



*Please read the application Guidelines carefully before completing the form.*  
 Community Services Department, City of Richmond, 6911 No. 3 Road, Richmond, BC V6Y 2C1

**Application Deadline: January 6, 2012**

**APPLICANT INFORMATION**

<b>Name of Society:</b>		<b>Society No.:</b>
<b>Date of Incorporation:</b>		
<b>Society Mailing Address:</b>		
<b>Phone:</b>	<b>Email:</b>	
<b>Website:</b>		
<b>Contact Person's Name and Title:</b>		

**PROJECT SUMMARY**

<b>Name of Project:</b>
<b>Date(s) and Location(s):</b>
<b>Category of Project (Please check as many as apply):</b> <input type="checkbox"/> Community Engagement <input type="checkbox"/> Dance/Performing Arts <input type="checkbox"/> Festival <input type="checkbox"/> Music <input type="checkbox"/> Visual Arts <input type="checkbox"/> Design/New Media <input type="checkbox"/> Multidisciplinary <input type="checkbox"/> Education <input type="checkbox"/> Literary Arts <input type="checkbox"/> Theatre <input type="checkbox"/> Other (specify): _____

**GRANT REQUEST**

<b>2012 Grant (Requested): \$</b>
<b>2011 Grant Received (if applicable): \$</b>
<b>TOTAL PROJECT BUDGET: \$</b>
<b>TOTAL SOCIETY OPERATING BUDGET FOR YEAR OF PROJECT REQUEST: \$</b>

**PROJECT SUMMARY (50-75 words):**

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**FINANCIAL SUMMARY**

<b>Last Actual Annual Operating Budget of Society: \$</b>
<b>Fiscal Year-end Date:</b>

## ORGANIZATIONAL BACKGROUND

Please provide a brief history of your organization and describe its role in Richmond. (max. 250 words)

What is your organization's mission/mandate? (max. 150 words)

How do your project goals relate to your organizational mission and/or mandate? (max. 150 words)

If you are also applying for Operational Assistance, or already receive City funding the equivalent of operating funds, please describe how your project is outside the scope of normal operations. (max. 150 words)

## PREVIOUS CITY GRANT INFORMATION

Has your organization ever received a Richmond City Grant before?  Yes  No

If yes, when did you receive your most recent Richmond City Grant? Year: Amount:

## PROPOSED PROJECT

Name of Project:

Principle Location(s) of Activities:

Website:

Project Dates:

Is this a new project?  Yes  No

If not, how many years has it run?

*You may also append copies of recent relevant documents and additional material (i.e. a program or activity guide, brochure, media coverage, catalogue or publication). If you wish to include CD or DVD, one copy please.*

Please describe the project, the primary program of activities and key participants. (max. 2 pages, minimum font size 11 pt)

**PLANNING AND PROMOTION** (max. 2 pages, min. font size 11 pt)

1. Provide a planning timeline for the project that includes key milestone dates, the activity and who is responsible for the activity.
2. What are your plans to promote your project or event?

**CULTURAL AND/OR COMMUNITY PARTNERSHIPS AND PARTICIPANTS**

Please identify the key contributing partners and participants who will be engaged in this project (cultural and/or community partners, artists, producers, conveners, creative contributors, etc.) Explain if they are existing or new partnerships and participants. Discuss how they will contribute to the project's goals. (max. 200 words)

How many volunteers are involved and briefly, what part will they play in the project? What are your plans for volunteer recruitment? (max. 150 words)

Please include a brief biographical summary (max. 200 words per person) for each of the key project contributors. Do not include résumés (provide as an attachment).

**PARTICIPATING & ENGAGEMENT**

Discuss the intended public audience you wish to engage (i.e. diverse communities, neighbourhoods, artists, residents, visitors, cultural tourists, etc.) and the ways in which your project will reach and engage them. (max. 200 words)

How many people are expected to attend the event(s) and, if relevant, what were the attendance levels of previous similar projects?

What is the cost of participation/admission for participants and audiences?

## PROPOSED PROJECT BUDGET

Not all categories below will be relevant to your specific project and some lines may be left blank.

<b>REVENUES</b>	
<b>EARNED</b>	
Admissions / box office / sales	\$
On-site cash donations	\$
Concessions / merchandising	\$
Other (provide details)	\$
<b>TOTAL EARNED REVENUE</b>	<b>\$</b>
<b>FUNDRAISING</b>	
Individual donations	\$
Cash contributions sponsorships	\$
Fundraising/special events	\$
Foundations (specify)	\$
In-kind supplies and services (provide details)	\$
Other (provide details)	\$
<b>TOTAL FUNDRAISING REVENUE</b>	<b>\$</b>
<b>GOVERNMENT</b>	
City of Richmond Project Grant	\$
Province of BC including Gaming or BC Arts Council (specify)	\$
Federal Government – Canada Council and/or Canadian Heritage (specify)	\$
Other (provide details)	\$
<b>TOTAL GOVERNMENT REVENUE</b>	<b>\$</b>
<b>TOTAL REVENUES</b>	<b>\$</b>
<b>EXPENSES</b>	
<b>PROGRAMMING</b>	
Commissioning fees	\$
Creative fees or honoraria (i.e. artists, speakers or community contributors)	\$
Copyright payment or royalties	\$
Staff costs (i.e. production or technical staff)	\$
Production or creation costs (i.e. exhibition, programming, production, printing and/or distribution expenses)	\$
Equipment or venue costs (i.e. indoor facility, outdoor tent rentals)	\$
Publication and/or documentation costs	\$
Permits, City services	\$
Artist and/or volunteer services (i.e. travel, accommodation, food, etc.)	\$
Site costs (i.e. insurance, garbage, toilets, power, security, etc.)	\$
Other (provide details)	\$
<b>TOTAL PROGRAMMING COSTS</b>	<b>\$</b>
<b>ADMINISTRATION AND MARKETING</b>	
Administrative fees or salaries (project coordinators, project managers, etc.) <i>Note: Does not apply to regular Administrative Staff</i>	\$
Office expenses	\$
Fundraising expenses	\$
Advertising purchases	\$
Marketing and promotion production fees	\$
Outreach expenses	\$
Other (provide details)	\$
<b>TOTAL ADMINISTRATION AND MARKETING COSTS</b>	<b>\$</b>
<b>TOTAL EXPENSES</b>	<b>\$</b>
<b>SURPLUS OR (DEFICIT)</b>	<b>\$</b>

**Budget Notes:** On a separate page, please provide the following:

- What revenue sources are confirmed and provide any other necessary budget details
- A list of in-kind support including donor, type of service or support, and value

**CHECKLIST – four complete sets of documentation (original plus three copies) to the Information Counter at Richmond City Hall by the stated deadline:**

- Completed application (with original signatures)
- In-kind support list including potential donors and donation levels
- Current staff list and key creative contributor list
- Bios of key creative contributors, if applicable
- Financial statements for most recently-completed fiscal year (signed)
- Current fiscal year operating budget
- Organization's board of directors list
- Support letters or agreements from key partners including in-kind donors (optional)
- If applicable, copies of previous-activity documentation (i.e. program or activity guide, brochure, media coverage, CD, DVDs, catalogue or publication) (optional)
- For first-time applicants, include copy of the Certificate of Incorporation

**Note:** Submissions should be on letter-size paper and three-hole punched. Please clip, do NOT staple. Late submissions will NOT be considered.

**CONDITIONS OF ASSISTANCE**

Please note that if your organization receives a civic grant, the following conditions will apply:

- Grant funds must be applied to current expenses, not used to reduce or eliminate accumulated deficits. Activities cannot be funded retroactively.
- The Society will make every effort to secure funding from other sources as indicated in its application. It will keep proper books of accounts of all receipts and expenditures relating to its activities and, upon the City's request, make available for inspection by the City or its auditors all records and books of accounts.
- If there are any changes in the organization's activities as presented in this application, Arts, Culture and Heritage Services must be notified in writing of such changes immediately. In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining City funds are also returned to the City.
- The City of Richmond requires organizations receiving a civic grant to appropriately acknowledge the City's support in all their information materials, including publications and programs related to funded activities. Such recognition must be commensurate with that given to other funding agencies. If the logos of other funders are used in an acknowledgement, the City should be similarly represented. Successful applicants will be provided with further information.
- Recipients of funds will be required to submit a final report that highlights qualitative and quantitative performance indicators gauging the impacts of the project.

**CONFIDENTIALITY**

All documents submitted by Applicants to the City of Richmond become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained within except to the extent necessary to communicate information to staff and peer members of the Assessment Committee for the purpose of evaluation and analysis. The City will not release any of this information to the public except as required under the Province of British Columbia Freedom of Information and Protection of Privacy Act or other legal disclosure process.

**SIGNATURES**

We certify that to the best of our knowledge the information provided in this grant application is accurate and complete and is endorsed by the society and the partners involved in this proposal. We also certify that in addition to meeting all the eligibility criteria as stated in the Program Guidelines, we meet the following:

- We are a Society in good standing with the Province of British Columbia
- We extend programs, activities and services to the general public in the City of Richmond in a non-discriminatory way
- Voting members of the Board of Directors of a Society receiving funds through the City of Richmond do not concurrently hold any paid staff positions with the Society or are remunerated for services to the Society (but may be reimbursed for expenses).

If our organization receives a grant from the City of Richmond, we agree to the conditions set out above and as per any other conditions approved by City Council.

**SIGNATURES OF SENIOR STAFF PERSON AND THE BOARD CHAIR (OR DESIGNATED BOARD MEMBER)**

<b>Name (printed/typed):</b>
<b>Title:</b>
<b>Signature:</b>
<b>Date:</b>

<b>Name (printed/typed):</b>
<b>Title:</b>
<b>Signature:</b>
<b>Date:</b>