



CITY OF NANAIMO CULTURE GRANTS:

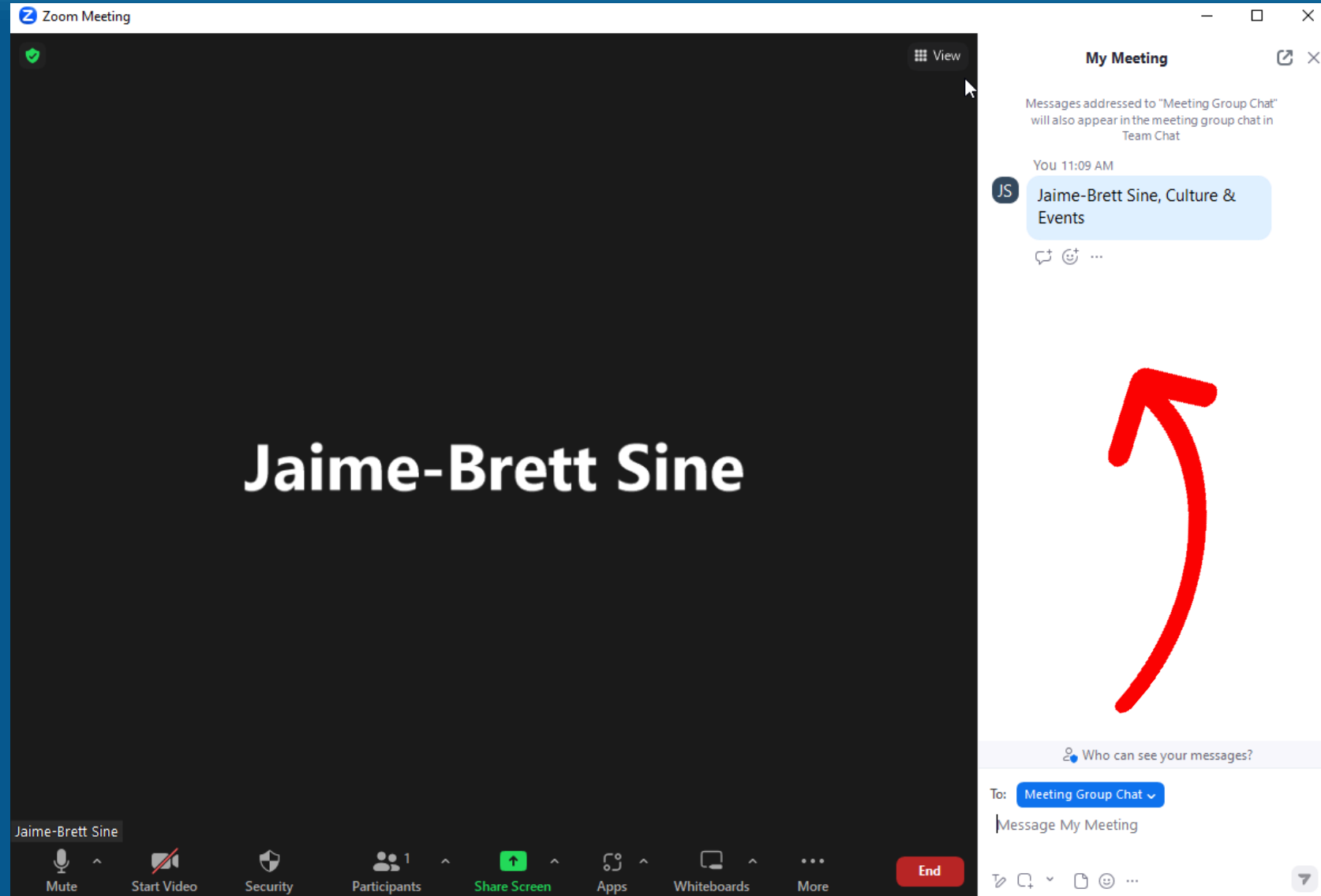
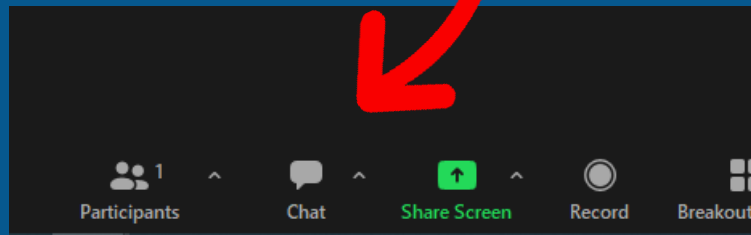
Culture Project Grant



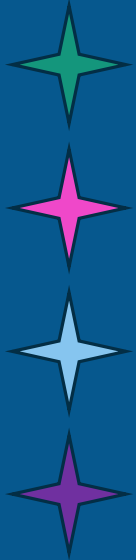
Acknowledgement...

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 PROJECT GRANT

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 work of the Culture & Events team is guided by the City of Nanaimo's strategic planning document, City Plan - Nanaimo Relmaged. 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.



TO BE ELIGIBLE:

Applicants 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.





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)
- 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...



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

NanaimoMap | City of Nanaimo

Search...

HomeFind DataMeasureDraw

Address Search

Folio Search

PID Search

Parks Search

Street Search

Clear Search Results

Point

Freehand

Line

Polygon

Rectangle

Clear

SearchIdentify

Home

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I want to...

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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

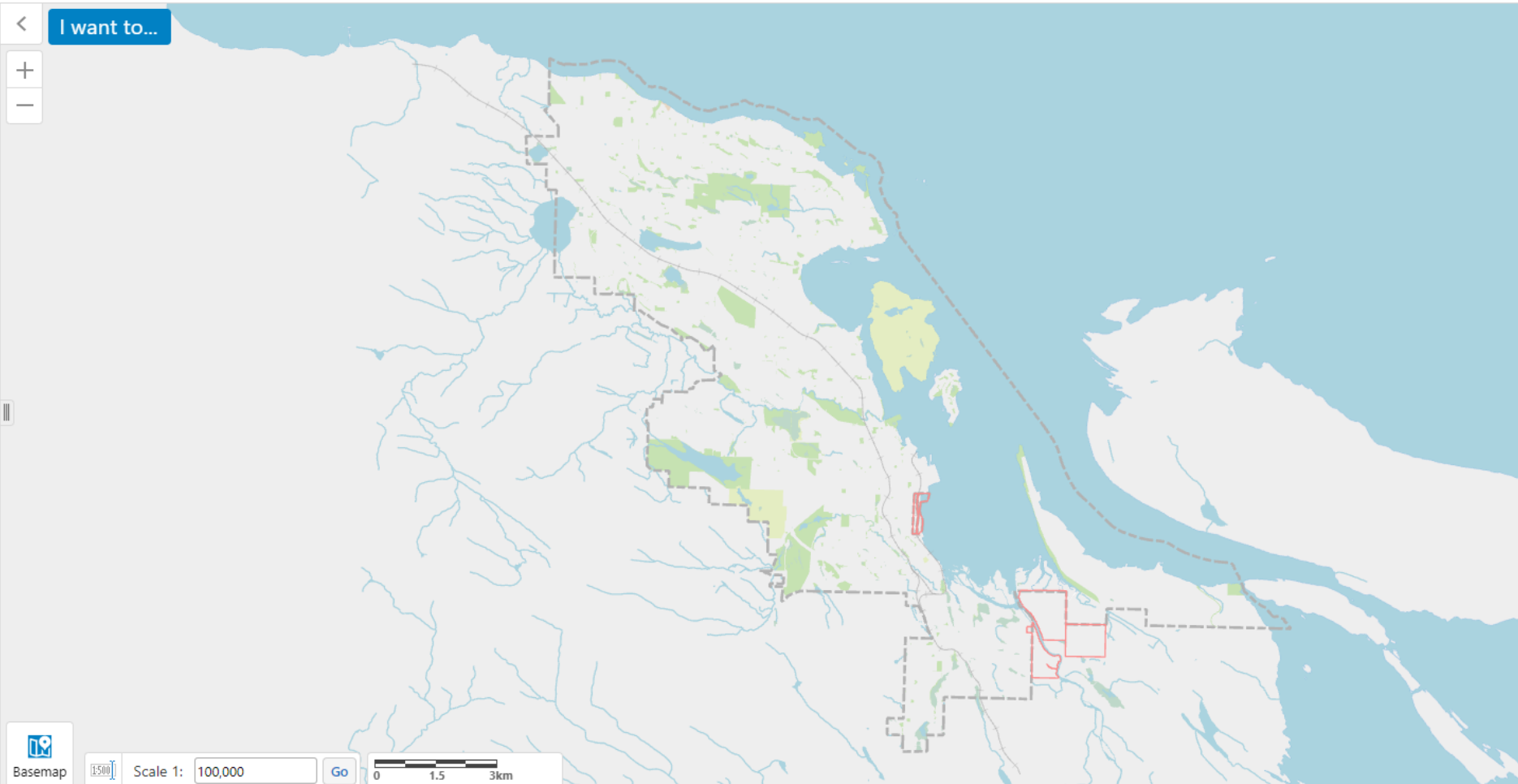
Basemap

1:5000

Scale 1: 100,000

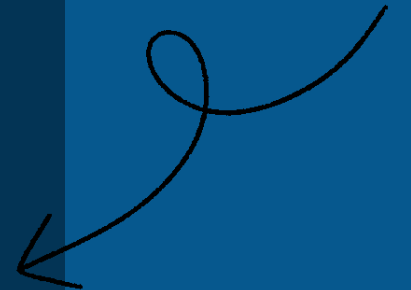
Go

01.53km



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



INELIGIBLE ACTIVITIES?

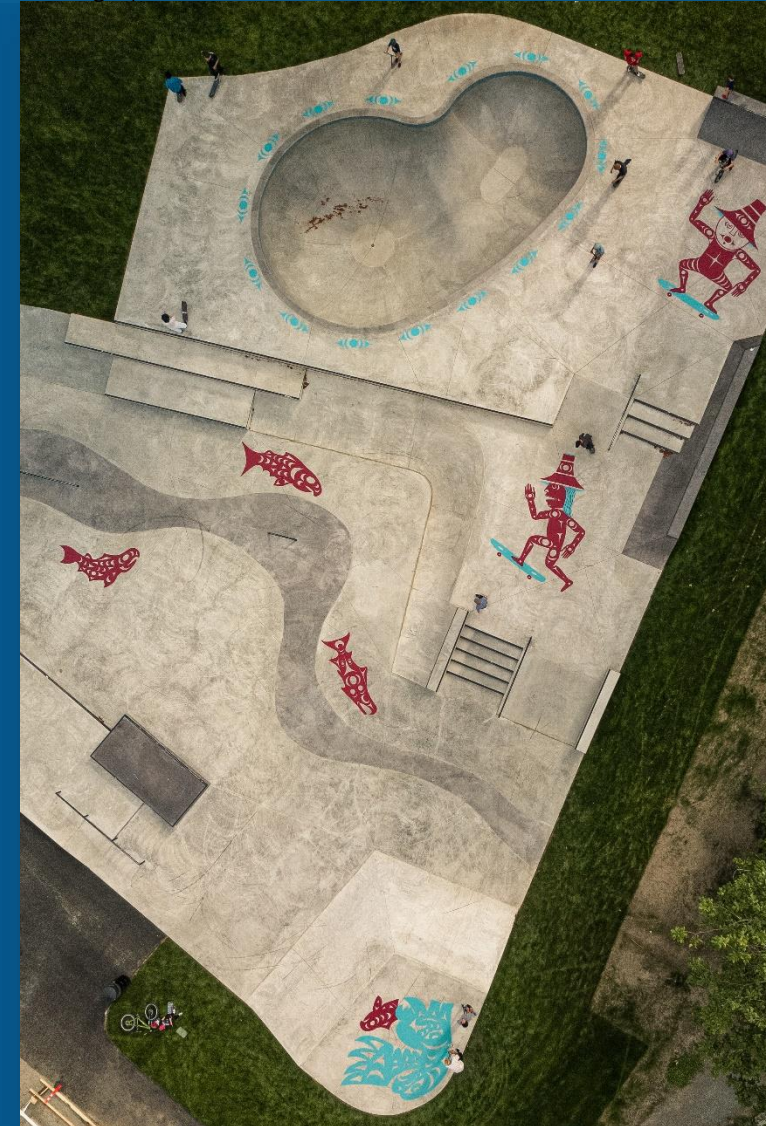
- Projects where the central focus is not arts or culture
- Capital projects
- Recuperation of deficits
- The distribution of bursaries or scholarships
- Projects occurring outside of the boundaries of the City of Nanaimo
- Projects that have received funding assistance through other sources at the City of Nanaimo



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



Application Form

Organization Details

Legal Name of Organization _____

Contact Person* _____ Position _____

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

Address _____ Postal Code _____

City _____

Phone Number _____ Email _____

How many years have you been an organization? _____

BC Society Registration No. _____

Is your society in good standing with the BC Registrar?

☐ Yes

☐ No

Is this a first-time project?

☐ Yes

☐ No

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

THE APPLICATION PROCESS

- ▶ You will notice there is a word limit for the fillable spaces in the application – this is intentional
- ▶ Some tips:
 - ▶ More is not necessarily better – be **concise and clear**
 - ▶ Limited space available means you must choose words that best convey your meaning; eliminate unnecessary redundancies; be critical (edit, edit, edit!)
 - ▶ While you can include additional materials or information with your application, unless those materials are requested or vital (for e.g. your 'program of work'), we encourage you to focus instead on how to 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. Applicant Profile (Up to 1 pg / single sided / no staples / font: Arial or Calibri / font size: 12)
Input a brief summary of your organization

- What is your mandate? How does your mandate align with section C.4 – *Annual Report* of the [Nanaimo City Plan](#)?
- Does your organization have paid staff or is it volunteer-run?
- Who are your board members and what are their roles?

CITY PLAN: NANAIMO REIMAGINED



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

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

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

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

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

ANOTHER TIP...

Sing your own praises!

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

Do NOT assume we will be able to recall this information when reviewing new grants applications. Repeat the information if it helps strengthen your application for 2026 funding. Previous year's Final Reports are not reviewed alongside a new years grants applications.



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 project/ series of activities must be approved.

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

*Excel format Budget Forms are provided, online

Use the **Culture Project Grant Budget Form** to list all revenues and expenses of your project. Include this with your application submission.

Note: Your budget **must balance**.

Culture Project Grant - Budget Form 2026

Using the form provided, please supply a budget for this project that demonstrates thorough understanding of revenues and expenses. Please note: Revenues and Expenses must balance. Attach a separate page for budget notes, or for a more detailed breakdown, if appropriate.

REVENUES

PUBLIC FUNDING

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

EXPENSES

FEES

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)

NOTE ABOUT DATES

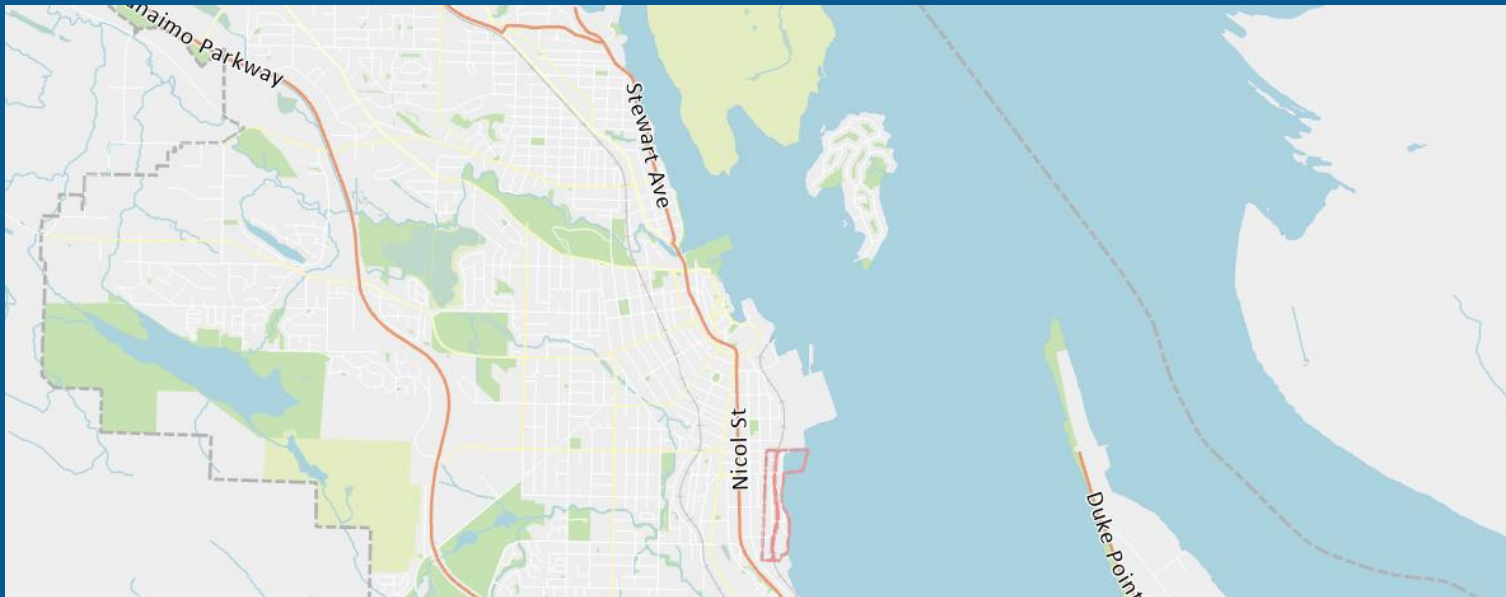
Grants Deadline	4pm October 7, 2025
Intake Compilation & Prep	Oct 8 - 17
Panel Independent Review	Oct 20 - 31
Panel Discussions	Nov 3 - 7
Report Prep and Approvals	Nov 10 – 28
Present to Finance & Audit	Dec 17
Results to Council for Approval	Jan 19
Notification	After Jan 20



FREQUENTLY ASKED QUESTIONS:

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

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

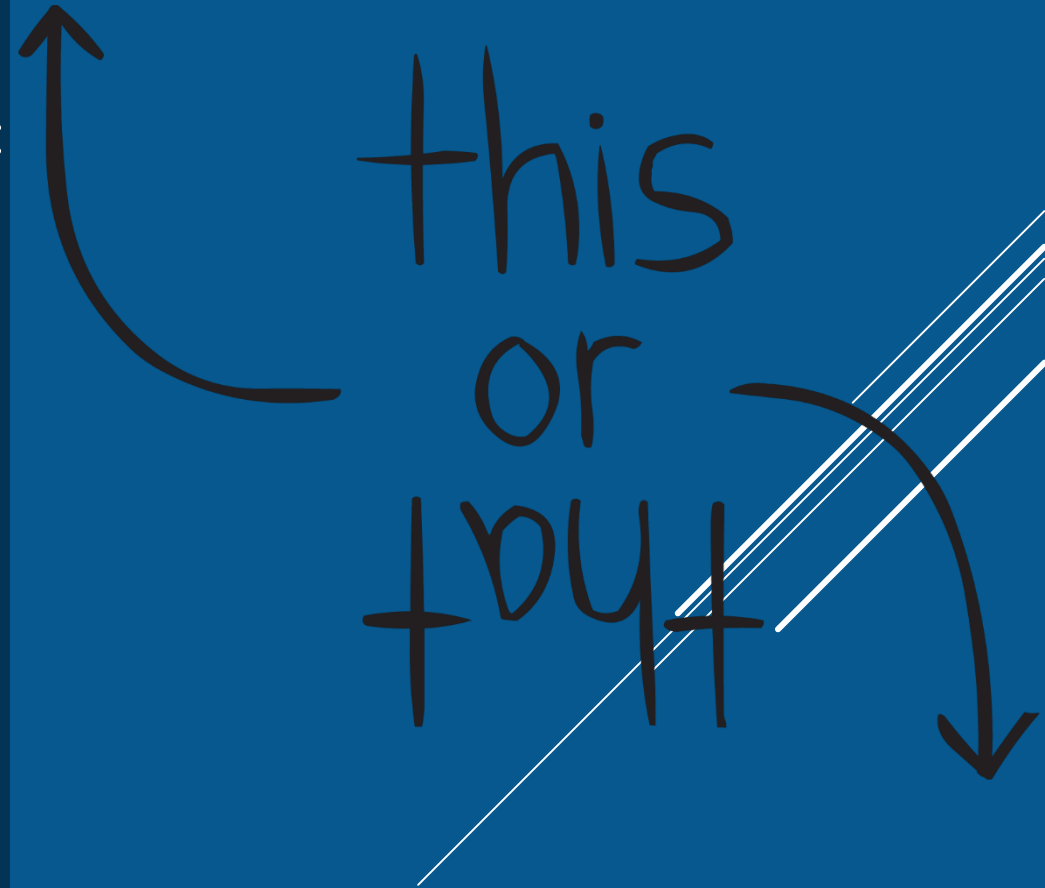


FREQUENTLY ASKED QUESTIONS:

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

This decision should be made based on several factors:

- The reviewed difference between Project and Operating – Are you seeking to fund operational costs or funds for a specific project/ series of activities?
- Is your organization eligible for a Culture Operating Grant?
- Your organization's financial needs. With only \$53k available in the Project Grant budget...



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:

My activity/ project will start in 2026, but will last into 2027, am I still eligible to apply?

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



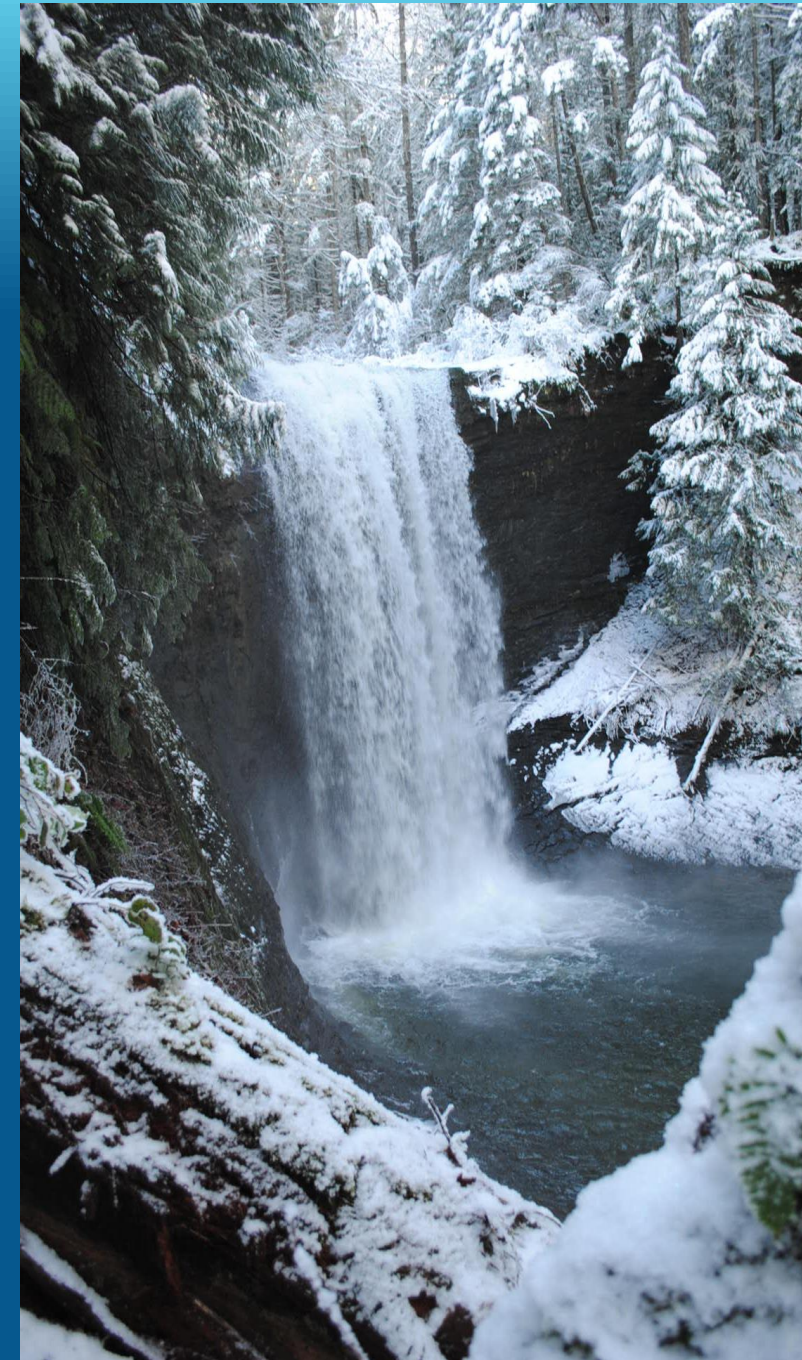
FREQUENTLY ASKED QUESTIONS:

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

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

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

Note: Requests for support are subject to review.

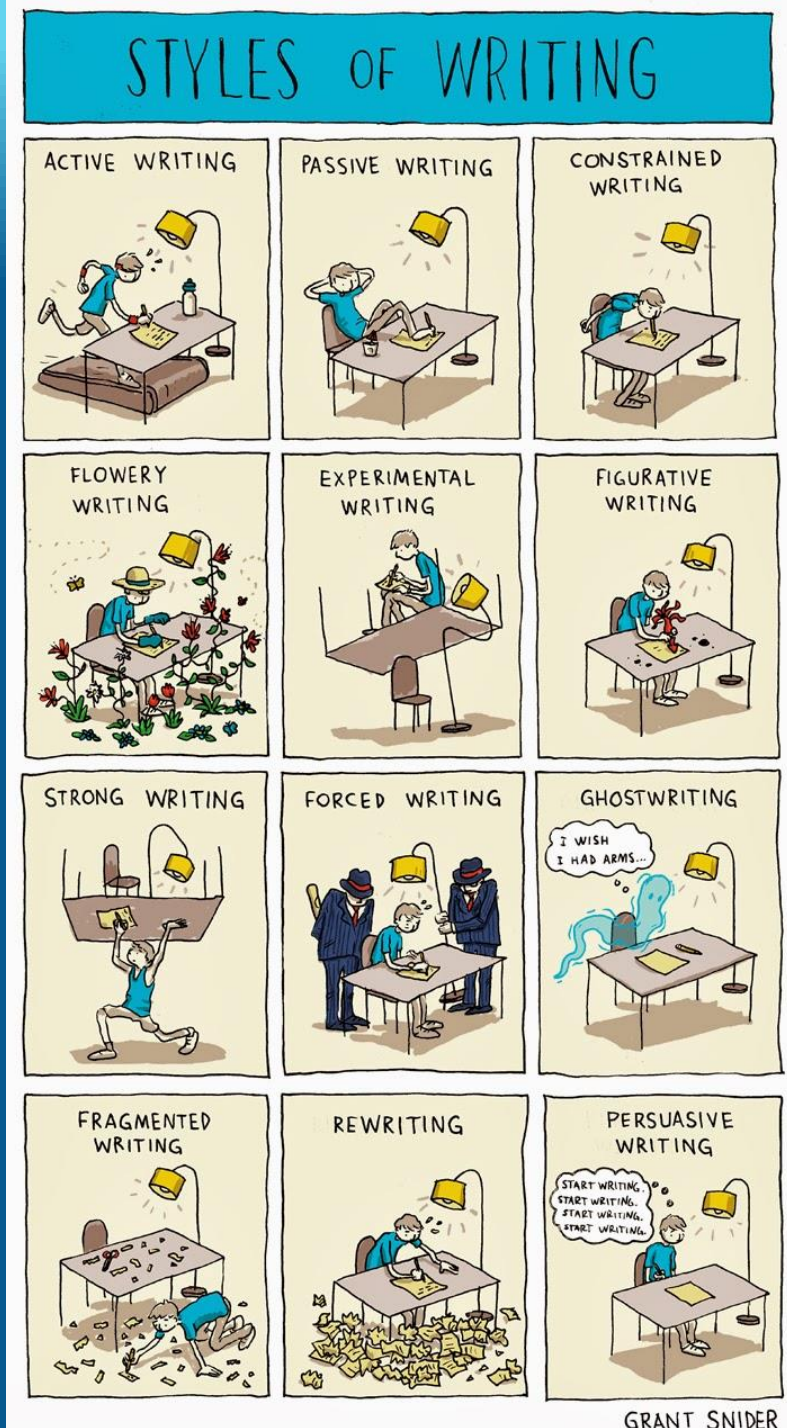


FREQUENTLY ASKED QUESTIONS:

What if I have additional questions?

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

Application Due Date: **October 7, 2025 | 4PM**



BONUS... OTHER FUNDING OPPORTUNITIES:

With the City of Nanaimo:

- Community Development Grant
- Travel Assistance Grant
- Social Planning Grants
 - Community Vitality
 - Social Response
- Youth Resiliency Grant

Corporate Funding:

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

Other:

- Canada Council for the Arts
- BC Arts Council
- Department of Canadian Heritage
- Heritage BC
- Govt. of BC – Destination Events Program; Fairs, Festivals and Events Fund
- BC Community Gaming
- Creative BC Funding
- BC Museums Association
- First West Foundation Impact Grants
- bclive performance network
- FACTOR (the Foundation to Assist Canadian Talent on Records)
- MusicBC (travel grants)
- Artstarts
- First Peoples' Cultural Council
- Island Coastal Trust Community Placemaking Program

QUESTIONS?

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

