



REGIONAL DISTRICT OF NORTH OKANAGAN

BOARD POLICY GVPRC - 003

Greater Vernon Arts, Culture and Youth Operating Grant Guidelines	
Board Approval Date:	September 19 th , 2012
Amendment Date(s):	

PURPOSE:

To provide guidelines for Greater Vernon Arts, Culture and Youth Operating Grants, including eligibility, application process, and reporting requirements.

POLICY STATEMENTS

Greater Vernon Arts, Culture and Youth Operating grants are intended to provide funding that support the operation and maintenance of publicly accessible art, culture and/or youth services and facilities for the public benefit of Greater Vernon residents.

PROCEDURES

1.0 Eligibility

Organizations must meet the following eligibility requirements to receive an Arts, Culture and Youth Operating Grant:

- Be specifically named in the current Service Establishment Bylaw for the grant function;
- Be a registered not-for-profit society that operates in Greater Vernon;
- Have an independent, active governing body composed of volunteers (i.e. Board of Directors). Voting members of the Board of Directors of a Society receiving funds from Regional District may not concurrently hold a paid staff position with the society, and may not be paid for services to the society (excluding reimbursement for expenses);
- Be in good standing with the B.C. Registrar of Societies and must have operated for at least one fiscal year prior to the application deadline;
- Provide art, culture and/or youth services to Greater Vernon residents without exclusion to anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability or income;

- Have a clear art, culture or youth focus in their vision and mandate, which is reflected in the bylaws or other governance documents;
- Be able to demonstrate financial stability, sound administration and organizational capacity;
- Demonstrate a proven track record of public service and excellence in programming;
- Demonstrate strong community ties and relationships;
- Adhere to the accountability requirements set out with the approval of any discretionary grant;
- Not be any one of the following:
 - Individual(s);
 - Political parties and advocacy groups;
 - Religious groups;
 - Educational Institutions;
 - Third parties raising funds solely for charity or their own purposes.
- Not deliver services and/or programs which are already being provided by the public or private market.

2.0 Application Process

The eligible organizations will be required to apply for operating funds annually, using the application and reporting form, included as Schedule “A” and forming part of this policy.

The application deadline for submission will be September 30th of the year prior to the year that the funding is requested for.

If the organization has a multi-year funding agreement with the Regional District, the organization is still required to complete the attached form, but the funding amount will be pre-determined, as outlined in the funding agreement.

3.0 Reporting Requirements

Organizations will have an annual reporting requirement in accordance to the Regional District guidelines, as outlined in the attached application and reporting form (Schedule “A”);

As part of their reporting requirements for maintaining funding eligibility the recipients will be required to demonstrate that:

- there is a need for financial assistance;
- their own-source revenue streams show stability and growth;
- Regional District funding will be used only for eligible expenses;

- membership and annual visitor-ship shows stability and growth, signifying a commitment by the organization to serve the community, and a strong market for the service;
- the organization has a positive impact in the arts, culture and/or youth community;
- partnership opportunities with other like organizations are encouraged and embraced.
- there is a commitment to not compete with private enterprise and other organizations providing public service;
- a long range plan is in place;
- adult arts, culture programs are conducted on a cost recovery basis consistent with current Regional District policy, with youth programs permitted to be subsidized to a maximum of 50%.

OPERATING



Regional District of

North Okanagan

2013 Operating Grants APPLICATION

Application Deadline: September 30, 2012

Mail or deliver completed and signed application form and a digital copy (pdf or word document) on CD Rom, flashdrive or by email, along with supporting materials by the deadline to:

Operating Grants
Regional District of North Okanagan
9848 Aberdeen Road
Coldstream, BC
V1B 2K9

2012 Arts, Culture and Youth Operating Grants

The Regional District of North Okanagan allocates annual operating funding to arts, culture and youth organizations, listed in the Greater Vernon Parks, Recreation and Culture Service Establishment Bylaw, which provide arts, culture and/or youth based programming and activities for the benefit of Greater Vernon residents.

This support acknowledges that the work of these organizations contributes to Greater Vernon's quality of life, identity and economy.

For more details on eligible costs for operating grant funding visit the RDNO website at www.rdno.ca/communitygrants.

OPERATING GRANT DEADLINE: September 30, 2012

Note re: deadline – Funding is intended to support operating expenses during the calendar year beginning January 1, 2013.

For more information, contact:

Regional District of North Okanagan
Community Development Coordinator
tannis.nelson@rdno.ca / 250-550-3689

**2013 Regional District of North Okanagan
Operating Grant Application**

Submission Deadline: September 30, 2012

Mail or deliver completed and signed application form and a digital copy (pdf or word document) on CDROM, flashdrive or by email, along with supporting materials by the deadline to:

Operating Grants
Regional District of North Okanagan
9848 Aberdeen Road
Coldstream, BC
V1B 2K9

Declaration

Note: This declaration is to be signed by two signing officers of your organization.

I certify to the best of my knowledge that the information provided in this application is accurate, complete and endorsed by the group I represent. Information about an applicant's operations is collected for the purpose of adjudicating the application and for administrative purposes. It is collected under the authority of the Local Government Act, Community Charter, and the Freedom of Information and Protection of Privacy Act.

Organization Name: _____

Signature Title

Name (please print) Date

Signature Title

Name (please print) Date

For RDNO Staff Use Only							
Date/Time Rec'd	Complete	Sent to CFO	Adjudication Complete	Recommended Amount	Notification Letter Sent	Payment Made	Final Report Rec'd

Applicant Information

Organization Name: _____

Address: _____

Phone: _____ Fax: _____

Website: _____ Email: _____

Registered Non-Profit Society (in good standing) Society/Charity No.: _____
 Yes No

Date of Incorporation: _____

Contact Name: _____ Title: _____

Phone: _____ Email: _____

Alternate Contact Name: _____ Title: _____

Phone: _____ Email: _____

Has your organization applied for a RDNO Operating Grant in the past?

New Applicant Previous Applicant

Are you applying for a RDNO Project Grant in addition to an Operating Grant?

Yes No

Grant Request

Total 2013 Partnership (Operating) Grant Request: \$ _____

Amount of last operating grant (*requested*): \$ _____ Year: 2012

Amount of last operating grant (*received*): \$ _____ Year: 2012

Please explain any variation in the funding request between the last funded year and that requested for 2013.

Organizational Profile

1. Briefly describe the history of your organization. Include key highlights, mission and value statements and any guiding documents. For previous applicants: are there any changes from last year? (Attach separate pages if necessary)

Organization's Management and Staff Structure

2. Please provide a list of the current Board of Directors and key staff, with brief (1 paragraph) curriculum vitae for each.
3. Please provide your volunteer hours, as shown below:
Number of volunteers (board and non-board): _____
Number of volunteer hours: _____ hrs
Number of voting members (excluding board): _____
4. Please include a page showing your Organizational Chart

Facility

5. Please describe the organization's facility (ownership, accessibility, environmental conditions, collections storage, exhibition space, programming space, etc)

Membership and Attendance

6. Please attach your:
 - visitor statistics (broken down by demographics and participation)
 - membership information (broken down by individual, business or organization)

Audience & Community Impact

7. Describe your target audience:

8. How does your organization benefit the community as a whole and the arts/culture/youth community specifically?

9. How do you plan to reach the broader community? Does your organization plan to undertake initiatives to make arts/culture/heritage more accessible? Please provide examples including any successfully initiatives your organization has used to diversity or increase your audience in the last year.

10. Please describe partnerships and collaborations in which your organization has engaged in the last year. Please provide letters of agreement or support, if appropriate.

11. Does your organization have committees in place to tackle specific initiatives or challenges (for example: marketing committee, fundraising committees, etc)? Please describe.

Programming

12. What is your organization’s primary area of activity? If more than one applies, please apply a percentage to each category in the table below. You may add additional notes to clarify the information.

Dance	Music	Theatre	Literary	Visual Arts	Youth	Film /Photo	Multi-Discipline	Other (Specify)

13. Please attach a list of proposed activities (performances, exhibitions, events, fundraisers, etc.) for the coming year. Whenever possible provide dates, locations, expected attendance.

14. Please attach support materials [programmes, images or audio/video (on CD Rom or flash drive)] that reflect the type of quality of programming created, produced or presented by your organization in the last year.

15. Arts Based Organizations: What percentage of your activities are created, produced and presented by local artists?

Planning and Financial Statements

16. Please include, as supporting materials, any current business plan or strategic plan for your organization **and a progress update on the associated implementation plan.**
 17. What sources of funding was your organization successful in receiving last year?
 18. What other sources of funding is your organization currently pursuing? Identify any groups, agencies, or businesses that you have approached or secured as contributors to your organization.
 19. If the amount requested is not fully granted, how will this affect your operations? What changes would you have to make to the organization's business/strategic plan (if applicable)?
 20. Attach in your own format:
 - A budget which includes your previous fiscal year, current fiscal year and forecasted revenues and expenditures for the next fiscal year. Please include revenues from other grant sources and fundraising activities.
 - A balance sheet current as of your most recent fiscal year end.
- Please refer to the eligibility section on the RDNO website to ensure grant monies are not requested or used for ineligible costs.*
21. If you have a deficit, what is your plan to address it?
 22. Use the space below to note any line variances of more than 20% between budget years and attach additional pages if necessary.

Self Assessment

23. What goals and objectives did your organization have for the previous year and what are your objectives for the coming year? Please describe your progress in fulfilling these objectives.

24. What are your organizations strengths? Share some of your recent successes and demonstrate this.

25. Where do you think your organization can improve?

26. What challenges or obstacles does your organization face? How do you minimize the impact of these threats?

SAMPLE ONLY

Checklist

All Applicants

- Complete application – Signed original, plus electronic copy
- List of Current Board of Directors and Key Staff
- Organizational Chart
- List of proposed activities for the coming year
- Support materials from the previous year (programmes, audio/visual, etc)
- Letters of support from community partners
- Organization's Business or Strategic Plan (if applicable)
- Status Report on Implementation of Business or Strategic Plan (if applicable)
- Organization's Operating Budget and Balance Sheet
- Most recently filed BC Ministry of Finance Form 11 (Annual Society Report)
- Minutes from the last AGM
- Financial Statements presented at last AGM

New Applicants

- Certificate of Incorporation
- Society Constitution and Bylaws