

2019 Metro Vancouver Cultural Grants: Regional Projects

Eligibility Criteria

Application deadline: May 15, 2019

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 – please note there is a standard form to be filled out (attached)
- 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.

Regional Impact (30%)

- Uniqueness of the project in its offering to the regional arts and culture landscape.
- Is the project going to be presented outside its home municipality?
- Number of regional participants impacted/reached with this project.

Merit (40%)

- Merit of the organization, based on past excellence and proven ability to carry out a proposed project.
- Project goals and relevance to arts and culture in the region clearly communicated.
- How success will be measured.

Budget Plan (30%)

- Is the request according to guidelines? (i.e. project allocation rather than operating funds)
- Clear and concise plan for the use of the money.
- Other sources of funding/support in place.

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.

Metro Vancouver Cultural Grants 2019 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. Please complete the attached Regional Project Budget form.
7. Please attach a planning timetable, promotional material, sponsor package, etc. (If applicable.)
8. How will you evaluate this project? How will you determine whether it has been successful? What measurable outcomes will you use in your evaluation?

Required Documentation (Please check "☐" the boxes below)

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- *Regional Project Budget – please note there is a standard form to be filled out (attached)
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Regional Project Budget

	Cash	In Kind*	Total
REVENUES			
Metro Vancouver Grant			
Other Grants (please specify):			
-			
-			
-			
-			
-			
Sponsorship			
Donations			
Ticket Sales			
Other (please specify):			
-			
-			
TOTAL REVENUES:			
EXPENSES			
Artist Fees			
Production Costs			
- Services			
- Rentals			
- Other			
Marketing and Promotion Costs			
- Design			
- Printing			
- Other			
Administration and Overhead Costs (please specify):			
-			
-			
-			
-			
-			
Other Costs (please specify):			
-			
-			
TOTAL EXPENSES:			

*If "in kind", please specify nature of revenue/expense

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 by 4:00 p.m. on Wednesday, May 15, 2019 to:

Metro Vancouver – Regional Cultural Grants Program
External Relations Department
4730 Kingsway
Burnaby, BC V5H 0C6

If you have any questions about the application process or eligibility of your project contact Sarah Faucher at sarah.faucher@metrovancover.org or 604-456-8828.