

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 Project Grant

ELIGIBILITY SCREENING QUESTIONS

Are the arts the primary mechanism your organization uses to achieve its mission and strategic objectives?

Yes/Partially (arts are one of multiple approaches)/No (arts play a supporting or minimal role)

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

Are you a registered non-profit and/or charitable organization?

Yes/No

Has your organization been in operation for a minimum of twelve months?

Yes/No

Have you received a City grant in the previous year?

Yes/No

You must submit your Grant Use Report before applying for the 2027 City Grant

PROJECT GRANT APPLICATIONAPPLICATION

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

Document Number: 8303721

Version: 1

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

Attach a list of all current directors of the Society

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: Project Description

2.1

Project Name:

Project Date(s):

Project Location(s):

Project Website: (If applicable)

Project Category: (Check as many as apply)

- Dance
- Theatre and Opera
- Literary Arts
- Music
- Visual Arts
- Media Arts
- Other: (specify)

2.2 Brief Project Summary

Max 300 words

2.3 What are your project goals, and how do these goals contribute to fulfilling your mission and vision?

Max 300 words

2.4 Is this an existing project?

Yes/No

If yes, what years has this project been active and how has the project changed over time?

Max 300 words

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

Step 3: Project Details

3.1 Are you a Richmond-based organization?

Yes/No

If no, how is your project uniquely created or adapted for the Richmond context.

(e.g. High percentage of Richmond artists involved, subject matter is about Richmond).

Note: Read eligibility guidelines carefully.

Max 150 words

3.2 Have you confirmed the availability of your facility/venue for the proposed dates?

Yes/No

If no, why and/or what is your contingency plan for ensuring the project takes place in Richmond.

Note: It is strongly recommended that you place a temporary hold on your preferred facility/venue prior to applying.

Max 150 words

3.3 Total number of artists working on your project:

3.4 What percentage of artists working on your project live in Richmond?

- Less than 50%
- More than 50%
- More than 75%
- 100%

3.5 Who are the primary artists involved with project and what are their roles? Provide a brief biography Max 50 words, for each key artist in the previous question that demonstrates their ability/experience.

Artist Role	Role and Brief Biography

*Up to 10 lines available in form.

3.6 Do you pay artist fees?

Yes/No

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

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

3.7 What is the total number of paid artists working on your project?

3.8 What is the total number of volunteer artists working on your project.

3.9 Provide a timeline for the project including key milestones dates (e.g. Planning, workshopping, rehearsals, venue confirmation, permit confirmation, marketing launch, technical load-in, post event activities).

Please keep to a maximum of 10 lines. Group items if needed.

Activity	Launch Date	Deadline

*More lines provided in form.

3.10 Are there any community partners contributing to your project or event? If yes, please list who they are and describe how they will be contributing to your project. (e.g. another arts organization, non-profit, artist, producer, facilitator).

Max 300 words

Step 4: Project Audience

4.1 Who is your intended audience and how do they benefit from your project?

(e.g. age, demographics, location, interests)

Max 300 words

4.2 If your project serves a specific community, what is your rationale and how does this relate to your vision and mission?

Max 150 words

4.3 Are there any aspects of your project that make it accessible to persons with disabilities?

Max 150 words

4.4 Are there any aspects of your project/event that promote cultural harmony and/or reflect cultural diversity?

Max 150 words

4.5 How will you promote, market and build awareness for your project?

(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
- ☐ Other (Provide Details)

4.6 What data and feedback will you collect from your audience/attendees/participants?

Max 150 words

4.7 Projected Number of audience/attendees (e.g. audience at an event, workshop participants, students in an educational setting):

4.8 If applicable, number of audience/attendees in previous similar projects (e.g. audience at an event, workshop participants, students in an educational setting):

4.9 Projected Number of project volunteers, not including Board of Directors:
(Non artist volunteers, as that number was captured in section 3)

4.10 Is your event free to the public?

Yes/No

If not, what is the cost of admission:

Step 5: Financial Information

REVENUE

Note: for the project you are applying for – not your overall operating budget.

Indicate which are confirmed and which are pending

Earned	
Admissions / Box Office / Sales	\$0.00
Concessions / Merchandising	\$0.00
Memberships	\$0.00
Other, provide details	\$0.00
Total Earned Revenue:	\$0.00

Fundraising	
Individual Donations	\$0.00

Fundraising	
Sponsorships	\$0.00
Fundraising / Special Events	\$0.00
Foundations, specify:	\$0.00
In-kind Supplies & Services, specify: *Volunteer hours cannot be valuated as in-kind. Please check guidelines for valid in-kind revenue.	\$0.00
Other, provide details	\$0.00
Total Fundraising Revenue:	\$0.00
Government	
City of Richmond Project Grant (The amount you are requesting. This can be a maximum of \$5,000 and up to 50% of total operating budget.)	\$0.00
Province of BC including Gaming or BC Arts Council.	\$0.00
Federal Government (Canada Council and/or Canadian Heritage),	\$0.00
Other, provide details	\$0.00
Total Government Revenue:	\$0.00
Total Revenue	\$0.00

EXPENSES

Programming	
Commissioning Fees	\$0.00
Creative Fees or Honoraria (ie artists, speakers or community contributors)	\$0.00
Copyright Payment or Royalties	\$0.00
Production management and/or technical personnel	\$0.00
Creation Costs (ie Exhibition, Programming, Production, Printing and/or Distribution Expenses)	\$0.00
Equipment or Venue Costs (ie Indoor Facility, Outdoor Tent Rentals)	\$0.00
Publication and/or Documentation Costs	\$0.00
Permits, City Services	\$0.00
Artist and/or Volunteer Services (ie Travel, Accommodation, Food, etc.)	\$0.00
Site Costs (ie Insurance, Garbage, Toilets, Power, Security, etc.)	\$0.00
Other, provide details	\$0.00
Total Programming Costs:	\$0.00
Administration and Marketing	
Administrative Fees or Salaries	\$0.00

Administration and Marketing

Office Expenses	\$0.00
Fundraising Expenses	\$0.00
Marketing and Promotion Expenses (including design, printing of promotional materials, advertising and media relations)	\$0.00
Outreach Expenses	\$0.00
Other, provide details	\$0.00
Total Administration and Marketing Costs:	\$0.00
<i>Total Expenses</i>	\$0.00
Surplus or (Deficit):	0.00

*Note: Generally, proposed project budgets should not show a surplus or deficit

Financial Summary

<i>Total Project Budget:</i>	\$0.00
Requested Grant Amount (Up To a max. of 50% of project budget, to a maximum request of \$5,000)	\$0.00
Fiscal Year End Date:	Day/Month/Year

Last Year

Last Year Total Organization's Operating Budget:	\$0.00
Last Year Actual Total Revenue:	\$0.00

Last Year

Last Year Actual Total Expenses:	\$0.00
Last Year Surplus (Deficit):	\$0.00
Last Year Accumulated Surplus (Deficit):	\$0.00
Other sources of Revenue:	\$0.00

Proposed Year

Proposed Year Total Organization's 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:	\$0.00

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 50% of total budget?**
- 3. Do you have any information you would like to share with respect to your financial information?**

SURPLUS/DEFICIT

1. If you have an overall operating 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.)

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

Choose File	No file chosen	Add File
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CURRENT FISCAL YEAR OPERATING BUDGET

Choose File	No file chosen	Add File
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DECLARATIONS AND SIGNATURES DOCUMENT

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