



City of Richmond
Arts & Culture Project Assistance

City Grants Web-based System
Grant Applicant User Guide

REVISION CONTROL

Reference Document(s)	REDMS # 3996112	City Grants Web-based System – User Guide for Arts & Culture Operating Assistance

Version #	Date	Prepared By	Date Reviewed	Summary/Description
1	Sept 23, 2013	Evelyn Dawson		Initial document creation
2	Sept 9, 2014	Evelyn Dawson		Changes for 2015 Grant Year

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1. Introduction

The City of Richmond supports the enhancement of a positive quality of life for all its residents. City Council recognizes that one means of helping to achieve this goal is through annual Grant Programs to support the work of non-profit community service organizations.

A City Grants Web-based System was created, at stakeholders' request, to provide an integrated, user-friendly, efficient and effective on-line system for applicants. Some of the tangible benefits to having an online grant application system include:

- Reducing paperwork and eliminating unnecessary duplication from year to year;
- Enabling applicants to copy and revise their previous application rather than start each application anew;
- Providing the ability to access, save and review applications at any time from commencement to submission;
- Ensuring the completion of all mandatory fields before submission; and
- Establishing a database of application information for both the applicant and the City.

This City Grants Web-based System User Guide is designed for applicants to the **Arts & Culture Project Assistance Grant Program**. Prior to application, please read the Program Guidelines found at www.richmond.ca/citygrants.

The City also has Health, Social & Safety; Parks, Recreation & Community Events; and Child Care Grant Programs. For further information, please see the City website at www.richmond.ca/citygrants.

2. Account

a. Account Registration

City Grants are awarded to non-profit societies. To apply for a City Grant, a representative of the society must register by entering the society number (assigned by the BC provincial government), the society name, attaching two documents and choosing a password for the system. The two documents required are the Society's Certificate of Incorporation and its Constitution and bylaws.

An email address must be supplied to receive correspondence from the City.

First time applying online?

Account Registration

Society Number:

Society Name:

Email:

Certification of Incorporation:

Browse...

Add File

Constitution / Bylaws:

Browse...

Add File

Password:

(minimum 8 characters)

Confirm Password:

(Password entries must match)

REGISTER

b. Log In

Please log into the system by entering your society number and password. Then click the “Log In” button. As a Grant Applicant, you will have used the Account Registration function first, to create your account.

Trails & Cycling | Recreation & Community Centres | Sport & Event Hosting

g, Building & Development | Sustainability & Environment | Business & Local Eco

Social Planning > City Grant Program > Grant Application

GRANT APPLICATION

Log In or Register

Welcome to the City of Richmond's Web-based Grant Application System, designed to streamline the application process for non-profit organizations seeking to improve the quality of life for Richmond residents. Once you have registered, you will be asked to select a grant program: Health, Social and Safety; Parks, Recreation and Community Events; Arts and Culture; or Child Care. Before beginning your application, please review the relevant [Program Guidelines](#) and Web-based System [User Guides](#) to gain an understanding of program criteria and the application system.

Already have an account?

Log In

Society Number/User Name:

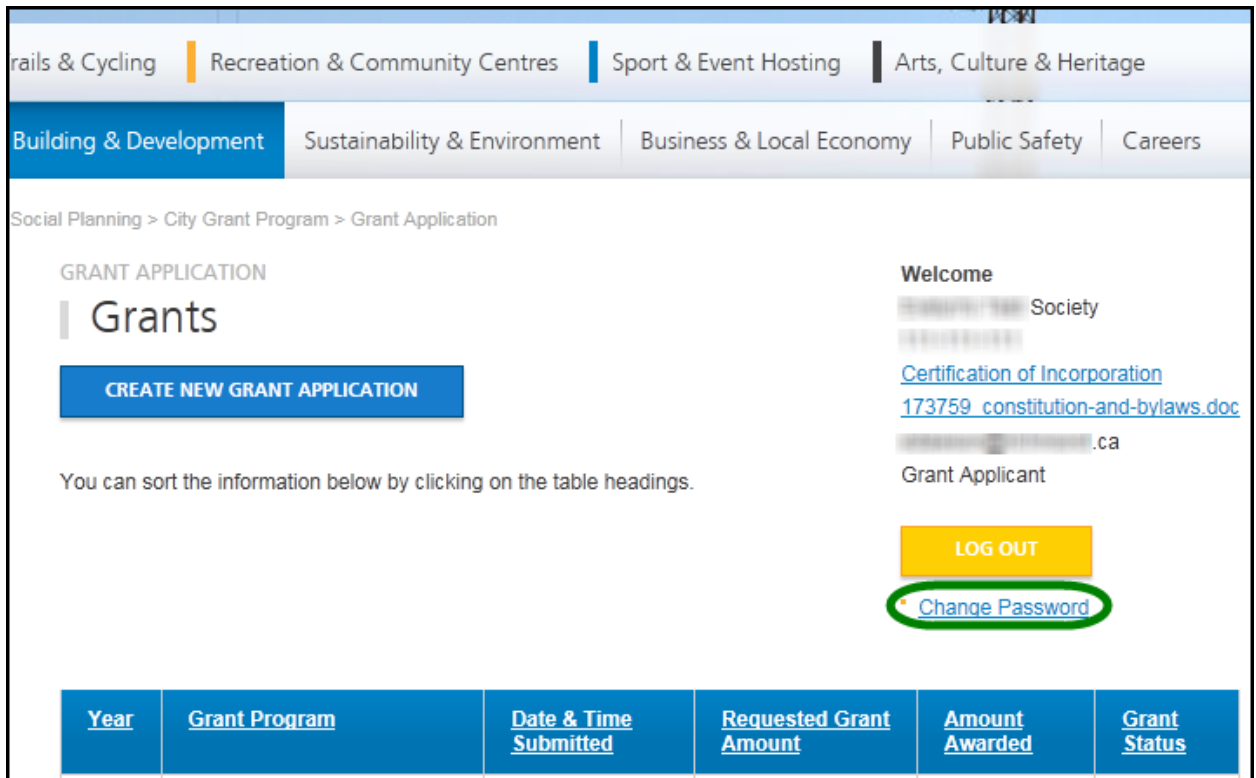
Password:

LOG IN

Forgot password? [Reset Password.](#)
Email changed? [Email the Administrator](#) or call 604-247-4692.

c. Change Password

Once your account is set up, you can change your password anytime by clicking the “Change Password” link on the right of the screen, under the yellow “LOG OUT” button.



Once in the “Change Password” tool, enter a new password and repeat the password in the “Confirm Password” field. Then click the “Change Password” button at the bottom to save the new password.

The screenshot shows a web form titled "GRANT APPLICATION" with a sub-header "Change Password". Below the title is the instruction: "Please change your password by using the form below." The form contains two input fields: "New Password" and "Confirm Password". The "New Password" field has a note below it: "(minimum 8 characters)". At the bottom of the form are two buttons: a blue "CHANGE PASSWORD" button and a grey "CANCEL" button. A green rounded rectangle highlights the two input fields, and a blue rounded rectangle highlights the "CHANGE PASSWORD" button.

d. *Reset Password*

If you forgot your password, or if your account gets locked out¹, you may generate a new temporary password. Go to the Log In page and click on the Reset Password link. This will take you to the “Reset Password” page.

Trails & Cycling | Recreation & Community Centres | Sport & Event Hosting

Planning, Building & Development | Sustainability & Environment | Business & Local Economic Development

Social Planning > City Grant Program > Grant Application

GRANT APPLICATION

Log In or Register

Welcome to the City of Richmond's Web-based Grant Application System, designed to streamline the application process for non-profit organizations seeking to improve the quality of life for Richmond residents. Once you have registered, you will be asked to select a grant program: Health, Social and Safety; Parks, Recreation and Community Events; Arts and Culture; or Child Care. Before beginning your application, please review the relevant [Program Guidelines](#) and Web-based System [User Guides](#) to gain an understanding of program criteria and the application system.

Already have an account?

Log In

Society Number/User Name:

Password:

[LOG IN](#)

Forgot password? [Reset Password](#)
Email changed? [Email the Administrator](#) or call 604-247-4692.

¹ If someone tries to access your account and enters the wrong password more than four times, the account is locked out for your protection.

Enter the Society Number that is registered with the system and click the “RESET PASSWORD” button.

GRANT APPLICATION

Reset Password

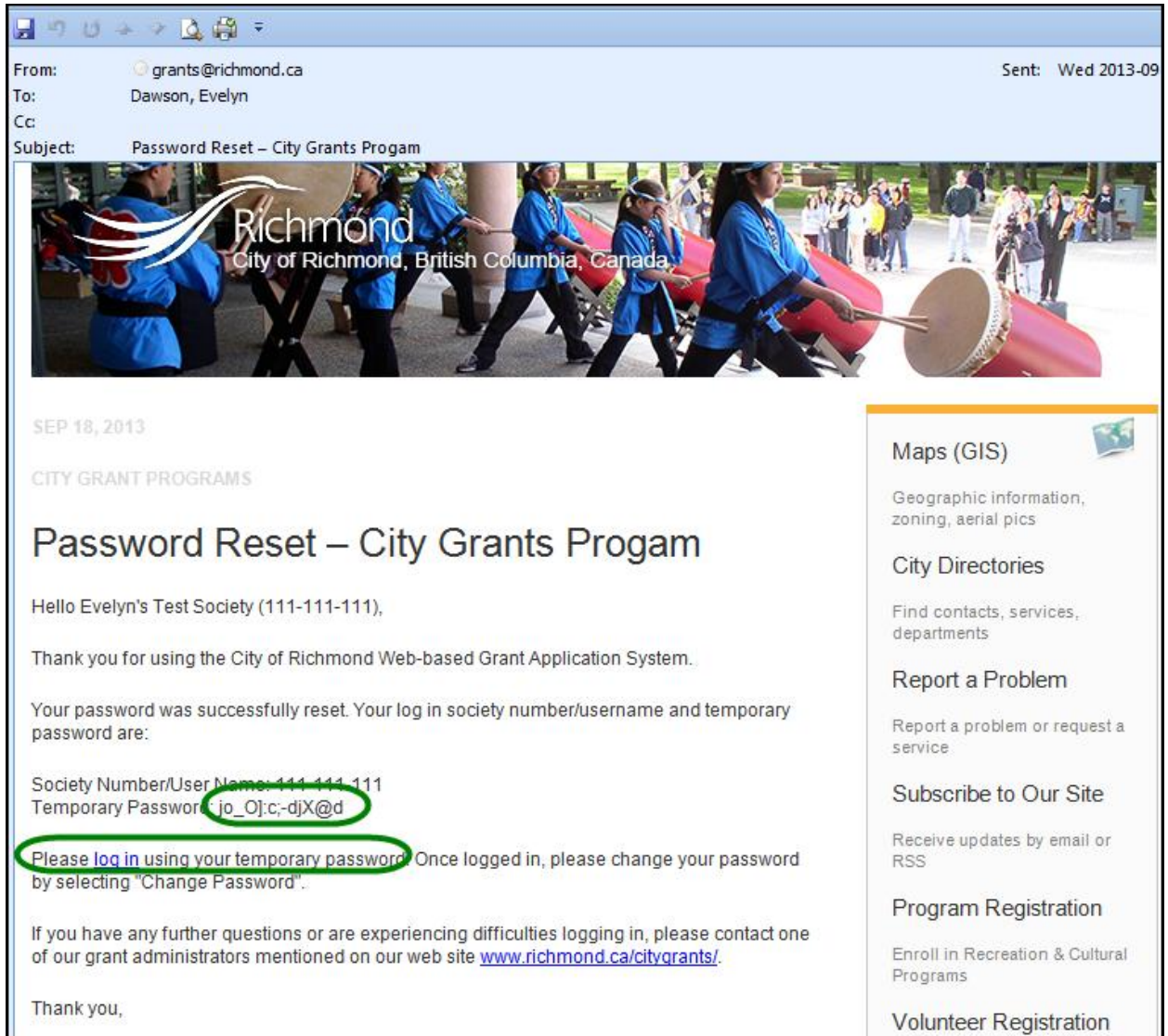
If you forgot your password, please enter your society number below and we will reset it by emailing a temporary password to you.

Reset Password

Society Number:

RESET PASSWORD **RETURN TO LOGIN**

The system will email you a temporary password. Click on the link in the email to go to the Log In page.



Enter your society number and the temporary password to log in.

You will then want to use the Change Password function to create a password that you can remember.

Trails & Cycling | Recreation & Community Centres | Sport & Event Hosting

g, Building & Development | Sustainability & Environment | Business & Local Eco

Social Planning > City Grant Program > Grant Application

GRANT APPLICATION

Log In or Register

Welcome to the City of Richmond's Web-based Grant Application System, designed to streamline the application process for non-profit organizations seeking to improve the quality of life for Richmond residents. Once you have registered, you will be asked to select a grant program: Health, Social and Safety; Parks, Recreation and Community Events; Arts and Culture; or Child Care. Before beginning your application, please review the relevant [Program Guidelines](#) and [Web-based System User Guides](#) to gain an understanding of program criteria and the application system.

Already have an account?

Log In

Society Number/User Name:

Password:

LOG IN

Forgot password? [Reset Password.](#)
Email changed? [Email the Administrator](#) or call 604-247-4692.

3. Grants List Options

a. Grant List

Once logged in, all of your Grants are listed on the page, and show the following information:

- Year
- Grant Program
- Date & Time Submitted
- Requested Grant Amount
- Amount Awarded
- Grant Status

GRANT APPLICATION

Grants

[CREATE NEW GRANT APPLICATION](#)

You can sort the information below by clicking on the headings.

Welcome
 Test Society 2
 222-222-222
[Certification of Incorporation](#)
[171850 constitution-and-bylaws.doc](#)

Grant Applicant

[LOG OUT](#)

[Change Password](#)

Year	Grant Program	Date & Time Submitted	Requested Grant Amount	Amount Awarded	Grant Status
2014	AC: Arts & Culture Project Assistance		\$5,000.00	\$0.00	DRAFT

b. Navigate to a Grant Application

On the Grant list, click on the Grant Program for the application you wish to review.
This will take you to the Grant Application Details page.

<u>Year</u>	<u>Grant Program</u>	<u>Date & Time Submitted</u>	<u>Requested Grant Amount</u>	<u>Amount Awarded</u>	<u>Grant Status</u>
2014	AC: Arts & Culture Project Assistance		\$5,000.00	\$0.00	DRAFT

Grant Application Details page:

GRANT APPLICATION: ARTS & CULTURE PROJECT ASSISTANCE

Grant Application Details

Application for Arts & Culture Project Assistance

Test Society 2
Society #: 222-222-222
Status: **DRAFT**
Date of Incorporation: Mar 27, 1943
[Certification of Incorporation](#)
[171850 constitution-and-bylaws.doc](#)

List of all current directors of the Society:
Joe Small, President Frank Smith, Treasurer Rosemary Appleton, Secretary

Caroline Scottsdale President 604-276-5555 test@test.com	6911 No. 3 Rd. Richmond, British Columbia Canada, V6Y 2C1
--	---

Requested Grant Amount: \$5,000.00

Society Mission/Mandate
We have a lovely mission and a lovely mandate.

Brief History of the Society and its Role in Richmond
We have been in Richmond for a very long time.

Art Participation Days
July 1 - 4, 2014
Minoru Park

Welcome
Test Society 2
222-222-222
[Certification of Incorporation](#)
[171850 constitution-and-bylaws.doc](#)
Grant Applicant

LOG OUT

[Change Password](#)

- ✓ Step 1 - Society Information
- ✓ Step 2 - Project Summary
- ✓ Step 3 - Project Details
- ✓ Step 4 - Project Audience
- ✓ Step 5 - Proposed Operating Budget
- ✓ Step 6 - Financial Summary
- ✓ Step 7 - Declarations
- ▶ [Review Application](#)
- ▶ [Submit Application](#)

[New Grant Application](#)
[Return to Grants](#)

c. Enter Your Final (Grant Use) Report

Before you can apply for a grant, you must have completed the Final (Grant Use) Report for any previous grant you received.


Navigate to your Approved grant from a preceding year and press the link to **Final Report**.

Year	Grant Program	Date & Time Submitted	Requested Grant Amount	Amount Awarded	Grant Status
2014	AC: Arts & Culture Project Assistance	Nov 18, 2013 10:19 AM	\$5,000.00	\$4,680.00	APPROVED DUPLICATE

GRANT APPLICATION - ARTS & CULTURE PROJECT ASSISTANCE

Grant Application Details

Application for Arts & Culture Project Assistance

 [PDF Report](#)

Society #:

Status: **APPROVED** (on February 12, 2014) [Final Report](#)

Date of Incorporation: Jun 04, 1987

[Certification of Incorporation](#)
181819_raqa-constitution&bylaws.pdf

Council Decision

Status: **APPROVED** | \$4,680.00

Decision date: Feb 11, 2014

Decision:
Project Assistance is recommended for this high quality program that provides the

GRANT APPLICATION - ARTS & CULTURE PROGRAM

Final Report

Final Report for Arts & Culture Project Assistance

Society #: [REDACTED]

Project Name: Meet the Artist Videos

Grant Amount Approved: \$4,680.00

[Application Review](#)

Treasurer Signature: ([download form](#))

No file chosen

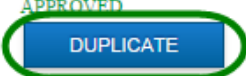
Brief summary of the project: (max. 2000 characters)

Indicate any significant changes between your actual activities and your original plans as outlined in your grant application. (max. 1600 characters)

Indicate the key goals achieved and partnerships involved. (max. 1200 characters)

d. Duplicate a Grant Application

To create a new Grant Application from a previous application, you will find the “Duplicate” button in the Grant Status column for Grants that have been **Approved, Reporting Complete** on the Grants Listing page. Click on the “Duplicate” button to create a copy of your Grant in **DRAFT** mode.

Year	Grant Program	Date & Time Submitted	Requested Grant Amount	Amount Awarded	Grant Status
2014	AC: Arts & Culture Project Assistance	Nov 18, 2013 10:19 AM	\$5,000.00	\$4,680.00	APPROVED 

GRANT APPLICATION



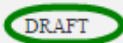
Grants

Application Duplicated

Your previous year’s application was successfully duplicated. Click the new DRAFT application now listed below to proceed.

Note: Not all information is duplicated. Where numbers (for example, budget) are not duplicated, it is your responsibility to ensure that that all information is updated and accurate before submitting the new application. For information that is duplicated, please review it and make sure that it still applies for the upcoming application.

The duplicated Grant application will appear on the Grants List in Status **DRAFT**.

Year	Grant Program	Date & Time Submitted	Requested Grant Amount	Amount Awarded	Grant Status
2014	AC: Arts & Culture Project Assistance	Nov 18, 2013 10:19 AM	\$5,000.00	\$4,680.00	APPROVED 
	AC: Arts & Culture Project Assistance		\$0.00	\$0.00	

3. Grant Status

a. Grant Status

The Grant Status is located at the top of the Grant Application. When you submit your application, and when your interim/final report is accepted, the system will send you an automatically generated email to notify you.

GRANT APPLICATION: ARTS & CULTURE PROJECT ASSISTANCE

Grant Application Details

Application for Arts & Culture Project Assistance

Test Society 2
Society #: 222-222-222
Status: **DRAFT**
Date of Incorporation: Mar 27, 1943
[Certification of Incorporation](#)
[171850 constitution-and-bylaws.doc](#)

List of all current directors of the Society:
Joe Small, President Frank Smith, Treasurer Rosemary Appleton, Secretary

Caroline Scottsdale President 604-276-5555 test@test.com	6911 No. 3 Rd. Richmond, British Columbia Canada, V6Y 2C1
--	---

Requested Grant Amount: \$5,000.00

Below are the different Grant statuses:

- DRAFT
- **SUBMITTED**
- **UNDER REVIEW**
- **APPROVED**
- **REPORTING COMPLETED**
- **DECLINED**

b. Draft

The Grant Applicant is entering and adding to the application. The Grant Administrator may view the information.

c. Submitted

When the application is in the Submitted status, no further edits can be done to the application by the Applicant. The Grant Administrator may ask for additional information from the Applicant and attach it to the application under the title of 'Additional Information'.

d. Under Review

When the application is in the Under Review status, it is being reviewed by the Grant Administrator and Grant Reviewers. They will assess the application and make recommendations to Council. Then Council will review the application and make the final decision.

e. Approved

A grant is awarded by Richmond City Council. The applicant may enter their (results of use of the grant) interim or final report, when ready.

f. Reporting Completed

For grant recipients, an interim or final grant use report must be provided by the next year's grant application deadline if the society wishes to apply for a grant the following year. If not re-applying, a final report must be submitted by the end of the society's fiscal year. Your society will be notified by e-mail once the report has been accepted.

g. Declined

This status is set if Council declines the grant application.

4. Create a Grant Application

a. General Tips

You can create a new Grant Application either from scratch, or from having the system duplicate one of your previous Grants (See "Duplicate a Grant Application" for instructions).

Below are some tips to assist you when creating a Grant Application from scratch:

- 1) There is a navigation menu on the right hand side that allows you to go directly to the different parts of the application.
- 2) All fields are required unless marked "(optional)".
- 3) To attach a document to the application, first click 'Browse' and locate the document on your computer, then click 'ADD' to add the document to your application.
- 4) Missing information or errors are highlighted with pink:

Contact:

First Name:

Last Name:

Society Role:

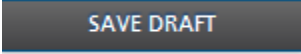
A summary of these issues will also be displayed in an error message at the top of the page:

Please correct the following:

- First Name is required
- Last Name is required
- Society Role is required
- Address is required
- City is required

- 5) Steps completed with all required information receive a green checkmark ✓ in the navigation menu on the right of the screen.
- 6) The system allows you to upload up to 3 documents for each question and accepts any combination of the following file formats:
 - PDF
 - DOC
 - DOCX
 - JPEG
 - JPG
 - GIF
 - TIFF
 - PNG
 - XLS
 - XLSX
 - BMP
- 7) If you have uploaded a wrong file or wish to update an existing file, please remove the unwanted file by clicking the **Remove** link to the right of the file.

- 8) At any given point during the application process, you can click the “Save Draft” button at the bottom of the page and log out of the system. If you use the “Save Draft” button, be assured that all information you have entered has been saved in the database.



- 9) To proceed through the steps in order, click the “Save & Proceed to Next Step” button at the bottom of the page for each step. All edits will be re-checked when the Grant Application is Submitted.



b. Creating your Grant Application

To create a new Grant Application from scratch, you will find the “Create New Grant Application” button at the top of the Grants Listing page. Click on the button to go to **Select a Grant Program**.

GRANT APPLICATION

Grants

CREATE NEW GRANT APPLICATION

You can sort the information below by clicking on the table headings.

Welcome
Test Society 2
222-222-222
[Certification of Incorporation
171850_constitution-and-bylaws.doc](#)

XXXXXXXXXXXX

Grant Applicant

LOG OUT

[Change Password](#)

Year	Grant Program	Date & Time Submitted	Requested Grant Amount	Amount Awarded	Grant Status
2014	AC: Arts & Culture Project Assistance		\$5,000.00	\$0.00	DRAFT

c. Select a Grant Program

This step asks you to choose a grant program. This selection must be made before you continue onto the next step. Complete this information and press Save and Proceed to Next Step.

GRANT APPLICATION

Select a Grant Program

The City of Richmond provides a range of grant programs. To make an online application, please select one of the grant programs below.

Select a Grant Program

- Health, Social & Safety
- Parks, Recreation & Community Events
- Arts & Culture Project Assistance
- Arts & Culture Operating Assistance
- Child Care Capital Grant
- Child Care Professional & Program Development Grant

As you fill in your application, please be sure to use one of the following options before exiting each page.

Save Draft - This will save any changes made to the current application and will remain on this page.

Save & Proceed to Next Step - This will save any changes made to the current application and take you to the next page.

[START APPLICATION](#)

d. Step 1: Society Information

This step allows you to enter general information on the organization and contact information. Complete this information and press **Save and Proceed to Next Step**. Remember, you may press **Save Draft** at any time and your application will be saved so that you may return to it later.

GRANT APPLICATION: ARTS & CULTURE PROJECT ASSISTANCE

Step 1: Society Information

The following section includes questions about the Society. For assistance in filling out this section of the form, please refer to the [Grant Program Guidelines](#).

Society Name:

Test Society 2

Society Number:

222-222-222

Date of Incorporation:

Society Website:

http://...

Contact:

First Name:

Last Name:

Society Role:

Address:

City:

Province/State:

British Columbia

Society Details

Society Mission/Mandate: (max. 1200 characters)

Brief history of the Society and its role in Richmond: (max. 2000 characters)

Welcome

Test Society 2

222-222-222

[Certification of Incorporation 171850 constitution-and-bylaws.doc](#)

Grant Applicant

LOG OUT

Change Password

Step 1 - Society Information

Step 2 - Project Summary

Step 3 - Project Details

Step 4 - Project Audience

Step 5 - Proposed Operating Budget

Step 6 - Financial Summary

Step 7 - Declarations

Review Application

Submit Application

New Grant Application

Return to Grants

e. Step 2: Project Summary

This step requests information about your proposed project. Complete this information and press **Save and Proceed to Next Step**.

GRANT APPLICATION: ARTS & CULTURE PROJECT ASSISTANCE

Step 2: Project Summary

The following section includes general questions about your grant. Please answer the questions with as much information as possible. For further information, please refer to the [Grant Program Guidelines](#).

Project Summary:

Project Name:

Project Date(s):

Project Location(s):

Project Website:

Project Category:
(Check as many as apply)

- Community Engagement
- Dance / Performing Arts
- Festival
- Music
- Visual Arts
- Design / New Media
- Interdisciplinary

Brief Project Summary:
(You will be asked to provide more detail later in this application. max. 600 characters)

How do your project goals relate to your mission / mandate?

Save Draft - This will save any changes made to the current application and will remain on this page.

Save & Proceed to Next Step - This will save any changes made to the current application and take you to the next page.

SAVE DRAFT **SAVE & PROCEED TO NEXT STEP**

Welcome
Test Society 2
222-222-222
[Certification of Incorporation 171850 constitution-and-bylaws.doc](#)
Grant Applicant

LOG OUT

- ▶ Change Password
- ▶ Step 1 - Society Information
- ▶ **Step 2 - Project Summary**
- ▶ Step 3 - Project Details
- ▶ Step 4 - Project Audience
- ▶ Step 5 - Proposed Operating Budget
- ▶ Step 6 - Financial Summary
- ▶ Step 7 - Declarations
- ▶ Review Application
- ▶ Submit Application
- ▶ New Grant Application
- ▶ Return to Grants

f. Step 3: Project Details

GRANT APPLICATION: ARTS & CULTURE PROJECT ASSISTANCE

Step 3: Project Details

The following section includes detailed questions about your project. Please answer the questions with as much information as possible. For further information, please refer to the [Grant Program Guidelines](#).

Project Details:

Please describe the project, the primary program of activities and key participants. (max. 3500 characters)

Please provide a planning timeline for the project that includes key milestone dates, the activity and who is responsible for the activity. (max. 3500 characters)

What are your plans to promote your project or event? (max. 3500 characters)

Partnership Information (optional)

Please identify key contributing partners and participants who will be engaged in this project.
(cultural and/or community partners, artists, producers, conveners, creative contributors, etc. Note if they are existing or new partnerships and participants. max. 1600 characters)

Save Draft - This will save any changes made to the current application and will remain on this page.

Save & Proceed to Next Step - This will save any changes made to the current application and take you to the next page.

SAVE DRAFT

SAVE & PROCEED TO NEXT STEP

Welcome
Test Society 2
222-222-222
[Certification of Incorporation 252447 constitution-and-bylaws.doc](#)
edawson@richmond.ca
Grant Applicant

LOG OUT

- ▶ Change Password

- ▶ Step 1 - Society Information
- ▶ Step 2 - Project Summary
- ▶ **Step 3 - Project Details**
- ▶ Step 4 - Project Audience
- ▶ Step 5 - Proposed Operating Budget
- ▶ Step 6 - Financial Summary
- ▶ Step 7 - Declarations
- ▶ Review Application
- ▶ Submit Application

- ▶ New Grant Application
- ▶ Return to Grants

g. Step 4: Project Audience

GRANT APPLICATION: ARTS & CULTURE PROJECT ASSISTANCE

Step 4: Project Audience

The following section includes questions about your Project's Audience. For further information, please refer to the [Grant Program Guidelines](#).

Project Audience:

What is the intended public audience you wish to engage (e.g. diverse communities, neighbourhoods, artists, residents, visitors, cultural tourists)?

Describe the ways in which your project will reach and engage the above intended audience(s): (max. 1600 characters)

Projected Number of Participants (those involved in creating the project):

Projected Number of Attendees:

Number of Participants* in previous similar projects (if applicable):

Number of Attendees in previous similar projects (if applicable):

Cost of Admission for Attendees:

* Participants refers to participating artistic, creative and/or administrative personnel contributing to the project.

Save Draft - This will save any changes made to the current application and will remain on this page.

Save & Proceed to Next Step - This will save any changes made to the current application and take you to the next page.

SAVE DRAFT

SAVE & PROCEED TO NEXT STEP

Welcome
Test Society 2
222-222-222
[Certification of Incorporation 252447 constitution-and-bylaws.doc](#)
edawson@richmond.ca
Grant Applicant

LOG OUT

▶ Change Password

▶ Step 1 - Society Information
▶ Step 2 - Project Summary
▶ Step 3 - Project Details
▶ **Step 4 - Project Audience**
▶ Step 5 - Proposed Operating Budget
▶ Step 6 - Financial Summary
▶ Step 7 - Declarations
▶ Review Application
▶ Submit Application

▶ New Grant Application
▶ Return to Grants

h. Step 5: Proposed Project Budget

GRANT APPLICATION: ARTS & CULTURE PROJECT ASSISTANCE

Step 5: Proposed Project Budget

The following section is your proposed balanced Project Budget. For further information, please refer to the [Grant Program Guidelines](#).

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

Proposed Budget: (Fill in all categories relevant to your budget:)

Revenues

Earned	
Admissions / Box Office / Sales	\$0.00
On-site Cash Donations	\$0.00
Concessions / Merchandising	\$0.00
Memberships	\$0.00
Other, provide details	\$0.00
<input style="width: 100%; height: 20px;" type="text"/>	
Total Earned Revenue:	\$0.00

Fundraising

Individual Donations	\$0.00
Individual Donations Sponsorships	\$0.00

Government

City of Richmond Project Grant (the amount you are requesting)	\$1.00
Province of BC including Gaming or BC Arts Council, specify:	\$0.00
<input style="width: 100%; height: 20px;" type="text"/>	

Expenses

Programming	
Commissioning Fees	\$0.00
Creative Fees or Honoraria (ie artists, speakers or community contributors)	\$0.00
Travel or Room and Board	\$0.00

Welcome
Evelyn Dawson
Administrator
edawson

LOG OUT

- ▶ Change Password
- ▶ Step 1 - Society Information
- ▶ Step 2 - Project Summary
- ▶ Step 3 - Project Details
- ▶ Step 4 - Project Audience
- ▶ **Step 5 - Proposed Project Budget**
- ▶ Step 6 - Financial Summary
- ▶ Step 7 - Declarations
- ▶ Review Application
- ▶ Submit Application

- ▶ New Grant Application
- ▶ Return to Grants

i. Step 6: Financial Summary

GRANT APPLICATION: ARTS & CULTURE PROJECT ASSISTANCE

Step 6: Financial Summary

For further information, please refer to the [Grant Program Guidelines](#).

Financial Summary

Total Project Budget:	\$0.00
Requested Grant Amount: (Up To 50% of Project Budget)	\$1.00
Fiscal Year End Date:	

Last Year Total Operating Budget:	\$0.00
Last Year Actual Total Revenue:	\$0.00
Last Year Actual Total Expenses:	\$0.00
Last Year Surplus (Deficit):	\$0.00
Last Year Accumulated Surplus (Deficit):	\$0.00
Other Sources of Revenue (max. 150 characters):	\$0.00

Proposed Year Total Operating Budget:	\$0.00
Proposed Year Total Revenue:	\$0.00
Proposed Year Total Expenses:	\$0.00
Proposed Year Surplus (Deficit):	\$0.00
Proposed Year Accumulated Surplus (Deficit):	\$0.00
Other Sources of Revenue (max. 150 characters):	\$0.00

Welcome
Evelyn Dawson
Administrator
edawson

LOG OUT

- [Change Password](#)

- [Step 1 - Society Information](#)
- [Step 2 - Project Summary](#)
- [Step 3 - Project Details](#)
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j. Step 7: Declarations

GRANT APPLICATION: ARTS & CULTURE PROJECT ASSISTANCE

Step 7: Declarations

For assistance in filling out this section of the form, please refer to the [Grant Program Guidelines](#).

Declarations

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.

To complete your application, please download, sign and attach the [Declarations and Signatures Document](#)

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edawson

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- ▶ **Step 7 - Declarations**
- ▶ Review Application
- ▶ Submit Application

- ▶ New Grant Application
- ▶ Return to Grants

5. Review Application

a. General

Once you have completed the application, the system will take you to the “Review Application” page where you can review all your information and view any uploaded documents. If you need to make any changes, you may click on the link from the right column menu or click the “Make Changes” button at the bottom of the page.

The right column menu will also indicate if you have provided all required information. If any of the steps doesn't have the  next to it, you will need to go back to that step and review the information.

GRANT APPLICATION: ARTS & CULTURE PROJECT ASSISTANCE

Grant Application Details

Application for Arts & Culture Project Assistance

Evelyn's Test Society 1
 Society #: 111-111-111
 Status: **DRAFT**
 Date of Incorporation: Sep 26, 1995
[Certification of Incorporation 25481 test.txt](#)

List of all current directors of the Society:
 Ralph Still, President Sally Randolph, Secretary Albert Carrington, Treasurer Sam Smith, Member at Large

Susan Cavendish President 604-276-5555 scavendish@test.ca www.richmond.ca	6911 No. 3 Road Richmond, British Columbia Canada, V6Y 2C1
--	--

Requested Grant Amount: \$5,000.00

Society Mission/Mandate
 Our Society has a very important mission. And a great mandate.

Brief History of the Society and its Role in Richmond
 We have been in the City doing good things for many, many years.

Welcome
 Evelyn's Test Society 1
 111-111-111
[Certification of Incorporation 25481 test.txt](#)

Grant Applicant

LOG OUT

[Change Password](#)

- ✓ [Step 1 - Society Information](#)
- ✓ [Step 2 - Project Summary](#)
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Project Details:

Detailed Project Description
 Everyone will do art. We will bring supplies and teachers for persons of all ages. We will have tables in tents.

Financial Details

REVENUES

Earned	
Admissions / Box Office / Sales	\$0.00
On-site Cash Donations	\$100.00
Merchandise / Merchandise	\$0.00

b. Print Application

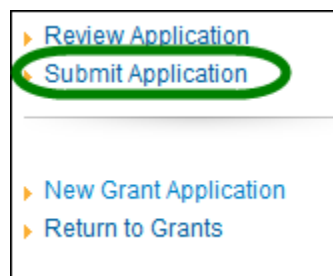
You can print your application at any time by using the print button at the bottom of the page.



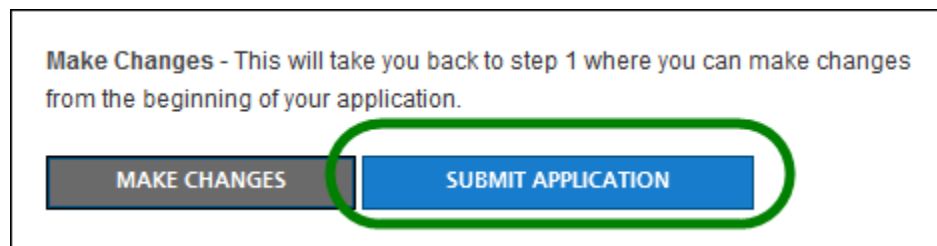
c. Submit Application

If you are satisfied with your answers and are ready to submit the application, there are two ways to do this.

On the right menu, you may click Submit Application:



Or, at the bottom of the Review Application page, click the button that says Submit Application:



If you have not fully completed the application, the system will list the unfinished step(s) on the page.

See following. You may click on the link provided on the list to return to that specific section, review your answer and complete the application.

GRANT APPLICATION: ARTS & CULTURE PROJECT ASSISTANCE

Grant Application Submission

Please review your application thoroughly and be sure that all sections have been filled out completely and accurately. If any required fields are left blank, your application cannot be submitted for review.

You have not fully completed the application.

Following is a list of steps that have not been completed. You must complete these steps before submitting your application. Please click on the links below to complete each unfinished step(s).

- [Step 3 - Project Details](#)
- [Step 5 - Proposed Project Budget](#)

d. Terms & Conditions

If all answers are in order, the system will take you to the final step: “Terms & Conditions”.

Please read through the document carefully.

You must answer “Yes” at the bottom of the page before you can submit the application successfully.

Once it is submitted, the system will send you an email confirming your application.

Since this is a competitive process, please note that once the application is submitted, you will no longer be able to make changes. Please review your application thoroughly before pressing Submit.