



The Corporation of the District of North Vancouver

## COUNCIL POLICY

Title	<b>ARTS AND CULTURE GRANTS</b>
Section	<b>Parks, Recreation And Culture</b>

### **POLICY**

This policy is in accordance with the *Local Government Act* and outlines the purpose, eligibility and evaluation criteria for review and allocation of Arts and Culture grants.

### **REASON FOR POLICY**

This policy provides a framework for administration of a joint District of North Vancouver and City of North Vancouver Arts and Culture Grants Program.

### **AUTHORITY TO ACT**

District of North Vancouver Council delegates authority to allocate funding in accordance with this policy to the North Vancouver Recreation & Culture Commission. The Commission will inform Council annually of the organizations funded, the services supported, the amount of funding approved and any other information deemed appropriate.

The Commission will establish and appoint a Grants Review Committee, an advisory body comprised of impartial and qualified individuals with appropriate experience and expertise in the arts as well as cultural and community-based practices. The Grants Review Committee will review all applications and provide recommendations to the North Vancouver Recreation & Culture Commission.

Changes to the policy require Council approval.

### **PURPOSE OF GRANTS**

The District's Official Community Plan recognizes the value of arts and cultural organizations and activities in adding to the vibrancy of community life and celebrating North Vancouver's unique identity.

The District recognizes that financial investment in the arts and culture sectors through grants enables the production of quality arts and culture experiences, supports events and festivals and leverages additional funding from other sources.

## **GRANT ELIGIBILITY AND EVALUATION CRITERIA**

### **1.0 Operating Assistance**

Operating Assistance funding will be provided to support the operations, services and initiatives of eligible organizations with an established record for delivering quality arts and cultural programs and services. Funding is subject to the applicant maintaining a proven record of accountability; demonstrating the need for financial support to sustain the service; and to the availability of grant funds.

#### **1.1 Eligibility**

Organizations eligible to apply for Operating Assistance must:

- Be a registered not-for-profit or charitable organization whose primary purpose is to provide arts and cultural experiences in North Vancouver;
- Be located in North Vancouver, have a history of arts activity in North Vancouver for at least two (2) years prior to the application and conduct the majority of their work in North Vancouver; and
- Employ paid staff (full or part-time) through professional arts practices, exhibit sound and independent management structures, provide strong leadership, and offer either a year-round program or a full-season of arts programming.

#### **1.2 Criteria**

Applications for Operating Assistance will be assessed using the following criteria:

- Demonstrated need for and intended outcomes of services
- Alignment with Official Community Plans of the District and City of North Vancouver
- Artistic merit
- Leadership within the arts community
- Level of service, including number of people served
- Quality of organizational management
- Evidence of financial need
- Evidence of funding from other sources
- Level of volunteer involvement

- Evidence of community partners and support (financial or in kind)

### 1.3 Multi-Year Funding

On the recommendation of the Grants Review Committee, the Commission may approve grant awards of up to three (3) years.

## 2.0 **Program and Project Assistance**

Program and Project Assistance funding will be provided to assist eligible arts and culture organizations in serving North Vancouver residents through approved programs or projects subject to availability of grant funds.

### 2.1. Eligibility

In order to be eligible to apply for a Program and Project Assistance grant, organizations must:

- Be a registered not-for-profit or charitable organization whose primary purpose is to provide arts and cultural experiences;
- Have an established track record of delivering quality arts and cultural programs and services for a period of at least one (1) year prior to the application; and
- Conduct the programs or projects for which they are seeking support in North Vancouver, or must clearly demonstrate benefit of the proposed programs or projects to North Vancouver residents.

### 2.2 Criteria

Applications for Program and Project Assistance will be assessed using the following criteria:

- Demonstrated need for and intended outcomes of program/project
- Uniqueness of program (may complement but should not duplicate existing services)
- Artistic merit
- Creativity and innovation
- Alignment with Official Community Plans of the District and City of North Vancouver
- Level of service, including number of people served
- Ability to deliver the program or project
- Evidence of financial need
- Evidence of funding from other sources

- Level of volunteer involvement
- Evidence of community partners and support (financial or in kind)

Priority will be given to:

- Programs or projects that foster the development of emerging arts and cultural practices, and
- Programs or projects targeted at underserved sections of the population.

### 2.3 Term Restrictions

As a general rule, groups seeking a Program and Project Assistance grant will be eligible to apply on an annual basis for the same program or project for a maximum of five (5) years.

On the recommendation of the Grants Review Committee, the Commission shall have the right to extend or terminate a program or project grant.

## **3.0 Community Public Art Assistance**

Community Public Art Assistance grants are available to arts organizations and eligible community groups seeking to collaborate with an artist, or artists to engage the public in the creation of small to medium sized, permanent or temporary public art projects in North Vancouver.

### 3.1 Eligibility

Organizations eligible for Community Public Art Assistance include:

- Registered not for profit arts and culture organizations
- Charitable organizations
- Community service groups
- Community associations
- Business associations or business improvement associations
- Multi-cultural societies and ethno-cultural community groups
- Heritage associations and local historic societies
- Parent advisory councils
- Recognized community groups

### 3.2 Criteria

Applications for Community Public Art Assistance will be assessed using the following criteria:

- Proven experience of artist(s) with community art projects
- Quality of the proposed public art, including quality of materials and technical requirements
- Suitability of artistic practice to involve community participants
- Innovation and creativity
- Support from the broader community and/or target populations
- Demonstrated implementation plan, including budget and timeline

## 4.0 **Celebrations & Events Assistance**

Celebrations & Events Assistance grants support both small and large scale community events that foster community connectivity and contribute to North Vancouver residents' sense of belonging, identity and place.

### 4.1 Major Celebrations

#### Eligibility

Applicants for Major Celebrations Assistance must be a registered not-for-profit organization that has an established history of celebration/festival programming in North Vancouver for a period of at least one (1) year prior to submitting the application.

#### Criteria

Applications for Major Celebrations Assistance will be assessed using the following criteria:

- Quality of work presented or performed
- Programming innovation
- Past/projected attendance
- Demonstrated/projected outcomes
- Cultural tourism impact
- Alignment with Official Community Plans of the District and City of North Vancouver
- Ability to deliver the program or project
- Evidence of financial need
- Evidence of funding from other sources
- Level of volunteer involvement
- Evidence of community partners and support (financial or in kind)

- Public accessibility

### Multi-Year Funding

Returning applicants seeking support for a Major Celebration may be considered for multi-year funding.

## 4.2 Events Assistance

### Eligibility

Applicants for Events Assistance grants must be based in North Vancouver and include:

- Registered not-for-profit arts and culture organizations
- Charitable organizations
- Community service organizations
- Community associations
- Business associations or business improvement associations
- Multi-cultural and ethno-cultural organizations
- Recognized community groups

### Criteria

Applicants will be assessed based on the following criteria:

- Evidence of program mix
- Demonstrated need for event
- Demonstrated/projected outcomes
- Level of service, including number of people served
- Public accessibility
- Capacity to deliver the program or project
- Evidence of financial need for the grant
- Evidence of funding from other sources
- Level of volunteer involvement
- Evidence of community partners and support (financial or in kind)

## **INELIGIBILITY**

The Arts and Culture Grants Program does not fund:

- Municipal agencies, other branches of local government or activities that are directly supported by the municipality through other means;
- Individuals, businesses, commercial enterprises, political parties or political events;
- Schools, school boards, and post-secondary educational institutions, churches or religious organizations, events or activities;
- Fundraising projects or programs;
- Competitions or award ceremonies, parties, private or closed events;
- An organization for the purpose of funding other organizations;
- Endowment funds or capital costs (excluding public art);
- Debt retirement or retroactive funding.

## **ACKNOWLEDGEMENT OF SUPPORT**

Grant recipients must publicly acknowledge assistance from the District of North Vancouver and City of North Vancouver on all promotional materials.

## **ACCOUNTABILITY AND REPORTING**

- All grant recipients must provide all required information by the stated deadline in order for an application to be considered;
- All grant recipients, including organizations in receipt of multi-year funding, will be required to submit an annual or post-program report. Annual and post-program reports must meet stated deadlines, be complete and will be utilized in review of future applications;
- In the event that the funds are not used as described in the application, the full amount of the financial assistance may be required to be returned.
- When applying for funding assistance, or upon request, the applicant must supply a financial statement for the most recent fiscal year. Where financial statements are not available, the applicant will supply operating statements and budget reports that have been verified as correct by two (2) signing officers from the organization.

Policy approved on: November 16, 2015 (Regular Council Meeting)

Policy amended on: