourage you to focus instead on how to most 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. Organization/Applicant Profile (up to 1 page / single sided / no font size: 11pt)

Provide a brief description of your organization or a description of your work

- If applicable, what is your mandate?
- Does your organization have paid staff or is it volunteer-run?
- Who are your board members and what are their roles?

FINANCIAL INFORMATION

Use the **DERF Budget Form** to list all revenues and expenses of your event. Include this with your application submission.

Note: Your budget **must balance**.

*Excel format Budget Forms are provided, online

2026 Downtown Event Revitalization Fund Budget Form

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

\$

-

EXPENSES

FEES

Artist Fees

Professional Fees

Other (specify):

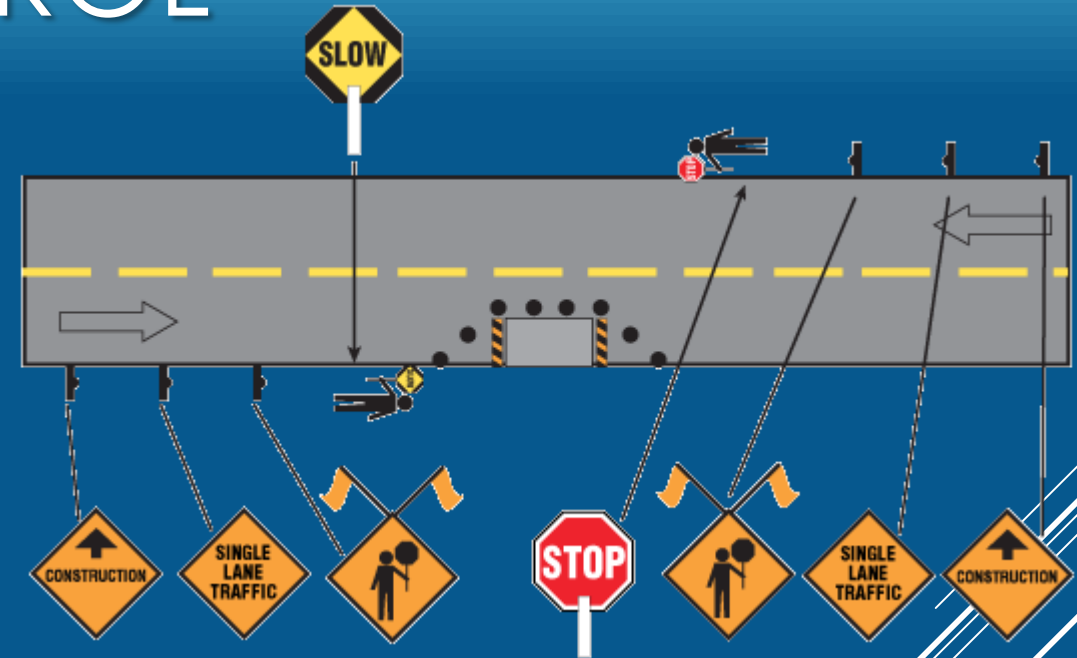
PRODUCTION EXPENSES

BUDGET & TRAFFIC CONTROL



Organizations, groups, or clubs wishing to close City streets and/or sidewalks to host a special event must apply for a permit.

All road use, events, & road closures require the applicant to hire Traffic Control Persons (TCP) and source barricades as required.



For larger events that will require traffic control, the cost of a traffic control plan and persons should be accounted for in your event budget.

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

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.



IF SOMETHING CHANGES...

If something changes – a project has been cancelled/ mandate changed/ etc – reach out to us immediately to let us know. Changes to the original scope of the event must be approved.

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



A9. Support Material (no more than 4 pages, single sided / no staples / scanned copies only / no originals)

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 3 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 event, at least 30 days before a new funding request is submitted. If your previous event is not yet complete, please submit an interim report. **Failure to provide a Report will render new applications ineligible.**

Grant Preparation Zoom Attendance

- ☐ Please note attendance of mandatory Grant Preparation Zoom meeting

Date of meeting

Name(s) of attendee(s)

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



BC SOCIETY ACT ANNUAL REPORT




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.

We link to the proper form in **section A5** of our Operating and Project Grant applications...

 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 <input type="checkbox"/> No meeting held					
E REGISTERED OFFICE ADDRESS Has the registered office address changed from last year? <input type="checkbox"/> Yes <input type="checkbox"/> 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 <ul style="list-style-type: none">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.

 BRITISH COLUMBIA <small>CERTIFIED COPY Of a document filed with the Province of British Columbia Registrar of Companies</small>  <small>CAROL PREST</small>	BC Society • Societies Act
	NAME OF SOCIETY:
	Incorporation Number:
	Business Number:
	Filed Date and Time:
REGISTERED OFFICE ADDRESS INFORMATION	
DIRECTOR INFORMATION	
	
<small>BC Registries and Online Services Incorporation Number S0054846 www.gov.bc.ca/Societies Page 1 of 2</small>	

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

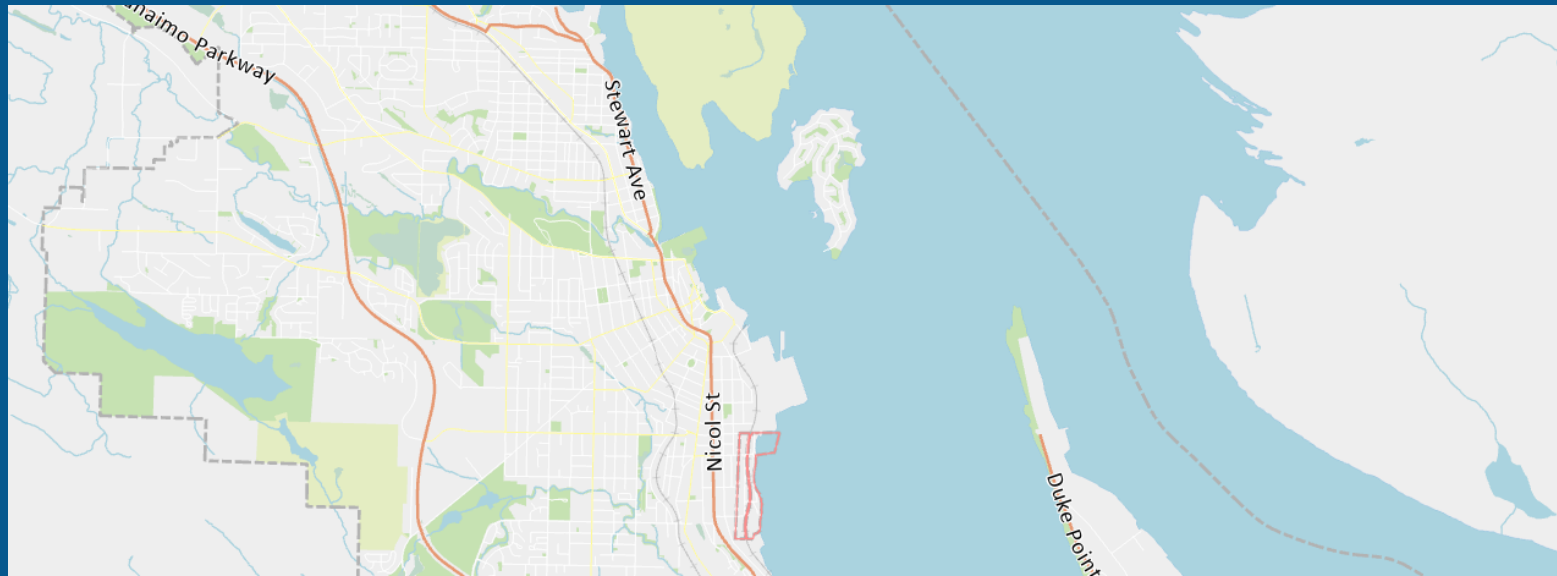
Grants Deadline	4pm October 7, 2025
Intake Compilation & Prep	Oct 8 - 17
Panel Independent Review	Oct 20 - 31
Panel Discussions	Nov 3 - 7
Prepare Report with Recommendations	Nov 10 – 28
Present to Finance & Audit	Dec 17
Results to Council for Approval	Jan 19
Notification	After Jan 20



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/ individual must be registered 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:

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:

**I am part of an Artists' Cooperative.
Can we apply in this capacity for a
DERF Grant?**

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

**My event is new and/or my
organization has just been created.
Can I still apply?**

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.



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.*

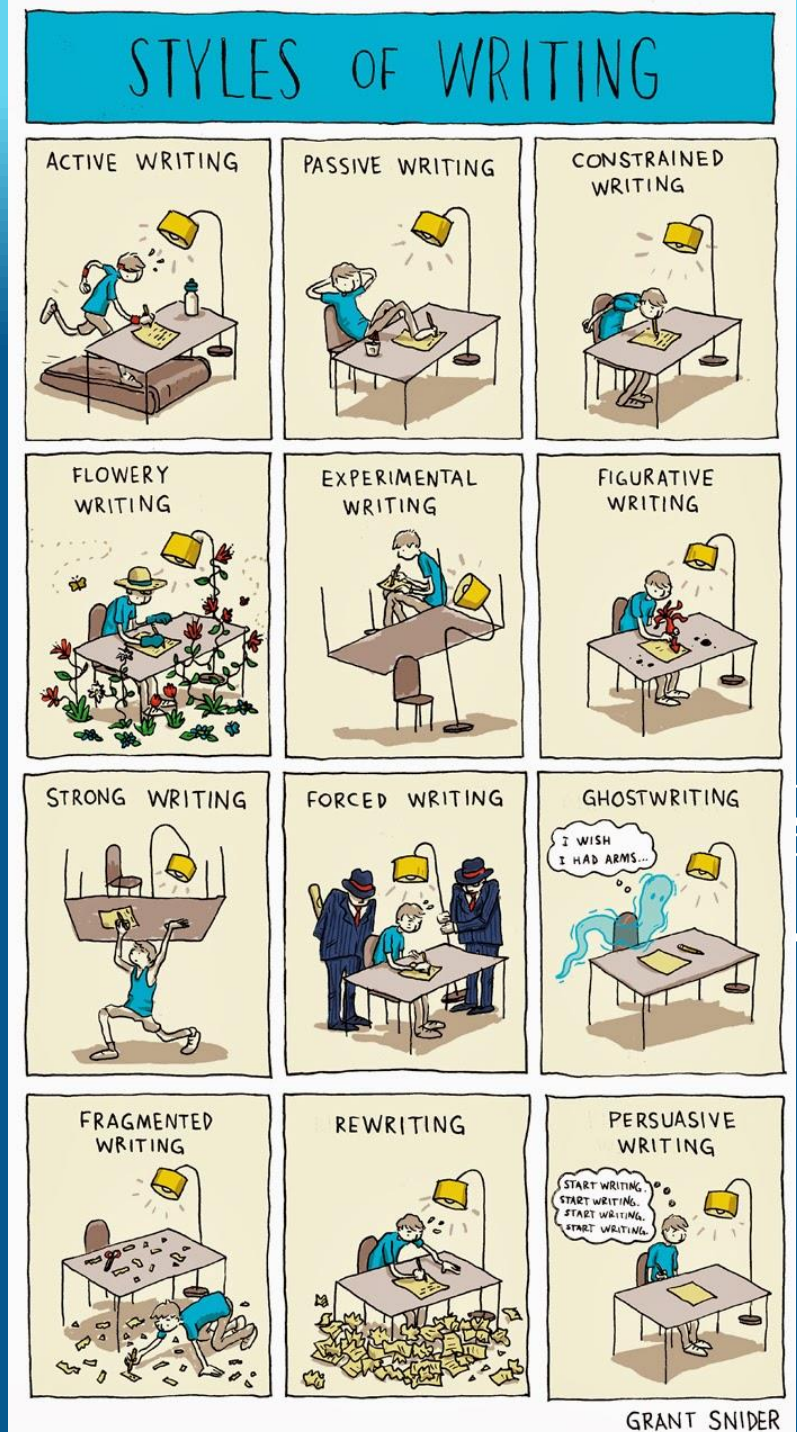


FREQUENTLY ASKED QUESTIONS:

What if I have additional questions?

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

Applications 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)

