



# City of Richmond

## Report to Committee

**To:** General Purposes Committee **Date:** January 10, 2019  
**From:** Jane Fernyhough **File:** 11-7000-01/2019-Vol  
 Director, Arts, Culture and Heritage Services 01  
**Re:** 2019 Arts and Culture Grants Program

### Staff Recommendation

That the 2019 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$114,524, as outlined in the report titled "2019 Arts and Culture Grants Program" dated January 10, 2019 from the Director, Arts, Culture and Heritage Services.

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

Att. 5

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

## **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 2019 Arts and Culture Grant Program, now in its eighth year.

### **Findings of Fact**

#### 2019 Arts and Culture Grant Budget

The 2019 Arts and Culture Grant Budget is \$114,524 including a 2.2% 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

In August 2018, announcements were placed on the City website, circulated via email and social media channels and a press release was issued advising the community that applications were being accepted for 2019 City Grant Programs until November 5, 2018. A link to the City website was provided for further information and to access the online application system.

Each month between August and November, emails were sent to members of the Richmond Artists Directory (more than 400 individual artists and arts/cultural organizations that have opted to receive information from the Cultural Development Manager throughout the year) to announce that the grants were online and to remind the recipients of upcoming deadlines. Downloadable guideline documents are available along with links to the online form on both the "City Grant Program" and the "Artists' Opportunities" pages of the City website.

A detailed, custom document to assist applicants with budget preparation is also provided online. All previous grant recipients were met with individually over the summer to touch base, review their 2018 application, discuss possible updates to their organization and project offerings and deliver recommendations where appropriate.

Twelve applications were received for Operating Assistance and five for Project Assistance, for a total combined request of \$125,050. Tables outlining requests and recommended allocations for the 2019 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 05, 2018 deadline.

New Applications

No new applications were received from organizations that have 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 arts and culture, 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 aggregated score of each applicant.

**Analysis**

2019 Arts and Culture Grant Program Information

Numbers of applications, allocations and recommendations are:

<b>OPERATING ASSISTANCE</b>								
<b>Applications, Allocations and Recommendations (2012-2019)</b>								
	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Total number of applications	10	9	9	9	9	12	11	12
New applicants	n/a	2*	n/a	1*	0	2*	0	0
Grants denied	2**	0	0	0	0	0	0	1
Partial amount of request recommended	3	1	9	7	2	12	11	2
Full amount of request recommended	5	8	0	2	7	0	0	9
Total amount requested	\$71,000	\$71,700	\$77,600	\$71,000	\$76,300	\$106,300	\$99,500	\$102,050
Total amount allocated/recommended	\$50,900	\$71,200	\$62,170	\$62,190	\$76,000	\$89,454	\$89,159	\$91,824

\* 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.

<b>PROJECT ASSISTANCE</b>								
<b>Applications, Allocations and Recommendations (2012-2019)</b>								
	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Total number of applications	17*	13	14	12	7	9	7	5
New applicants	n/a	5	6	2	0	1	0	0
Grants denied	4	4	2	1	0	3	1	0
Partial amount of request recommended	8	5	12	11	2	6	6	3
Full amount of request recommended	3	5	0	1	5	0	0	2
Total amount requested	\$58,780	\$50,600	\$59,736	\$53,150	\$32,150	\$36,900	\$35,000	\$23,000
Total amount allocated/recommended	\$31,400	\$23,100	\$41,870	\$42,890	\$31,497	\$20,300	\$22,900	\$22,700

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

<b>COMBINED Arts and Culture Applications, Allocations and Recommendations (2012-2019)</b>								
	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Total number of applications	26	22	23	21	16	21	18	17
New applicants	n/a	5	6	2	0	1	0	0
Grants denied	7	4	2	1	0	3	1	1
Partial amount of request recommended	18	9	21	18	4	18	17	5
Full amount of request recommended	8	13	0	3	12	0	0	11
Total amount requested	\$133,280	\$122,300	\$137,336	\$124,150	\$108,450	\$143,200	\$134,500	\$125,050
Total budget	\$100,000	\$102,020	\$104,040	\$105,080	\$107,497	\$109,754	\$112,059	\$114,524
Total amount allocated/ recommended	\$82,300	\$94,300	\$104,040	\$105,080	\$107,497	\$109,754	\$112,059	\$114,524

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 Richmond Arts and Culture Grants Program, established in 2012, is understood not only as a source of funding for the applicants — who range from long-standing professional institutions to groups of enthusiastic amateur artisans — but as an important opportunity for capacity building, including those who may 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 many of the Grant Use reports relating to the previous year. The program also supports organizations to build their capacity and skills through annual face-to-face meetings with the Cultural Development Manager.

Staff noted continued improvement in the quality of grant applications and a slight decrease in the number of applications: from 18 total applications in 2018 to 17 applications in 2019. This year, the program received one more Operating Assistance application than last year: Richmond Community Band, who did not apply last year, submitted an application. There was a decrease in the number of Project Assistance applications: down from 9 applications in 2018 to 5 applications in 2019.

In this eighth year of the Arts and Culture Grants Program, staff noted an improved self-awareness among many of the applicants regarding the value of professional administrative support and a desire to undertake professional development opportunities to increase their capacity. Many applicants also cited increased success in securing program funding from other

sources, showing an organizational capacity and funding diversification. There is also a continued rise in the development of community and corporate partnerships and demonstrated efforts to undertake new collaborations.

**Reasons for Partial or No Funding**

One organization from the Operating grant stream did not meet the eligibility requirements this year and, as such, was not recommended for funding. As a result, with budget permitting, most organizations who are recommended for funding in 2019 will note a slight increase or match in their funding over the previous year. This year, 11 out of the 17 total applicants were recommended for the full amount and 5 for partial funding. In the adjudication process, applicants recommended for partial funding scored lower than those recommended for the full amount.

**Financial Impact**

The 2019 Arts and Culture Grant Program has a budget of \$114,524. The 2019 recommended allocations are itemized in Attachments 1 and 2.

Project Assistance	\$22,700
Operating Assistance	<u>\$91,824</u>
Total	<u>\$114,524</u>
Remaining	\$0

**Conclusion**

The 2019 Arts and Culture Grant Program makes 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 2019 Arts and Culture Grants be allocated as proposed for the benefit of Richmond organizations and residents.



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

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

## 2019 Arts and Culture Grant - Summary of Recommendations

OPERATING REQUESTS	
Society Name	2019 Recommend
Canadian YC Chinese Orchestra Association	\$ 9,900
Cinevolution Media Arts Society	\$ 10,000
Community Arts Council of Richmond	\$ 9,674
Richmond Arts Coalition	\$ 10,000
Richmond Community Band Society	\$ 3,575
Richmond Community Orchestra and Chorus Association	\$ 9,500
Richmond Delta Youth Orchestra	\$ 9,875
Richmond Music School Society	\$ 10,000
Richmond Potters' Club	\$ 6,500
Richmond Singers	\$ 10,000
Richmond Youth Choral Society	\$ 0
Textile Arts Guild of Richmond	\$ 2,800
<b>TOTAL OPERATING ASSISTANCE</b>	<b>\$ 91,824</b>

PROJECT ASSISTANCE	
Society Name	2019 Recommend
Richmond Art Gallery Association	\$ 5,000
Steveston Historical Society	\$ 4,900
Tickle Me Pickle Theatre Sports Improv Society	\$ 2,900
Vancouver Cantonese Opera	\$ 5,000
Vancouver Tagore Society	\$ 4,900
<b>TOTAL PROJECT ASSISTANCE</b>	<b>\$ 22,700</b>

OPERATING ASSISTANCE SUBTOTAL	\$ 91,824
PROJECT ASSISTANCE SUBTOTAL	\$ 22,700
<b>COMBINED TOTAL</b>	<b>\$ 114,524</b>

**2019 Arts and Culture Grant –  
Table of Applicant Requests and Recommendations**

**OPERATING ASSISTANCE**

Organization	Most Recent City Grant (2018)	2019 Request	2019 Recommend	Comments	Pg
Canadian YC Chinese Orchestra Association	\$ 6,450	\$ 10,000	\$ 9,900	Operating Assistance is recommended for this unique concert group, known for their presentations of traditional Chinese instrumental music in Richmond. They are to be applauded for their well-attended performances and robust musical offerings and for producing programs that build cultural harmony. The society is encouraged to seek out new sources of funding to help build capacity and continue to foster new partnerships.	1
Cinevolution Media Arts Society	\$ 9,875	\$ 10,000	\$ 10,000	Operating Assistance is recommended for this forward-thinking and ambitious society that provides high-quality and distinct programming that engages professional and emerging media artists, as well as youth and new immigrants. They are to be commended for providing innovative and challenging programming at a range of popular events and accessible locations. As the society continues to extend their reach and grow, it is recommended that they invest more in paid administrative support to build organizational stability, plan for long-term growth and build capacity.	3



Organization	Most Recent City Grant (2018)	2019 Request	2019 Recommend	Comments	Pg
Community Arts Council of Richmond	\$ 9,300	\$ 9,800	\$9,674	Operating Assistance is recommended for this long-standing organization with a broad mandate to encourage participation in the arts. The society is credited for recruiting new board directors during a difficult transitional time for the organization. The organization is strongly encouraged to reflect on how to address the self-identified challenges of maintaining relevancy, recruiting participation and increasing their programming reach. It is recommended that the society look at diversifying their funding sources to build stability, introduce new initiatives and increase their impact.	5
Richmond Arts Coalition	\$9,400	\$ 10,000	\$ 10,000	Operating Assistance is recommended for this service organization whose aim is to support local artists and advocate for the arts in Richmond. The society is to be congratulated for strengthening their board involvement and successfully handling a change in administration staff. The society has been taking monumental strides in strengthening their capacity, while proactively building partnerships and taking on new programming opportunities.	7
Richmond Community Band Society	N/A	\$ 3,575	\$ 3,575	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 community involvement and presence at public events. The applicant is encouraged to invest in its administration and marketing to bolster recruitment.	9

Organization	Most Recent City Grant (2018)	2019 Request	2019 Recommend	Comments	Pg
Richmond Community Orchestra and Chorus Association	\$ 9,200	\$ 9,500	\$ 9,500	Operating Assistance is recommended for this well-established organization that engages a wide range of choral and orchestral musicians and provides local youth with low-cost exposure to classical music. The society is to be applauded for continuing to develop its board members and grow volunteer involvement and for adapting their programming to attract new audiences and encourage engagement.	11
Richmond Delta Youth Orchestra	\$ 9,875	\$ 9,875	\$ 9,875	Operating Assistance is recommended for this well-established youth orchestra that provides high quality education and vital performance and professional development opportunities for youth. The society is to be congratulated for their outreach work and investing in the organization's administrative operations. They are encouraged to continue to pursue new collaborations and partnerships and to concentrate on fund development.	13
Richmond Music School Society	\$ 9,200	\$ 10,000	\$ 10,000	Operating Assistance is recommended for this popular musical organization that provides high calibre and accessible educational opportunities for youth from all economic backgrounds. The society is to be congratulated for diversifying their funding stream and for helping develop the next generation of performers and audience members.	15

Organization	Most Recent City Grant (2018)	2019 Request	2019 Recommend	Comments	Pg
Richmond Potters' Club	\$ 6,000	\$ 6,500	\$ 6,500	Operating Assistance is recommended for this longstanding organization that provides pottery programs and demonstrations in the community. The society is to be commended for expanding their community involvement and is strongly encouraged to diversify their revenue stream in order to build their administrative support and increase public outreach.	17
Richmond Singers	\$ 7,450	\$ 10,000	\$ 10,000	Operating Assistance is recommended for this popular, long-standing musical organization that provides opportunities for singers to perform throughout Richmond and beyond. The society is to be congratulated for continuing to pursue new fundraising initiatives and community outreach, and is encouraged to continue to develop new partnerships and further develop their organizational capacity.	19
Richmond Youth Choral Society	\$ 9,659	\$ 10,000	\$ 0	Operating Assistance is not recommended for this organization because it did not meet the eligibility requirements this year.	21
Textile Arts Guild of Richmond	\$ 2,750	\$ 2,800	\$ 2,800	Operating Assistance is recommended for this well-established organization that promotes textile arts as a means of creative expression, community giving and social engagement. The society is commended for its charitable work and for expanding its online presence. TAGOR is encouraged to diversify its fundraising streams and boost its communication strategy to attract new members.	23

**PROJECT ASSISTANCE**

<b>Organization</b>	<b>Most Recent City Grant (2018)</b>	<b>2019 Request</b>	<b>2019 Recommend</b>	<b>Comments</b>	<b>Pg</b>
Richmond Art Gallery Association	\$ 3,900	\$ 5,000	\$ 5,000	Project Assistance is recommended for this engaging project that offers vital arts education opportunities for Richmond children and youth. The society is to be commended for building a program that fosters an understanding of the arts and uses creativity to encourage the development of problem-solving, critical thinking and cultural discourse among young people.	25
Steveston Historical Society	\$ 2,900	\$ 5,000	\$ 4,900	Project Assistance is recommended for this immersive walking tour that aims to preserve and promote the history of Steveston through theatrical storytelling. The society is to be commended for presenting a program that will provide youth with unique professional development experiences, while entertaining and educating residents and visitors. The society is encouraged to consider working with professional artists in the future to explore new creative avenues and to focus on growing its audience reach.	27
Tickle Me Pickle Theatre Sports Improv Society	\$ 4,600	\$ 3,000	\$ 2,900	Project Assistance is recommended for this entertaining theatrical program that engages youth, adults and families. The society is to be commended for exploring new programs and creative avenues and is encouraged to build its marketing initiatives to further its impact and reach.	29

Organization	Most Recent City Grant (2018)	2019 Request	2019 Recommend	Comments	Pg
Vancouver Cantonese Opera	\$ 3,900	\$ 5,000	\$ 5,000	Project Assistance is recommended for this local presentation of Chinese culture, that brings the unique traditional art form of Cantonese opera to Chinese and non-Chinese audiences at no cost during the Richmond World Festival. The society is to be commended for continuing to work with a diverse range of artists and cultural groups and for contributing a significant portion of its budget to support local artists.	31
Vancouver Tagore Society	\$ 3,900	\$ 5,000	\$ 4,900	Project Assistance is recommended for this unique multicultural festival that continues to attract large audiences and integrates a mix of community and professional artists into its program. The society is to be commended for expanding its fundraising efforts and collaborations. The organization is encouraged to improve its financial reporting and diversify funding streams to support the society's stable growth.	34
<b>TOTALS</b>	\$	\$125,050	\$114,524		



## Operating Assistance Application for 2019 Arts & Culture Grants Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society: Canadian YC Chinese Orchestra Association**

### Society Mandate Summary:

To promote Chinese music by performing to the public in the City of Richmond and the greater Vancouver area.

### Society History:

Since inception, the association has had numerous performances by members in terms of main orchestra, smaller ensembles, as well as solo performances. Since 2012, the orchestra has registered as the first music group Artist in resident of the Cultural Centre of City of Richmond. Our efforts to promote Chinese culture also include cooperation with other groups. One of our major performances, "Guests from afar please stay", was in partnership with Vancouver Choir at the Norman Rothstein Theatre (about 350 audiences capacity). The performance had a full house and as a result, another show was added (in about 6 months). Since 2013, we have been a partner of the Multicultural Heritage Festival held at each summer at the Richmond Cultural centre and our performance of "O Canada" with our own instruments was welcome by the audiences as well as Government officials. For the last 4 years, CYCCOA continued to be a strong element in the City of Richmond. In addition to performing in many concerts, CYCCOA hosted educational workshops, participated in community services, provide free performance for senior homes, local regional center, cultural events, festivals, and celebrations across our community. As an artist in resident of the Richmond Cultural Center, we participate actively in the Cultural events in our community. In May 2014, we have a joint concert "Ocean Home Town" with City of Richmond at the performing Hall of the Richmond Art Center. With Cultural Grants from the City of Richmond in the last four years, we have been able to produce a large scale concert at The Richmond Gateway Theatre. 2014 "Ocean Home Town" concert at the Gateway Theatre. 2015 "Qiao's Grand Courtyard" concert at Gateway Theatre. 2016 "Festival Gala and Multicultural Art Festival" concert at Gateway Theatre. 2017 Rising stars Chinese instrumental music concert. In fact, the above four concerts were big success and we had full house of over 500 audiences each time.

### GRANT REQUEST

<b>Requested Amount:</b>	\$10,000
<b>Society Operating Budget:</b>	\$40,100

### MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2018	\$6,450	Project Assistance
2017	\$6,000	Project Assistance
2016	\$5,000	Project Assistance

**Operating Assistance Application for 2019**

Canadian YC Chinese Orchestra Association

**Summary Page 2****FINANCIAL SUMMARY**

	<u>Previous Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$29,235	\$40,500
<b>Total Expenses:</b>	\$26,790	\$40,100
<b>Surplus:</b>	\$2,445	\$400
<b>Other Funders:</b>		
BC Gaming Grant:		\$7,000
Canada Student Summer Job Fund:		\$10,000

**GRANT RECOMMENDATIONS****Recommended Amount:** \$9,900**Aggregate Score:** 42.8**Recommendation:**

Operating Assistance is recommended for this unique concert group, known for their presentations of traditional Chinese instrumental music in Richmond. They are to be applauded for their well-attended performances and robust musical offerings and for producing programs that build cultural harmony. The society is encouraged to seek out new sources of funding to help build capacity and continue to foster new partnerships.





## Operating Assistance Application for 2019 Arts & Culture Grants Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

### Society: Cinevolution Media Arts Society

#### Society Mandate Summary:

Sitting at the nexus of art, academia and community, Cinevolution decentralizes art while connecting people across cultural, political, geographic and linguistic boundaries in order to foster media literacy, stimulate critical discourse, and cultivate creativity.

#### Society History:

Founded in 2007 by a group of Pan Asian filmmakers, artists and community activists, Cinevolution Media Arts Society was the first and is still the only media arts organization in Richmond. For the past decade, Cinevolution has acted as a leading voice for newcomer communities while promoting independent films, interdisciplinary artistic practice and critical discourse on migration and diversity. Recognized for its excellence in programming, vision, and community impact, Cinevolution was twice among the finalists for the Richmond Arts Awards' Cultural Leadership category, received the Nova Star award from Volunteer Richmond in 2013 and was awarded the Richmond Arts Award for Artistic Innovation in 2012.

Our work supports the City Council's goals for Arts and Culture by:

1. Stimulating innovative creation and new ideas - As the only media arts organization in Richmond, for the past years, Cinevolution has not only introduced many new media artists and brought in cutting edge artwork and films, but has also created several signature events, such as Your Kontinent Digital Carnival, Media Cafe, DocuAsia Forum, Art in Containers, Screen Bites, Youth Media Fest, and the Featured Artist Program. These unique events strive to stimulate critical thought and artistic innovation, and contribute to putting Richmond on the map of the art scene in the Lower Mainland.
2. Engaging citizens across generations and cultures - All our signature events are intergenerational and multilingual, and have successfully engaged community members of all ages and cultures.
3. Fostering critical discourse and international cultural exchange by bringing international films and artists to the community.
4. Increasing the community's media literacy by making programs affordable, accessible and educational to the general public.



**Operating Assistance Application for 2019****Cinevolution Media Arts Society****Summary Page 2****GRANT REQUEST**

**Requested Amount:** \$10,000  
**Society Operating Budget:** \$160,218

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2018	\$9,875	Operating Assistance
2017	\$9,500	Operating Assistance
2016	\$10,000	Operating Assistance

**FINANCIAL SUMMARY**

	<u><b>Previous Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	\$54,379	\$75,350
<b>Total Expenses:</b>	\$54,378	\$75,350
<b>Surplus:</b>	\$1	\$0

**Other Funders:**

BC Gaming Grant	\$10,000
BCAC Media Art Project Grant	\$12,500
BCAC Youth Engagement Grant	\$5,250
BCAC Arts Based Community Development Grant	<u>\$5,000</u>
	\$32,750

**GRANT RECOMMENDATIONS****Recommended Amount:** \$10,000**Aggregate Score:** 49.0**Recommendation:**

Operating Assistance is recommended for this forward-thinking and ambitious society that provides high-quality and distinct programming that engages professional and emerging media artists, as well as youth and new immigrants. They are to be commended for providing innovative and challenging programming at a range of popular events and accessible locations. As the society continues to extend their reach and grow, it is recommended that they invest more in paid administrative support to build organizational stability, plan for long-term growth and build capacity.



## Operating Assistance Application for 2019 Arts & Culture Grants Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society: Community Arts Council of Richmond**

### Society Mandate Summary:

To provide & broaden opportunities for citizens of all ages to participate in, and benefit from the creative arts. Including, but not limited to, supporting & exploring new avenues to provide workshops, public events, classes, exhibitions, performances & special programs.

### Society History:

An active advocate for the arts since 1970 we have many accomplishments including raising significant funds to build both the Gateway Theatre and the Richmond Cultural Centre. Over many years we held numerous classes, workshops, exhibitions, events and performances, given scholarships & grants to other arts organization. As a federally & provincially registered Charity we are able to issue tax receipts for donations and use this for fundraising various events. When we began the journey of supporting and promoting the arts there were very few groups that were registered as a society. In addition we were the only arts organization without a particular affiliation or a specific art discipline, rather we supported ALL types of the creative ARTS. Times, needs and abilities change and we have changed too. Many groups are now better able to fend for themselves, however we still feel it is imperative that we "speak" for the arts and artists, encourage all to participate, use art to build bridges and community. We spend our funds frugally and choose programs and projects that we feel will benefit the highest number of the population including non-artists and artists. Our events are held in Richmond and wherever possible we do our best to invite Richmond artists first and the rest of Metro Vancouver and BC latterly. This is our home base and we encourage everyone to experience the arts & culture in Richmond when we hold our events on our website, which has two calendar of events, one for us and one for any non profit to post their event at no cost. In 2017 we were delighted to receive the Richmond Arts Award for Cultural Leadership. Having served Richmond for almost 50 years, this coveted award is the only award we have received and we treasure it. The Award encouraged us to do our best to reach further, try harder and have ART take a forefront in lives of all citizens. In the coming year we hope to host networking sessions of all art groups to achieve more collaboration.

### GRANT REQUEST

<b>Requested Amount:</b>	<b>\$9,800</b>
<b>Society Operating Budget:</b>	<b>\$44,290</b>

### MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2018	\$9,300	Operating Assistance
2017	\$9,200	Operating Assistance
2016	\$9,750	Operating Assistance

**Operating Assistance Application for 2019****Community Arts Council of Richmond****Summary Page 2**

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**FINANCIAL SUMMARY**

	<u>Previous Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$28,073	\$44,290
<b>Total Expenses:</b>	\$34,296	\$44,290
<b>Surplus:</b>	(\$6,223)	\$0
<b>Other Funders:</b>		

**GRANT RECOMMENDATIONS****Recommended Amount:** \$9,674**Aggregate Score:** 34.0**Recommendation:**

Operating Assistance is recommended for this long-standing organization with a broad mandate to encourage participation in the arts. The society is credited for recruiting new board directors during a difficult transitional time for the organization. The organization is strongly encouraged to reflect on how to address the self-identified challenges of maintaining relevancy, recruiting participation and increasing their programming reach. It is recommended that the society look at diversifying their funding sources to build stability, introduce new initiatives and increase their impact.



## Operating Assistance Application for 2019 Arts & Culture Grants Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society: Richmond Arts Coalition**

### Society Mandate Summary:

Promote, support, and advocate for the Arts in all their various forms within Richmond, BC.

### Society History:

In 2004, Richmond Arts Coalition (RAC) was formed as a direct result of the City developing a formal plan to strengthen its arts community. In 2008, the City endorsed a "2010 Arts Plan" identifying RAC as the organization responsible for bringing local artists, arts organizations together; leading in advocacy of local communities in arts & culture. RAC continues to partner with the City on its annual Arts Awards, with three Art Symposiums and facilitated substantial grants to hiring artists during annual Maritime Festival. In 2013, RAC established an endowment fund with the Richmond Community Foundation to support the Arts Awards and scholarships for art students. In 2013, RAC assisted in the Outreach Project gathering surveys from the public on Arts Issues in Richmond, which was shared with the City followed by another Outreach Project in 2014/15 gathering numerous ideas in promoting closer connections between Arts and Business. In 2015 & 2017 RAC successfully hosted ArtRich at the Richmond Art Gallery bringing more than 1600 visitors to the Gallery. ArtRich 2017 coincides with Canada 150 birthday. RAC also hosts a weekly "member feature" on its website and promotes its members through social media and compiles a monthly Arts Events list for publication in local papers & Tourism Richmond. The events are listed on RAC's website, social media & emailed to 430+ subscribers. In 2016 RAC hired an Admin Assistant and an Executive Director in 2017. In 2018, new Board Members joined RAC bringing diversity and vibrancy. Tourism Richmond had partnered with RAC to rebuild & refresh RAC's website. The ED organizes networking sessions for members and reaches out to artists and organizations for potential partnerships. Since formation, RAC representatives attend regular meetings at City Hall to engage with staff and speak on issues relating to art. RAC actively reaches out into other community groups to promote the importance of arts for a healthier Richmond.

### GRANT REQUEST

<b>Requested Amount:</b>	\$10,000
<b>Society Operating Budget:</b>	\$75,000

### MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2018	\$9,400	Operating Assistance
2017	\$9,200	Operating Assistance
2016	\$9,950	Operating Assistance

**Operating Assistance Application for 2019**

Richmond Arts Coalition

Summary Page 2

**FINANCIAL SUMMARY**

	<u>Previous Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$84,046	\$75,000
<b>Total Expenses:</b>	\$86,046	\$75,000
<b>Surplus:</b>	(\$1,962)	\$0
<b>Other Funders:</b>		
Maritime Festival grant to pay performers:		\$50,000

**GRANT RECOMMENDATIONS****Recommended Amount:** \$10,000**Aggregate Score:** 47.5**Recommendation:**

Operating Assistance is recommended for this service organization whose aim is to support local artists and advocate for the arts in Richmond. The society is to be congratulated for strengthening their board involvement and successfully handling a change in administration staff. The society has been taking monumental strides in strengthening their capacity, while proactively building partnerships and taking on new programming opportunities.





## Operating Assistance Application for 2019 Arts & Culture Grants Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society: Richmond Community Band Society**

### Society Mandate Summary:

**Mandates:**

To provide Richmond - focused musical concerts for the public;  
Promote music in local schools via joint concerts and;  
Provide an outlet for the musical aspirations of our members.

### Society History:

Our band was started in 1973 by Richmond's Branch 5 of the Royal Canadian Legion. The Legion fully supported the band until 1976 when it became independent of the Legion and was incorporated as The J.S. Thompson Band Society. In 1996 it was renamed The Lulu Island Music Society and in 2003 the Richmond Community Band Society. Throughout these name changes the band retained the same musical focus. Rehearsals are held every Monday evening from 8 to 10 pm in the Murdoch Centre, space rented from Brighthouse United Church. Our music director is Bob Mullett, a local professional musician.

Our role in Richmond is to provide a varied series of musical events by improving the skills of our members at rehearsals, most of whom are seniors resident in Richmond. These regularly include the Remembrance Day ceremonies at the City Hall, the July 1st Canada Day parade in Steveston, the Ladner Band Fest, and an annual (for 32 consecutive years) ticketed concert at the Gateway Theatre. We also have performed at various seniors' residences, the Minoru Seniors' Centre, Aberdeen Shopping Mall, the Steveston Fish Cannery, the Britannia Heritage Shipyard and Westwind Elementary School. In the summer we present outdoor concerts in Richmond parks.

In 1995 we were invited to participate in the ceremonies celebrating the liberation of the Netherlands by Canadian Armed Forces at the end of WW2. In 1989 the band toured England and Scotland.

### GRANT REQUEST

<b>Requested Amount:</b>	\$3,575
<b>Society Operating Budget:</b>	\$26,050

### MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2017	\$2,704	Operating Assistance
2016	\$2,900	Operating Assistance
2015	\$2,860	Operating Assistance

**GP - 55**

**Operating Assistance Application for 2019****Richmond Community Band Society****Summary Page 2****FINANCIAL SUMMARY**

	<u>Previous Year</u>	<u>Proposed Year</u>
Total Revenue	\$9,749	\$12,000
Total Expenses	\$13,225	\$14,050
Surplus:	(\$3,476)	\$2,050

Other Funders:

**GRANT RECOMMENDATIONS**

Recommended Amount: \$3,575

Aggregate Score: 43.8

Recommendation:

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 community involvement and presence at public events. The applicant is encouraged to invest in its administration and marketing to bolster recruitment.



## Operating Assistance Application for 2019 Arts & Culture Grants Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society: Richmond Community Orchestra and Chorus Association**

### Society Mandate Summary:

To make exemplary contributions to the rich cultural scene of Richmond through a diverse yearly program of concerts and through leadership in music education for musicians of all ages.

### Society History:

In 1986 George Austin and a group of like-minded musicians decided that it was time for Richmond to have its own orchestra and chorus and so the Richmond Orchestra and Chorus Association was formed. Since then the organization has grown to almost a 100 members, all committed to providing an opportunity for musicians to share the joy of music in rehearsal and performance. The talented instrumentalists and singers present a variety of music throughout the season, from the beauty of the classics, through traditional seasonal favourites and the uplifting passions of sacred and spiritual, to the delights of folk, jazz, modern and show tunes. Members range in age from high school students to seniors; they come from all walks of life, and welcome the opportunity to share their love of music with a wider audience. The orchestra has had a number of conductors, including Peter Rohloff, Charles Willet, Wallace Leung, Lorraine Grescoe and Chris Robertson. The current orchestra conductor, James Malmberg was appointed in 2007. The chorus has had only two conductors since its inaugural year: Len Lythgoe (1987-1994) and Brigid Coult (1994-present). Special performances include: performing with guest conductor Pablo Sosa from Argentina, a Canadian premiere of "The Dragons are Singing Tonight" by New Zealand composer David Hamilton (1998), a commission and premiere of Brian Tate's "This Island" (2000), singing with Canadian Imant Raminsh at Carnegie Hall in New York (2006), a performance with Xiamen Philharmonic Orchestra at the River Rock Theatre (2010), leading the singing of the official Olympic Torch Anthem as part of the Torch Ceremony at Richmond's "O Zone" (2010) and performing with Chantal Kreviazuk for the Richmond Hospital Foundation's 15th Starlight Gala (2013).

### GRANT REQUEST

<b>Requested Amount:</b>	\$9,500
<b>Society Operating Budget:</b>	\$133,900

### MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2018	\$9,200	Operating Assistance
2017	\$9,200	Operating Assistance
2016	\$10,000	Operating Assistance



**Operating Assistance Application for 2019****Richmond Community Orchestra and Chorus Association****Summary Page 2****FINANCIAL SUMMARY**

	<u>Previous Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$132,895	\$133,900
<b>Total Expenses:</b>	\$122,142	\$133,900
<b>Surplus:</b>	\$10,753	\$10,753
<b>Other Funders:</b>		
Province of BC Gaming Grant		\$26,000

**GRANT RECOMMENDATIONS****Recommended Amount:** \$9,500**Aggregate Score:** 47.5**Recommendation:**

Operating Assistance is recommended for this well-established organization that engages a wide range of choral and orchestral musicians and provides local youth with low-cost exposure to classical music. The society is to be applauded for continuing to develop its board members and grow volunteer involvement and for adapting their programming to attract new audiences and encourage engagement.



## Operating Assistance Application for 2019 Arts & Culture Grants Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society: Richmond Delta Youth Orchestra**

**Society Mandate Summary:**

The RDYO provides quality orchestral training to youth between the ages of 8 and 25.

**Society History:**

The Orchestra first began rehearsals in September 1971 in Ladner. With the support of approximately forty players, Harry Gomez formed the Orchestra and became its Conductor and Music Director. The Orchestra first performed at an open rehearsal for Mayor Dugald Morrison at the Ladner Community Centre later that year. Throughout the 1970s and 1980s, the Orchestra underwent tremendous growth, attracting young players from Richmond and the rest of the Lower Mainland. It continued its mission as an orchestral preparation program led by highly qualified musical staff. In 2013, recognizing that the majority of its young musicians were residents of Richmond, the Orchestra officially changed its name to Richmond Delta Youth Orchestra. Since our move to Richmond, our enrolment has nearly doubled. The Orchestra currently includes 135 young performers in seven divisions: Symphony, Senior Strings, Intermediate Strings, Junior Strings, Senior Winds, Junior Winds, and Chamber Music divisions. Each year the RDYO performs numerous outreach concerts in Richmond, including (in 2018) at the Richmond World Festival, Culture Days, the Richmond Cultural Centre, Richmond Public Library, and Aberdeen Centre. The RDYO is a vibrant and growing part of Richmond's cultural landscape.

**GRANT REQUEST**

<b>Requested Amount:</b>	\$9,875
<b>Society Operating Budget:</b>	\$179,945

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2018	\$9,875	Operating Assistance
2017	\$9,500	Operating Assistance
2016	\$10,000	Operating Assistance

**FINANCIAL SUMMARY**

	<u>Previous Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$172,771	\$179,905
<b>Total Expenses:</b>	\$171,231	\$179,945
<b>Surplus:</b>	\$1,540	(\$40)

**Operating Assistance Application for 2019****Richmond Delta Youth Orchestra****Summary Page 2**

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Other Funders:

**GRANT RECOMMENDATIONS****Recommended Amount:** \$9,875**Aggregate Score:** 46.5**Recommendation:**

Operating Assistance is recommended for this well-established youth orchestra that provides high quality education and vital performance and professional development opportunities for youth. The society is to be congratulated for their outreach work and investing in the organization's administrative operations. They are encouraged to continue to pursue new collaborations and partnerships and to concentrate on fund development.



## Operating Assistance Application for 2019 Arts & Culture Grants Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society: Richmond Music School Society**

**Society Mandate Summary:**

To conduct a school of music and offer programs and instruction in Music.

**Society History:**

The Richmond Music School was established in February, 1980 as a non-profit organization dedicated to high standards in teaching music, both in private and class settings. Since that time it has come to enjoy a leadership position through Metro Vancouver for its many student performances and innovative programs. There are 24 teachers contracted to teach at the school, as well as 16 Advanced, Junior and Apprentice teachers. The school provides major concert opportunities for its students with faculty and professional performers, community performances, preparation for Royal Conservatory and Associated Board of the Royal Schools of Music examinations, master classes, below-cost group violin classes, beginner piano lessons and annual mock piano examinations. It provides professional development experiences for its Apprentice and Junior teachers, who have their ARCT and/or LRSM certificates. More than 200 public performances are presented by students and faculty in Richmond and Metro Vancouver, most of which are free to the public. The school continues with its twin objectives to pursue the highest artistic standards with its performances and teachers and to provide unique opportunities for children whose parents might otherwise find the cost prohibitive, to involve themselves in music. Musical instruction is available for all ages and financial background. Students, their families and Faculty in 2017-18 contributed 2,562 hours of volunteer service supporting their in-school performances and individual performances in the community. (See attached In-Kind Donation Analysis)

**GRANT REQUEST**

<b>Requested Amount:</b>	\$10,000
<b>Society Operating Budget:</b>	\$460,453

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2018	\$9,200	Operating Assistance
2017	\$9,000	Operating Assistance
2016	\$10,000	Operating Assistance

**FINANCIAL SUMMARY**

	<u>Previous Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$422,019	\$460,453
<b>Total Expenses:</b>	\$420,925	\$460,453
<b>Surplus:</b>	\$1,094	\$1
<b>Other Funders:</b> BC Gaming Grant	<b>GP - 61</b>	\$44,290

**Operating Assistance Application for 2019****Richmond Music School Society****Summary Page 2**

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**GRANT RECOMMENDATIONS****Recommended Amount:** \$10,000**Aggregate Score:** 45.8**Recommendation:**

Operating Assistance is recommended for this popular musical organization that provides high calibre and accessible educational opportunities for youth from all economic backgrounds. The society is to be congratulated for diversifying their funding stream and for their helping develop the next generation of performers and audience members.





## Operating Assistance Application for 2019 Arts & Culture Grants Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society: Richmond Potters' Club**

**Society Mandate Summary:**

Inform and promote interest in pottery by providing educational opportunities, workshops, classes and art appreciation opportunities. Encourage mentoring among Club members. The RPC demonstrates the skills and techniques of pottery making to the public.

**Society History:**

Formed in 1969 the RPC has, as volunteers, organized, administered & provided adult ceramic art classes in Richmond. The RPC offers workshops/demonstrations to members & the public, provides in-house education in clay arts, meets monthly, informs members of shows, exhibition & workshop opportunities, puts on two 3 day sales per year, maintains a website & social media account, and takes part in Community/City events with demonstrations & displays. The RPC furnished the studio & currently owns about \$40,000 worth of equipment & materials. It has a large library. Members have studio access on average of about 27.2 hours/week throughout the year to create & do the many jobs needed to keep the Club and the studio operating. We welcome the public into the studio, answer their queries & share our joy gained thru a creative process. We support the children's classes, offered by the City of Richmond, working collaboratively with the instructors to ensure the studio is well kept and the groups work in harmony. Our well attended 2 yearly sales include another artist group-the Richmond Spinners & Weavers Guild. Sales give us another chance to "talk pots" with the public, exposing them to the art, and support local artists. The Club generously supports local non-profit organizations with "gifts in kind" donations created by our members. For many years, the RPC has been a very dedicated participant & supporter of the City of Richmond events (Doors Open, Culture Days, & the Maritime Festival) by providing displays & demonstrations. The Club has provided opportunities to enhance artist creativity & education with workshops & demonstrations. As part of the artistic community, the RPC hopes to convey to and share with the public its passion for clay work & the delight in creating beautiful pieces of art.

**GRANT REQUEST**

<b>Requested Amount:</b>	\$6,500
<b>Society Operating Budget:</b>	\$57,200

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2018	\$6,000	Operating Assistance
2017	\$5,900	Operating Assistance
2015	\$5,700	Operating Assistance

**Operating Assistance Application for 2019****Richmond Potters' Club****Summary Page 2**

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**FINANCIAL SUMMARY**

	<u>Previous Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$60,225	\$57,200
<b>Total Expenses:</b>	\$52,574	\$57,200
<b>Surplus:</b>	\$7,651	\$0
<b>Other Funders:</b>		

**GRANT RECOMMENDATIONS****Recommended Amount:** \$6,500**Aggregate Score:** 44.5**Recommendation:**

Operating Assistance is recommended for this longstanding organization that provides pottery programs and demonstrations in the community. The society is to be commended for expanding their community involvement and is strongly encouraged to diversify their revenue stream in order to build their administrative support and increase public outreach.



## Operating Assistance Application for 2019 Arts & Culture Grants Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society: Richmond Singers**

### Society Mandate Summary:

As the longest standing community choir in Richmond our purpose is "to sing, in harmony, a variety of music for the enjoyment of the members, as well as to give public and private performances for the listening pleasure of others".

### Society History:

In 1971 our founder Pam Hiensch placed an ad in a local newspaper inviting women who were interested in singing recreationally to meet and a group of 15 became "The Richmond Melody Makers". In 1975 the choir had grown to 45 members and our name was changed to The Richmond Singers. We now have 55 active members and 3 associates who have provided a choral presence in the community for over 47 years. Our first director was Alex Murray, followed by Earl Hobson, Jeanette Gallant, Mavis Weston and Natasha Neufeld who is in her 15th season with us. Our members range in age from 20s – 70 + and come from across Canada and the world with varied backgrounds and talents. The choir produces two to three major concerts per season, often featuring local guest performers, children's choirs and accompanists. We are fortunate to have a faithful audience at our concerts and are also available upon request to sing at various events organized by the City of Richmond, charities, special functions and fundraisers. Our 18-member Richmond Singers Ensemble is celebrating their 30th anniversary this year and "sing out" at over 35 performances during the season at senior facilities, hospitals and daytime events, receiving little or no remuneration. They perform an interactive program that is very well received by the seniors and many places request them several times a year. We are very involved with our community and, by giving benefit concerts, have helped to raise funds for other organizations such as Music Heals, Richmond Hospice Society, Canadian Cancer Foundation, Tim Horton's Kids Camps and Music Heals. We were very fortunate to be invited to represent BC at the July 1, 2003 "UNISONG" celebrations in Ottawa. In 2009, the Richmond Singers were proud to represent BC at Festival 500 in St John's, Newfoundland. In 2016 we joined 1000 singers from around the world in Powell River to sing at the Kathaumixw International Choral Festival.

### GRANT REQUEST

<b>Requested Amount:</b>	\$10,000
<b>Society Operating Budget:</b>	\$69,830

### MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2018	\$7,450	Project Assistance
2017	\$7,000	Project Assistance
2016	\$5,000	Project Assistance



**Operating Assistance Application for 2019**

Richmond Singers

Summary Page 2

**FINANCIAL SUMMARY**

	<u>Previous Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$54,067	\$69,830
<b>Total Expenses:</b>	\$52,298	\$69,830
<b>Surplus:</b>	(\$1,769)	\$0
<b>Other Funders:</b>		

**GRANT RECOMMENDATIONS****Recommended Amount:** \$10,000**Aggregate Score:** 43.8**Recommendation:**

Operating Assistance is recommended for this popular, long-standing musical organization that provides opportunities for singers to perform throughout Richmond and beyond. The society is to be congratulated for continuing to pursue new fundraising initiatives and community outreach, and is encouraged to continue to develop new partnerships and further develop their organizational capacity.



## Operating Assistance Application for 2019 Arts & Culture Grants Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society: Richmond Youth Choral Society**

### Society Mandate Summary:

To provide the children of Richmond an excellent choral music education and prestigious performance opportunities. Our desire is to enrich their lives and nurture them through music to become proud community contributors and builders of our city's multicultural atmosphere.

### Society History:

In 2000, a choir of 75 elementary school voices from across our city formed under the direction of 3 Richmond teachers, Lorraine Jarvis, Catherine Ludwig and Lyn Wilkenson. This choir was formed to sing at the BC Music Educators Conference. These teachers continued a Richmond School District Choir (Richmond Elementary Honour Choir) for 2 years. With school district cut backs, Lorraine, Catherine and parents created the Richmond Youth Choral Society in 2002. Membership began with 45 singers. By October 2003, a Secondary Choir was added at the request of Elementary Choir graduates. Concerts were arranged to feature the skills of the RYHC singers at many community and charitable events. By the 2009-10 season of the RYHC, the choirs were recognized as a premiere group within our city. In our 12th season we launched our 3rd choir, the Prelude Choir for children 5 - 8 years of age. Performance highlights include 2010 Olympic performances, joint performance with the Philharmonic Orchestra from our sister city, Xiamen, China, performing with and hosting the Wakayama Children's Choir from our sister city, Wakayama, Japan and in 2015 we returned the visit to Wakayama. In 2013 we commissioned "Listen to the Music" by Timothy Corlis and premiered it with the VYSO. It was received with a standing ovation. Since then we have worked with other composers like Larry Nickel and Iman Habibi. In 2015 we participated in "World Beat" with international conductor Henry Leck. For our 15th Anniversary season we planned a year of celebration including a collaboration with the Richmond and Delta Youth Orchestra to premier another new commission partnering with Timothy Corlis called "We Will Sing You Home". We also represented Richmond and BC in Ottawa on July 1st from Canada 150. In our 16th season, we collaborated in a professional Theater production called "The Ridiculous Darkness" with Alley theater. We also went on our first tour to Africa in July 2018!

### GRANT REQUEST

<b>Requested Amount:</b>	\$10,000
<b>Society Operating Budget:</b>	\$72,875

### MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2018	\$9,659	Operating Assistance
2017	\$9,500	Operating Assistance
2016	\$10,000	Operating Assistance

**Operating Assistance Application for 2019**

Richmond Youth Choral Society

Summary Page 2

**FINANCIAL SUMMARY**

	<u>Previous Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$100,761	\$53,485
<b>Total Expenses:</b>	\$98,151	\$60,730
<b>Surplus:</b>	\$2,570	\$2,245
<b>Other Funders:</b>		
BC Gaming for Development Camp		\$11,000

**GRANT RECOMMENDATIONS****Recommended Amount:** \$0**Aggregate Score:** 40.8**Recommendation:**

Operating Assistance is not recommended for this organization because it did not meet the eligibility requirements this year.



## Operating Assistance Application for 2019 Arts & Culture Grants Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society: Textile Arts Guild of Richmond**

### Society Mandate Summary:

1) Advancing textile arts creation by TAGOR members, 2) Creating items requested by community partners, 3) Maintaining an environment that provides artistic development and social support to TAGOR members.

### Society History:

TAGOR was formed in 1975. From 1976 to 1988 our Guild focused on educational workshops and speakers as many products, tools and machines were changing at this time in the textile arts field. TAGOR offered eight major public exhibitions either by ourselves or in User Group Shows in Community projects in these years included quilts to mark Richmond's 1979 Centennial and Expo '86. The early 1990's saw the Guild based in several locations while the new Cultural Centre was being built. Specialized lighting and electrical outlets in the Textile Arts Studio were purchased by TAGOR when the new Cultural Centre opened in 1993. TAGOR hosted exhibitions in 2000, 2002, 2006 and 2008. From 2000 to 2010 TAGOR members wanted to do more community work and began actively searching for local organizations to help. We created quilts auctioned to support the Canadian Breast Cancer Foundation in 2005-06. In December 2010 the TAGOR website was launched and that same month, TAGOR won the Constellation Award from the Richmond Volunteer Bureau. In 2011-12, over 70 quilts for the Japanese Tsunami victims were created and sent by TAGOR members. In 2012, the YouTube Video "How to Make a Quick Caring Quilt" was created and TAGOR began its partnership with the City of Richmond Parks Department and Tourism Richmond in the creation sale of utility bags made from Richmond Street Banners. In 2012-13, TAGOR launched and successfully completed its 100 Quilt Challenge for Lion's Manor and won a People First Award from the Vancouver Coastal Health Authority for this project. February 2015 marked TAGOR's 40th year of operation. In 2016 TAGOR added Habitat for Humanity as a community partner and will be creating 12 quilts for the families moving into their Richmond Project houses in 2019. TAGOR applied for and received a Canada 150 Grant in 2017 and worked with Richmond Public Library to create Our Canadian Bookcase, a quilted wall hanging featuring 150 Canadian authors suggested by the public.

### GRANT REQUEST

<b>Requested Amount:</b>	\$2,800
<b>Society Operating Budget:</b>	\$13,850

### MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2018	\$2,750	Operating Assistance
2017	\$2,750	Operating Assistance
2016	\$3,400	Operating Assistance

**GP - 69**

**Operating Assistance Application for 2019**

Textile Arts Guild of Richmond

**Summary Page 2****FINANCIAL SUMMARY**

	<u>Previous Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$11,827	\$11,050
<b>Total Expenses:</b>	\$11,827	\$12,000
<b>Surplus:</b>	\$0	\$950

**Other Funders:****GRANT RECOMMENDATIONS****Recommended Amount:** \$2,800.00**Aggregate Score:** 44.5**Recommendation:**

Operating Assistance is recommended for this well-established organization that promotes textile arts as a means of creative expression, community giving and social engagement. The society is commended for its charitable work and for expanding its online presence. TAGOR is encouraged to diversify its fundraising streams and boost its communication strategy to attract new members.





## Project Assistance Application for 2019 Arts & Culture Grants Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Richmond Art Gallery Association  
**Project Name:** Adad Hannah/Karen Tam School Art Workshops  
**Dates:** February - June 2019

### Project Summary:

RAGA seeks funding for a unique set of tours and workshops for K - 12 classes engaging directly with Richmond's cultural diversity through traditional and digital media, in response to Art Gallery exhibitions. First, "Living Pictures" is an innovative workshop responding to Adad Hannah's "The Decameron Retold" proposing students to re-imagine a story through the creation of a digital collage tableau. Second, "Lyrical Landscapes" draws on the artistic influence and exchange between Emily Carr and Lee Nam to explore the traditions of Chinese brush painting through the creation of landscapes.

### Society Mission/Mandate:

The only public gallery in Richmond, the RAG's mandate is to exhibit, preserve and promote contemporary visual arts, and support visual artists in the public presentation of their work. Through exhibitions, publications, educational programming, collections, and significant partnerships, the Richmond Art Gallery provides opportunities for the enrichment of life in Richmond while serving the contemporary arts community in Canada.

### Society History:

The Richmond Art Gallery opened its doors in 1980, obtained non-profit charitable status in 1987, and in 1992 moved to its present location in the Richmond Cultural Centre. The Gallery has 3,500 square feet of exhibition space, an activity room for workshops and programs, and storage facilities for a Permanent Collection of over 400 works. To date, the Gallery has presented more than 1500 exhibitions of contemporary art. The gallery is open and free to the public seven days a week. Education and outreach programs operate year round and include the School Art Program, Family Sunday Program, artist talks and tours, and artist workshops. A corps of volunteer guides offer tours in English and Mandarin, while gallery attendants welcome and orient visitors to the current exhibitions daily. The School Studio Art Program is led by a professional artist and BC certified teacher who adapts all tours and workshops to the grade level and BC school curriculum and serves Richmond, Delta, Tsawwassen, and Vancouver area schools. With an average annual attendance of 20,000 the Richmond Art Gallery serves the citizens of Richmond, the Greater Vancouver Regional District, the Gulf Islands and the Lower Mainland, as well as visitors from other parts of the province, national and international tourists. The Richmond Art Gallery is well respected regionally and nationally for its quality programming and publications and for its excellence in art education.

### GRANT REQUEST

<b>Requested Amount:</b>	\$5,000
<b>Project Budget:</b>	\$14,350
<b>Society Operating Budget:</b>	\$183,800

GP -71

**Project Assistance Application for 2019**

Richmond Art Gallery Association

Summary Page 2

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2018	\$3,900	Project Assistance
2017	\$3,800	Project Assistance
2016	\$4,000	Project Assistance

**FINANCIAL SUMMARY**

	<u>Previous Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$7,800	\$14,350
<b>Total Expenses:</b>	\$7,800	\$14,350
<b>Surplus:</b>	\$0	\$0

**Other Funders:****GRANT RECOMMENDATIONS****Recommended Amount:** \$5,000**Aggregate Score:** 48.7**Recommendation:**

Project Assistance is recommended for this engaging project that offers vital arts education opportunities for Richmond children and youth. The society is to be commended for building a program that fosters an understanding of the arts and uses creativity to encourage the development of problem-solving, critical thinking and cultural discourse among young people.



## Project Assistance Application for 2019

### Arts & Culture Grants Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Steveston Historical Society

**Project Name:** Steveston Alive! Walking Tour Vignettes

**Dates:** November 2018 until August 2019 (performances occur in summer 2019)

#### Project Summary:

Walking Tour Vignettes launched in summer 2017 as a Canada 150 and a Richmond 150 project, and was repeated in 2018. Costumed secondary school drama students performed five short plays (set in 1917) along a guided walking tour of Steveston village. The tours were extremely well received by our audiences, and were fully booked in our final month of 2017 production. For all of our student actors, this was extremely encouraging as this was their first time being involved in arts and heritage programming in their community. We plan to continue this for 2019, with a new school partner.

#### Society Mission/Mandate:

The Steveston Historical Society (SHS) has been in place since 1976 to preserve and promote the history of Steveston, British Columbia.

#### Society History:

The Steveston Historical Society's Board of Directors is made up completely of volunteers who work on events, programs, and community engagement pieces that help to inform Steveston residents and visitors about its heritage.

Historically, the Society was responsible for restoring and establishing the Steveston Museum building, which was built in 1905 as Richmond's first bank. This included collecting artefacts, photographs, and documents and creating exhibits. In 1979, the building opened as "The Steveston Museum and Post Office" and became the informational hub for the village. The Society also participated in the preservation of historic sites, buildings and other museum sites in the area, namely the Gulf of Georgia Cannery.

Today, the SHS works in partnership with the City of Richmond to run the Steveston Museum. The Japanese Fishermen's Benevolent Society (JFBS) building moved to the site on Moncton Street in 2010 and officially opened in 2015. This extension features interpretation about the Japanese Canadian experience in the village from the time of their arrival in Steveston to the time of internment.



**Project Assistance Application for 2019****Steveston Historical Society****Summary Page 2****GRANT REQUEST**

<b>Requested Amount:</b>	\$5,000
<b>Project Budget:</b>	\$29,218
<b>Society Operating Budget:</b>	\$20,000

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2018	\$2,900	Project Assistance

**FINANCIAL SUMMARY**

	<u>Previous Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$54,489	\$47,000
<b>Total Expenses:</b>	\$54,167	\$44,350
<b>Surplus:</b>	\$321	\$3,550

**Other Funders:****GRANT RECOMMENDATIONS****Recommended Amount:** \$4,900**Aggregate Score:** 42.5**Recommendation:**

Project Assistance is recommended for this immersive walking tour that aims to preserve and promote the history of Steveston through theatrical storytelling. The society is to be commended for presenting a program that will provide youth with unique professional development experiences, while entertaining and educating residents and visitors. The society is encouraged to consider working with professional artists in the future to explore new creative avenues and to focus on growing.



## Project Assistance Application for 2019

### Arts & Culture Grants Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Tickle Me Pickle Theatre Sports Improv Society

**Project Name:** TMP Improv Season

**Dates:** July 2019-June 2020

#### Project Summary:

We wish to continue to provide Richmond with improv shows, improv workshops in school classes and groups, a community improv youth group, and improv club creation and mentoring in schools for the 2019-2020 season. The TMP season includes regular skill and team development practices, professional development for our performing artists and performances, including the annual fundraising event entitled Laughter Is The Best Medicine.

#### Society Mission/Mandate:

Tickle Me Pickle (TMP) is dedicated to providing family-friendly improvisational theatre that connects Richmond residents to the enjoyment of the arts. We value improv as an art form that is both entertaining to audiences and enriching to participants. The purpose of our society as outlined in our constitution is as follows: a) Present theatre shows, particularly improv based, for the community at-large b) Promote the art of improv based theatre to the community at-large c) Provide theatre, leadership and team building education for seniors, adults, youth and children d) Create events for community organizations in need.

#### Society History:

TMP officially became a not for profit society in 2013, but it's roots go back much further. Tickle Me Pickle is the cornerstone of improvisational comedy in Richmond, born out of volunteerism, collaboration and innovation. Originally a one-off event for Youth Week 2000, youth and young adult members of the "Pickle Volunteer Crew" recognized an absence of improvisational comedy in the Richmond community. The Crew soon discovered that there was a healthy appetite for improv, as TMP attracted young artists who were eager to learn and perform improv, and saw a wide range of audience members flock to Pickle events. The concept of Tickle Me Pickle grew, as TMP developed improv classes for youth, leadership workshops, high school tournaments, a younger performance troupe, private for-hire shows, a regular presence at local charity events, an eleven year old annual charity event of our own entitled Laughter is the Best Medicine, a continued valuing of volunteerism, and a regular series of community shows. Over the last few years, TMP has focussed on developing its expertise in improv by attending classes, participating in private workshops, researching, practicing regularly, and performing. Due to attrition of performers in the current main performance troupe, (as a result of moving away, career and family priorities), the next phase of TMP includes performer recruitment, and a renewed focus towards improv teaching and mentorship for youth and young adults, and new opportunities for individuals in Richmond to learn, practice, and teach improv. TMP aims to create new projects under its umbrella, reaching out to its network of past participants and network within the improv community. In sum, TMP's role in Richmond is to promote the art of improv, provide opportunities for the community to experience improv, and engage individuals in the learning of improv.

**Project Assistance Application for 2019**

Tickle Me Pickle Theatre Sports Improv Society

Summary Page 2

**GRANT REQUEST**

<b>Requested Amount:</b>	\$3,000
<b>Project Budget:</b>	\$10,718
<b>Society Operating Budget:</b>	\$10,718

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2018	\$4,600	Project Assistance
2017	\$4,500	Project Assistance
2016	\$5,000	Project Assistance

**FINANCIAL SUMMARY**

	<u>Previous Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$11,560	\$10,718
<b>Total Expenses:</b>	\$10,274	\$10,718
<b>Surplus:</b>	\$683	\$0
<b>Other Funders:</b>		

**GRANT RECOMMENDATIONS****Recommended Amount:** \$2,900**Aggregate Score:** 41.5**Recommendation:**

Project Assistance is recommended for this entertaining theatrical program that engages youth, adults and families. The society is to be commended for exploring new programs and creative avenues and is encouraged to build its marketing initiatives to further its impact and reach.



**Project Assistance Application for 2019**  
**Arts & Culture Grants Program**  
 6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Vancouver Cantonese Opera  
**Project Name:** The Bamboo Theatre  
**Dates:** August 30 & August 31 (Friday & Saturday), 2019

**Project Summary:**

Celebrate and build awareness of Canadian Multicultural heritage, foster and create partnerships within the community, build inclusivity and foster cultural awareness.

**Society Mission/Mandate:**

The mission of Vancouver Cantonese Opera is to present the unique traditional artform of Cantonese opera at the highest level to both Chinese and non-Chinese audience. We strive to collaborate with our stakeholders to meet the fundamental need for spiritual and aesthetic satisfaction and richness in our lives.

**OUR ARTISTIC VISION & ORGANIZATIONAL OBJECTIVES**

- 1) Artistic excellence – creates high quality works; maintain high standards and creative excellence from all performers.
- 2) Education – Provide educational seminars/workshops to the community and schools to broaden the reach, appreciation and understanding of Cantonese opera.
- 3) Accessible, affordable & entertaining performances for the public
- 4) Provide employment opportunities to Cantonese opera artists, musicians and technicians.

OUR MISSION is to preserve and promote Cantonese opera in Canada. With our mandate, we strive to collaborate with other artists to enrich the colorful landscape of the Multicultural policy of Canada. The goals of the project are to foster and create partnerships within the community; to enrich the cultural wealth of Canada; to celebrate and build awareness of Canadian Multiculturalism.

**Society History:**

The Vancouver Cantonese Opera was incorporated on June 30th, 2000 as a non-profit organization. On February 23rd, 2005, Vancouver Cantonese Opera was designated as a charitable organization by the Canada Revenue Agency.

For the past 17 years, the Vancouver Cantonese Opera has collaborated with international and

# Project Assistance Application for 2019

Vancouver Cantonese Opera

Summary Page 2

local artists to create high calibre and engaging Cantonese opera works that have reached audiences in Vancouver, Richmond and Surrey. As we grow artistically and organizationally, we continually offer a range of outreach and audience building activities that have included singing/performance technique classes, free singing sessions with seniors and children/youth opera classes and workshops on how to appreciate and understand the art form of Chinese opera. In addition to our annual performances, we have performed at numerous community festivals, multicultural events as well as being one of the official selected partners of the Vancouver Cultural Olympiad. We are a supported company of the Canada Council's Stand firm Network. Plus we collaborate with many stakeholders and local partners as we strive to promote Cantonese Opera and Chinese Canadian heritage throughout the Lower Mainland.

Vancouver Cantonese Opera has been offering Cantonese Opera singing and performance technique classes in Richmond since 2005, and participated in various multicultural events in Richmond community and senior homes.

The first Multicultural Heritage Festival was launched in 2012. In 2013, we partnered with City of Richmond in the presentation "Multicultural Heritage" Festival. In 2016, Bamboo Theatre was invited to join the Richmond World Festival in 2016. The attendance in 2016 was 25,000, 2017 was 45,000 and this year was 55,000.

## GRANT REQUEST

<b>Requested Amount:</b>	\$5,000
<b>Project Budget:</b>	\$28,900
<b>Society Operating Budget:</b>	\$109,240

## MOST RECENT PREVIOUS GRANT(S)

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2018	\$3,900	Project Assistance
2017	\$3,800	Project Assistance
2016	\$3,800	Project Assistance

## FINANCIAL SUMMARY

	<u>Previous Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$34,112	\$28,900
<b>Total Expenses:</b>	\$33,915	\$28,900
<b>Surplus:</b>	\$197	\$0
<b>Other Funders:</b> Gaming Fund:	<b>GP - 78</b>	\$3,750
Canada Council:		\$3,000



**Project Assistance Application for 2019****Vancouver Cantonese Opera****Summary Page 3**

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**GRANT RECOMMENDATIONS****Recommended Amount:** \$5,000**Aggregate Score:** 46.5**Recommendation:**

Project Assistance is recommended for this local presentation of Chinese culture, that brings the unique traditional art form of Cantonese opera to Chinese and non-Chinese audiences at no cost during the Richmond World Festival. The society is to be commended for continuing to work with a diverse range of artists and cultural groups and for contributing a significant portion of its budget to support local artists.





## Project Assistance Application for 2019 Arts & Culture Grants Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

**Society:** Vancouver Tagore Society

**Project Name:** West Coast Tagore Festival 2019

**Dates:** September 7, 2019

### Project Summary:

West Coast Tagore Festival is an annual event in its 9th year. The Festival, held in Richmond with generous support from the City of Richmond, brings creative works, philosophy, visions and ideals of Nobel-laureate poet and world cultural icon Rabindranath Tagore to culturally and ethnically diverse communities. Multicultural artists of different age-groups present his poetry, songs, dances, dramas, paintings, etc. not only professionally, colourfully, vibrant and engaging way but also making them readily appreciable and assimilable by audience of different backgrounds.

### Society Mission/Mandate:

The mission of Vancouver Tagore Society is to organize and promote social, cultural and intellectual events which celebrate diversity, intercultural harmony and universalism, and to raise awareness of Eastern philosophies and cultures with special emphasis on and guided by universal humanism, transcendental spirituality, thoughts and philosophy of Rabindranath Tagore, Asia's first Nobel-laureate in Literature, as expressed through his poems, songs, writings, plays, lectures, art, social reforms and other works. Additional mission includes engaging communities in intercultural interactions and development of artists versed in ethnic cultures and heritage, particularly Bengali and South Asian. Guided by Tagore's vision of "confluence of cultures", the Society strives to provide a broad platform for communities and artists/performers to gather together, reach across cultural boundaries and enrich local communities culturally and intellectually. The Society's mandate is to disseminate the profound message of peace, humanity and equality, and wonderfully rich creative works of Rabindranath Tagore to the communities in a way that is readily appreciable and assimilable.

### Society History:

Vancouver Tagore Society was formed in mid-2011 and currently organizes two events every year and a year-long workshop series:

1) West Coast Tagore Festival (annually since 2011), generally a 2-day event, is funded in parts by the City of Richmond, BC Arts Council (3 years), and Richmond Gateway Theatre Society Endowment Fund (1 year). It was held at the Richmond Cultural Center from 2011 to 2016, and at the Richmond Gateway Theatre in 2017 and 2018. This Festival is participated by multicultural performing artists and multilingual poets presenting dances, vocal and instrumental music, poetry, dance theatre, lectures, etc.

2) Tagore Spring Festival (annually since 2015) held at the Center Stage at the Surrey City Hall is funded partially by the City of Surrey Cultural Grants. This multicultural performing event celebrates spring through diverse form of artistic expressions and original live productions by different multicultural groups.

3) A series of interactive workshops on Tagore songs, Tagorean dances and other topics partially funded by the City of Vancouver (around 30 workshops per year).

# Project Assistance Application for 2019

Vancouver Tagore Society

Summary Page 2

Richmond Connection: In addition to having the flagship Festival in Richmond, the Society organized Poetry Events (with music, dances, and refreshments) at the Richmond Cultural Center Rooftop Garden, and commemorative events on, e.g., International Women's Day in the City of Richmond Council Chambers, and collaborating with under organizations in events in Richmond including the Richmond Multicultural Heritage Festival (twice), International Peace Festival, Multicultural Mothers Day celebration, Autumn Dance Poetry (twice), Annual Literary Festival by WIN Canada, etc. Our events were inaugurated and/or graced by the Mayor Malcolm Brodie 3 times, Councillor Linda McPhail 3 times and Councillor Carol Day once. In all Richmond-based events, a number of Richmond artists, poets, technicians and volunteers are always involved.

## GRANT REQUEST

<b>Requested Amount:</b>	\$5,000
<b>Project Budget:</b>	\$18,240
<b>Society Operating Budget:</b>	\$50,759

## MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2018	\$3,900	Project Assistance
2017	\$3,800	Project Assistance
2016	\$4,250	Project Assistance

## FINANCIAL SUMMARY

	<u>Previous Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$17,507	\$50,759
<b>Total Expenses:</b>	\$17,601	\$47,623
<b>Surplus:</b>	(\$94)	(\$2,064)
<b>Other Funders:</b>		
BC Arts Community Festival Grant:		\$2,300

## GRANT RECOMMENDATIONS

**Recommended Amount:** \$4,900

**Aggregate Score:** 41.3

**Recommendation:**

Project Assistance is recommended for this unique multicultural festival that continues to attract large audiences and integrates a mix of community and professional artists into its program. The society is to be commended for expanding its fundraising efforts and collaborations. The organization is encouraged to improve its financial reporting and diversify funding streams to support the society's stable growth.

# City of Richmond Arts and Culture Grants Program

## 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](mailto:kvarney@richmond.ca)

Grant information and other information about our programs and services are available on the City website at [www.richmond.ca/artists](http://www.richmond.ca/artists).

### **2019: 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](http://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](http://www.afm.org)
  - Canadian Actors Equity Association: [www.caea.com](http://www.caea.com)
  - Canadian League of Composers: [www.clc-lcc.ca](http://www.clc-lcc.ca)
  - Canadian Alliance of Dance Artists: [www.cadadance.org](http://www.cadadance.org)
  - Professional Writers Association of Canada: [www.pwac.ca](http://www.pwac.ca)
  - Canadian Artists Representation/Le front des artistes canadiens/CARFAC: [www.carfac.ca](http://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.



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

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

## **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, as well as to Council for the recommendation report. 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.

## 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](mailto:kvarney@richmond.ca)

This information and other information on our programs and services are available on the City website at [www.richmond.ca/artists](http://www.richmond.ca/artists).

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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](http://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](http://www.afm.org)
  - Canadian Actors Equity Association: [www.caea.com](http://www.caea.com)
  - Canadian League of Composers: [www.clc-lcc.ca](http://www.clc-lcc.ca)
  - Canadian Alliance of Dance Artists: [www.cadadance.org](http://www.cadadance.org)
  - Professional Writers Association of Canada: [www.pwac.ca](http://www.pwac.ca)
  - Canadian Artists Representation/Le front des artistes canadiens/CARFAC: [www.carfac.ca](http://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.
- 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.

## **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, as well as to Council for recommendation report. 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.