

City Grant Program – Arts and Culture Grants

Grant question worksheet

The purpose of this document is to give you a preview of the grant questions as you prepare to submit a grant through the online grant portal.

Note: For all grants, we **strongly recommend** you read eligibility criteria and contact staff prior to filling out an application. Once, you submit your application and supporting attachments, they become public documents. Information provided may be used for statistical reporting purposes. The City reserves the right to apply other evaluation criteria as it deems relevant.

Arts and Culture Operating Grant

Step 1: Organization Information

1.1

Organization Name:	
BC Non-profit Society Number:	
Date of Society Incorporation:	
Federal Charitable Status Number:	
Date of Charitable Status Registration:	
Organization Website:	

Contact

First Name:	
Last Name:	
Address:	
City:	
Province:	
Country:	
Postal Code:	
Phone Number:	
Email:	

Organization Background

1.2 What is your non-profit Society's purpose as registered with BC Registries and/or purpose as registered with the Government of Canada?

Max 150 words

1.3 What is your organization's vision and mission?

Max 150 words

1.4 Brief history of your organization, and its role in Richmond.

Max 300 words

Step 2: Program Information

2.1 For each category, provide a list of proposed activities for the period covered by the grant. Provide expected dates, locations, and attendance for each activity.

Main Activity (Events, performances, workshops, classes)

*Activities produced and led by your organization

Activity	Short Description	Date(s)	Location	Anticipated Attendance

Organization Participation in Community Events

*Participation in events presented/organized by a different organization in the community that your organization participated in (e.g. Culture Days, Doors Open, a festival not organized by you).

Activity	Short Description	Date(s)	Location	Anticipated Attendance

Fundraising Activities

*Events created solely for the purpose of raising funds for the organization. (e.g. An event/performance/gala that is raising funds).

Activity	Short Description	Date(s)	Location	Anticipated Attendance

Charitable/Community support activities

*Activities that your organization volunteered for or contributed to. (e.g. Providing free performance for a Seniors home, providing quilts for a shelter).

Activity	Short Description	Date(s)	Location	Anticipated Attendance

2.2 Other than maintaining the activities listed, does your organization have any specific programming goals, focus areas, or new initiatives for the grant years you are applying for?

Max 300 words

2.3 Do you pay any artist fees?

Yes/No

a) If 'yes', briefly explain how you determine the fees to be paid.

*If you are hiring artists, you should strive to pay professional artist fees at industry standards. E.g. Canadian Actors Equity Association, CARFAC, Canadian Alliance for Dance Artists).

Max 300 words

b) If 'no', meaning artists are volunteering their services, explain your rationale for this approach. E.g. artists are students, and this is part of their educational experience, we are a volunteer-run arts collective etc.

Max 300 words

2.4 What percentage of your activities are created and/or performed by Richmond artists?

Multiple Choice:

- Fewer than 50%
- More than 50%
- More than 75%
- 100%

2.5 How do your activities contribute the advancement of the ArtWorks: Richmond Arts Strategy 2026 – 2031. www.howartworks.ca/richmond-arts-strategy

Choose all strategic directions that apply. For each strategic direction checked, briefly describe how your activities contribute to these strategies.

- Strategic Direction 1: Increase Awareness, Pride and Participation in the Arts
Max 100 words
- Strategic Direction 2: Provide Affordable and Accessible Arts for All
Max 100 words
- Strategic Direction 3: Invest in Arts
Max 100 words

- Strategic Direction 4: Build Arts and Cultural Leadership
Max 100 words
- Strategic Direction 5: Activate Public Spaces Through (and for!) the Arts
Max 100 words

2.6 Describe, in addition to your previous question, how your organization demonstrates leadership and supports artistic practice and/or the arts. (E.g. artistic standards, professional development of Canadian artists, best practices, innovative strategies or actions, resource and knowledge sharing, participation in sector associations, committees and initiatives)
Max 300 words

2.7 Attach any relevant documents such as a program, media coverage or brochure.
Upload bar will be provided in system. Attach document (PDF/WORD/EXCEL)

Step 3: Operations

Nonprofit Society/Charitable organization information

3.1 Number of Society members:
Number of Board of Directors:

3.1 Attach a list of all current directors of the Society
Upload bar will be provided in system. Attach document (PDF/WORD/EXCEL)

3.2 Does your Board of Directors have any of the following committees.

- Programming committee
- Finance committee
- Fundraising committee
- Membership committee
- Volunteer committee
- Marketing and Communications committee
- Diversity and Inclusion committee
- Health and Safety committee
- Other (Please list any other committees)
Maximum 50 words

Organization human resources information

3.3 Which of the following best describes the daily operations of your organization:

- Volunteer-run organization
- Volunteer-run organization with paid administration support staff
- Staff-run organization with volunteer support

3.4 Number of paid Full-time employees:
Please provide title for each full-time employee.
Max 100 words

3.5 Number of paid Part-time employees:

Please provide title for each part-time and/or full-time employee
Max 100 words

Number of Volunteers (excluding Board members):

Number of volunteer hours per year (excluding Board members):

**3.6 For volunteer-run organizations: Who leads your daily operations?
(e.g. Board President):**

How many volunteer members assist with day-to-day operations?:

3.7 Does your organization have a Strategic Plan or equivalent (formal or informal)?

It is strongly recommended that all Operating clients have a current strategic plan or business plan. Consecutive years with no planning may affect your future eligibility for the Operating grant program.

Yes/No

Please attach a copy.

Upload bar will be provided in system. Attach document (PDF/WORD/EXCEL)

3.8 In addition to maintaining your daily operations, do you have any specific operational goals for the coming grant year?

Max 100 words

3.9 Does your organization have succession planning and recruitment processes for key personnel regardless of if they are staff or volunteers?

Yes/No

3.10 Does your organization have any of the following guidelines and/or policies.

Check all that apply:

- Respectful Workplace
- Equity, Diversity, Inclusion
- Accessibility
- Sustainability
- Health and Safety
- Volunteer Recognition
- Recruitment and Retention
- Financial Oversight
- Conflict of Interest
- Other (Please list any other guidelines/policies)

Maximum 50 words

3.11 Does your organization provide professional development opportunities for staff or volunteers?

Check all that apply:

- Governance
- Financial Management
- Artistic Practice
- Partnership and Collaboration
- Project Management
- Volunteer Management
- Marketing and Communications
- Accessibility Training
- Equity, Diversity, Inclusion Training
- Business software skills
- Other (Please list any other professional development opportunities)
Maximum 50 words

3.12 If you do not provide professional development opportunities, briefly explain barriers that prevent you from doing so:
Maximum 150 words

Step 4: Self-Assessment

4.1 Overall, what are your organization's strengths? Share some recent (within last three years) successes that demonstrate this.
Max 300 words

4.2 Overall, have you identified any organizational weakness and how are you planning to improve in these areas?
Max 300 words

4.3 Overall, what barriers does your organization face, and how are you mitigating these barriers?
Max 300 words

Step 5: Community Partnerships

5.1 Describe community partnerships and collaborations that your society has engaged in. If there is no engagement, what are the barriers or concerns with working with community partners?
Max 300 words

Attach Support Letters or Agreements, if appropriate
Upload bar will be provided in system. Attach document (PDF/WORD/EXCEL)

Step 6: Audience

6.1 Who is your intended audience (e.g. age, demographics, location, interests)
Max 300 words

6.2 How does your audience benefit from your programs?
Max 300 words

6.3 Are there any aspects of your programs and operations that make it accessible to persons with disabilities?

Max 150 words

6.4 Are there any aspects of your programs and operations that promote cultural harmony and/or reflect cultural diversity?

Max 150 words

6.5 How do you promote, market and build awareness for your programs and services, build appreciation for the work you do and drive participation in the programs and services you provide? (Choose all that apply)

- Social Media
- Website
- Print (posters, brochures, guides)
- Word of Mouth
- Partner with Other Organizations
- Booths at Events and Activations
- Newsletter
- Paid Advertising – local publications
- Paid Advertising – digital marketing
- News Release
- Radio
- Influencer Marketing
- City of Richmond events calendar
- Richmond Arts Coalition e-blast
- Other (Provide Details)

Maximum 150 words

6.6 What data and feedback do you collect from your audience/participants to evaluate your programs and services?

Max 150 words

6.7 How have programs and services evolved or changed over time? (trends, demographic, community feedback, budget)?

Max 150 words

Step 7: Financial Information

Operational Revenues

Earned

	Revenue <i>Indicate confirmed or pending</i>	Details (if applicable)	Amount \$
Admissions / Box Office / Sales			

Concessions / Merchandising			
Memberships			
Other, provide details			
Total			

Total Earned Revenue: 20000.0

Fundraising

	Revenue <i>Indicate confirmed or pending</i>	Details (if applicable)	Amount \$
Individual Donations			
Sponsorships			
Fundraising / Special Events			
Foundations, specify:			
In-kind Supplies & Services, specify: <i>*Volunteer hours cannot be valuated as in-kind. Please check guidelines for valid in-kind revenue.</i>			
Other, provide details			
Total			

Total Fundraising Revenue:

Government

	Revenue <i>Indicate confirmed or pending</i>	Details (if applicable)	Amount \$
City of Richmond Operating Grant <i>The amount you are requesting. This can be a maximum of \$12,500 or up to 30% of total operating budget.</i>			
Province of BC including Gaming or BC Arts Council.			
Specify, and for each grant included, indicate if this is confirmed or pending approval.			

Federal Government (Canada Council and/or Canadian Heritage), Specify, and for each grant included, indicate if this is confirmed or pending approval.			
Other, provide details			
Total			

Total Government Revenue:

TOTAL REVENUE:

Operational Expenses

Programming Costs

	Details (if applicable)	Amount \$
Commissioning Fees		
Creative Fees or Honoraria <i>i.e. artists, speakers or community contributors</i>		
Copyright Payment or Royalties		
Production management and/or technical personnel		
Creation Costs <i>i.e. Exhibition, Programming, Production, Printing and/or Distribution Expenses</i>		
Equipment or Venue Costs <i>i.e. Indoor Facility, Outdoor Tent Rentals</i>		
Publication and/or Documentation Costs		
Permits, City Services		
Artist and/or Volunteer Services <i>i.e. Travel, Accommodation, Food, etc.</i>		
Site Costs <i>i.e. Insurance, Garbage, Toilets, Power, Security, etc.</i>		
Other, provide details		
Total		

Total Programming Costs:

Administration and Marketing Costs

	Details (if applicable)	Amount \$
Administrative Fees or Salaries		
Office Expenses		
Fundraising Expenses		
Marketing and Promotion Expenses (including design, printing of promotional materials, advertising and media relations)		
Outreach Expenses		
Other, provide details		
Total		

Total Administration and Marketing Costs:

Total Operational Expenses:

Surplus or (Deficit):

Financial Summary

	Amount \$
Total Operating Budget:	
Requested Grant Amount <i>Up to a max. of 30% of annual operating budget, to a maximum request of \$12,500</i>	
Total	33000.0

Fiscal Year End Date:

Last Year Operating Budget

	Details (if applicable)	Amount \$
Last Year Actual Total Revenue:		
Last Year Actual Total Expenses:		
Last Year Surplus (Deficit):		
Last Year Accumulated Surplus (Deficit):		
Other sources of Revenue:		
Total		

Last Year Total:

Proposed Year

	Details (if applicable)	Amount \$
Proposed Year Total Revenue:		

Proposed Year Total Expenses:		
Proposed Year Surplus (Deficit):		
Proposed Year Accumulated Surplus (Deficit):		
Other sources of Revenue:		
Total		

Proposed Year Total:

PROJECTED REVENUE

1. If you have indicated other sources of grant funding, please list which of these revenues are confirmed and which are pending.

2. If any of your proposed grant funding is not approved, how will you alter your project while ensuring the project continues to be viable and that the City of Richmond contribution will not exceed 30% of total budget?

3. Do you have any information you would like to share with respect to your financial information?

SURPLUS or DEFICIT

1. If you have a surplus, what is the reason for the surplus?

2. Does any of your surplus include restricted funds? If yes, what is the amount?

3. If you have a deficit, briefly describe your plans for deficit reduction.

IN-KIND SUPPORT

Note:

Volunteer hours are not an eligible in-kind revenue. In-kind revenue examples include physical goods (equipment, material, supplies, facility rent, advertising, professional services, skills or advice offered by a certified professional who is not a member of the Board of Directors.)

Upload bar will be provided in system. Attach document (PDF/WORD/EXCEL)

INDEPENDENTLY PREPARED FINANCIAL STATEMENTS FOR MOST RECENTLY COMPLETED FISCAL YEAR (MUST BE SIGNED)

Note:

An independently prepared financial statement is a document that is not created by the organization itself but is reviewed and approved by an independent accountant. The statement must comply with the requirements of the Canada Non-for-Profit Corporations Act and must be prepared in accordance with the Canadian Generally Accepted Accounting Principles. Review Engagements and Audits are accepted but not required.

Upload bar will be provided in system. Attach document (PDF/WORD/EXCEL)

DECLARATIONS AND SIGNATURES DOCUMENT

Upload bar will be provided in system. Attach document (PDF/WORD/EXCEL)