



REGIONAL DISTRICT OF NORTH OKANAGAN

BOARD POLICY GVPRC - 004

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

PURPOSE

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

DEFINITIONS

Capital Improvement is the addition of a permanent structural improvement or the restoration of some aspect of a property that will either increase its useful life or enhance its value for existing or planned use.

Project is an individual or collaborative enterprise that is carefully planned and designed to achieve a particular aim, which may be one-time and may be characterized by:

- creation of new work or materials;
- one-time capital improvement that will support on-going art, culture or youth programs and/or
- new or emerging technologies, media, techniques and practices.

Festival is a series of events, performances and/or activities that take place, usually in one place, which may occur over more than one day, and demonstrate established or potential audience support from a broad range of the community.

Event is an organized performance, gathering, activity or cluster of activities that occurs on a single day.

Art includes all genres within the following disciplines (list is not exhaustive and two or more genres or disciplines may be combined):

- Performance (music, dance, theatre, spoken word, improvisation)
- Visual (two and three dimensional / performance / fine or artisanal craft / site specific or temporary installation)
- Literary (poetry/prose)
- Media / new media (film/video/photography)
- Design (fiber arts/graphic)

Culture is broadly conceived to include both tangible and intangible characteristics of the following elements, with activities and expression that explore, interpret and celebrate:

- Human diversity
- Ecology and environment (as themes for artistic practice or interpretation)
- Heritage collections, archives , documentation, interpretation
- Storytelling, narratives, traditions and values, artisanal methods

Youth Programs are a system of services, activities or projects that focus on youth development through art, culture or recreation, which are designed to involve people who are 18 years or younger.

Publicly Accessible means all members of the public can access the benefits of the Service without discrimination.

POLICY STATEMENTS

Greater Vernon Arts, Culture and Youth Project grants are intended to provide funding for a festival, event or project (including capital works) that feature publicly accessible arts, culture and/or youth based elements for the public benefit of Greater Vernon residents.

Preference will be given to projects that demonstrate innovation and collaboration across sectors and interests.

PROCEDURES

1.0 Funding Allocation

The budget for project grants will be established annually by the Board of Directors.

Funding applications will be approved by the Board of Directors based on recommendations from an adjudication process.

2.0 Eligibility

In order to be eligible for Project Grants, all festivals, events and projects as defined above must:

- Be open and/or accessible to the public, and reach beyond the organization's members and artists to the broader community;
- Offer a unique experience not duplicated by other ongoing organizations and their activities;
- Be a one-time or new initiative, or if existing, demonstrate expansion and growth (e.g. a trend of increase in audience, participation and/or activity);
- Be supported by budgets which are distinct from regular operating budgets of the lead organization; and

- Prominently feature art, cultural and/or youth content.
- Be conducted within the budget year for the funding awarded.
- Be provided to Greater Vernon residents without exclusion to anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability or income;

Project grants will only be awarded to organizations that meet all of the following criteria:

- 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 RDNO 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;
- Be able to demonstrate financial stability, sound administration and the organizational capacity necessary to carry out the project;
- Demonstrate a proven track record of public service and excellence in programming and cultural production;
- 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.

An organization's operating costs, including lease payments, staffing costs or other operating expenses, will not be eligible for funding within a Project Grant.

3.0 Application and Reporting Requirements

Organizations must complete the application 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.

Eligible organizations will have the opportunity to apply for project funds annually, using the application and reporting form attached and forming part of this policy.

Specific projects can only receive project funding for two consecutive years, and must demonstrate potential for growth to be eligible for a second year.

PROJECT



Regional District of
North Okanagan

2013 Arts, Culture, Youth Project 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:

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

SAMPLE ONLY

2012 Arts, Culture and/or Youth Project Grants

The Regional District of North Okanagan allocates annual grant funding to community organizations which intend to provide a festival, event or project featuring arts, culture and/or youth based elements for the benefit of Greater Vernon residents.

Eligible organizations need not be from the arts, culture or youth sector. Innovation and collaboration across sectors and interests is encouraged.

Project Grant funds may be requested for up to 50% of the total cost of a project. Although there is no formal funding cap, an effort will be made to award funding to a number of projects from the predetermined funding allocation.

Please review the eligible uses for funding within this package for further information.

This support acknowledges that:

- New initiatives often need 'seed money' to get started and ongoing support to become established;
- Community events build social connectedness and engagement;
- Successful events and projects which include creative, cultural or youth content can be initiated by individual or collaborative groups whose primary mandates may be unrelated to arts, culture and youth; and
- The work of community organizations and the availability of arts, culture and youth activities, contributes to Greater Vernon's quality of life, identity and economy.

Note that these grants have a project focus. An organization's operating costs are **not** eligible.

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

PROJECT 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
Project 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:

Project 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 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 Project Grant Request: \$ _____ **Percentage of Total Project Budget:** _____%

Please indicate what you are applying to use the grant monies for (refer to definitions to RDNO Policy No GVPRC-004 - Greater Vernon Arts, Culture and Youth Project Grant)

Festival Event Project

Please indicate the focus of your project (can select more than one):

Arts Culture Youth

If your project, event or festival is to be held within Greater Vernon Parks, have you reviewed the Special Event Permit Application and reviewed all requirements?

Yes No Not Applicable

Event/Festival/Project Description

1. Project/Event/Festival Name:
2. Proposed Date and Time:
3. Proposed Location:
4. Describe your initiative. What is the purpose or objective?
5. What makes it unique and innovative?
6. What is the primary target audience and what level of attendance/participation do you expect? How do you plan to reach your target market? Attach a list of marketing strategies (For example: If you plan to attract tourists, what marketing strategies will you use to reach them?)
7. Describe how this initiative complements other existing events and activities in the community. (Festivals, events and projects may compliment each other by linking with one another, building on and/or leveraging off of one another).
8. Describe how this initiative makes arts/culture/youth more accessible to the community. Does it provide access to those who may not otherwise have the opportunity to engage in arts, culture or youth activities? Is it welcoming and inclusive?
9. Attach a planning timeline for your initiative, and any supporting material such as promotional material
10. Is this a new project or expansion of an existing initiative?
11. If this is an existing initiative:
 - a. How many years has it been going?
 - b. What changes are you proposing to make to the initiative this year? What went well that you are going to ensure stays the same?
 - c. Describe how the initiative is growing. Has attendance, audience participation or activity increased? Is there increased interest from other partners, organizations, artists, and/or sponsors?
 - d. Describe how the grant will enable the expansion or improvement of the initiative. (Will it enable a new feature to be added, expansion in the duration or size of the event/project/festival, expansion in the reach to the community?)

Key Personnel and Partners

12. Who are the members of the planning committee? Please describe each committee member's role and their background and experience as it relates to the project and their connection to the community.
13. Has your organization and/or members of the planning committee successfully developed a project of similar magnitude to the one proposed? Please describe the experience.

14. Please describe any partnerships or collaborations involved in creating and producing the initiative. Please provide contact information for each partner and attach letters of support.

Partner Organization:	Contact Name:	Phone:
Describe the role of this partner:		
Partner Organization:	Contact Name:	Phone:
Describe the role of this partner:		
Partner Organization:	Contact Name:	Phone:
Describe the role of this partner:		

15. Outline the number of volunteers needed to run the initiative and what their roles and responsibilities will be.
16. Describe any training that you will provide to the volunteers.

Planning and Financial Information

17. How will the grant money be spent in your project? Please be specific.
18. What other sources of project funding are you currently pursuing? Identify any groups, agencies, or businesses that you have approached as donors or sponsors for this initiative.
19. Please outline how this initiative will be continued in future years. (recipients of Project Grants may be able to re-apply for funding for the same initiative, if there is evidence of a growth trend, for two years. The initiative will not be eligible for a third year.)

20. If the amount requested as part of this application is not fully granted, how will you proceed differently with this project (e.g. seek more sources of alternate funding, cancel certain aspects of the program, run the initiative from a different venue, etc)?
21. If you have a deficit, what is your plan to address it?
22. Please identify any other challenges or issues facing the proposed initiative. Please describe how these risks will be mitigated and any contingency planning that your organization has done.
23. Complete the financial information form on the next page, or provide a more detailed Project income statement in your own format. Project financial statements must be separate from your organization's operating financial statements.

Funds dispersed through a Regional District of North Okanagan Arts, Culture and Youth Project Grant must be spent by December 2013. If the funds are not spent, they must be returned. If you are facing challenges carrying out your project, please contact the Community Development Coordinator.

Revenues and Contributions	Details	Cash Revenues	Volunteer Contribution
Other grants			
Ticket Sales			
Cash Donations			
Cash Sponsorships			
Volunteer Hours (\$10/hr)			
Total cash rev from other sources			
Total value of volunteer hours			

Ineligible Expenses	Details	Cash Costs	In-Kind Donations (est. value)
Decorations			
Food and Beverage/Catering			
Marketing			
Other (please specify)			

Eligible Expenses	Details	Cash Costs	In-Kind Donations (est. value)
Artist and Performer Fees			
Other external contracted fees			
Design, Production, fabrication and Installation costs			
Volunteer recruitment, training and support			
Permits, Insurance, security			
Other (research/feasibility studies if applicable)			

Total Cash Costs			
Total in-kind donations:			

Total Grant Request (max 50% of total cash costs)	\$	
To double check your eligibility for this grant, complete the following:	Total cash revenues from other sources Less total cash costs = Demonstrated financial need	
This amount must be at least 50% of the total project cost	Total cash revenues from other sources + total value of volunteer hours + total in-kind donations = Demonstrated community support	

Evaluation and reporting

24. How will you evaluate this initiative? How will you determine whether it has been successful? What measureable outcomes will you use in your evaluation? If you received a grant in 2012, how will you compare the initiative from year to year? (Qualitative measures may include: an audience survey, suggestion box, social media feedback, etc. Quantitative measures may include; ticket sales, revenues, donations, sponsorships, # of returning performers or ticket buyers, etc)

Grant recipients will be required to complete a follow-up report in a prescribed format for the RDNO. Receipt of these reports is a precondition for consideration of an organization's future grant applications, in any category. Your final report will be used in analysis of future grant applications.

Checklist

All Applicants

- Complete application – Signed original, plus electronic copy
- Most recently filed BC Ministry of Finance Form (Annual Society Annual Report)
- Financial Statements presented at last AGM
- List of marketing strategies
- Planning and Activity schedule or timeline
- Project business plan (if available)
- Copies of construction quotes (where applicable)
- Letters of support from community partners (letters from elected officials and/or local government staff will not be accepted)

New Applicants

- Certificate of Incorporation
- Society Constitution and Bylaws

SAMPLE ONLY