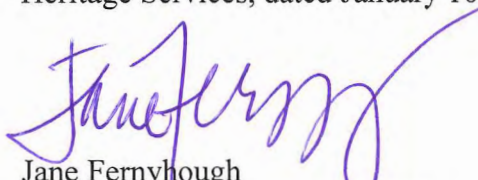




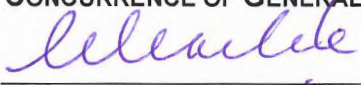

To: General Purposes Committee **Date:** January 10, 2017
From: Jane Fernyhough **File:** 11-7000-01/2017-Vol
 Director, Arts, Culture and Heritage Services 01
Re: **2017 Arts and Culture Grant Program**

Staff Recommendation

That the 2017 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$109,754, as outlined in the report from the Director, Arts, Culture and Heritage Services, dated January 10, 2017.


 Jane Fernyhough
 Director, Arts Culture and Heritage Services
 (604-276-4288)

Att. 5

REPORT CONCURRENCE		
ROUTED TO: Finance Department	CONCURRENCE <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER 
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: DW	APPROVED BY CAO 

Staff Report

Origin

City Council has the authority to provide financial assistance to community organizations under the Local Government Act.

This report provides information and recommendations pertaining to the 2017 Arts and Culture Grant Program, now in its sixth year.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

2.3. Outstanding places, programs and services that support active living, wellness and a sense of belonging.

2.4. Vibrant arts, culture and heritage opportunities.

Findings of Fact

2017 Arts and Culture Grant Budget

The 2017 Arts and Culture Grant Budget is \$109,754 including a 2.1% Cost of Living increase over last year's budget as per the City Grant Policy (3712). The program offers two types of grants:

- Operating Assistance Grants are provided to support the annual programming and operating activities of eligible organizations, and are awarded up to a maximum of 30% of the annual operating budget, to a maximum request of \$10,000.
- Project Assistance Grants are provided to support organizations working on a project basis or undertaking a special initiative outside the scope of their normal operations, and are awarded up to a maximum of 50% of the total project budget, to a maximum request of \$5,000.

Notice Given and Applications Received

Notices were placed on the City Page/City Notice Board in the Richmond News and on the City website in October and November of 2016, advising the community that applications were being accepted for 2017 City Grant Programs until November 18, 2016. A link to the City website was provided for further information and to access the system.

In October and November, emails were sent to members of the Richmond Artists Directory (more than 350 individual artists and arts/cultural organizations that have opted to receive information from the Cultural Development Manager throughout the year) to announce the grants were online and to remind of upcoming deadlines. On the City website on both the “City Grant Program” and the “Artists’ Opportunities” pages, downloadable Guideline documents were available with links to the online form.

A detailed, custom document for budget preparation was provided online. All previous grant recipients were met with individually over the summer to touch base, review their 2016 application and offer recommendations where appropriate, as well as inform them of updates to the online system.

Twelve applications were received for Operating Assistance and nine for Project Assistance, for a total combined request of \$143,200. Tables outlining requests and recommended allocations for the 2017 Arts and Culture Grant Program are provided in Attachment 1 and Attachment 2. Grant Application Summary sheets, providing key information about each application, are found in Attachment 3. As the contents of the Grant Application Summary Sheets are taken verbatim from the applicants’ submissions, they will replicate any errors or omissions made by the applicant. Staff recommendations and comments are included in the Summary Sheets.

Late Applications

The City Grant Policy indicates that late applications will not be accepted. No late applications were received after the November 18, 2016 deadline. However, a three-day extension was provided for applicants who had experienced technical difficulties with their applications due to the City’s server issues.

New Applications

One new application was received from Vancouver International Sculpture Biennale, an organization that had not previously applied for a City Grant.

Application Review Process

An Adjudication Panel made up of City staff reviewed the applications. They evaluated the applications on three key areas: Merit, Organizational Capacity and Impact (described in the Application Guidelines, Attachments 4 and 5). As per best practices in similar granting programs, for each application, these three key areas were assigned a numerical ranking to create a total numeric score out of 50. At the Adjudication Meeting, the combined scores of all four members of the Adjudication Panel were distilled to an average score to determine a funding recommendation:

Low	1-20	No funding
Med/Low	21-30	Possible funding at a small contribution or no funding
Medium	31-40	Fund at a modest contribution
High/Med	40-45	Fund at a high contribution
High	46-50	Fund up to request level if possible

The Grant Application Summary Sheets, found in Attachment 3, indicate the average score of each applicant.

Analysis

2017 Arts and Culture Grant Program Information

Numbers of applications, allocations and recommendations are:

OPERATING ASSISTANCE						
Applications, Allocations and Recommendations (2012-2017)						
	2012	2013	2014	2015	2016	2017
Total number of applications	10	9	9	9	9	12
New applicants	n/a	2*	n/a	1*	0	2
Grants denied	2**	0	0	0	0	0
Partial amount of request recommended	3	1	9	7	2	12
Full amount of request recommended	5	8	0	2	7	0
Total amount requested	\$71,000	\$71,700	\$77,600	\$71,000	\$76,300	\$106,300
Total amount allocated recommended	\$50,900	\$71,200	\$62,170	\$62,190	\$76,000	\$89,454

* These applicants were new to the Operating Assistance category, having received Project Assistance previously.

** While these applicants were found ineligible for Operating Assistance, they did receive Project Assistance funding

PROJECT ASSISTANCE						
Applications, Allocations and Recommendations (2012-2017)						
	2012	2013	2014	2015	2016	2017
Total number of applications	17*	13	14	12	7	9
New applicants	n/a	5	6	2	0	1
Grants denied	4	4	2	1	0	3
Partial amount of request recommended	8	5	12	11	2	6
Full amount of request recommended	3	5	0	1	5	0
Total amount requested	\$58,780	\$50,600	\$59,736	\$53,150	\$32,150	\$36,900
Total amount allocated recommended	\$31,400	\$23,100	\$41,870	\$42,890	\$31,497	\$20,300

*16 were received, but one Operating Assistance applicant (for the Children's Arts and Literacy Centre Society, was added to this category)

COMBINED Arts and Culture Applications, Allocations and Recommendations (2012-2017)						
	2012	2013	2014	2015	2016	2017
Total number of applications	26	22	23	21	16	21
New applicants	n/a	5	6	2	0	1
Grants denied (did not meet criteria)	7	4	2	1	0	3
Partial amount of request recommended	18	9	21	18	4	18
Full amount of request recommended	8	13	0	3	12	0
Total amount requested	\$133,280	\$122,300	\$137,336	\$124,150	\$108,450	\$143,200
Total budget	\$100,000	\$102,020	\$104,040	\$105,080	\$107,497	\$109,754
Total amount allocated recommended	\$82,300	\$94,300	\$104,040	\$105,080	\$107,497	\$109,754

A lively and engaged cultural community offers many benefits to the city by creating a vibrant, livable and healthy cultural life for its citizens. Much of the artistic and cultural activity in Richmond is delivered by not-for-profit organizations. A dedicated funding program helps achieve a number of goals identified in the City of Richmond's Arts Strategy, including:

- build capacity within and support for arts organizations;
- strengthen, support and enhance the artistic community; and
- increase the variety and diversity of arts experiences and opportunities.

The establishment of a grant program specific to Richmond Arts and Culture in 2012 was a landmark advance in the development of the local arts and culture sector. As such, the program remains understood as not only a source of funding for the applicants — who range from long-standing professional institutions to fledgling groups of enthusiastic amateur artisans — but an important opportunity for capacity building, including those who have limited experience writing grant applications. Moreover, as organizations secure City of Richmond funding, their potential to leverage funding from other sources improves as evidenced in some of the Grant Use reports relating to the previous year.

Staff noted continued improvement in the quality of grant applications and an increase in the number of applications; from 16 total applications in 2016 to 21 applications in 2017. This year, there were more Operating Applications compared to last year: Richmond Potters' Club, who missed the 2016 deadline, re-submitted an application for 2017; and two former Project Assistance grant clients – Richmond Singers and Canadian Y.C. Chinese Orchestra Association – were approved to apply to the Operating Assistance stream this year.

In this sixth year of the Arts and Culture Grants Program, staff noted an increased self-awareness among many of the applicants regarding the value of professional administrative support. Many also cited increased efforts in financial self-sustainability. Specifically, many are actively

developing new skills to seek out additional sources of funding through sponsorship and other grants. There is also a substantial increase in the reported use of social media to help organizations connect with larger audiences and reduce marketing costs.

This year was notably the first year that the program has received an application for an Artist Residency. Artist Residencies are eligible for funding under the Project Assistance stream and are intended to facilitate learning, development and cultural exchange opportunities between professional artists or artisans, qualified host organizations, and/or the community.

Reasons for Partial or No Funding

Due to the increased number of eligible and worthy applications that totalled requests well over the \$109,754 budget, as well as increased competition among the applications, none of the applicants were recommended for the full amount requested this year.

As a result, many of the applicants will note a decrease in funding from the previous year. Staff interprets the increased competition for funding as a reflection of the growing development and capacity of the Richmond arts community, in part, as a result of the success of the Arts and Culture grant program.

The majority of applications are recommended to receive funding. The principal reasons for not recommending funding were a) that the applications were incomplete or ineligible under the criteria listed in the Guidelines and b) increased competition for funds.


Financial Impact

The 2017 Arts and Culture Grant Program has a budget of \$109,754. The 2017 recommended allocations are itemized in Attachments 1 and 2.

Project Assistance	\$20,300
Operating Assistance	<u>\$89,454</u>
Total	<u>\$109,754</u>
Remaining	\$0

Conclusion

The 2017 Arts and Culture Grant Program is a vital contribution to the quality of life in Richmond by supporting community organizations whose programs and activities constitute essential components of a vibrant and liveable community. Staff is recommending that the 2017 Arts and Culture Grants be allocated as proposed for the benefit of Richmond residents.



Katie Varney
 Manager, Community Cultural Development
 (604-247-4941)

January 10, 2017

- 7 -

- Att. 1: Table of Applicant Requests and Recommendations
- 2: Summary of Recommendations
- 3: Grant Application Summary Sheets
- 4: Operating Assistance Grant Application Guidelines
- 5: Project Assistance Grant Application Guidelines

2017 Arts and Culture Grant Recommendations

OPERATING ASSISTANCE

Organization	Most Recent City Grant (2016)	2017 Request	2017 Recommend	Comments	Pg
Richmond Music School Society	\$ 10,000	\$ 10,000	\$ 9,000	Operating Assistance is recommended for this leading organization that strives to provide high calibre educational opportunities for youth from all economic backgrounds. The applicant is encouraged to continue to nurture and strengthen its new and existing partnerships and also continue to encourage students and faculty to perform in the community.	1
Richmond Community Orchestra and Chorus Association	\$ 10,000	\$ 10,000	\$ 9,200	Operating Assistance is recommended for this well-established organization that involves a varied range of musicians, reaches diverse audiences, provides education, and partners with a number of charitable organizations and other Richmond-based performing arts groups. The society is to be congratulated for successfully implementing a new digital marketing strategy that helped increase their reach and double their audience size this year.	3
Richmond Singers	\$ 5,000	\$ 10,000	\$ 7,000	Operating Assistance is recommended for this popular, long-standing community choir that pursues new partnerships with other organizations and provides singers with opportunities to perform in Richmond and beyond. The society is to be commended for striving to diversify its fundraising initiatives and seeking out new partnerships. As first-time applicants for Operating Assistance, they are encouraged to increase outreach and continue to develop their programming offerings and partnerships.	5

Organization	Most Recent City Grant (2016)	2017 Request	2017 Recommend	Comments	Pg
Richmond Delta Youth Orchestra	\$ 10,000	\$ 10,000	\$ 9,500	Operating Assistance is recommended for this well-established and forward thinking orchestra that provides high quality music education and consistent performance opportunities for youth age 8 to 25. The society is to be commended for increasing its administrative capacity by hiring a part-time project manager to help them diversify fundraising efforts, while continuing to strategically grow its planned enrollment, which has doubled in the past few years.	7
Canadian YC Chinese Orchestra Association	\$ 5,000	\$ 10,000	\$ 6,000	Operating Assistance is recommended for this unique concert group, known for their presentations of traditional, Chinese instrumental music in Richmond. The society is to be congratulated for their ability to sellout the Gateway for a third time, while still offering a rich array of free performances in the community. As first-time applicants for Operating Assistance, the applicant is encouraged to develop their community partnerships with other organizations, diversify their fundraising efforts, continue to build their membership and increase their capacity.	9
Richmond Potters' Club	\$ 5700* * 2015 amount. Applicant did not apply in 2016.	\$ 10,000	\$ 5,900	Operating Assistance is recommended for this long-standing organization that provides pottery programs and demonstrations in the community. The club is to be commended for its growth in membership and is encouraged to continue to seek out new partnerships and pursue new outreach opportunities.	11

Organization	Most Recent City Grant (2016)	2017 Request	2017 Recommend	Comments	Pg
Cinevolution Media Arts Society	\$ 10,000	\$ 10,000	\$ 9,500	Operating Assistance is recommended for this unique and innovative society that provides high-quality and multilingual programming that engages professional and emerging media artists, as well as new immigrants and youth. They are to be commended for helping to establish Richmond as a hub for media arts and for expanding their reach through the Digital Karnival and through their year-round programming that often involves community partnerships and collaborations. This year, the society exhibited remarkable stability through the successful handling of their succession plan when their founding board member transitioned out of the organization.	13
Richmond Arts Coalition	\$ 9,950	\$ 10,000	\$ 9,200	Operating Assistance is recommended for this volunteer-run service organization. The applicant is commended for growing its capacity, adjusting operations to reflect their 2016 strategic plan and fostering new partnerships and projects. The society is encouraged to continue to develop its online presence and administrative capacity to continue to meet the needs of the arts community.	15
Richmond Community Band Society	\$ 2,900	\$ 3,000	\$ 2,704	Operating Assistance is recommended for this long-standing, volunteer-run organization that delights audiences at a wide range of year-round community events. The society is to be commended for their focus on developing outreach initiatives that aims to engage youth and for actively seeking out new members. The applicant is, once again, strongly encouraged to review their financial targets and to invest its significant surplus back into the organization.	17

Organization & Project Name	Most Recent City Grant (2016)	2017 Request	2017 Recommend	Comments	Pg
Community Arts Council of Richmond	\$ 9,750	\$ 10,000	\$ 9,200	Operating Assistance is recommended for this long-established organization whose goal is to inspire citizens of all ages and demographics to participate in the arts. They are encouraged to reflect on how to address board fatigue, concerns about dwindling membership and the self-identified challenge of maintaining relevancy in the marketplace.	19
Richmond Youth Choral Society	\$ 10,000	\$ 10,000	\$ 9,500	Operating Assistance is recommended for this growing and forward-thinking organization that provides distinct opportunities for Richmond youth to share their talents locally, nationally and internationally. The society is to be applauded for establishing partnerships and for seeking out new sponsorship opportunities to increase sustainability and capacity.	21
Textile Arts Guild of Richmond	\$ 3,400	\$ 3,300	\$ 2,750	Operating Assistance is recommended for this well-established organization that promotes textile arts as a means of creative expression, social engagement and charitable giving. The applicant is encouraged to invest its financial surplus back into its marketing and outreach initiatives, such as the self-identified need to develop a new website to help increase exposure, participation and awareness of its activities.	23

PROJECT ASSISTANCE

Organization & Project Name	Most Recent City Grant (2016)	2017 Request	2017 Recommend	Comments	Pg
Vancouver Cantonese Opera: <i>Bamboo Theatre</i>	\$ 3,800	\$ 5,000	\$ 3,800	Funding is recommended for this local celebration of Chinese culture that will bring the unique traditional art form of Cantonese opera to both Chinese and non-Chinese audiences at no cost during the 2017 Richmond World Festival. The society has a proven track record for working cooperatively with local artists and cultural groups and for bringing together diverse cultural groups that facilitates a cross-pollination of audiences. In addition to exposing Richmond residents to this unique art form, a significant portion of the budget goes towards creative fees, which will directly benefit many local artists.	25
Philippine Cultural Arts Society of BC: <i>Kayamanan ...</i>	\$ 4,447	\$ 2,500	\$ 2,100	Project Assistance is recommended for this lively event that seeks to increase the profile of Filipino performing arts in Richmond and provides vital performance opportunities for the society's dancers, musicians and volunteers. The group is to be commended for establishing new partnerships that have increased its public reach and exposure. In future, the project budget should include more diligent financial accounting.	28
Greater Vancouver Historical Performance Soc of BC: <i>La Grande Baroque Canada</i>	n/a	\$ 2,500	\$ -	Funding is not recommended for this project. It is recommended that should the society choose to apply for funding in 2018, that they involve more Richmond artists, as well as articulate how this project would be unique to the community and impact Richmond citizens.	30

Organization & Project Name	Most Recent City Grant (2016)	2017 Request	2017 Recommend	Comments	Pg
Richmond Art Gallery Association: <i>Salon Series</i>	\$ 4,000	\$ 5,000	\$ 3,800	Project Assistance is recommended for this innovative program that supports, engages and mentors local artists through free networking opportunities that meet the needs of the arts community. Building on the success of last year's mentorship program, the project will enable both Chinese and English-speaking artists the opportunity to deepen and strengthen their creative network. The project falls outside of the Gallery's normal operations and fulfills an important role towards community-building and supporting the professional development of Richmond artists.	33
Tickle Me Pickle Theatre Sports Improv Society: <i>TMP Improv Season</i>	\$ 5,000	\$ 5,000	\$ 4,500	Project Assistance funding is recommended for this entertaining, award-winning group's 2017 season that will engage youth, adults and families through affordable theatrical experiences. The society is to be congratulated on their wide appeal and steady audience growth, as well as their charitable giving through their sold-out "Laughter is the Best Medicine" event. The applicant is encouraged to explore new programming opportunities for their upcoming season and continue to expand their reach through social media.	35
Vancouver Tagore Society: <i>West Coast Tagore Festival 2017</i>	\$ 4,250	\$ 5,000	\$ 3,800	Project Assistance is recommended for this established multicultural and multidisciplinary festival that attracts large audiences and integrates a mix of community and professional artists into its program. The society is to be commended for increasing its exposure and extending its reach. The society is encouraged to continue to seek out new sources of diversified funding streams and, in the future, is requested to maintain more diligent financial recordkeeping.	37

Organization & Project Name	Most Recent City Grant (2016)	2017 Request	2017 Recommend	Comments	Pg
True North Performance Society of British Columbia: <i>UBANTU I am because you are</i>	n/a	\$ 1,900	\$ -	Funding is not recommended for this project. While the proposed project is interesting and innovative, the concept and goals of the project need to be further developed and articulated. It is recommended that if the applicant should choose to reapply in 2018, that they could look at engaging a much higher percentage of Richmond-based artists and performers, in addition to setting realistic ticket sales targets.	39
Vancouver International Sculpture Biennale: <i>Big Ideas</i>	n/a	\$ 5,000	\$ -	Funding is not recommended for this project. The Vancouver-based society is to be commended for its ongoing work with young people across the Lower Mainland. Should the applicant choose to apply again in 2018, they should address how this project would be unique to the Richmond community and their application request and budget should be specific to the Richmond program.	41
Richmond Gateway Theatre Society <i>Artistic Residency for Leanna Brodie</i>	n/a	\$ 5,000	\$ 2,300	Project Assistance is recommended for this artist residency project that will support a nationally-recognized Richmond-based playwright to research, develop, script and conduct an initial reading of a new Chinese and English play. The project falls outside of the Gateway's normal operations and it is recommended that the project assistance funds be used to support a portion of the artist's commissioning fees, as well as the public reading and workshop of the new play.	43

2017 Arts and Culture Grant Recommendations

OPERATING ASSISTANCE	
Organization	2017 Recommend
Richmond Music School Society	\$ 9,000
Richmond Community Orchestra and Chorus Association	\$ 9,200
Richmond Singers	\$ 7,000
Richmond Delta Youth Orchestra	\$ 9,500
Canadian YC Chinese Orchestra Association	\$ 6,000
Richmond Potters' Club	\$ 5,900
Cinevolution Media Arts Society	\$ 9,500
Richmond Arts Coalition	\$ 9,200
Richmond Community Band Society	\$ 2,704
Community Arts Council of Richmond	\$ 9,200
Richmond Youth Choral Society	\$ 9,500
Textile Arts Guild of Richmond	\$ 2,750

PROJECT ASSISTANCE	
Organization	2017 Recommend
Vancouver Cantonese Opera: <i>Bamboo Theatre</i>	\$ 3,800
Philippine Cultural Arts Society of BC: <i>Kayamanan ...</i>	\$ 2,100
Greater Vancouver Historical Performance Soc of BC: <i>Le Grande Baroque</i>	\$ -
Richmond Art Gallery Association: <i>Salon Series</i>	\$ 3,800
Tickle Me Pickle Theatre Sports Improv Society: <i>TMP Improv Season</i>	\$ 4,500
Vancouver Tagore Society: <i>West Coast Tagore Festival 2017</i>	\$ 3,800
True North Performance Society of British Columbia: <i>UBANTU I am because you are</i>	\$ -
Vancouver International Sculpture Biennale: <i>Big Ideas</i>	\$ -
Richmond Gateway Theatre Society: <i>Artist Residency with Leanna Brodie</i>	\$ 2,300

OPERATING ASSISTANCE SUBTOTAL	\$ 89,454
PROJECT ASSISTANCE SUBTOTAL	\$ 20,300
COMBINED TOTAL	\$ 109,754

Note: Please refer to the February 6, 2017 General Purposes Committee Agenda for Attachment 3 (Grant Application Summary Sheets) of the staff report titled “2017 Arts and Culture Grant Program”, dated January 10, 2017, from the Director, Arts, Culture and Heritage Services.

Operating Assistance Guidelines



The City of Richmond allocates grant funding for arts and cultural organizations that provide programming and activities for the benefit of Richmond residents.

The City's support acknowledges that the work of these organizations contributes to Richmond's quality of life, identity and economy and is extended to recipients who demonstrate vision, accountability and spirit of community service in their operations.

These guidelines incorporate recognized best practices and are designed to ensure accountability for use of public funds; **read through carefully before you make an application.**

If this is your first time making an application to the City of Richmond, or if you require further assistance, we encourage you contact:

Katie Varney, Manager, Community Cultural Development
TEL 604-247-4941 E-MAIL kvarney@richmond.ca

Grant information and other information about our programs and services are available on the City website at www.richmond.ca/artists.

UPDATED FOR 2017: Arts and Culture Grants Program Objectives and Description

The Arts and Culture Grants program is intended to support a range of artistic and cultural activity including literary, visual, media, dance, theatre, music, multi-disciplinary, inter-disciplinary, and community-based arts, reflecting different cultural traditions as well as contemporary art forms and practices.

The program provides grants to support organizational capacity through Operating Assistance as well as one-time or time-limited initiatives through Project Assistance. Organizations may not apply for more than one City of Richmond grant per year.

Operating Grants are provided to support the annual programming and operating activities of eligible organizations. All grants are reviewed on a yearly basis and are not to be viewed by applicants as an on-going source of funding.

Organizations already receiving City funding that represents the equivalent of operating funds are not eligible for Operating Assistance. They are eligible for Project Assistance funding if their project is outside the scope of their normal operations.

Application Forms

New applicants are encouraged to read through the Guidelines first to obtain a general understanding of the program and then contact the Cultural Development Manager (contact info above) to discuss your proposal, confirm your eligibility and request approval to apply. Once approved, you may proceed with the application.

- The application form is available online at www.richmond.ca/citygrants
- Applications must be received on or before the submission date. Late applications will not be accepted.
- Answer all the questions on the form concisely, and include all requested supporting materials.

Operating Assistance Eligibility Criteria

- Operating Assistance is for established organizations that have an ongoing presence in Richmond and a track record of quality public programs and services. Applicant must be based in Richmond, registered as a non-profit society in good standing with the Province of BC, having been established legally and in operation for at least two (2) years prior to the application deadline and have recently received City Grant funding and successfully completed the projects.
- Applicants must be based and active in Richmond and provide programming and services that are open to the public and publicized citywide, or in the case of umbrella organizations, must further the interests of artists, creators, arts organizations and elements of the arts community. The organization's activities can include policy development, advocacy, provision of professional services, and production of collective projects.
- Applicants must be independent organizations with clear mandates that include the provision of public programs and/or services with an arts and culture focus. Presented work must be primarily with and/or by local artists/performers/artisans (amateur and/or professional); activities may include some artists who are not Richmond residents.
- All principal professional artists should be compensated for their participation commensurate with industry standards. For more information about these standards, please refer to the following organizations:
 - American Federation of Musicians: www.afm.org
 - Canadian Actors Equity Association: www.caea.com
 - Canadian League of Composers: www.clc-lcc.ca
 - Canadian Alliance of Dance Artists: www.cadadance.org
 - Professional Writers Association of Canada: www.pwac.ca
 - Canadian Artists Representation/Le front des artistes canadiens/CARFAC: www.carfac.ca
- Applicants should have stable administration and artistic leadership, directed by recognized arts/culture professionals and/or experienced volunteers.
- Applicants must operate year-round in a fiscally responsible manner.
- Applicants must have other cash revenue sources for their activity that may include self-generated revenue (ticket sales, concession, memberships), funding from other levels of government (provincial, federal) and private sector support (fundraising, foundations, sponsorship, cash and in-kind donations).
- Applicants must provide independently prepared financial statements for the most recently completed fiscal year: an un-audited statement endorsed by two signing officers (with balance sheet and income statement, at minimum), review engagement or audit.
- Operating grants are awarded up to a maximum of 30% of the annual operating budget, to a maximum request of \$10,000.

Ineligible Organizations

- Organizations which do not meet eligibility criteria and requirements
- Other City of Richmond departments or branches
- Organizations already receiving City funding that represents the equivalent of operating funds
- Social Service, Religious, Political or Sports organizations

Ineligible Activities

- Fundraisers
- Deficit reduction
- Activity outside of Richmond
- Activity which was started prior to the application deadline
- Capital projects
- Activity that is not artistic or cultural

- Start-up costs
- Seed money for projects or events
- Showcases or recitals for schools/organizations with an educational mandate

Assessment Criteria

There are three key areas of evaluation that are weighted equally: merit, organizational competence and community impact. The organization's recent activities (as outlined in the previous year's Grant Use Report, for example) as well as proposed ones are taken into consideration when assessing an application.

Programming/Merit

- Quality of the organization's creation, production, presentation, dissemination and service activities (strength of intention, effectiveness of how it is put into practice, degree to which it enhances or develops a form, practice or process and impact on the creative personnel involved)
- Clear articulation of mandate/vision and degree to which the activity supports their organization's mandate/vision
- Distinctiveness of the organization's activities in relation to comparable activities in Richmond. Does it provide unique opportunities for artists, other arts organizations and the public?

Organizational Capacity

- Evidence of clear mandate, competent administration, functional board and an appropriate administrative and governance structure
- Evidence of financial stability and accountability as demonstrated through prior financial performance, achievable and balanced budgets, and financial management practices and plans
- Evidence of planning in place to support the proposal and/or ongoing organizational capacity (as per realistic schedules, timelines, planning practices, etc.)

Impact

- Level of public access to the work, activities or services
- Evidence of growing interest and attendance
- Level of engagement with other arts organizations, artists and community groups from all of Richmond's communities
- Evidence of promotional and/or outreach strategies in place to encourage wide public participation, awareness and engagement
- Demonstrated support from the community as evidenced through partnerships, collaborations, sponsorship support, in-kind support, volunteers, etc.

Assessment and Awarding of Grants

Complete applications are assessed by an Assessment Committee made up of City staff. A report on the Assessment Committee recommendations is written and submitted to City Council for their consideration and approval.

Council will make the final grant decisions, at its sole discretion, based on the program goals, criteria, policies, requirements and a review of City staff recommendations.

Council may:

- Approve a funding application:
 - in total, with or without conditions (i.e., subject to a mid-year review)
 - in part, with or without conditions
- Ask for more information
- Issue dollars in phases with conditions
- Deny an application

Council has final approving authority.

Attachment 4

Funds will be dispersed as soon as possible after Council approval. The objective is to have all funds disbursed within 60 days of approval.

Grants are awarded on an annual basis. Applicants must re-apply each year. Continued funding is not guaranteed.

Conditions of Assistance

Please note that if your organization receives a City 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 for 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 Division 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 to be returned to the City.
- The City of Richmond requires organizations receiving a City grant to appropriately acknowledge the City's support in all their information materials, including publications and programs related to funded activities (i.e. brochures, posters, advertisements, websites, advertisements, signs, etc.). 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. Acknowledgement is provided by using the City of Richmond logo in accordance with prescribed standards. City of Richmond logo files and usage standards will be provided to successful applicants. Failure to acknowledge the City's support may result in the inability of an organization to obtain grant support in future years.
- Receipt of a grant does not guarantee funding in the following fiscal year.
- Successful applicants will complete a Grant Use Report online as a pre-condition for consideration of an organization's future grant applications. If the Project has not been completed at that time, an updated Grant Use Report must be submitted upon completion.

Use of Funds

The following guidelines and limitations are designed to meet best practices and to ensure accountability for use of public funds:

- It is expected that applicants will combine the Operating Assistance support they receive with other sources of revenue and financial investment (grants, donations, earned revenues) as well as in-kind support and contributions.
- Operating grants are provided to support the annual programming expenses and annual operating costs of the Society.
- Eligible use of Operating Assistance funds include, but are not exclusively limited to:
 - Fees and related expenses for artists, musicians, programming staff, cultural workers
 - Volunteer expenses (recruiting, training, support, etc.)
 - Production expenses (installation of artwork, equipment rental, costumes, sound, lights, etc.)
 - Marketing, community outreach and promotional expenses
 - Operating overheads (insurance coverage, rent, etc.)
- Ineligible uses of Operating Assistance support include but are not exclusively restricted to:
 - Deficit reduction

Attachment 4

- Capital expenditures (i.e. construction, property renovations, equipment purchase, software, etc.)
- Organizations that forecast a deficit budget are not eligible for support.

Confidentiality

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City of Richmond Arts and Culture Grants Program
Project Assistance Guidelines



The City of Richmond allocates grant funding for arts and cultural organizations that provide programming and activities for the benefit of Richmond residents.

This support acknowledges that the work of these organizations contributes to Richmond's quality of life, identity and economy and is extended to recipients who demonstrate vision, accountability and spirit of community service in their operations.

These guidelines incorporate recognized best practices and are designed to ensure accountability for use of public funds; **read through carefully before you make an application.**

If this is your first time making an application to the City of Richmond, or if you require further assistance, we encourage you to speak with or meet with a staff member of Arts, Culture and Heritage Services to ensure that your proposal is eligible and to ask any questions that may assist you in putting together an application.

Katie Varney, Manager, Community Cultural Development
TEL 604-247-4941 E-MAIL kvarney@richmond.ca

This information and other information on our programs and services are available on the City website at www.richmond.ca/artists.

UPDATED FOR 2017: Arts and Culture Grants Program Objectives and Description

The Arts and Culture Grants program is intended to support a range of artistic and cultural activity including literary, visual, media, dance, theatre, music, multi-disciplinary, inter-disciplinary, and community-based arts, reflecting different cultural traditions as well as contemporary art forms and practices.

The program provides grants to support organizational capacity through Operating Assistance as well as one-time or time-limited initiatives through Project Assistance. Organizations may not apply for more than one City of Richmond grant per year.

Operating Grants are provided to support the annual programming and operating activities of eligible organizations. All grants are reviewed on a yearly basis and are not to be viewed by applicants as an on-going source of funding.

Organizations already receiving City funding that represents the equivalent of operating funds are not eligible for Operating Assistance. They are eligible for Project Assistance funding if their project is outside the scope of their normal operations.

Application Forms

New applicants are encouraged to read through the Guidelines first to obtain a general understanding of the program and then contact staff at Arts, Culture and Heritage Services to discuss your proposal and confirm your eligibility.

- The application form is available online at www.richmond.ca/citygrants
- Applications must be received on or before the submission date. Late applications will not be accepted.
- Answer all the questions on the form concisely, and include all requested supporting materials.

Project Assistance Eligibility Criteria

- Project Assistance is available for new and/or developing arts and culture organizations, or established arts and culture organizations working on a project basis or undertaking a special one-time initiative.
- Applicants must be registered as a non-profit society in good standing within the Province of BC, having been legally established and in operation for at least 6 months at the time of application deadline.
- Applicants must be active in Richmond and may be based outside of Richmond so long as their project takes place in Richmond, serves the Richmond community and employs Richmond artists (program may include some artists that are not local). For example, an art installation in Richmond organized by a Vancouver-based arts organization that employs Richmond artists and involves community engagement with Richmond residents would be eligible, but a concert in Richmond presented by a Burnaby-based organization would not be eligible.
- Programming and services must be accessible to the public and publicized citywide, or in the case of umbrella organizations, must further the interests of artists, creators, arts organizations and elements of the arts community. The organization's activities can include policy development, provision of professional services, and production of collective projects.
- Applicants must be independent organizations with clear mandates that include the provision of public programs and/or services with an arts and culture focus.
- All principal professional artists should be compensated for their participation commensurate with industry standards. For more information about these standards, please refer to the following organizations:
 - American Federation of Musicians: www.afm.org
 - Canadian Actors Equity Association: www.caea.com
 - Canadian League of Composers: www.clc-lcc.ca
 - Canadian Alliance of Dance Artists: www.cadadance.org
 - Professional Writers Association of Canada: www.pwac.ca
 - Canadian Artists Representation/Le front des artistes canadiens/CARFAC: www.carfac.ca
- Applicants should have stable administration and artistic leadership, directed by recognized arts/culture professionals and/or experienced volunteers.
- Applicants must have other cash revenue sources for their activity that may include self-generated or earned revenue (ticket sales, concession, memberships), funding from other levels of government (provincial, federal) and private sector support (fundraising, foundations, sponsorship, cash and in-kind donations).
- Applicants must provide independently prepared financial statements for the most recently completed fiscal year: an un-audited statement endorsed by two signing officers (with balance sheet and income statement, at minimum), review engagement or audit.
- Project grant funds may be requested for up to 50% of the total cost of the project, to a maximum of \$5,000.

Examples of Eligible Activity

- The development of arts and cultural activity that reflects cultural traditions or contemporary artistic practices that will result in some form of dissemination or presentation to a broad public audience. Public dissemination may include exhibitions, performance, publications, presentations, video, film, new media, radio, or web-based initiatives (not the development of organizational/program websites.)
- Artisanal projects that include manual work of a high standard to create items that may be functional and/or decorative, including furniture, clothing, jewellery, watercraft, etc.
- Collaborative and creative initiatives between professional artists and community members that will result in some form of public presentation and which clearly express community interests and issues and demonstrate a strong collaborative process.
- Special requests for audio recordings, publications, film, video or web-based unique initiatives.

- Artistic Residencies that facilitate learning, development and cultural exchange between professional artists or artisans and qualified host organizations. See Artistic Residencies, below.

Ineligible Organizations

- Organizations which do not meet eligibility criteria and requirements
- Other City of Richmond departments or branches
- Social Service, Political, Religious or Sports organizations

Ineligible Activities

- Core-training, in-class or curriculum-based training, conferences, mentorships
- Bursaries or scholarships
- Contests or competitions
- Activity that is not artistic or cultural
- Fundraisers
- Deficit reduction
- Activity outside of Richmond
- Activity which has started prior to the application deadline
- Capital projects
- Delivery of services and resources by Service Organizations

Individual artists cannot apply on their own but may make an application in partnership with a qualifying organization for artistic or skill development through an **Artistic Residency**:

Artistic Residencies

Artistic Residencies facilitate learning, development and cultural exchange opportunities between professional artists or artisans, qualified host organizations, and/or the community.

- Residency candidates must be Richmond-based professional artists. The City's definition of a professional artist is one that has:
 - completed basic training (university or college graduation or the equivalent in specialized training, such as two or three years of self-directed study or apprenticeships);
 - is recognized as such by peers; and
 - is committed to devoting time to artistic activity, if financially feasible.
- Applications may be made by a non-profit organization to either:
 - host a residency, or
 - sponsor a Richmond-based artist to be hosted by another organization (which may or may not be a non-profit but where the residency supports the program objectives and the Artist's residency objectives.)
- Applicants may apply to host consecutive residencies in the second year; however, priority will be given to new applicants each year. An applicant may sponsor more than one artist at a time within the same project.
- The organization must demonstrate the capacity to host or sponsor a residency and must meet the General Eligibility criteria.
- There must be clear artistic development objectives for both the artist and host organization.
- The residency should provide opportunities for development and creation of the artist's work and if possible, some form of presentation of the artist's work either in progress or at completion.
- There should be some public engagement component of the work during the residency that would offer learning opportunities for the artist, related staff, the arts and cultural community and/or the general public.
- The residency and work created therein must be in addition to the regular activities of the Host organization.
- The grant is applicable to project costs: artist fees, materials, presentation costs and project administration costs born by the host organization.

Artistic Residencies (cont'd)

A Residency Agreement should address the points below (4 pages max, min 11 pt font):

- Artist Letter of Intent demonstrating the residency objectives and how it will further the development of the artist or artistic practice
- Organization Letter of Intent indicating the residency objectives
- A work plan (including timelines, activities, milestone dates, etc.)
- Financial obligations of both parties
- How the project will be evaluated
- A contingency plan (addressing potential changes, conflict or non-compliance)
- Signatures of all parties involved agreeing to the terms
- Budget of revenues and expenses

Assessment Criteria

There are three key areas of evaluation that are weighted equally: merit, organizational competence and community impact. The organization's recent activities (as outlined in the previous year's Grant Use Report, for example) as well as proposed ones are taken into consideration when assessing an application.

Programming/Merit

- Quality of the organization's creation, production, presentation, dissemination and service activities (strength of intention, effectiveness of how it is put into practice, degree to which it enhances or develops a form, practice or process and impact on the creative personnel involved)
- Clear articulation of mandate/vision and degree to which the activity supports the mandate/vision
- Distinctiveness of the organization's activities in relation to comparable activities in Richmond. Does it provide unique opportunities for artists, other arts organizations and the public?

Organizational Capacity

- Evidence of clear mandate, competent administration, functional board and an appropriate administrative and governance structure
- Evidence of financial stability and accountability as demonstrated through prior financial performance, achievable and balanced budgets, and financial management practices and plans
- Evidence of planning in place to support the proposal and/or ongoing organizational capacity (as per realistic schedules, timelines, planning practices, etc.)

Impact

- Level of public access to the work, activities or services
- Evidence of growing interest and attendance
- Level of engagement with other arts organizations, artists and community groups from all of Richmond's communities
- Evidence of promotional and/or outreach strategies in place to encourage wide public participation, awareness and engagement
- Demonstrated support from the community as evidenced through partnerships, collaborations, sponsorship support, in-kind support, volunteers, etc.

Assessment and Awarding of Grants

Complete applications are assessed by an Assessment Committee made up of City staff. A report on the Assessment Committee recommendations is written and submitted to City Council for their consideration and approval.

Council will make the final grant decisions, at its sole discretion, based on the program goals, criteria, policies, requirements and a review of City staff recommendations.

Council may:

- Approve a funding application:
 - in total, with or without conditions (i.e., subject to a mid-year review)
 - in part, with or without conditions
- Ask for more information
- Issue dollars in phases with conditions
- Deny an application

Council has final approving authority.

Funds will be dispersed as soon as possible after Council approval. The objective is to have all funds disbursed within 60 days of approval.

Grants are awarded on an annual basis. Applicants must re-apply each year. Continued funding is not guaranteed.

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 for 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 Division 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 to be 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 (i.e., brochures, posters, advertisements, websites, advertisements, signs, etc.). 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. Acknowledgement is provided by using the City of Richmond logo in accordance with prescribed standards. City of Richmond logo files and usage standards will be provided to successful applicants. Failure to acknowledge the City's support may result in the inability of an organization to obtain grant support in future years.
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