



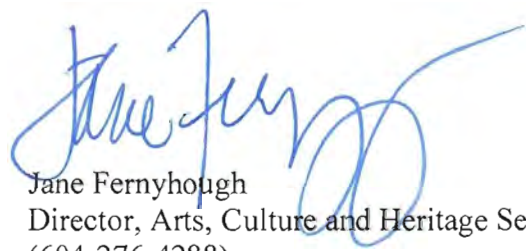
# City of Richmond

## Report to Committee

**To:** General Purposes Committee **Date:** January 8, 2015  
**From:** Jane Fernyhough **File:** 11-7375-01/2014-Vol  
 Director, Arts, Culture and Heritage Services 01  
**Re:** **2015 Arts and Culture Grant Program**

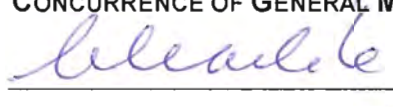

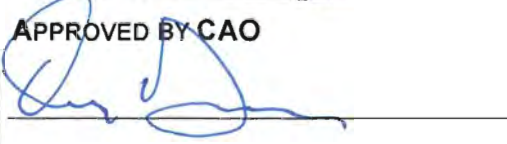
### Staff Recommendation

That the 2015 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$105,080, as outlined in the report from the Director, Arts, Culture and Heritage Services, dated January 8, 2015.



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

Att. 5

REPORT CONCURRENCE		
<b>ROUTED TO:</b>  Finance Division	<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>  	<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 2015 Arts and Culture Grant Program, now in its third year.

This report supports Council's Term Goal #9 Arts and Culture:

*Continue to support the development of a thriving, resilient and diverse cultural sector and related initiatives in creating a vibrant healthy and sustainable City.*

### Findings of Fact

#### 2015 Arts and Culture Grant Budget

The 2015 Arts and Culture Grant Budget is \$105,080, as per the City Grant Policy (3712). The program offers two types of grants:

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

#### Notice Given and Applications Received

Notices were placed on the City Page/City Notice Board in the Richmond Review and on the City website in October and November of 2014, advising to the community that applications were being accepted for 2015 City Grant Programs until November 14, 2014. That also provided the community of updates to the Web-based Application System that had been created in 2013 to provide an integrated, user-friendly, efficient and effective on-line system for applicants. A link to the City website was provided for further information and to access the system.

In October and November, emails were sent to members of the Richmond Artists Directory (more than 300 individual artists and arts/cultural organizations that have opted to receive information from the Cultural Development Manager throughout the year) to announce the grants were online and to remind them of deadlines. On the City website on both the "City Grant Program" and the "Artists' Opportunities" pages, downloadable Guideline documents were available with links to the online form.

One free grant writing workshop with a focus on budget preparation was offered on October 16, 2014, attracting 10 participants. All previous grant recipients were met with individually over the summer to touch base, review their 2014 application and offer recommendations where appropriate, as well as inform them of updates to the online system.

For Operating Assistance, 9 applications were received and 12 were received for Project Assistance, for a total combined request of \$124,150. Tables outlining requests and recommended allocations for the 2015 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. Staff recommendations and comments are included in the Summary Sheets.

### Late Applications

No late applications were received after the November 14, 2014 deadline. The City Grant Policy indicates that late applications will not be accepted. However, a two-week extension was provided to one of the Operating Assistance applicants for humanitarian reasons due to a sudden death in the family.

### New Applications

Two applications were received from organizations that had not previously applied for a City Grant:

- True North Performance Society of British Columbia
- Steveston Historical Society

### Application Review Process

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

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

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

**Analysis**

2015 Arts and Culture Grant Program Information

Numbers of applications, allocations and recommendations are:

<b>OPERATING ASSISTANCE Applications, Allocations and Recommendations (2012-2015)</b>				
	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Total number of applications	10	9	9	9
New applicants	n/a	2*	n/a	1*
Grants denied (did not meet criteria)	2**	0	0	0
Partial amount of request recommended	3	1	9	7
Full amount of request recommended	5	8	0	2
Total amount requested	\$71,000	\$71,700	\$77,600	\$71,000
Total amount allocated   recommended	\$50,900	\$71,200	\$62,170	\$62,190

\* 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 Applications, Allocations and Recommendations (2012-2015)</b>				
	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Total number of applications	17*	13	14	12
New applicants	n/a	5	6	2
Grants denied (did not meet criteria)	4	4	2	1
Partial amount of request recommended	8	5	12	11
Full amount of request recommended	3	5	0	1
Total amount requested	\$58,780	\$50,600	\$59,736	\$53,150
Total amount allocated   recommended	\$31,400	\$23,100	\$41,870	\$42,890

\*16 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 (2012-2015)</b>					
	<b>2011*</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Total number of applications	11	26	22	23	21
New applicants	1	n/a	5	6	2
Grants denied (did not meet criteria)	1	7	4	2	1
Partial amount of request recommended	9	18	9	21	18
Full amount of request recommended	2	8	13	0	3
Total amount requested	\$71,855	\$133,280	\$122,300	\$137,336	\$124,150
Total budget	n/a	\$100,000	\$102,020	\$104,040	\$105,080
Total amount allocated   recommended	\$14,450	\$82,300	\$94,300	\$104,040	\$105,080

\*in 2011, Arts and Culture applicants were part of the original City Grants program

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

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

The establishment of a grant program specific to Richmond Arts and Culture in 2012 was a landmark advance in the development of the local arts and culture sector. As such, the program remains understood as not only a source of funding for the applicants — who range from long-standing professional institutions to fledgling groups of enthusiastic amateur artisans — but an important opportunity for capacity building, including those who have limited or no previous experience writing grant applications.

In the fourth year, staff noted some improvement in the quality of grant applications, which were down slightly in numbers. This slight decline is attributed, in part, to the removal of the Children’s Arts and Literacy Centre from the list of Operating Assistance applicants (as a consequence of receiving newly enhanced support from the City through other channels) and a planned reduction in programming activity from Cinevolution Media Arts Society, who had previously submitted a Project Assistance application.

Nevertheless, staff expect to see increased competition for funding approval in the future as the quality of the applications advances and new organizations apply. Moreover, as organizations secure City of Richmond funding, their potential to leverage funding from other sources improves as evidenced in some of the Grant Use reports relating to the previous year.

Reasons for Partial or No Funding

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

Due to the increased number of eligible and worthy applications that totalled requests over the \$105,080 budget, and increased competition among the applications, most of the applicants this year were not recommended for the full amount requested.

**Financial Impact**

The 2015 Arts and Culture Grant Program has a proposed budget of \$105,080. The 2015 allocations itemized in Attachments 1 and 2 are recommended.

Project Assistance	\$ 42,890
Operating Assistance	\$ 62,190
Total	<u>\$ 105,080</u>
Remaining	\$ 0

**Conclusion**

The 2015 Arts and Culture Grant Program is a vital contribution to the quality of life in Richmond by supporting community organizations whose programs and activities constitute essential components of a vibrant and liveable community. Staff recommend that the 2015 Arts and Culture Grants be allocated as proposed for the benefit of Richmond residents.



Liesl G. Jauk  
Manager, Community Cultural Development  
(604-204-8672)

LJ:lj

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

## 2015 Arts and Culture Grants Recommendations

OPERATING ASSISTANCE					
Organization	Most Recent City Grant (2014)	2015 Request	2015 Recommend	Comments	Pg
Cinevolution Media Arts Society	\$ 8,790	\$ 10,000	\$ 9,530	Operating Assistance is recommended for this energetic society that presents a range of year-round, progressive and high quality programs that employ professional artists and reach audiences that include youth, new immigrants and emerging artists. The applicant is encouraged to devote ample time and resources to the processes of evaluation and planning in lieu of presenting a festival this year, being careful not to overstretch staff resources with a full schedule of public programming. In future, more scrutiny should be applied to the in-kind items in the budget presentation.	1
Community Arts Council of Richmond	\$ 7,700	\$ 10,000	\$ 8,475	Operating Assistance is recommended for this long-standing organization and their persevering initiatives to strengthen arts participation in the community. The applicant is encouraged to identify more activities that engage a broader segment of their membership as well as the broader arts community as per their mandate. The return of the Pots & Paints show, now called Cloth, Clay and Canvas, and plans to conduct a membership survey are commended. It is also hoped that the self-identified challenges of board fatigue and need for others to "bring in new ideas" will be addressed in the coming year.	3
Richmond Arts Coalition	\$ 3,750	\$ 4,000	\$ 3,970	Operating Assistance is recommended in order to support the increased capacity of this volunteer-led service organization. The upcoming art exhibition at the Richmond Art Gallery involving local artists is recognized as an important step towards building purpose in the arts community. The applicant is also strongly encouraged to engage in a process of strategic planning and goal setting.	5
Richmond Community Band Society	\$ 2,900	\$ 3,000	\$ 2,860	Operating Assistance is recommended for this well-established band that provides professional direction to amateur musicians while engaging the community at various events. The applicant is encouraged to direct budget surplus towards programs to increase and develop membership, as well as consider partnerships with other performing arts organizations.	7
Richmond Community Orchestra and Chorus Association	\$ 8,790	\$ 10,000	\$ 10,000	Operating Assistance is recommended for this well-established organization that involves a varied range of music artists, reaches diverse audiences, provides music education to elementary students and partners with a number of charitable organizations. The applicant also maintains a healthy organizational structure and is to be supported in its aspirations toward continual self-improvement through professional development.	9

Organization	Most Recent City Grant (2014)	2015 Request	2015 Recommend	Comments	Pg
Richmond Music School Society	\$ 7,200	\$ 10,000	\$ 7,945	Operating Assistance is recommended for this leading organization that is dedicated to high calibre music education for young people and strives to be accessible to all income levels. The applicant is encouraged to continue to develop new business partnerships. It is also hoped that the self-identified challenges of space and accumulated financial deficit will be addressed in the coming year.	11
Richmond Potters' Club	\$ 5,200	\$ 10,000	\$ 5,700	Operating Assistance is recommended to be increased for this well-established organization that provides pottery programs and demonstrations in the community. The group is encouraged to continue to build on their public engagement activities, increase exposure and pursue new opportunities to reach those outside the membership.	13
Richmond Youth Choral Society	\$ 8,790	\$ 10,000	\$ 10,000	Operating Assistance is recommended for this growing, energetic organization that continues to expand its programs to meet increased demand and fill identified gaps. The applicant is well-organized with a devoted board and volunteer roster and is seeking corporate partners to help them move towards industry standards of staff compensation. The applicant is encouraged to plan for sustainability to address the potential for staff burnout.	15
Textile Arts Guild of Richmond	\$ 3,500	\$ 4,000	\$ 3,710	Operating Assistance is recommended for this long-standing organization that forwards textile arts as a means of creative expression, community engagement and social good. The applicant is encouraged to invest in marketing and outreach strategies to increase exposure and participation.	17
<b>OPERATING ASSISTANCE SUBTOTAL</b>		<b>\$ 71,000</b>	<b>\$ 62,190</b>		

<b>PROJECT ASSISTANCE</b>					
Organization	Most Recent City Grant (2014)	2015 Request	2015 Recommend	Comments	Pg
Canadian YC Chinese Orchestra Association: Canada YC Chinese Orchestra Concert July 2015	\$ 4,160	\$ 5,000	\$ 4,550	Project Assistance is recommended for this innovative and high-quality concert featuring music from Chinese popular culture. This concert builds on the success of last year's well-attended event which was performed in a much larger venue than previous years. The applicant is encouraged to form partnerships with other organizations, increase its public exposure and diversify funding sources.	19
Delta Symphony Society: Come to the Orchestra! Instrument Petting Zoo	\$ 2,860	\$ 5,000	\$ 5,000	Project Assistance is recommended for this well-established, forward-thinking youth orchestra to remount their successful Instrument Petting Zoo and to establish a Junior Winds Division. The organization's programming is innovative and provides high quality instruction. The applicant is encouraged to seek diversification of funding sources.	22



Organization	Most Recent City Grant (2014)	2015 Request	2015 Recommend	Comments	Pg
Greater Vancouver Historical Performance Soc of BC: Go 4 Baroque in Richmond	\$ 2,080	\$ 2,600	\$ 1,910	Project Assistance is recommended to this unique organization that provides families with the rare opportunity to experience the dance and costumes of 17th Century France. Building on the success of last year's Complete Courtier Project, this "Go 4 Baroque" concert will increase their profile in Richmond. The applicant is strongly encouraged to diversify revenue, attract partners and reconsider the box office projections given their current niche status.	24
Philippine Cultural Arts Society of BC: Recuerdos - A Mosaic of Philippine Dance & Music	\$ 3,120	\$ 5,000	\$ 2,970	Project Assistance is recommended for this project that will increase the profile of Filipino performing arts in Richmond. The applicant is encouraged to seek community partnership opportunities, consider working with other artists and increase their profile through marketing efforts. In future, the project budget should including diverse funding sources and more diligent financial accounting.	27
Richmond Art Gallery Association: Buzzworthy - Celebrating the Honeybee	\$ 4,680	\$ 5,000	\$ 5,000	Project Assistance is recommended for this high quality, well-organized program that combines education, outreach and workshops. Fun, innovative and interactive, this project is outside of the Gallery's normal operations and exhibits strong engagement with several other arts and community organizations.	29
Richmond Singers: The Richmond Singers Ensemble Spring 2015	\$ 2,600	\$ 5,000	\$ 4,240	Project Assistance is recommended for the Spring concert series of this well-established choir that pursues new partnerships with other choirs in the region and new performance opportunities within Richmond and beyond. The applicant is encouraged to continue to stretch themselves artistically and potentially raise their profile by working with other groups.	31
Richmond Weavers' and Spinners' Guild Society: Common Threads - Community Engagement Through Spinning	\$ 3,850	\$ 3,450	\$ 2,650	Project Assistance is recommended for this innovative, community-focused project, that will reach a multi-generational audience and is exactly the kind of activity that will raise the profile and increase the vibrancy of this long-standing group. The applicant is advised to apply greater scrutiny to their in-kind budget allocations, and in future, seek diverse funding sources. Any proceeds from the project should go to payment of artists currently listed as in-kind.	33
Steveston Historical Society: Fisherman's Park Mural	n/a	\$ 5,000	\$ 2,650	Project Assistance is recommended for this project that brings together arts and heritage. The applicant is advised to involve artists in the conceptual phase, diversify funding sources and plan for a budget that reflects the scope of the undertaking. The applicant is also strongly encouraged to engage an experienced mural artist to lead the project and invite First Nations artist(s) involvement.	35

Organization	Most Recent City Grant (2014)	2015 Request	2015 Recommend	Comments	Pg
Tickle Me Pickle Theatre Sports Improv Society: TMP Improv Season	\$ 4,160	\$ 5,000	\$ 5,000	Project Assistance is recommended for this youthful, award winning group's TMP Project Season that will continue to engage youth and families by providing accessible theatrical experiences. The applicant is encouraged to increase the group's exposure both in and outside of Richmond; having the annual large-scale show at the Gateway Theatre would be a positive step in this direction.	37
True North Performance Society of British Columbia: Ubuntu in Richmond	n/a	\$ 2,500	\$ -	Funding is not recommended for this project. While the proposed performance is innovative and involves a number of experienced artists, the content, planning and budget need further development given the work is untested in this community and market. The applicant is encouraged re-apply next year with a more comprehensive plan and budget that reflects the scope of the project and plans for more modest box office revenue.	39
Vancouver Cantonese Opera: Multicultural Heritage Festival	\$ 3,850	\$ 5,000	\$ 5,000	Project Assistance is recommended for this third annual celebration in Richmond that brings together multicultural and multidisciplinary groups to perform under one umbrella event and creates a cross-pollination of audiences. A significant percentage of the budget goes directly to artists. The applicant is advised to place greater scrutiny on the financial reporting.	42
Vancouver Tagore Society: West Coast Tagore Festival 2015	\$ 3,120	\$ 4,600	\$ 3,920	Project Assistance is recommended for this established cultural event that has freshened up their programming for its fifth edition with the infusion of a Chinese theme within their eclectic multidisciplinary, multicultural programming. The event continues to have a healthy mix of community and professional level activities. The applicant is encouraged to upgrade their marketing materials and is strongly advised to place greater scrutiny on their budget presentation, particularly their in-kind allocations and to secure diversified sources of revenue.	45
<b>PROJECT ASSISTANCE SUBTOTAL</b>		<b>\$ 53,150</b>	<b>\$ 42,890</b>		

<b>OPERATING ASSISTANCE SUBTOTAL</b>	\$ 71,000	\$ 62,190
<b>PROJECT ASSISTANCE SUBTOTAL</b>	\$ 53,150	\$ 42,890
<b>COMBINED TOTAL</b>	\$ 124,150	\$ 105,080

## 2015 Arts and Culture Grants Recommendations Summary

<b>OPERATING ASSISTANCE</b>	
<b>Organization</b>	<b>2015 Recommend</b>
Cinevolution Media Arts Society	\$ 9,530
Community Arts Council of Richmond	\$ 8,475
Richmond Arts Coalition	\$ 3,970
Richmond Community Band Society	\$ 2,860
Richmond Community Orchestra and Chorus Association	\$ 10,000
Richmond Music School Society	\$ 7,945
Richmond Potters' Club	\$ 5,700
Richmond Youth Choral Society	\$ 10,000
Textile Arts Guild of Richmond	\$ 3,710
<b>OPERATING ASSISTANCE SUBTOTAL</b>	<b>\$ 62,190</b>

<b>PROJECT ASSISTANCE</b>	
<b>Organization &amp; Project</b>	<b>2015 Recommend</b>
Canadian YC Chinese Orchestra Association: Canada YC Chinese Orchestra Concert July 2015	\$ 4,550
Delta Symphony Society: Come to the Orchestra! Instrument Petting Zoo	\$ 5,000
Greater Vancouver Historical Performance Soc of BC: Go 4 Baroque in Richmond	\$ 1,910
Philippine Cultural Arts Society of BC: Recuerdos - A Mosaic of Philippine Dance & Music	\$ 2,970
Richmond Art Gallery Association: Buzzworthy - Celebrating the Honeybee	\$ 5,000
Richmond Singers: The Richmond Singers Ensemble Spring 2015	\$ 4,240
Richmond Weavers' and Spinners' Guild Society: Common Threads - Community Engagement Through Spinning	\$ 2,650
Steveston Historical Society: Fisherman's Park Mural	\$ 2,650
Tickle Me Pickle Theatre Sports Improv Society: TMP Improv Season	\$ 5,000
True North Performance Society of British Columbia: Ubuntu in Richmond	\$ -
Vancouver Cantonese Opera: Multicultural Heritage Festival	\$ 5,000
Vancouver Tagore Society: West Coast Tagore Festival 2015	\$ 3,920
<b>PROJECT ASSISTANCE SUBTOTAL</b>	<b>\$ 42,890</b>

<b>OPERATING ASSISTANCE SUBTOTAL</b>	<b>\$ 62,190</b>
<b>PROJECT ASSISTANCE SUBTOTAL</b>	<b>\$ 42,890</b>
<b>COMBINED TOTAL</b>	<b>\$ 105,080</b>



**Operating Assistance Application for 2015  
Arts & Culture Grants Program**

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

**Society: Cinevolution Media Arts Society**

**Society Mandate Summary:**

Cinevolution's mission is to engage, educate and empower diverse communities to enhance their capacity for intercultural understanding and global awareness through film and media art

**Society History:**

Founded in 2007, Cinevolution Media Arts Society is a progressive, community-driven film and media arts organization based in Richmond. As the Professional Resident Art Group in the Richmond Media Lab, Cinevolution acts as a leading voice for newcomer communities while promoting independent film, interdisciplinary artistic practice and critical discourse on diversity and differences. Recognized for its excellence in volunteerism, Cinevolution received the Nova Star award from Volunteer Richmond earlier this year. In 2012, they were awarded the Richmond Arts Award for Artistic Innovation for excellence in artistic programming.

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

1. Providing affordable spaces for creation - The Richmond Media Lab serves to provide community members with the tools needed to engage in art-making. Our community workshops and Media Café are hosted in the Richmond Media Lab and are open to the public.
2. Increasing cultural activities and programs - Cinevolution encourages community engagement in arts and culture by offering activities in a variety of formats, including festivals, workshops, forums and salons.
3. Enhancing quality of place - Cinevolution showcases a lot of place-based art. Events like the Art in Containers, Screen Bites, and the Featured Artist Program strive to use the natural, urban, and cultural landscape of Richmond as a 3-dimensional canvas which can be reinterpreted and through the lens of artistic and creative projects (e.g. multimedia projections, live performances, public art installations, etc).
4. Engage citizens across generations - In the past, the Your Kontinent Festival, DocuAsia Forum, Media Cafe, and community workshops have successfully engaged community members of all ages, including children, youth and seniors. We seek to build upon our success and expand our programs to make room for intergenerational dialogue.

**GRANT REQUEST**

<b>Requested Amount:</b>	\$10,000
<b>Society Operating Budget:</b>	\$234,000

**MOST RECENT PREVIOUS GRANT(S)**

# Operating Assistance Application for 2015

Cinevolution Media Arts Society

Summary Page 2

Year	Amount	Grant Program
2014	\$3,640	Project Assistance
2014	\$8,790	Operating Assistance
2013	\$10,000	Operating Assistance

## FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$234,000	\$215,852
Total Expenses:	\$234,002	\$215,850
Surplus:	\$1	\$1
Accumulated Surplus:	\$1	\$1

**Other Funders:** BC Gaming, Metro Vancouver, BC Arts Council: \$54,000,  
Canadian Heritage \$36,900

## GRANT RECOMMENDATIONS

**Recommended Amount:** \$9,530

**Aggregate Score:** 45.0

**Recommendation:**

Operating Assistance is recommended for this energetic society that presents a range of year-round, progressive and high quality programs that employ professional artists and reach audiences that include youth, new immigrants and emerging artists. The applicant is to encouraged to devote ample time and resources to the processes of evaluation and planning in lieu of presenting a festival this year, being careful not to overstretch staff resources with a full schedule of public programming. In future, more scrutiny should be applied to the in-kind items in the budget presentation.



**Operating Assistance Application for 2015  
Arts & Culture Grants Program**

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

**Society: Community Arts Council of Richmond**

**Society Mandate Summary:**

To support the arts, artists and artisans in Richmond first and elsewhere after. this includes emerging, professional and all stages of ability

**Society History:**

Long running, established arts council. Early days, raised funds helping to build the Gateway Theatre and Richmond Cultural centre, awarded grants, established scholarships, gave numerous classes in all disciplines and was the moving force in the arts community. Once those goals were achieved, and membership waned somewhat, we downsized and established a unique art gallery where artists and artisans could display their work for sale on a consignment basis, and used this space to hold an extensive collection of events, exhibitions, classes, shows and the like. The Community Arts Council of Richmond was the first of its kind in Richmond and has done its best to change with the times without losing sight of its mandate which has expanded to include encouraging young artists to pursue their talent, knowing that without new talent we will find ourselves without such a vibrant arts community. We continue to produce quality, juried shows every year with increasing popularity.

**GRANT REQUEST**

**Requested Amount:** \$10,000  
**Society Operating Budget:** \$58,150

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2014	\$7,700	Operating Assistance
2013	\$9,100	Operating Assistance
2012	\$5,000	Operating Assistance

**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
<b>Total Revenue:</b>	\$63,322	\$63,650
<b>Total Expenses:</b>	\$59,727	\$63,650
<b>Surplus:</b>	\$3,595	\$0.1
<b>Accumulated Surplus:</b>	(\$3,205)	(\$3,205)
<b>Other Funders:</b>	BC Gaming \$10,000, BC Creative Communities \$7,900	

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$8,475

**Aggregate Score:** 39.8

**Recommendation:**

Operating Assistance is recommended for this long-standing organization and their persevering initiatives to strengthen arts participation in the community. The applicant is encouraged to identify more activities that engage a broader segment of their membership as well as the broader arts community as per their mandate. The return of the Pots & Paints show, now called Cloth, Clay and Canvas, and plans to conduct a membership survey are commended. It is also hoped that the self-identified challenges of board fatigue and need for others to "bring in new ideas" will be addressed in the coming year.



**Operating Assistance Application for 2015  
Arts & Culture Grants Program**

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

**Society: Richmond Arts Coalition**

**Society Mandate Summary:**

To support, celebrate and advocate for arts and culture in Richmond.

**Society History:**

In 2004, the City developed a formal plan to strengthen its arts community which resulted in the formation of the Richmond Arts Coalition (RAC). In 2008, the City endorsed a "2010 Arts Plan" identifying RAC as the organization responsible for bringing local artists & arts organizations together & leading in the development & advocacy of local community arts & culture.

RAC has partnered with the City on the annual Arts Awards & on three Art Symposiums & provides substantial grants to the annual Maritime Festival to support hiring of local artists. In 2013, RAC established an endowment fund with the Richmond Community Foundation to support the Arts Awards & scholarships for Arts students.

RAC compiles a monthly list of Arts Events for publication by the local papers & Tourism Richmond. The events are listed on the RAC website & social media & emailed to 300+ subscribers.

A 2013 Outreach Project gathered surveys from the Arts & general public on Arts issues in Richmond, which was shared with the City. A 2014 Outreach Project promoted closer connections between Arts and Business.

**GRANT REQUEST**

**Requested Amount:** \$4,000  
**Society Operating Budget:** \$14,305

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2014	\$3,750	Project Assistance
2013	\$3,600	Project Assistance

**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
<b>Total Revenue:</b>	\$3,779.19	\$14,000
<b>Total Expenses:</b>	\$10,076.86	\$13,500
<b>Surplus:</b>	(\$6,297.67)	\$500
<b>Accumulated Surplus:</b>	\$2,058.97	\$2,558.97



**Other Funders:**

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$3,970

**Aggregate Score:** 41

**Recommendation:**

Operating Assistance is recommended in order to support the increased capacity of this volunteer-led service organization. The upcoming art exhibition at the Richmond Art Gallery involving local artists is recognized as an important step towards building purpose in the arts community. The applicant is also strongly encouraged to engage in a process of strategic planning and goal setting.



**Operating Assistance Application for 2015  
Arts & Culture Grants Program**

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

**Society: Richmond Community Band Society**

**Society Mandate Summary:**

Our mandates are to provide musical concerts for the public, mostly in Richmond, 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. Still later (1996) it was renamed as The Lulu Island Music Society and even still later (2003) as the current Richmond Community Band Society. Throughout these name changes the band remained essentially the same musical group. 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 rehearse and thereby hone the musical skills of our members, most of whom are seniors resident in Richmond. as a result of these rehearsals we are able to provide at least 12 public musical performances, mostly 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 28 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 the rather distant past (1995) our band was invited to participate in the ceremonies celebrating the liberation of the Netherlands by Canadian Armed Forces at the end of WW2. A few years earlier the band toured England and Scotland.

**GRANT REQUEST**

**Requested Amount:** \$3,000  
**Society Operating Budget:** \$12,450

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2014	\$2,900	Operating Assistance
2013	\$3,600	Operating Assistance
2012	\$3,600	Operating Assistance

**FINANCIAL SUMMARY**

Most Recently Completed Year

Proposed Year

**Operating Assistance Application for 2015**

**Richmond Community Band Society**

**Summary Page 2**

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<b>Total Revenue:</b>	\$14,500	\$16,425
<b>Total Expenses:</b>	\$14,234	\$13,600
<b>Surplus:</b>	\$266	\$2,825
<b>Accumulated Surplus:</b>	\$266	\$3,100
<b>Other Funders:</b>		

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$2,860

**Aggregate Score:** 40.0

**Recommendation:**

Operating Assistance is recommended for this well-established band that provides professional direction to amateur musicians while engaging the community at various events. The applicant is encouraged to direct budget surplus towards programs to increase and develop membership, as well as consider partnerships with other performing arts organizations.



**Operating Assistance Application for 2015  
Arts & Culture Grants Program**

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

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

**Society Mandate Summary:**

"To be leaders in music education and training for musicians in the Richmond community and to make exemplary contributions to the rich cultural scene of Richmond".

**Society History:**

In 1986, George Austin and a small group of Richmond musicians had the desire to make music for their community and thus the Richmond Orchestra and Chorus 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 practice and performance. The talented instrumentalists and singers present a variety of music throughout the season, from the beauty of the classics, through seasonal traditions and the uplifting passion of sacred and spiritual, to the delights of folk, jazz, modern and show tunes. Recent major works include Brahms' German Requiem, Handel's Messiah and Mozart's Requiem. 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 Willett, Wallace Leung, Lorraine Grescoe and Chris Robertson. James Malmberg, current conductor, was appointed in 2007. The Chorus has had only two conductors since its inaugural year: Len Lythgoe (1987 to 1994) and Brigid Coult (1994 to the present).

Special performances include:

Performing with guest conductor Pablo Sosa from Argentina

Canadian premiere of "The Dragons are Singing Tonight" by New Zealand composer David Hamilton (1998) Commissioned and premiered Brian Tates' "This Island" (2000)

Singing with Imant Raminsh at Carnegie Hall in New York (2006)

Performing with Xiamen Philharmonic Orchestra at the River Rock Theatre (2010)

Both the orchestra and chorus reach out to the community by performing in malls and senior's residences, and by hosting charity fund-raising concerts of various kinds.

Performed the official Olympic Torch Anthem as part of the Torch Ceremony at Richmond's "O Zone". (2010) Performing with Chantal Kreviazuk (2013) Hosting the annual Rising Stars concert featuring young award winning musicians from the local area

**GRANT REQUEST**

**Requested Amount:** \$10,000

**Society Operating Budget:** \$113,450

# Operating Assistance Application for 2015

Richmond Community Orchestra and

Summary Page 2

## MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$8,790	Operating Assistance
2013	\$10,000	Operating Assistance
2012	\$900	Operating Assistance

## FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$101,424	\$130,550
Total Expenses:	\$109,043	\$130,550
Surplus:	(\$7,619)	\$24,417
Accumulated Surplus:	\$24,417	\$24,417
Other Funders:	BC Gaming \$25,000	

## GRANT RECOMMENDATIONS

Recommended Amount: \$10,000

Aggregate Score: 46.5

Recommendation:

Operating Assistance is recommended for this well-established organization that involves a varied range of music artists, reaches diverse audiences, provides music education to elementary students and partners with a number of charitable organizations. The applicant also maintains a healthy organizational structure and is to be supported in its aspirations toward continual self-improvement through professional development.



**Operating Assistance Application for 2015  
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 programmes, to foster interest and participation 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 employed at the school as well as 4 advanced Junior teachers, 5 Junior teachers and 9 apprentice teachers. The school provides major concert opportunities for its students with faculty and professional performers, community performances, preparation for RCM and ABRSM examinations, master classes, below-cost group violin classes, a free children's orchestra, and professional development experiences for its apprentice and Junior teachers, who have their ARCT and/or LRSM certificates. Over 300 public performances are presented by students and faculty in Richmond and Metro Vancouver each year, 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 to get involved in music whose parents may otherwise find the cost prohibitive. Musical instruction is available for all ages and financial background.

**GRANT REQUEST**

<b>Requested Amount:</b>	\$10,000
<b>Society Operating Budget:</b>	\$396,584

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2014	\$7,200	Operating Assistance
2013	\$10,000	Operating Assistance
2012	\$8,500	Operating Assistance

**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
<b>Total Revenue:</b>	\$382,113	\$406,700
<b>Total Expenses:</b>	\$404,714	\$406,700
<b>Surplus:</b>	(\$22,601)	\$1
<b>Accumulated Surplus:</b>	(\$22,601)	\$1

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**Other Funders:** Outreach Violin Program \$44,290

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$7,945

**Aggregate Score:** 39.3

**Recommendation:**

"Operating Assistance is recommended for this leading organization that is dedicated to high calibre music education for young people and strives to be accessible to all income levels. The applicant is encouraged to continue to develop new business partnerships. It is also hoped that the self-identified challenges of space and accumulated financial deficit will be addressed in the coming year.

"



**Operating Assistance Application for 2015  
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 mentoring between members of the Club. The RPC demonstrates the skills and techniques of pottery making to the public.

**Society History:**

The Richmond Potters' Club was formed in 1969. Since then the RPC has, as volunteers, organized, administered & provided adult classes. The RPC offers workshops to members & the public, provides in-house education in clay arts, publishes a newsletter, has monthly meetings, informs members of pottery shows, exhibition opportunities & workshops elsewhere, puts on 2 sales/year, rents the studio for members, maintains a website & takes part in Community events with demonstrations and displays. The RPC furnished the studio and currently owns about \$40,000 worth of equipment & materials. It has a large library & subscribes to pottery periodicals. Members have about 23 hours/week studio time to do their clay work & the many jobs needed to keep the Club going. Our members welcome the public into the studio, answer their queries & share our joy in the creative process. We inform parents about City classes for children. Our well attended twice yearly Sales now include the Spinners & Weavers. Sales give us another chance to talk pots with the public. The Club offers a prize of a semester of classes, clay & tools to a graduating Richmond high school student. Last year our members supplied plates and mugs for Lasting Magic, a Richmond charity which supports bereaved children. The RPC displays & demonstrates at City events showcasing the Arts: Doors Open, The Resident Artist's Showcase, Culture Days, & the Maritime Festival. Highlights this year included a 2 1/2 day, hands on workshop with B.C. artist Vincent Massey, a March throwing workshop with Clive Tucker & an under glaze workshop with Ailsa Brown. In May we were invited to display & provide information to the public at the Creative Jeweller's Guild of BC. In June Joyce Gillespie gave a workshop on making dragons. The RPC hopes to convey to the public its passion for clay work and the joy that comes from creating something beautiful, functional, striking or whimsical from an amorphous piece of clay.

**GRANT REQUEST**

**Requested Amount:** \$10,000  
**Society Operating Budget:** \$57,235

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2014	\$5,200	Operating Assistance
2013	\$3,000	Operating Assistance
2012	\$800	Project Assistance

**FINANCIAL SUMMARY**

Most Recently Completed Year

Proposed Year



# Operating Assistance Application for 2015

Richmond Potters' Club

Summary Page 2

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<b>Total Revenue:</b>	\$50,843	\$49,585
<b>Total Expenses:</b>	\$44,486	\$49,585
<b>Surplus:</b>	\$6,357	\$0.01
<b>Accumulated Surplus:</b>	\$0.01	\$0.01
<b>Other Funders:</b>		

## GRANT RECOMMENDATIONS

**Recommended Amount:** \$5,700

**Aggregate Score:** 39.8

**Recommendation:**

Operating Assistance is recommended to be increased for this well-established organization that provides pottery programs and demonstrations in the community. The group is encouraged to continue to build on their public engagement activities, increase exposure and pursue new opportunities to reach those outside the membership.



**Operating Assistance Application for 2015  
Arts & Culture Grants Program**

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

**Society: Richmond Youth Choral Society**

**Society Mandate Summary:**

To provide 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 in 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 Coral 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 2009-2010 season of the RYHC, the choirs were recognized as a premiere group within our city. Now in our 12th season, we have launched a 3rd choir, "Prelude" to serve children aged 5-7 years. Performance highlights include: 2010 Olympic Performances (4); Performance for the Emperor and Empress of Japan; joint performance with the Philharmonic Orchestra from our sister city, Xiamen, China; World Senior Badminton Championships; the Vancouver Symphony Orchestra; repeated performances at "Richmond Sings" to benefit the Richmond Food Bank; our own commissioned work, "Listen to the Music" with the VYSO in 2013; Joint concert with the visiting Wakayama Children's Choir from our sister city in 2013. Last year performances included: Richmond Singers, Richmond Chorus and Orchestra, Schmeckfest, and joint concert with Westgate Collegiate visiting from Winnipeg, just to name a few! This year includes a return to Wakayama, collaborations with Ensemble Etoile and an appearance at the River Rock for an International Film Festival award night, and participation in "World Beat " in April with other BC Children's choirs. Parents, the Board of Directors, staff and members of the community continue to volunteer to make this choir successful!

**GRANT REQUEST**

<b>Requested Amount:</b>	\$10,000
<b>Society Operating Budget:</b>	\$74,000

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2014	\$8,790	Operating Assistance
2013	\$9,900	Operating Assistance
2012	\$9,000	Operating Assistance

**FINANCIAL SUMMARY**

Most Recently Completed Year

Proposed Year

# Operating Assistance Application for 2015

Richmond Youth Choral Society

Summary Page 2

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<b>Total Revenue:</b>	\$75,119.17	\$65,765
<b>Total Expenses:</b>	\$73,784.17	\$64,650
<b>Surplus:</b>	\$1,126.93	\$1,115
<b>Accumulated Surplus:</b>	\$1,335	\$1,115
<b>Other Funders:</b>	BC Gaming \$4,200	

## GRANT RECOMMENDATIONS

**Recommended Amount:** \$10,000

**Aggregate Score:** 45.8

**Recommendation:**

Operating Assistance is recommended for this growing, energetic organization that continues to expand its programs to meet increased demand and fill identified gaps. The applicant is well-organized with a devoted board and volunteer roster and is seeking corporate partners to help them move towards industry standards of staff compensation. The applicant is encouraged to plan for sustainability to address the potential for staff burnout.

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**Society: Textile Arts Guild of Richmond**

**Society Mandate Summary:**

- 1) Advancing textile arts creation by our members
- 2) Producing items requested by community partners
- 3) Maintaining an environment that provides artistic development and social support to our guild 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 Use Group Shows. 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.

As the focus of the Richmond Art Gallery shifted from local arts groups to a national and international base, our costs for mounting shows rose dramatically. Still, TAGOR hosted exhibition 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 City 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 marks TAGOR's 40th year of operation.

**GRANT REQUEST**

# Operating Assistance Application for 2015

Textile Arts Guild of Richmond

Summary Page 2

Requested Amount: \$4,000  
Society Operating Budget: \$18,100

## MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$3,500	Operating Assistance
2013	\$5,600	Operating Assistance
2012	\$350	Project Assistance

## FINANCIAL SUMMARY

	<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
Total Revenue:	\$19,524	\$13,500
Total Expenses:	\$18,714	\$13,400
Surplus:	\$810	\$100
Accumulated Surplus:	\$10,671	\$9,000
Other Funders:		

## GRANT RECOMMENDATIONS

Recommended Amount: \$3,710  
Aggregate Score: 42.3

**Recommendation:**

Operating Assistance is recommended for this long-standing organization that forwards textile arts as a means of creative expression, community engagement and social good. The applicant is encouraged to invest in marketing and outreach strategies to increase exposure and participation.

**Society:** Canadian YC Chinese Orchestra Association

**Project Name:** Canada YC Chinese Orchestra Concert July 2015

**Dates:** July 4, 2015

**Project Summary:**

The coming concert in 2015 will feature on the music from "Qiao's Grand Courtyard" which is a very popular TV series from China. It consists of soprano solo, choir, instrumental solo as well as the full orchestra.

**Society Mission/Mandate:**

Founded in 2010 as a non-profit organization, Canada Y.C. Music Orchestra Association is dedicated to the promotion of Chinese music by performing to the public in the City of Richmond and Greater Vancouver area.

The Canada YC Chinese Orchestra Association (CYCCOA) is a non-profit organization established in 2010 by a group of Chinese traditional music enthusiasts. Our members include professional and amateur musicians trained in Asia as well as Canada.

As a new cultural member of the Greater Vancouver area, we strive to share our feeling and experiences in this new environment through the production of Chinese instrumental concerts or performances.

Our board of directors hosts monthly meetings to plan for upcoming performance schedules, recruitment as well as deciding on the future of the association. The orchestra has a scheduled rehearsal once every week, and which is composed of 30 plus musicians playing stringed, plucked, woodwind, and percussion instruments. Members of the orchestra range from age 13 to mid-60s.

The Orchestra is deeply rooted in the Chinese cultural heritage. Its performance format and repertoire include both traditional Chinese and contemporary music.

**Society History:**

Since inception, the association has had numerous performances by members of the association including performances by the 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 Center of City of Richmond. Since then, on a weekly basis, our full orchestra has been practising at the performing hall of the Cultural Center of City of Richmond during which, audiences can come and enjoy our music for free.

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 Chbir at the Norman Rothstein Theatre. The performance had a full house and as a result, another show was added (in about 6 months). In June this year, we participated the first time for the 2013 Multicultural Heritage Festival and we arranged and performed "O Canada" with our own instruments, and which was welcome by the audiences as well as Government officials.

For the last 3 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, 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 2013 and , we performed for the Richmond Multicultural Heritage Festival. In September 2013, we sent more than 10 of our best members of our orchestra to demonstrate and perform for the Richmond Cultural day.

In May 2014, we have a joint concert "Ocean Home Town" with City of Richmond. With Cultural Grant from city of Richmond, we have been able to produce a large scale concert at The

**GRANT REQUEST**

<b>Requested Amount:</b>	\$5,000
<b>Project Budget:</b>	\$14,400
<b>Society Operating Budget:</b>	\$17,500

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>

# Project Assistance Application for 2015

Canadian YC Chinese Orchestra Association

Summary Page 3

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2014	\$4,160	Project Assistance
2005	\$1,000	Parks, Rec and Community Events

## FINANCIAL SUMMARY

### Most Recently Completed Year

**Total Revenue:** \$13,570  
**Total Expenses:** \$13,253  
**Surplus:** \$317  
**Accumulated Surplus:** \$317

### Proposed Year

**Total Revenue:** \$17,500  
**Total Expenses:** \$17,350  
**Surplus:** \$150  
**Accumulated Surplus:** \$150

**Other Funders:**

## GRANT RECOMMENDATIONS

**Recommended Amount:** \$4,550

**Aggregate Score:** 42.0

**Recommendation:**

Project Assistance is recommended for this innovative and high-quality concert featuring music from Chinese popular culture. This concert builds on the success of last year's well-attended event which was performed in a much larger venue than previous years. The applicant is encouraged to form partnerships with other organizations, increase its public exposure and diversify funding sources.



**Society:** Delta Symphony Society

**Project Name:** Come to the Orchestra! (Instrument Petting Zoo); creation of Junior Winds

**Dates:** Come to the Orchestra! September 26 & 27, 2015 (Culture Days); Junior Winds

**Project Summary:**

Come to the Orchestra! will be a repeat of our highly successful 2014 Instrument Petting Zoo, held in conjunction with Richmond Culture Days. Children will have the opportunity to touch and try out instruments under the guidance of RDYO "alumni" who will be hired for the day. Part II of our project is the creation of a Junior Winds Division, to help young wind musicians develop their skills. Eventually, with appropriate coaching, the Junior Winds musicians will move up to the Symphony level.

**Society Mission/Mandate:**

Our Mission Statement

- To encourage young musicians to learn more about themselves through their music
- To provide high quality musical training in orchestral and ensemble settings
- To provide all members equal benefits and opportunities to develop musically
- To provide a graduated program that increases musical expectations from pre-junior to senior levels
- To provide a balanced musical education as a member of an orchestra, a chamber ensemble, and as a soloist
- To promote an understanding and appreciation of orchestral music in our communities

**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 are residents of Richmond, the Orchestra officially changed its name to Richmond Delta Youth Orchestra. Its current make-up includes over 100 young performers in the Symphony, Intermezzi Strings, Wind Ensemble, Junior Strings, Capriccio Strings, and Chamber Music divisions.

# Project Assistance Application for 2015

Delta Symphony Society

Summary Page 2

Each year the RDYO performs numerous outreach concerts in Richmond, including (in 2012) at the Salvation Army Rotary Hospice House, the Richmond Cultural Centre, Westfest at the West Richmond Community Centre, the 9th Annual Richmond Maritime Festival, Lansdowne Mall, and Gilmore Park United Church. In 2013, the RDYO has performed at a Chinese New Year party at Shang Garden, IKEA Richmond, Aberdeen Centre (for Richmond Education week), the Richmond Arts Centre with the Richmond Youth Dance Company, the Richmond Steveston Garden Opening, Richmond Hospice, Richmond Arts Award—Council Chamber at Richmond City Hall, Richmond Art Gallery, The 10th Annual Richmond Maritime Festival, and Richmond Community Block Party at Debeck School.

## GRANT REQUEST

**Requested Amount:** \$5,000  
**Project Budget:** \$10,650  
**Society Operating Budget:** \$120,000

## MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$2,860	Project Assistance
1994	\$0	Parks, Rec and Community Events
1993	\$500	Parks, Rec and Community Events

## FINANCIAL SUMMARY

	<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$109,432.63	\$120,000
<b>Total Expenses:</b>	\$106,070.71	\$120,000
<b>Surplus:</b>	\$3,361.92	\$1
<b>Accumulated Surplus:</b>	\$1	\$1

**Other Funders:**

## GRANT RECOMMENDATIONS

**Recommended Amount:** \$5,000  
**Aggregate Score:** 45.5

**Recommendation:** Project Assistance is recommended for this well-established, forward-thinking youth orchestra to remount their successful Instrument Petting Zoo and to establish a Junior Winds Division. The organization's programming is innovative and provides high quality instruction. The applicant is encouraged to seek diversification of funding sources.

**Society:** Greater Vancouver Historical Performance Soc of BC

**Project Name:** Go 4 Baroque in Richmond

**Dates:** January - April 2015

**Project Summary:**

Go 4 Baroque is a concert of courtly and theatrical dance, music and commedia of the Baroque era. It is an enchanting event which transports the audience to the time of Louis XIV through the lush and colourful costumes, lovingly reconstructed, the sound of the period instruments, the music and dance styles based on extensive research and practice by the experts involved in the concert.

**Society Mission/Mandate:**

Mission Mandate

- Our mission is to bring historical performing arts to new life by:
- promoting the practice and appreciation of historical accuracy in the arts as legitimate, desirable, pertinent and exciting and
- Working in these arts at the highest possible standards.
- These arts include garments, dance, music, and theatre of Canada and Europe from 13th to 20th centuries specializing in the Renaissance and Baroque eras.

Our mandate includes:

- Promoting research, training, reconstruction and presentations of the historical arts
- Increasing public education, awareness and understanding of these arts
- Providing hands-on cultural and educational historically-accurate experiences to the general public (all ages), schools, and professionals
- Providing consultancy to other performing arts groups and professionals in film, TV, theatre, dance and opera

**Society History:**

Historical Performance Ensemble is one of the handful of companies worldwide dedicated to accurately recreated arts of the past. HPE is the professional company hosted by Charitable Society GVHPS founded 1989. GVHPS has operated for 24 years, always on budget, never in debt. Artists are hired on a professional contract basis and paid at professional rates. The company consists of highly trained specialists – 4 dancer/actors, 2 musicians augmented as

needed or as the company grows.

Services include Highly researched Original and/or Reconstructed Productions, Consultations, Contracted Entertainments, and Instruction.

Most recent Family Events: "Go 4 Baroque" theatrical and courtly dance, music commedia (Apr 13 Dance Ctr, John Oliver SS) The Compleat Courtier (Oct 26, 2014 and offered since 1989 to schools, home schooling groups, mini schools and community organizations)

Activities in Richmond:

Artistic Director lives in Burkeville (Since 1995).

President of Board (12 years) lives in Richmond

Society office is based in Burkeville since 2003

Dancers, actors, musicians have rehearsed at 2131 Stirling Ave., Burkeville Richmond since 2007.

Workshops for Richmond BCRMTA 1992, 1996, 2002 and 2014 (Compleat Courtier)

Soirée at Sea Island Community Hall 2008

Culture Days 2013 \_ A Costume Tour

Associate Coutourier Jack Hsieh lives in Richmon

**GRANT REQUEST**

<b>Requested Amount:</b>	\$2,600
<b>Project Budget:</b>	\$7,300
<b>Society Operating Budget:</b>	\$85,525

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2014	\$2,080	Project Assistance

**FINANCIAL SUMMARY**

Most Recently Completed Year

Proposed Year

**Project Assistance Application for 2015**

**Greater Vancouver Historical Performance Soc of BC**

**Summary Page 3**

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<b>Total Revenue:</b>	\$15,721	\$85,525
<b>Total Expenses:</b>	\$15,648	\$85,525
<b>Surplus:</b>	\$72.47	\$72.47
<b>Accumulated Surplus:</b>	\$72.47	\$72.47

**Other Funders:**

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$1,910

**Aggregate Score:** 35.3

**Recommendation:**

Project Assistance is recommended to this unique organization that provides families with the rare opportunity to experience the dance and costumes of 17th Century France. Building on the success of last year's Compleat Courtier Project, this "Go 4 Baroque" concert will increase their profile in Richmond. The applicant is strongly encouraged to diversify revenue, attract partners and reconsider the box office projections given their current niche status.

**Society:** Philippine Cultural Arts Society of BC

**Project Name:** "Recuerdos" (Memoirs) - A Mosaic of Philippine Dance and Music

**Dates:** May 16, 2015

**Project Summary:**

Our showcase, titled "Recuerdos" (Memoirs) is a collection of memories of Philippine culture. We will be presenting this Philippine story with a mosaic of dance and music at the Richmond Gateway Theatre on May 16, 2015. In preparation for this event, we encourage new participants of all ages to join along side current performers to learn about traditional dance and music through workshops PhilCAS will lead. We invite residents of Richmond and the lower mainland to witness the beauty of Philippine culture through our workshops and in our showcase "Recuerdos".

**Society Mission/Mandate:**

- To educate, inform and enrich people residing in North America of the traditions and culture of the Philippines, in particular those people of Filipino birth, ancestry, or affiliation.
- To create activities where people can participate in order to explore, learn, understand and share the values, tradition and practices and customs of the Filipino people as well as the varied cultures existent in this Canadian society.
- To assist the youth in developing a sense of community and responsibility they learn to respect their own cultures, heritage and traditions.

**Society History:**

Tonette & Nes Gatus came to Canada mid-1997 bringing with them a wealth of knowledge and experience in the field of Filipino traditional dancing and music. They envisioned that Filipino-Canadian youth should be given the opportunity to discover their heritage through dance and music. It was through this vision that in 2000 the couple was able to share to the local community the beauty of our culture which has long been ignored. This was the beginning of the Philippine Cultural Arts Society of BC. The society started off as a small group of 10 young Filipino-Canadians using the backyard of Tonette & Nes' house whose main interests were to discover their roots. Tonette's high standards of training are reflected each time her dancers are invited to perform whether at a theatre, multicultural festival or private event. Over the years, it has become the sincere wish of PhilCAS' young members to spread the beauty of their Philippine heritage. It is the desire that fuels the consistent professionalism and excellence that is exhibited in the culturally diverse region of the Lower Mainland. This has further strengthened the concept of harmoniously existing with the various multi-cultural sectors in the community. PhilCAS will continually educate our community of the traditions and culture of the Philippines, in particular those of Filipino birth, ancestry, or affiliation. We hope this will provide our members with a sense of community and help them better understand their own heritage and culture. PhilCAS role in Richmond is geared towards providing awareness to Richmond residents the richness of multiculturalism through various art forms. Today, both youth & adults make up the Board of Directors, but PhilCAS cannot solely be attributed to its directors and members. Without the support of parents, local businesses, the City of Richmond and the Multicultural organizations across BC, PhilCAS would not hold its place as one of the premier folk dance groups in BC.

# Project Assistance Application for 2015

Philippine Cultural Arts Society of BC

Summary Page 2

## GRANT REQUEST

Requested Amount: \$5,000  
Project Budget: \$23,680  
Society Operating Budget: \$6,681

## MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$3,120	Project Assistance
2013	\$2,100	Project Assistance
2013	\$2,000	Project Assistance

## FINANCIAL SUMMARY

	<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
Total Revenue:	\$8,472.37	\$6,681
Total Expenses:	\$8,100.96	\$6,681
Surplus:	\$371.41	\$0.01
Accumulated Surplus:	\$647.75	\$371.41

Other Funders:

## GRANT RECOMMENDATIONS

Recommended Amount: \$2,970

Aggregate Score: 37.8

**Recommendation:** Project Assistance is recommended for this project that will increase the profile of Filipino performing arts in Richmond. The applicant is encouraged to seek community partnership opportunities, consider working with other artists and increase their profile through marketing efforts. In future, the project budget should include diverse funding sources and more diligent financial accounting.



**Project Assistance Application for 2015**

**Arts & Culture Grants Program**

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

**Society:** Richmond Art Gallery Association

**Project Name:** Buzzworthy : Celebrating the Honeybee

**Dates:** Sept 26 & Sun, Sept 27 (part of Culture Days) or Fri, Oct 16, 2015

**Project Summary:**

Buzzworthy: Celebrating the Honeybee will be an event held in conjunction with an exhibition by artist Jasna Guy who focuses on bees and their importance in our environment. Activities include artist talks, seed bomb workshop, seed exchange, bee hive demo, children’s hands-on art workshops, performance with “Queen Bee”, and bee information booths from supporting partner organizations. Partners will include community groups such as the Sharing Farm Society, the Richmond Nature Park Society, Feed the Bees, the Richmond Beekeepers Association, and the Richmond Farm School at Kwantlen University.

**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 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 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>	\$10,000
<b>Society Operating Budget:</b>	\$206,725

**MOST RECENT PREVIOUS GRANT(S)**



# Project Assistance Application for 2015

Richmond Art Gallery Association

Summary Page 2

Year	Amount	Grant Program
2014	\$4,680	Project Assistance
2013	\$5,000	Project Assistance
2012	\$5,000	Project Assistance

## FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$170,317	\$206,725
Total Expenses:	\$164,533	\$203,555
Surplus:	\$5,784	\$3,170
Accumulated Surplus:	(\$3,643)	\$8,600

Other Funders: Metro Vancouver \$5,000

## GRANT RECOMMENDATIONS

Recommended Amount: \$5,000

Aggregate Score: 49

**Recommendation:** Project Assistance is recommended for this high quality, well-organized program that combines education, outreach and workshops. Fun, innovative and interactive, this project is outside of the Gallery's normal operations and exhibits strong engagement with several other arts and community organizations.

**Society:** Richmond Singers

**Project Name:** The Richmond Singers and The Richmond Singers Ensemble Spring 2015

**Dates:** Jan 2015 to June 2015 with major concerts on Feb 14, May 30 plus 20 or more

**Project Summary:**

We have two major concerts in our Spring 2015 Program. We have a cultural exchange with the Vancouver Welsh Men's Choir. In Feb 2015 we will join them in a concert in Bethany Baptist Church in East Richmond. In May 2015 we will have our annual Spring concert at Broadmoor Baptist Church. The Richmond Singers Ensemble has already received numerous bookings towards their Spring sing-outs.

**Society Mission/Mandate:**

THE RICHMOND SINGERS is a 55 voice women's choir and began performances in 1971. For the past 43 years this group has been directly involved in offering their musical gifts to the community. The purpose of the Society 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:**

THE RICHMOND SINGERS is an adult ladies choir with 55 active members and 3 associates who have provided a choral presence in the community for over 43 years. The choir produces two major concerts per season often featuring local guest performers, children's choirs and accompanists. We are fortunate to have a faithful audience at our major concerts and we are also available upon request to sing at various events organized by the City of Richmond, charities, special functions and fundraisers. Our 15-member Richmond Singers Ensemble "sing out" over 25 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 the longest standing community choir in Richmond. We hold auditions in September and again in January if necessary. Membership to the choir is based on space availability and auditions are based on the ability to sing, read music and to blend your voice within our choir. Our multicultural members range in age from 20's - 70+. We sing a wide variety of music from classical, jazz, and spiritual to modern.

**GRANT REQUEST**

<b>Requested Amount:</b>	\$5,000
<b>Project Budget:</b>	\$23,990
<b>Society Operating Budget:</b>	\$41,285

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2014	\$2,600	

# Project Assistance Application for 2015

Richmond Singers

Summary Page 2

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2012	\$1,500	Project Assistance
2011	\$0	Parks, Rec and Community Events

## FINANCIAL SUMMARY

### Most Recently Completed Year

Total Revenue: \$44,230  
Total Expenses: \$65,623  
Surplus: (\$21,393)  
Accumulated Surplus: \$26,927

### Proposed Year

\$41,285  
\$41,285  
\$1  
\$26,927

Other Funders:

## GRANT RECOMMENDATIONS

Recommended Amount: \$4,240

Aggregate Score: 42.3

Recommendation:

Project Assistance is recommended for the Spring concert series of this well-established choir that pursues new partnerships with other choirs in the region and new performance opportunities within Richmond and beyond. The applicant is encouraged to continue to stretch themselves artistically and potentially raise their profile by working with other groups.

**Society:** Richmond Weavers' and Spinners' Guild Society

**Project Name:** Common Threads: Community Engagement through Spinning

**Dates:** March - October 2015

**Project Summary:**

The RWSG attends a number of demonstrations throughout the year, and this project will enable us to incorporate hands-on activities for the public. The RWSG will teach community members how to make and decorate their own drop spindles and catapults, and will also teach them how to spin using the drop spindle and how to felt a catapult ball. All scraps of yarn and felt will be collected for a small, portable sculpture to be used at all RWSG events. This community participation will also be research for potential spinning workshops / classes.

**Society Mission/Mandate:**

The Richmond Weavers' and Spinners' Guild aims to:

- 1.) Promote, encourage, and improve the arts and crafts of weaving, spinning, and dyeing in the Community; and
- 2.) Provide an opportunity for the sharing of knowledge, skills, and ideas among members through workshops, meetings, and demonstrations.

**Society History:**

The RWSG was formed in the late 1970s as a non-profit organization, and was incorporated as a society by the City of Richmond in 2008. In these decades, the RWSG has promoted weaving and spinning to the public at a variety of elementary schools and cultural events, including the London Farm Family Fair, Heritage Cultural Days, 2012 Winter Showcase, Worldwide Spin in Public Day, and Heritage Cultural Days. The guild also organizes gallery shows and sales in conjunction with the Richmond Potters' Guild and the Textile Arts Guild of Richmond at the Richmond Cultural Centre, Steveston Museum, and the Surrey Museum. The guild also participates in the yearly Sheep to Shawl Competition at the Surrey Museum, where teams of weavers and spinners race to turn wool into a woven shawl in the span of one day. In 2013, the RWSG team placed first.

The Guild has over 30 members, most of whom are retired women. There are a handful of women under 40, and no male members. The cultural backgrounds of the guild members reflect Richmond's diverse population. The RWSG is based at the Richmond Cultural Centre, where we meet monthly on Tuesday evenings and open the studio for our members to work together on Wednesdays. There are also weekend workshops approximately every other month open to members and non-members, as well as an expansive library and equipment rentals for members. The guild often contributes to local charities such as the Food Bank and Womens' Shelters.

**GRANT REQUEST**

**Requested Amount:** \$3,450  
**Project Budget:** \$10,500  
**Society Operating Budget:** \$9,793

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2014	\$3,850	Project Assistance
2013	\$1,900	Project Assistance
2005	\$500	Parks, Rec and Community Events

**FINANCIAL SUMMARY**

	<b><u>Most Recently Completed Year</u></b>	<b><u>Proposed Year</u></b>
<b>Total Revenue:</b>	\$16,417.84	\$6,935
<b>Total Expenses:</b>	\$11,788.28	\$9,793
<b>Surplus:</b>	\$4,629.56	(\$2,858)
<b>Accumulated Surplus:</b>	\$7,409.34	\$4,551.34

**Other Funders:**

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$2,650

**Aggregate Score:** 39.8

**Recommendation:** Project Assistance is recommended for this innovative, community-focused project, that will reach a multi-generational audience and is exactly the kind of activity that will raise the profile and increase the vibrancy of this long-standing group. The applicant is advised to apply greater scrutiny to their in-kind budget allocations, and in future, seek diverse funding sources. Any proceeds from the project should go to payment of artists currently listed as in-kind.



**Project Assistance Application for 2015**

**Arts & Culture Grants Program**

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

**Society:** Steveston Historical Society

**Project Name:** Fisherman's Park Mural

**Dates:** completed by Nov. 1, 2015

**Project Summary:**

This project is to hire local artists to paint a series of murals on the building in Fisherman's Park depicting scenes from Steveston's fishing history.

**Society Mission/Mandate:**

The mission of the SHS is to protect and present the history of the Steveston village.

**Society History:**

SHS offers walking tours of historic sites, tours of the Steveston Museum, as well as classroom presentations to provide visitors with education and appreciation for the unique culture and history of the Steveston area.

**GRANT REQUEST**

<b>Requested Amount:</b>	\$5,000
<b>Project Budget:</b>	\$10,500
<b>Society Operating Budget:</b>	\$2,800

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2005	\$7,000	Parks, Rec and Community Events
2002	\$1,500	Parks, Rec and Community Events

**FINANCIAL SUMMARY**

	<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$605	\$2,800
<b>Total Expenses:</b>	\$2,548	\$2,800
<b>Surplus:</b>	(\$1,943)	\$1
<b>Accumulated Surplus:</b>	\$4,128	\$4,128

**Other Funders:**

**GRANT RECOMMENDATIONS**

<b>Recommended Amount:</b>	\$2,650
<b>Aggregate Score:</b>	33.8

**Recommendation:**

Project Assistance is recommended for this project that brings together arts and heritage. The applicant is advised to involve artists in the conceptual phase, diversify funding sources and plan for a budget that reflects the scope of the undertaking. The applicant is also strongly encouraged to engage an experienced mural artist to lead the project and invite First Nations artist(s) involvement.

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

**Project Name:** TMP Improv Season

**Dates:** July 2015-June 2016

**Project Summary:**

We wish to continue to provide and perform a season's worth of improv comedy shows for our 2015-2016 season. The TMP season includes weekly skill and team development practices, professional development for our performing artists and performances at the Performance Hall at the Richmond Cultural Centre.

**Society Mission/Mandate:**

Tickle Me Pickle (TMP) is dedicated to providing affordable, family-friendly improvisational theatre that introduces Richmond residents to the enjoyment of the arts. We value improv as an art form that is both entertaining and enriching. Our chosen medium is one that brings communities together, projects positive attitudes, teaches a variety of skills and allows us to connect with a diverse audience in unique ways.

We strive to provide shows and community programs that are available to patrons of all ages. In accordance with our status as a non-profit, these shows and community programs will be less financially burdensome than the average theatre production.

Our goal is to maintain a troupe of talented performers who consistently produce quality improv shows. Moreover, TMP fosters the talents of our members and provides opportunities for professional growth in terms of performance, management, and technical theatre skills.

All TMP shows will be accessible to audiences of any culture, background, gender, ability, economic class or ideology. Any member of the public will feel welcome and included, and our comedy will be consistent with good taste.

**Society History:**

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 has grown, as TMP developed improv classes for youth, leadership workshops, high school tournaments, a younger performance troupe, private for-hire shows, a regular presence at



# Project Assistance Application for 2015

Tickle Me Pickle Theatre Sports Improv Society

Summary Page 2

local charity events, an eight-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.

Now navigated primarily by our core of 9 young adult artists, TMP promotes through our website (www.ticklemepickle.com), our Twitter account, our Facebook group of over 500 members, and Pickle Jar email membership. Over our thirteen years in existence, TMP has garnered a following by performing for audiences large and small, from large auditoriums to living rooms and backyards across Richmond. Among our many partnerships with non-profit organizations, recreation clubs, the Richmond School District, TMP is proudly supported by the Thompson Community Centre, where practices are held, and the Richmond Arts Centre, where they are a Resident Arts Group, making the Performance Hall our consistent performance space.

## GRANT REQUEST

Requested Amount: \$5,000  
Project Budget: \$13,505  
Society Operating Budget: \$13,505

## MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$4,160	Project Assistance

## FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$5,676.91	\$13,505
Total Expenses:	\$2,122.96	\$13,502.5
Surplus:	\$3,553.95	\$2.5
Accumulated Surplus:	\$3,776.14	\$224.69

Other Funders:

## GRANT RECOMMENDATIONS

Recommended Amount: \$5,000  
Aggregate Score: 33.8

Recommendation: Project Assistance is recommended for this youthful, award-winning group's TMP Project Season that will continue to engage youth and families by providing accesible theatrical experiences. The applicant is encouraged to increase the group's exposure both in and outside of Richmond; having the annual large-scale show at the Gateway Theatre would be a positive step in this direction.

**Society:** True North Performance Society of British Columbia

**Project Name:** Ubuntu in Richmond

**Dates:** April 15 - 30

**Project Summary:**

To present "Ubuntu - I am because you are" at Richmond Cultural Centre

**Society Mission/Mandate:**

**Mission:** to inspire the public and performers by supporting and developing to highest possible standards the interdisciplinary art form called Vocal Body, which innately plumbs the human spirit.

**Mandate:** to develop and produce professional, accessible Vocal Body works, to encourage performers to develop Vocal Body skills, and to offer presentations free or cheaply to encourage inexperienced audiences to taste contemporary art.

**Operating principles**

Projects are not undertaken until funding is secured. True North takes fiscal responsibility seriously.

Works are shown in various venues, including but not limited to traditional theatres

Performers of all ages are encouraged to be actively engaged in performing

Respect and inclusivity are the guiding principles for rehearsals, performances and workshops

**Society History:**

True North Performance Society of BC (TNPS) is a Registered Charitable Society formed in 1991 with a board of three and up to five artistic collaborators under Artistic Director Catherine Lee. TNPS has never been in debt, nor had a deficit, receiving Gaming Commission funds for 17 yrs.

True North Performance is the project-based company hosted by TNPS, known for its unique professional Vocal Body works presented in unusual spaces, artistic accessibility and distinctive inclusivity of both artists and audiences. Artists and technicians are hired at professional rates for rehearsal and performance. a core group of senior collaborators are Angela Brown, Laura Crema, Carmen Rosen, augmented as projects require.

**History of True North Activities**

Since 1991 TN has developed and produced six evening length Vocal Body Works as

# Project Assistance Application for 2015

True North Performance Society of British Columbia

Summary Page 2

funding allows, and has offered extensive professional instruction. Works are developed for up to six years, and shown in workshop, various drafts and final (premiere) productions.

From 1991 to 2006 these included Backwards & Forwards (Firehall Theatre), Le Masque Canadien (Heritage Hall), Earth Magic (Jericho Park), Snow Magic (Mt Seymour), Taking Place (St. James CC and Moberly Arts Centre).

The work in progress is Upaya/Ubuntu to be presented at Richmond CC in 2015.

Our works are open to the poor, to families & those unaccustomed to contemporary arts.

True North collaborates with many organizations: the Dance Centre, Voxy Music, Western Front New Music, SFU Theatre Dept, VCC Music Dept, Still Moon Arts Society, Seymour Mountain Ski resort and the Banff Centre for the Arts.

## GRANT REQUEST

Requested Amount:	\$2,500
Project Budget:	\$7,000
Society Operating Budget:	\$42,850

## MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
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## FINANCIAL SUMMARY

	<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
Total Revenue:	\$35,865	\$42,850
Total Expenses:	\$35,068	\$42,850
Surplus:	\$6,574	\$1
Accumulated Surplus:	(\$6,574)	(\$1)

Other Funders:

## GRANT RECOMMENDATIONS

Recommended Amount:	\$0
Aggregate Score:	22.8
Recommendation:	

performance is innovative and involves a number of experienced artists, the content, planning and budget need further development given the work is untested in this community and market. The applicant is encouraged re-apply next year with a more comprehensive plan and budget that reflects the scope of the project and plans for more modest box office revenue.

**Society:** Vancouver Cantonese Opera

**Project Name:** Multicultural Heritage Festival

**Dates:** June.27th-28th, 2015 (Saturday & Sunday)

**Project Summary:**

Celebrate Canada Day Multiculturalism Day. 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 Multicultural culture.

**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.

# Project Assistance Application for 2015

Vancouver Cantonese Opera

Summary Page 2

For the past 13 years, the Vancouver Cantonese Opera has collaborated with international and 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.

In 2014 we were invited to do a workshop presentation at the FCCBC (B.C. Families with children from China). We were invited to perform at a fundraising gala at the Cumberland Museum at the City of Cumberland, B.C.

## GRANT REQUEST

Requested Amount:	\$5,000
Project Budget:	\$33,500
Society Operating Budget:	\$124,960

## MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$3,850	Project Assistance
2013	\$3,000	Project Assistance

## FINANCIAL SUMMARY

Most Recently Completed Year

# Project Assistance Application for 2015

Vancouver Cantonese Opera

Summary Page 3

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		<u>Proposed Year</u>
<b>Total Revenue:</b>	\$129,497	\$124,960
<b>Total Expenses:</b>	\$122,191	\$125,000
<b>Surplus:</b>	\$7,306	(\$40)
<b>Accumulated Surplus:</b>	\$70,088	\$70,088
<b>Other Funders:</b>	Canadian Heritage \$5,000, BC Gaming \$5,000	

## GRANT RECOMMENDATIONS

**Recommended Amount:** \$5,000

**Aggregate Score:** 46.3

**Recommendation:**

Project Assistance is recommended for this third annual celebration in Richmond that brings together multicultural and multidisciplinary groups to perform under one umbrella event and creates a cross-pollination of audiences. A significant percentage of the budget goes directly to artists. The applicant is advised to place greater scrutiny on the financial reporting.

**Society:** Vancouver Tagore Society

**Project Name:** West Coast Tagore Festival 2015

**Dates:** September 18 and 19, 2015

**Project Summary:**

West Coast Tagore Festival is an annual event in its fifth year. The Festival, held at the Richmond Cultural Centre 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, inter-cultural 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 inter-cultural 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 Tagore to the communities in a way that is readily appreciable and assimilable.

**Society History:**

Vancouver Tagore Society was formed in mid 2011 to celebrate the 150th birth anniversary of great Bengali poet and visionary Nobel-laureate Rabindranath Tagore. On September 8, 2011, the Society organized the "150 Years of Tagore!" event with support from the City of Richmond and in partnership with World Poetry Richmond. Since its inception, the Society has organized a number of events, all but one of those were in the City of Richmond and engaging many Richmond artists. In 2012 and 2014, the Society with support from City of Richmond, organized "An Afternoon of Bengali Poetry" on the Rooftop Garden of the Richmond Cultural Center. It organized the "West Coast Tagore Festival" for times in the same structure and format of the September 2011 event. These events were also supported by the City of Richmond. Several renowned Richmond artists, including playwright Simon Johnston, Camyar Chaichian, Dr. Sanzida Habib and others, took part in the event along with other performers of various ethnic background. The fourth instalment of this now-annual festival was held on September 5 and 6, 2014 with in-kind supports and \$3120 through the City's Arts and Culture Grant. (Please see the attached report on last year's project.) The Richmond artists were Dr. Sanzida Habib, Maisha Haque, Mazhar Haque, Adib Haque, Fred Gordo, Alan Hill, etc. While the 2012 Festival was inaugurated by Councillor Linda McPhail, Festivals of 2013 and 2014 were inaugurated by His Worship the Mayor Malcolm Brodie. This year



# Project Assistance Application for 2015

Vancouver Tagore Society

Summary Page 2

the Society organized an event celebrating International Women's Day at the Richmond Councils Chambers. The Society has also participated as contributing partner in events held in Richmond, including the International Peace Festival, Multicultural Mothers Day celebration, Autumn Dance Poetry (twice), Annual Literary Festival by WIN Canada, etc. The Society is exploring new partnerships and have initiated collaboration with Richmond artists and groups.

## GRANT REQUEST

Requested Amount: \$4,600  
Project Budget: \$24,690  
Society Operating Budget: \$42,856.49

## MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2014	\$3,120	Project Assistance
2013	\$3,000	Project Assistance

## FINANCIAL SUMMARY

	<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
Total Revenue:	\$34,077.56	\$42,856.49
Total Expenses:	\$33,547.07	\$42,266
Surplus:	\$530.49	\$590.49
Accumulated Surplus:	\$530.49	\$590.49

Other Funders:

## GRANT RECOMMENDATIONS

Recommended Amount: \$3,920

Aggregate Score: 42.8

Recommendation:

Project Assistance is recommended for this established cultural event that has freshened up their programming for its fifth edition with the infusion of a Chinese theme within their eclectic multidisciplinary, multicultural programming. The event continues to have a healthy mix of community and professional level activities. The applicant is encouraged to upgrade their marketing materials and is strongly advised to place greater scrutiny on their budget presentation, particularly their in-kind allocations and to secure diversified sources of revenue.

## 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:

Liesl Jauk, Cultural Development Manager  
TEL 604-204-8672 E-MAIL [ljauk@richmond.ca](mailto:ljauk@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).

### 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 receiving Operating Assistance may also apply for one Project grant within the same calendar year in which they receive operating 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.

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.

### 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 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 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.
- 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
- Activity that is not artistic or cultural
- Other City of Richmond departments or branches
- 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
- Start-up costs
- Seed money for projects or events

- Showcases or recitals for schools/organizations with an educational mandate

## **Multiple Applications for Operating and Project Grants**

Organizations receiving Operating grants may also apply for one Project grant within the same calendar year in which they receive operating funding. Organizations that already receive the equivalent of operating funds from the City of Richmond are ineligible for Operating grants; however, they are eligible for project funding if the project is outside the scope of normal operations.

## **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 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**

Applications are received and assigned to a City staff person to undertake a preliminary check to ensure a) the proposal meets eligibility and b) there is no missing or unclear information. The applicant will be contacted if there is any missing or unclear information and/or the application needs further discussion, either in person or by phone. The applicant is given a deadline to submit any requests for revised or missing information.

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 provide year-end reports in a prescribed format to the City of Richmond Arts, Culture and Heritage Services Division. Receipt of these reports is a pre-condition for consideration of an organization's future grant applications

## **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.

Liesl Jauk, Cultural Development Manager  
TEL 604-204-8672 E-MAIL [ljauk@richmond.ca](mailto:ljauk@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).

### Arts & Culture Grants Program Objectives and Description

The Arts & 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 historic 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 receiving Operating grants may also apply for one Project grant within the same calendar year in which they receive operating funding. Organizations already receiving City funding that represents the equivalent of operating funds are not eligible for Operating Assistance. They are, however, eligible for Project Assistance if their project is outside the scope of their normal operations.

Organizations meeting Project Assistance eligibility criteria (please see below) may make multiple applications for Project Assistance.

### 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 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, 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.
- 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 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 (for Operating applicants, this must be outside of regular operations.)



- 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
- Activity that is not artistic or cultural
- 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
- 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 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

## **Conditions of Assistance (cont'd)**

- Receipt of a grant does not guarantee funding in the following fiscal year
- Successful applicants will provide year-end reports in a prescribed format to the City of Richmond Arts, Culture and Heritage Services Division. Receipt of these reports is a pre-condition for consideration of an organization's future grant applications

## **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.