

Metro Vancouver Cultural Grants: Regional Projects

2017

Eligibility Criteria

Application deadline May 24, 2017

In order to qualify for a grant, the applicant must:

- promote arts and culture as its primary purpose;
- provide public arts programs and services on an ongoing basis within Metro Vancouver;
- be open and accessible to anyone who wishes to become involved;
- be a “stand-alone” and not merely part of an organization whose function or purpose extends beyond an arts and culture mandate;
- be a non-profit society, registered under the BC Societies Act for at least 2 years;
- demonstrate that it is a well-run organization with a well-defined arts and culture mandate, sound administration and solid business plan;
- obtain funding from diverse sources.

Required Documentation

- 2 copies of the Regional Project Grant application
- Current Board of Directors list – name and position only (do not include personal contact information)
- Most recent Financial Statements – signed by the appropriate Board executive
- Regional Project Budget
- Table of contents from a business plan or equivalent documentation
- Support material – optional and will not be returned

Selection Criteria

The selection of projects will be based on the following assessment criteria. The relative weight given to each criterion is indicated in brackets.

Merit (60 percent)

- The merit of the organization, based on past excellence and proven ability to carry out the proposed project
- The applicant’s experience, qualifications and proven ability to carry out projects
- The quality of programming and artistic goals of the proposed project
- The goals of the proposed project and its relevance to arts and culture within the region

Regional Impact (20 percent)

- The regional impact of the proposed project
- Promotion of the applicant’s contribution to the regional arts and culture landscape through the proposed project
- Applicant’s current initiatives and past projects related to regional serving programs

Administrative (20 percent)

- Presentation of a realistic budget and timeline
- Applicant’s ability to forecast and propose mitigation measures in response to the potential risks of the proposed project
- The applicant’s financial stability

Projecting Report

Grant recipients will be required to complete a follow-up report for Metro Vancouver. Receipt of this report will be a precondition for consideration of the organization’s future grant applications.

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Metro Vancouver Cultural Grants 2017 Application for Regional Projects

Applicant Information

Name of the organization (legally registered name)

Address

Mailing Address if different

Telephone

Email

Website

Contact person, and title, regarding information contained in the application

Number of staff in your organization

Number of volunteers in your organization

Annual budget

Year Founded

BC Societies Act Number

Regional Project Information

Please provide the following information. Be brief and use plain language. Write as if you were describing your organization and project to someone who doesn't know anything about you.

1. Describe your organization, its history, mandate and programs.
2. Briefly describe the proposed project, its objectives and the benefits it will have to Metro Vancouver's region, your municipality, artists, and your organization. Why are you undertaking this project? What are the anticipated results? What makes the project unique and innovative?
3. Is this a new project or an expansion of an existing initiative?
4. List the main participants involved in carrying out the proposed project (paid staff, contract employees, volunteers).
5. Describe any partnerships or collaboration involved in creating or producing the proposed project. Please attach letters of support.

Planning and Financial Information

6. How will the grant money be spent? Please submit a detailed budget as a separate attachment.
7. What other sources of project funding are you currently pursuing? Identify any groups, agencies or businesses that you have identified or approached as donors and sponsors.
8. Please attach a planning timetable, promotional material, sponsor package, etc. (If applicable.)
9. How will you evaluate this project? How will you determine whether it has been successful? What measurable outcomes will you use in your evaluation?

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Conditions and Signature

- Grant recipients must acknowledge the support of Metro Vancouver on all promotional materials related to the funded project.
- Organizations making significant changes to the information provided in this application must discuss such changes with Metro Vancouver staff **prior** to the implementation.
- Grant recipients will be required to complete a **follow-up report** for Metro Vancouver. Receipt of this report will be a precondition for consideration of the organization's future grant applications.
- Information provided in the Regional Project Grant application may be subject to disclosure under the BC Freedom of Information and Protection of Privacy Act.

Submitted by: _____
name, title

On behalf of: _____
name of organization

signature

Signature of Chair/President of the Board of Directors:

By signing this form we do solemnly declare that, to the best of our knowledge, the information given in our application is complete and true in every respect.

Deadline for submission

Mail or deliver two completed copies of the application form by Wednesday, May 24, 2017, 4pm
To: Metro Vancouver, Cultural Grants Program External Relations, 3rd floor 4330 Kingsway Burnaby, B.C. V5H 4G8

If you have any questions about the application or the eligibility of your project call Judy Robertson at 604-432-6205 or email judy.robertson@metrovancouver.org