



CITY OF NANAIMO CULTURE GRANTS:

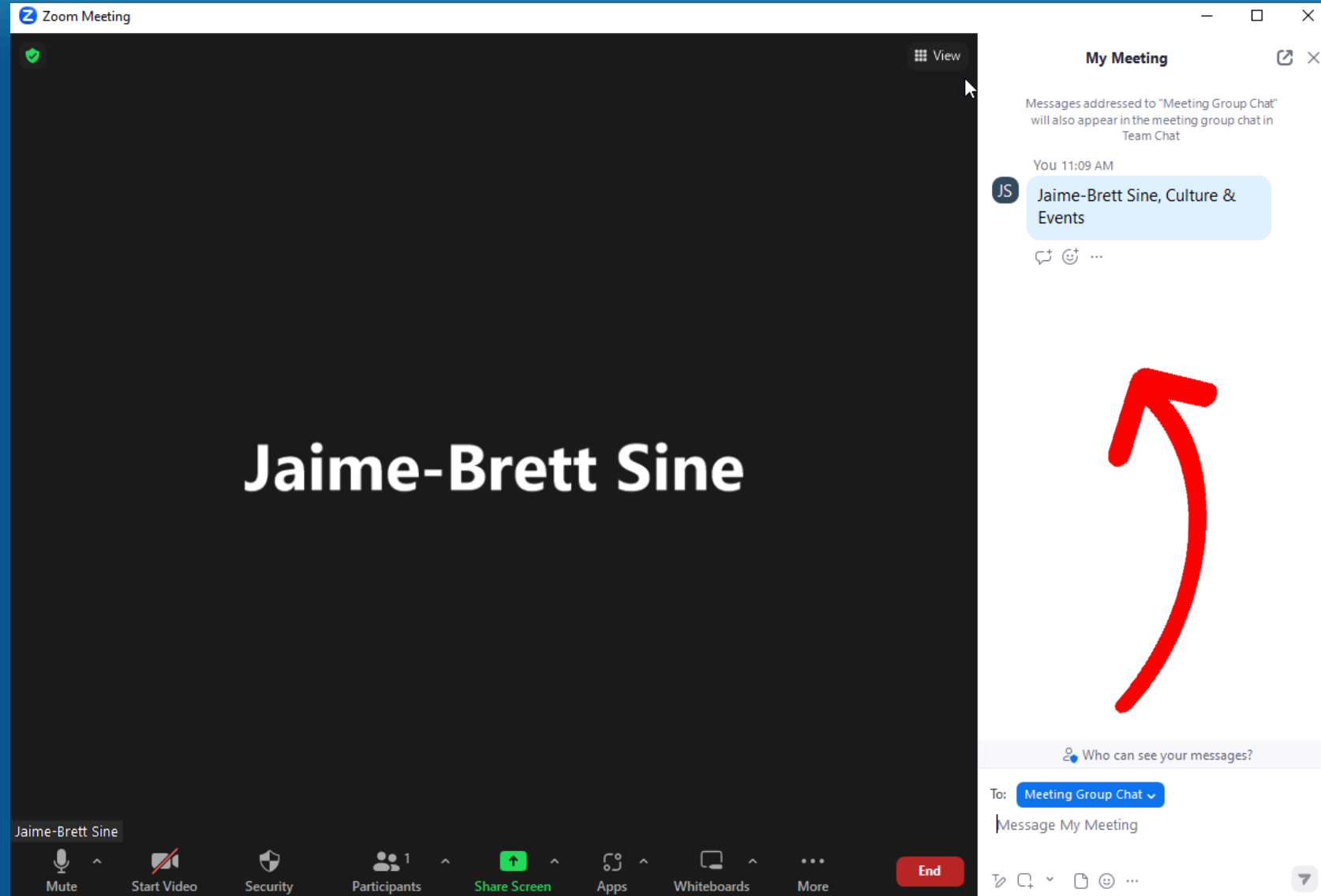
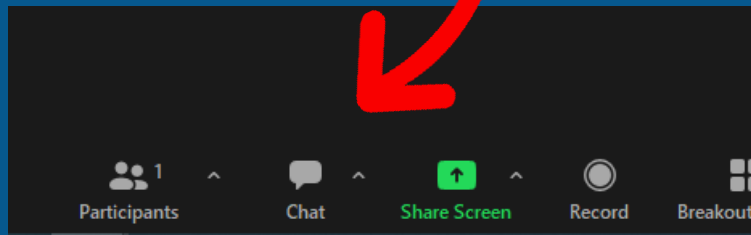
Culture Operating Grant



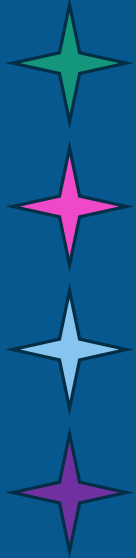
Acknowledgement...

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
- 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 |

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

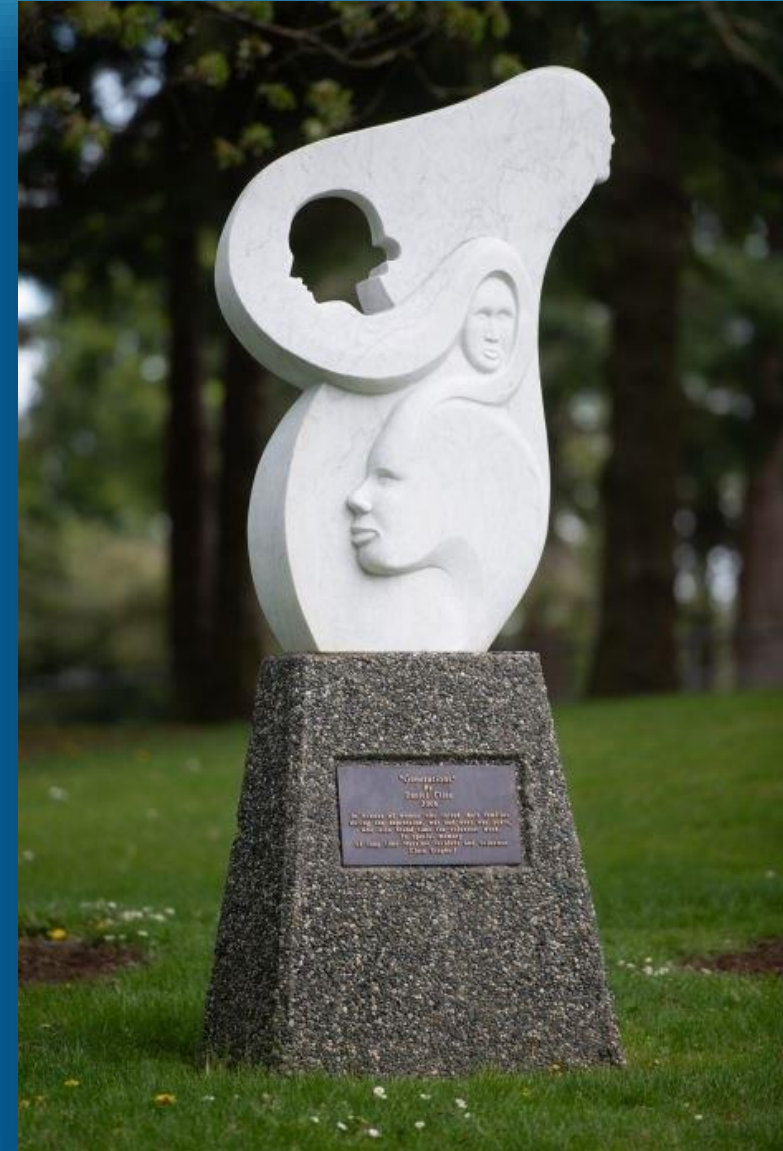
CULTURE OPERATING GRANT

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 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.

Generations, Daniel Cline, 2006



CULTURE OPERATING GRANT

This grant is 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 most **effectively** in your application. We'll review some tips for doing so in just a moment.

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



TO BE ELIGIBLE:

Applicants must:

- 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.





INELIGIBLE ORGANIZATIONS:

- 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)
- Previously 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



We do 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 geographical view of Nanaimo with various colored overlays representing different data layers. 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 indicating 1:100,000, 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

Point Freehand Line Polygon Rectangle Clear

Search 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

Home Layers

Basemap

Scale 1: 100,000

Go

0 1.5 3km

A FEW NOTES ABOUT INELIGIBILITY:

- Organizations are not eligible for Culture Operating funding if they receive other **operational** funding from the City of Nanaimo
- If your organization receives other operational funding from the City but you wish to apply for additional funds to undertake a collaborative project or capacity building activities that can be demonstrated to be **outside** your organization's regular operations, you may apply for **one supplemental** Culture Project Grant per cycle.
 - **Note:** Projects that will be considered must be either a new (non-recurring) **collaboration or partnership**; or a specific **organizational capacity building** activity (such as: professional development, mentorship, strategic planning)
 - **Reminder:** This is if you're receiving operational funding from the City and wish to apply for another grant



INELIGIBLE

INELIGIBLE ACTIVITIES?

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



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.

Three-year funding is available to **established** professional culture and heritage non-profit organizations that have been in operation for at least **4 years**.

- The next 3-Year term will be from **January 2026 – December 2028**.
- You will find this information on the Operating Grant webpage.
- 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.



3-YEAR GRANT ELIGIBILITY

Applicants for 3-Year Funding must:

- be incorporated as a non-profit based in Nanaimo and 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 **four (4) years**;
- offer year-round operation / seasonal public programming and / or services to artists; and
- show evidence of financial support from other government sources
- show evidence of other sources of revenue (public and/or private)
- Have previously received operating funds from the City of Nanaimo for either a one-year or three-year term.

Grant Request Details

One-Year Operating Funding

Grant Year _____ Request Amount \$ _____ (max. 25% of total operating budget for year)

Total Operating Budget for Year \$ _____

Period covered by this grant request:

Fiscal Year 1: _____ - _____ (ie. July 1, 2026-June 30, 2027)

Fiscal Year 2: _____ - _____

Fiscal Year 3: _____ - _____

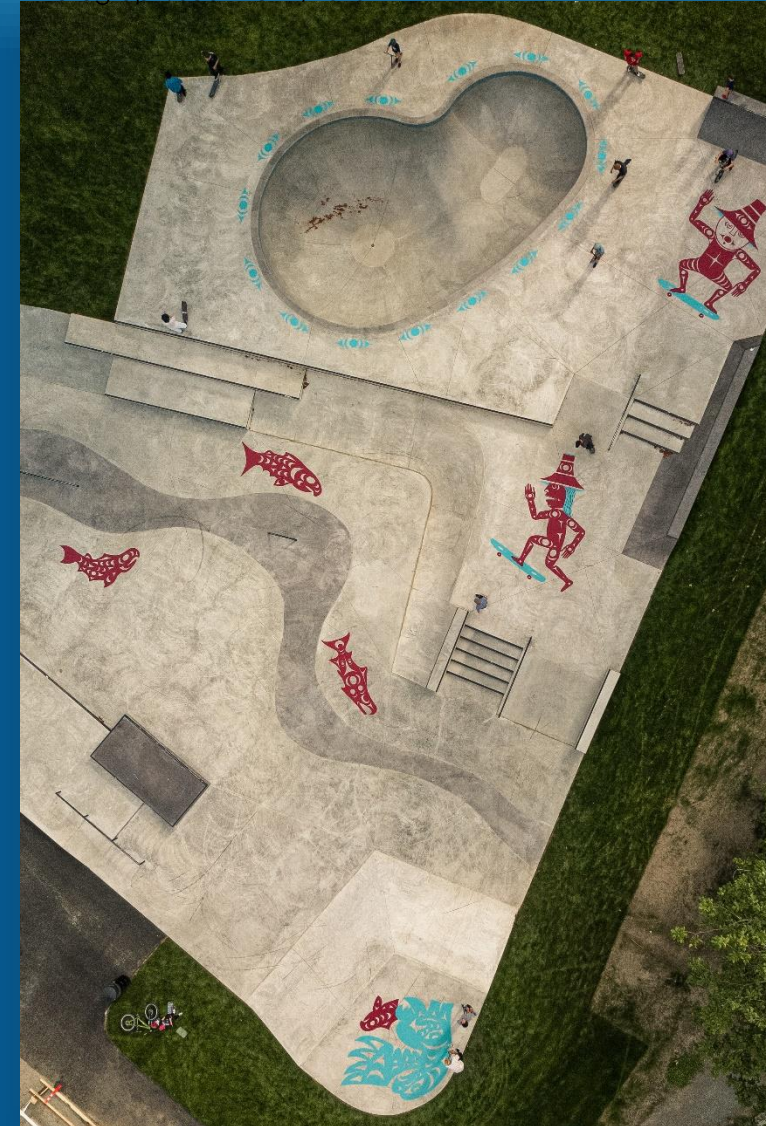
Culture Grant - 3 YEAR Operating Budget Form

| Organization Name: | | PROPOSED BUDGET | | | LAST YEAR'S ACTUALS | |
|--|--|---|---|--|---|--|
| This form is designed for all types of organizations. You are only required to complete the lines relevant to your organization. Please indicate your fiscal year cycle. You may include notes for any line item that requires more detail on a separate page. Your proposed budget must balance. | | ENTER YEAR 3 (e.g. Jan 1, 2028 - Dec 31, 2028) | ENTER YEAR 2 (e.g. Jan 1, 2027 - Dec 31, 2027) | ENTER YOUR UPCOMING FISCAL YEAR (e.g. Jan 1, 2026 - Dec 31, 2026) | ENTER YOUR MOST RECENT COMPLETED FISCAL YEAR: | |
| GL Codes | REVENUE | YEAR 3 | YEAR 2 | YEAR 1 | | |
| EARNED REVENUE | | | | | | |
| 4105 & 4110 | Admissions and box office from ticket sales, subscriptions, membership or group admissions | \$ - | \$ - | \$ - | \$ - | |
| 4115 | Co-production revenues | \$ - | \$ - | \$ - | \$ - | |
| 4145 | Fees from workshops, classes, conferences, seminars, annual meetings, colloquia | \$ - | \$ - | \$ - | \$ - | |
| 4155 | Membership dues or fees | \$ - | \$ - | \$ - | \$ - | |
| 4160 | Sales of merchandise | \$ - | \$ - | \$ - | \$ - | |
| 4165 | Facilities and equipment rental or sale of works of art | \$ - | \$ - | \$ - | \$ - | |
| 4170 | Other earned revenue (please specify): | \$ - | \$ - | \$ - | \$ - | |
| Total Earned Revenue | | \$ - | \$ - | \$ - | \$ - | |
| PRIVATE SECTOR REVENUE | | | | | | |

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



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

Application Information Form

Organization Details

Legal Name of Organization

Address Postal Code

City

Phone

Contact Person* Position

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

Phone Email

Has your address or contact information changed since last application?

☐

Yes

☐

No

BC Society Registration No.

Is your society in good standing with the BC Registrar?

☐

Yes

☐

No

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 (for e.g. your 'program of work'), 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 ...

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

A1. Applicant Profile (Up to 1 pg / single sided / no staples / font: Arial)

Input a summary of your organization

- What is your mandate / mission? How does your mandate align with the *Empowered Nanaimo* of the [Nanaimo City Plan](#)?
- Provide a brief history of your organization
- Does your organization have paid staff or is it volunteer-run?
- Who are your staff, and what are their roles?
- 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.



‘PROGRAM OF WORK’

An organization applying for operating funds must demonstrate their year-round cycle of operations by providing a **“Program of Work”**, which describes all aspects of operations: programming, administration, community involvement, and promotional activities.

A Program of Work should include:

- Your mandate and the activities/ programs/ events you will undertake in the funding year
- How your organization is composed, including the governance structure, ongoing administrative and creative staffing
- Details about any specific initiatives that foster collaborations and partnerships with other organizations (public and private, non-profit and for-profit)



IF SOMETHING CHANGES...

If something changes – 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.

More 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

To remove financial barriers, under the guidelines, if a group is requesting operating 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

An Excel format Budget Form is provided

Culture Grant Operating Budget REPORT Form

| | | | |
|--|---------------------------|---------------------------|------|
| Organization Name: | | | |
| This form is designed for all types of organizations. You are only required to complete the lines relevant to your organization. Please indicate your fiscal year cycle (i.e. April 1 - March 31). You may include notes for any line item that requires more detail on a separate page. | GRANT YEAR ACTUALS | PREVIOUS YEAR ACTUALS | |
| | Specify your fiscal year: | Specify your fiscal year: | |
| REVENUE | | | |
| EARNED REVENUE | | | |
| Admissions and box office from ticket sales, subscriptions, membership or group admissions | | | |
| Co-production revenues | | | |
| Fees from workshops, classes, conferences, seminars, annual meetings, colloquia | | | |
| Membership dues or fees | | | |
| Sales of merchandise | | | |
| Facilities and equipment rental or sale of works of art | | | |
| Other earned revenue (please specify) | | | |
| Total Earned Revenue | \$ | - | \$ - |
| PRIVATE SECTOR REVENUE | | | |
| Donations (Individual or Corporate) | | | |
| Sponsorships (Cash) | | | |
| Foundation grants and donations | | | |
| Fundraising events (gross) | | | |
| In-kind goods and services revenues from private sector (audited) | | | |
| Other private sector revenues | | | |
| Total Private Sector Revenue | \$ | - | \$ - |
| FEDERAL | | | |
| Canada Council Operating grant | | | |
| Other Canada Council grants | | | |
| Department of Canadian Heritage | | | |
| Other federal | | | |
| Total federal public revenues | \$ | - | \$ - |
| BC ARTS COUNCIL REVENUE | | | |
| BC Arts Council Operating grant | | | |
| Other BC Arts Council grants | | | |
| BC Ministry operating grants | | | |

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

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)

BC SOCIETY ACT ANNUAL REPORT

We link to the form you would have submitted with BC Registry Services...



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

BC

MAILING ADDRESS (If different from delivery address.)

CITY

Prov.

POSTAL CODE

BC

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. \longrightarrow

| | |
|---|--|
| <div data-bbox="952 282 1031 354">  <p>BRITISH COLUMBIA</p> </div> <div data-bbox="935 386 1054 495"> <p>CERTIFIED COPY Of a document filed with the Province of British Columbia Registrar of Companies</p>  <p>CAROL PREST</p> </div> | <div data-bbox="1077 332 1238 351"> BC Society • Societies Act </div> |
| | <div data-bbox="1077 386 1228 405">NAME OF SOCIETY:</div> <div data-bbox="1077 428 1235 446">Incorporation Number:</div> <div data-bbox="1077 452 1207 471">Business Number:</div> <div data-bbox="1077 476 1225 495">Filed Date and Time:</div> |
| | <div data-bbox="1077 544 1439 561">REGISTERED OFFICE ADDRESS INFORMATION</div> |
| | <div data-bbox="1077 675 1276 694">DIRECTOR INFORMATION</div> |
| | <div data-bbox="1235 862 1638 1259">  </div> |
| <div data-bbox="1062 1362 1263 1373">BC REGISTRARS AND ONLINE SERVICES</div> <div data-bbox="1062 1380 1248 1398">Incorporation Number S0054648</div> <div data-bbox="1345 1380 1493 1398">www.gov.bc.ca/Societies</div> <div data-bbox="1712 1380 1798 1398">Page 1 of 2</div> | |

NOTE ABOUT DATES

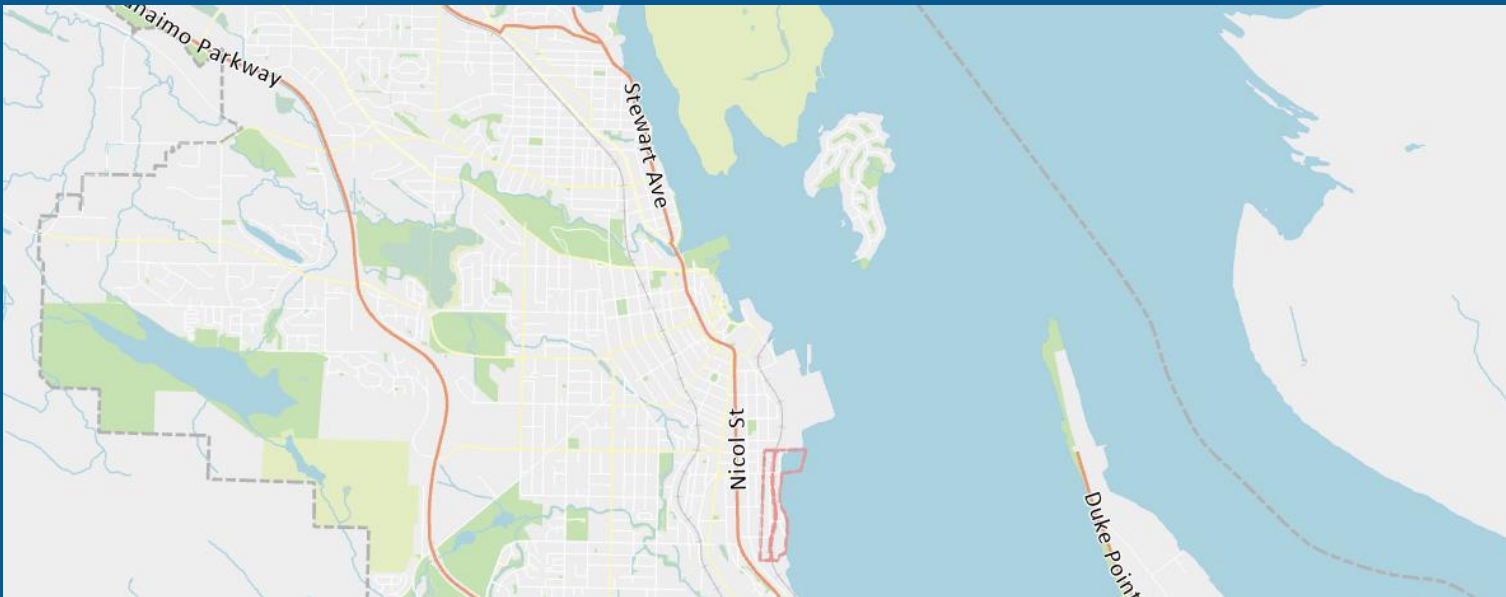
| | |
|--|-----------------------|
| Grants Deadline | 4pm October 7, 2025 |
| Intake Compilation & Prep | Oct 8 - 17 |
| Panel Independent Review | Oct 20 - 31 |
| Panel Discussions | Nov 3 - 7 |
| Prepare Report with Recommendations | Nov 10 – 28 |
| Present to Finance & Audit | Dec 17 |
| Results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



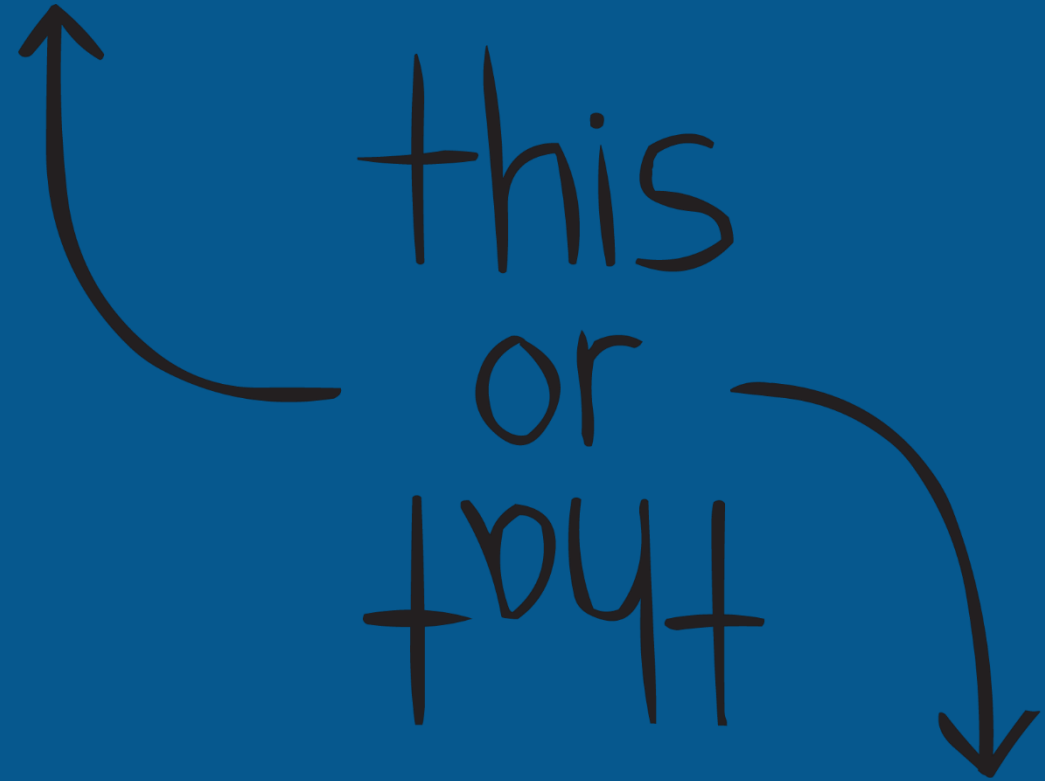
FREQUENTLY ASKED QUESTIONS:

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?

this
or
that



FREQUENTLY ASKED QUESTIONS:

My fiscal year/AGM is not completed. What documents can I submit in the meantime?

We understand that timelines may not always match up perfectly. If you find yourself in this situation, please submit your most recent financial documentation as an interim reflection, noting this in your application. Your paperwork can be added as an addendum once received. *Note that release of funding may be contingent upon the submission of this piece.*



FREQUENTLY ASKED QUESTIONS:

Pacific Sails, John A. Charnetski, 2007

Can I apply for both Operating funding and Project / DERF funding, using the same content and financial information to reflect our major revenue building event?

- As a general rule, we highly recommend that applicants **avoid duplication** between Operating and Project/DERF application content.
- It is expected that there will be some administrative fees that will come with the operation cost of a major yearly event, however, when large amounts of overlap is evident, funding will be weighed in favour of one application.

ex. Artists' fees for a major festival reflected in budgets of both Operating and DERF applications will only be awarded in one grant.



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)



Research grant writing in progress.

