



City of Richmond

Report to Committee

To: General Purposes Committee
From: Jane Fernyhough
Director, Arts, Culture and Heritage Services
Re: 2013 Arts and Culture Grant Program

Date: January 8, 2013

File:

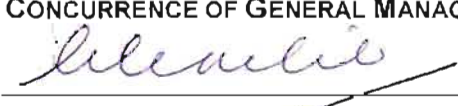


Staff Recommendation

That the 2013 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$94,300 as per the report from the Director, Arts, Culture and Heritage Services, dated January 8, 2013.



Jane Fernyhough
Director, Arts, Culture and Heritage Services

Att. 5

REPORT CONCURRENCE			
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
Finance Division	<input checked="" type="checkbox"/>		
REVIEWED BY SMT SUBCOMMITTEE	INITIALS: 	REVIEWED BY CAO	INITIALS: 

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 2013 Arts and Culture Grant Program, now in its second year.

The 2013 Arts and Culture Grant Program supports the Council Term Goal:

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

1. 2013 Arts and Culture Grant Budget

The 2013 Arts and Culture Grant Budget is \$100,000, as per the City Grant Policy. 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.

2. Notice Given and Applications Received

Notices were placed on the City Page in the Richmond Review and on the City website in August and September, 2012 advising the community that applications would be accepted until October 12, 2012 for all grant programs, including Arts and Culture. In August and October, emails were sent to members of 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 of deadlines. On the City website at both the "City Grant Program" and the "Artists' Opportunities" pages, downloadable Guideline documents were available, as well as the Project Assistance Form. The Operating Assistance Form was emailed to applicants upon request.

Three free grant writing workshops were offered this year; one in the spring (May) and two in the fall (September). All classes were full, attracting a total of 31 participants.

For Operating Assistance, 9 applications were received and 13 were received for Project Assistance, for a total combined request of \$122,300. Tables outlining requests and recommended allocations for the 2013 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.

3. Late Applications

No applications were received after the October 12, 2012 deadline. The City Grant Policy indicates that late applications will not be accepted, and the deadline is identified on each page of the application form to ensure that no late submissions are received.

4. New Applications

Eight applications (total) were received from five organizations that had not previously applied for a City Grant:

- PhilCAS of BC (Philippine Cultural Arts of BC)
- Richmond Arts Coalition
- Richmond Weavers and Spinners Guild Society
- Vancouver Cantonese Opera
- Vancouver Tagore Society

5. 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

1. 2013 Arts and Culture Grant Program Information

Numbers of applications, allocations and recommendations are:

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

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

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

PROJECT ASSISTANCE Applications, Allocations and Recommendations (2012-2013)		
	2012	2013
Total number of applications	17*	13
New applicants	n/a	5
Grants denied (did not meet criteria)	4	4
Partial amount of request recommended	8	5
Full amount of request recommended	3	5
Total amount requested	\$58,780	\$50,600
Total amount allocated recommended	\$31,400	\$23,100

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

COMBINED Arts and Culture Applications, Allocations and Recommendations (2012-2013)			
	2011	2012	2013
Total number of applications	11	26	22
New applicants	1	n/a	5
Grants denied (did not meet criteria)	1	7	4
Partial amount of request recommended	9	18	9
Full amount of request recommended	2	8	13
Total amount requested	\$71,855	\$133,280	\$122,300
Total budget	n/a	\$100,000	\$100,000
Total amount allocated recommended	\$14,450	\$82,300	\$94,300

Last year's establishment of a grant program specific to Richmond Arts and Culture was a landmark advance in the development of the local arts and culture sector. As such, the program is understood as not only a new 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 second year, staff have noted an improvement in the quality of grant applications and foresee increased competition for approval in the future as more organizations apply with strong applications as well as move from the Project Assistance to Operating Assistance. Moreover, as organizations secure City of Richmond funding, their potential to leverage funding from other sources improves.

2. Reasons for Partial or No Funding

The majority of applications are recommended for funding. Principal reasons for not recommending funding are: (1) the applicant is recommended for Operating Assistance (or already receives the equivalent of operating funds from the City) and has also applied for funding of a Project that is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding, and (2) the application is ineligible under the criteria listed in the Guidelines.

More than half of the applicants (13 of the 22) were recommended for full funding. As per the adjudication scoring system described above, recommendations were made based on each application's average score.

Financial Impact

The 2013 Arts and Culture Grant Program has a proposed budget of \$100,000. The 2013 allocations itemized in **Attachments 1 and 2** are recommended.

Project Assistance	\$ 23,100
Operating Assistance	<u>\$ 71,200</u>
Total	<u>\$ 94,300</u>
Remaining	\$ 5,700

Conclusion

The 2013 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 2013 Arts and Culture Grants be allocated as proposed for the benefit of Richmond residents.



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

OPERATING ASSISTANCE

Name of Organization	Most Recent City Grant	2013 Request	2013 Recom	Comments	Page
BC Children's Arts and Literacy Centre	\$4,700 (Project Assistance) (2012)	10,000	10,000	Operating Assistance at the full request is recommended for this society which produces the Children's Arts Festival, a well-attended event with high community impact and quality programming, produced with strong community and creative partnerships. This event is unique in the region. The applicant demonstrates a strong self-awareness of its capacity and shows confidence in its plans to grow over time.	1
Cinevolution Media Arts Society	\$10,000 (2012)	10,000	10,000	Operating Assistance at the full request is recommended for this society behind a growing international festival (Your Kontinent) and a wide range of year-round professional programming that reaches diverse audiences – and successfully collaborates with other artists and supporters. The applicant demonstrates diverse funding sources, is accessible well-marketed and growing, and reaches out to many cultures and generations, working with emerging immigrant artists as well as senior artists.	2
The Community Arts Council of Richmond	\$5,000 (2012)	9,100	9,100	Operating Assistance at the full request is recommended to this long-standing organization that provides valuable opportunities for local artists to display their art in public settings, and have demonstrated an eagerness to work with partners (such as the Steveston Grand Prix of Art) and engage in community outreach. The society has addressed the deficit issue of last year and rose to the challenge of no exhibition space. The applicant is encouraged to broaden its programming scope to include non-traditional and/or innovative arts practices.	3
Richmond Community Band Society	\$3,600 (2012)	3,600	3,600	Operating Assistance at the full request is recommended for this long-standing musical group with a solid track record providing professional direction for amateur musicians and regularly performing at major events in Richmond. The applicant has identified the need to increase its membership base, recruit younger members and diversify/increase its audiences.	4
Richmond Community Orchestra & Chorus Assoc.	\$9,000 (2012)	10,000	10,000	Operating Assistance at the full request is recommended for this long-standing organization that has demonstrated strong organizational development and self-reflection, a commitment to collaborating with other singing groups and increasing outreach strategies, and has a range of revenue streams. In future, the applicant is instructed to provide more clarity in the budget and use the form that is provided.	5
Richmond Music School Society	\$8,500 (2012)	10,000	10,000	Operating Assistance at the full request is recommended for this organization for its broad educational impact providing music education for all income levels with high calibre results. The applicant has demonstrated that it is organized, forward-looking, fosters volunteer engagement in the community, attracts multiple funding sources, brings in professional artists and develops music skills and appreciation in young people.	6

Richmond Potters' Club	\$800 Project Assistance (2012)	3,500	3,000	Operating Assistance is recommended for this well-established member of Richmond's cultural community that provides pottery programs. The applicant has made improvements in addressing challenges as well as developing relationships and partnerships, and is encouraged to continue growth in this area. The applicant is also directed to use the form's budget form in future.	7
Richmond Youth Choral Society	\$9,000 (2012)	9,900	9,900	Operating Assistance at the full request is recommended for this organization whose progress-to-date is impressive, and shows growth and development (for example the potential to start a choir for younger children) while looking forward with a clear recognition of challenges. While the applicant demonstrates a clear and realistic self-awareness, it might benefit from paid staff in future to avoid burn-out.	8
Textile Arts Guild of Richmond Society	\$4,300 (2012)	5,600	5,600	Operating Assistance at the full request is recommended. TAGOR has formed successful partnerships outside their group; for example with the Photography Club and Youth Media Squad. The organization does lots of charity work and has a good reach into community. In future, the applicant is encouraged to place more emphasis on advancing textile arts as an art form.	9
OPERATING ASSISTANCE SUBTOTAL		71,700	71,200		

2013 Arts and Culture Grants - Recommendations

ATTACHMENT 2

PROJECT ASSISTANCE

Name of Organization + Project	Most Recent City Grant	2013 Request	2013 Recom	Comments	Page
Gateway Theatre Society Sisters (Project 1 of 2)	\$3,800 (2012)	5,000	0	With existing City funding for Operations for the Gateway Theatre, the proposed Project is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding.	10
Gateway Theatre Society Nine Dragons - One Week Workshop (Project 2 of 2)	\$3,800 (2012)	5,000	0	With existing City funding for Operations for the Gateway Theatre, the proposed Project is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding.	11
PhilCAS of BC (Philippine Cultural Arts of British Columbia) Mabuhay 2013 (Project 1 of 4)	N/A	5,000	2,100	Project Assistance is recommended for this project based on its significant cultural and educational merit. In future, the applicant is encouraged to compensate the principal artists and consider increasing their marketing efforts to reach a wider audience (given a new, much larger venue) and provide a more detailed and complete budget.	12
PhilCAS of BC Bamboo Band Musical (Project 2 of 4)	N/A	5,000	2,000	Project Assistance is recommended for this unique project to establish a bamboo band that can perform in community events. In future, the applicant is encouraged to provide a detailed budget with a request that is not more than 50% of the total projected budget.	13
PhilCAS of BC Children and Teens Understanding Their Roots (Project 3 of 4)	N/A	5,000	1,000	Project Assistance is recommended to support this project that involves youth in the performing arts. In future, the applicant is encouraged to provide a more detailed and complete budget.	14
PhilCAS of BC SEVEC Youth Exchange (Project 4 of 4)	N/A	5,000	0	Project Assistance is not recommended for this youth exchange program as activities occurring outside the city of Richmond are ineligible and the community impact within Richmond is low compared to other projects proposed by this applicant.	15
Richmond Art Gallery Association Chinese Community Outreach Program	\$5,000 (2012)	5,000	5,000	Project Assistance at the full request is recommended for this educational and proactive Project that targets hard to reach communities and builds relationships with recent immigrants. There are other confirmed financial partners and, while the RAG already receives City support that represents the equivalent of Operating Assistance, this Project falls outside of normal operations. The applicant is encouraged to work closely with the City's Diversity Services to ensure cooperation of efforts. In 2014, it is expected that this program will be ineligible, and considered part of regular operations.	16
Richmond Arts Coalition RAC Membership Coordinator	N/A	5,000	3,600	Project Assistance is recommended in order to support the increased capacity of this organization. Funding is recommended for the proposed surveys and forums only.	17
Richmond Potters' Club Potters Club Workshop	\$800 (2012)	800	0	With Operating Assistance recommended for this applicant, the proposed Project is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding.	18

Richmond Weavers and Spinners Guild Society Playing with the Art Form of Basket Making Using Richmond Treasures	N/A	2,000	1,900	Project Assistance is recommended for this interesting and innovative project working with professional artist incorporating Richmond parks and natural materials. The applicant is strongly encouraged to take a budget writing workshop when offered and provide a detailed and complete budget in future.	19
Richmond Singers Spring Concert with Ensemble Etoile	\$1,500 (2012)	1,500	1,500	Project Assistance in the full amount is recommended for this long-standing cultural organization. With successful partnerships with other high-profile choirs, and a well-respected program, the applicant has the opportunity to grow their operations.	20
Vancouver Cantonese Opera Multicultural Heritage - Music and Movement	N/A	3,000	3,000	Project Assistance in the full amount requested is recommended for this organization to create a new cultural event in Richmond. The applicant has a strong programming history and track record, works effectively in partnership with local arts and cultural groups and is proactive with its community engagement activities. Much of their activities occur in Richmond and involve Richmond artists.	21
Vancouver Tagore Society West Coast Tagore Festival 2013	N/A	3300	3,000	Project Assistance is recommended for this growing cultural event that attracts the community in good numbers, and offers eclectic cross-cultural programming with a mix of community-level and professional-level activity. The applicant is encouraged to seek additional sources of financial support and provide a more detailed budget in future applications.	23
PROJECT ASSISTANCE SUBTOTAL		50,600	23,100		

PROJECT ASSISTANCE SUBTOTAL	50,600	23,100
OPERATING ASSISTANCE SUBTOTAL	71,700	71,200
COMBINED TOTAL	122,300	94,300
TOTAL AVAILABLE		100,000
Balance Remaining		5,700



**City of
Richmond**

2013 Arts and Culture Grant Program

OPERATING ASSISTANCE Application Summary Sheet

Organization	BC Children's Arts and Literacy Centre
Mission/Mandate	To lead, develop, house and promote programs that engage British Columbian children, youth and adults in the enjoyment of art for its own sake as well as a means of enhancing literacy and learning.
Organizational Background	Registered incorporated non-profit society – September 2006; Just over 6000 children participated in the making of the book "the House that Max Built" which will launch on June 7 at the Richmond Cultural Centre; 120 children worked with Stigman Puppets to create their masterpieces; 700 children registered in our Drama and Literacy Projects; Provided cartooning classes to 60 underprivileged children; Launched our concept publicly with our partners on June 7 with approx 500 people in attendance; Presented workshops this year to 120 teachers bringing them practical and easy to implement ideas from drama and visual arts all with a focus on literacy; Pro-Day for teachers Oct 24, 2008 at Gateway Theatre – workshops and Keynote speakers focused on the everyday teacher who needs help incorporating the arts into their everyday classroom life; Sept 2008 we launched our formal programming for teachers and students; Feb 2009 launched our first Children's Art Festival (sold out); March 2010 art workshops and professional development given to Blair elementary; Drumming workshops given to Gilmore Elementary-400 students for a week; April 2010 second Children's Art Festival (sold out); Feb 2011 third Children's Art Festival with addition of a public day (sold out); 2011 nominated for Richmond Arts Award (Education); 2011 nominated and finalist Richmond Arts Award (Volunteerism); Planning complete for our 2012 Children's Art festival 5 days total (sold out); Plans underway for 2013 Children's Art Festival (5 days total, 4 school days already sold out with the addition of Family Day on Feb 11); We are in the process of obtaining title sponsors and partners to expand our endeavour.

Grant Request	\$10,000	Previous City Grant	\$4,700 (Project Assistance) (2012)
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	\$41,920	\$164,900	
Total Expenses	\$41,920	\$164,900	
Annual Surplus (Deficit)	\$0	\$0	
Accumulated Surplus (Deficit)	\$0		
Other Sources of Revenue	Earned: \$27,000 Fundraising (sponsors and donations): \$154,900		
Adjudication Score (Average)	48.5	Recommended Grant	\$10000
Comments	Operating Assistance at the full request is recommended for this society which produces the Children's Arts Festival, a well-attended event with high community impact and quality programming, produced with strong community and creative partnerships. This event is unique in the region. The applicant demonstrates a strong self-awareness of its capacity and shows confidence in its plans to grow over time.		



Organization	Cinevolution Media Arts Society
Mission/Mandate	Our mandate is to organize activities related to film and media arts, including festivals, workshops, public exhibitions and forums, and production, as a way to stimulate innovative thinking and creation, increase community media literacy, encourage new immigrants to express themselves through artistic engagement and enhance cross-cultural communication and understanding.
Organizational Background	Richmond is home to the highest concentration of immigrants in Canada. According to Statistics Canada, 60% of Richmond's population consists of immigrants, many of whom immigrated in the past 15 years. Due to language and cultural barriers, many new immigrants are reluctant to engage with other cultures and with the community at large. Film and media art have become the most powerful modern art forms in today's hyper-concentrated and highly digitized world. Founded in 2007, Cinevolution Media Arts Society has been dedicating itself to using digital media arts to connect people of different backgrounds, encourage the new residents' involvement with local cultural activity, and foster a renewed sense of social engagement. It gained recognition as the winner of the 2012 Richmond Arts Awards for Artistic Innovation and was also nominated for the Cultural Leadership Award in 2011. It is a professional arts group in the Richmond Media lab and its signature event, Your Kontinent: Richmond International Film and Media Arts Festival, was chosen as one of the top arts stories in Richmond in 2011. For the past five years, Cinevolution has successfully organized three New Asia Film Festivals (2008-2010), two Your Kontinent Festivals (2011-2012), the first Richmond youth film outreach program The Dream Project (2010-2011), the first Richmond community digital storytelling project My Richmond Story (2011), the first Richmond Film Appreciation Month (2011), the first Get Animated! event (2011), three DocuAsia Forums (2009-2011), over 50 community screenings and over ten various community workshops.

Grant Request	\$10,000	Previous City Grant	\$10,000 (2012)
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	\$74,559	\$158,291	
Total Expenses	\$73,271	\$158,291	
Annual Surplus (Deficit)	\$1,288	\$0	
Accumulated Surplus (Deficit)	\$1,299		
Other Sources of Revenue	Earned: \$8,281 Fundraising: \$104,510 BC Arts Council/Gaming: \$17,500 Canada Council: \$5,000 Citizenship & Immigration Canada: \$13,000		
Adjudication Score (Average)	47.25	Recommended Grant	\$10,000
Comments	Operating Assistance at the full request is recommended for this society behind a growing international festival (Your Kontinent) and a wide range of year-round professional programming that reaches diverse audiences -- and successfully collaborates with other artists and supporters. The applicant demonstrates diverse funding sources, is accessible well-marketed and growing, and reaches out to many cultures and generations, working with emerging immigrant artists as well as senior artists.		



Organization	The Community Arts Council of Richmond
Mission/Mandate	We are dedicated to supporting arts, artists and artisans in a variety of ways and have been doing so for over 42 years.
Organizational Background	We are a federally and provincially registered charity. In the 42 years that we have been operating we have experienced many accomplishments. In previous years, we were instrumental in raising funds to help build the current cultural centre and the Gateway Theatre; as "the" primary arts council in Richmond during 1980-1990, we were responsible in approving grants for arts and culture, distributing thousands of dollars to various art groups and organizations. We held workshops, classes and events to all ages and abilities. We operated a gallery where local artists would display and sell their works as well as give the public a location to view the latest in various art disciplines. We have held many many exhibitions and events, always free to the public to attend, in our support of our artists and artisans. We encourage emerging artists to display their work in a gallery setting, and made room for disabled and mature artists. Since closing our gallery, we have found new welcoming venues in which to hold our annual exhibition series, and this expansion has increased the number of attendees and broadened the public's ability to access art events. Most recently, we held our 2D art and photography exhibition titled Mid-Summer's Art Dream at centre court in Lansdowne Centre and to our amazement we counted 8,000 people who took the time to stop and actually view the entire exhibition, the largest attendance ever.

Grant Request	\$9,100	Previous City Grant	\$5,000 (2012)
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	\$48,600	\$48,600	
Total Expenses	\$48,600	\$48,600	
Annual Surplus (Deficit)	\$(1,950)	\$0	
Accumulated Surplus (Deficit)	\$(20,285)		
Other Sources of Revenue	Eamed: \$1,850 Fundraising: \$27,650 Gaming: \$10,000		
Adjudication Score (Average)	45.5	Recommended Grant	\$9,100
Comments	Operating Assistance at the full request is recommended to this long-standing organization that provides valuable opportunities for local artists to display their art in public settings, and have demonstrated an eagerness to work with partners (such as the Steveston Grand Prix) and engage in community outreach. The society has addressed the deficit issue of last year and rose to the challenge of no exhibition space. The applicant is encouraged to broaden its programming scope to include non-traditional and/or innovative arts practices.		



Organization	Richmond Community Band Society
Mission/Mandate	Our mandate is to provide an outlet for the musical aspirations of our members; to provide live public musical concerts primarily in Richmond; to promote music in local schools via joint concerts
Organizational Background	The Royal Canadian Legion Branch 5 (Richmond) created the band in 1973. It became an independent organization in 1976 and was incorporated as the J.H. Thompson Band Society, which was changed to Lulu Island Band Society in 1996 and changed again to the Richmond Community Band Society in 2003. But throughout its history the musical focus has remained constant. We rehearse at Brighthouse United Church in the Murdoch Centre from 8:00-10:00 pm on Monday nights. Our band director is Bob Mullett, a local professional musician, who has led the band since 1979. We have played in a tour of Britain in 1990, for the Canadian WWII veterans as part of the Royal Canadian Legion's Holland Liberation Reunion in 1995, at the Seattle Seafair Parade, we've hosted and performed with visiting bands and performed at Expo 86.

Grant Request	\$3,600	Previous City Grant	\$3,600 (2012)
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	\$10,662	\$13,300	
Total Expenses	\$11,382	\$12,525	
Annual Surplus (Deficit)	\$(720)	\$1,075	
Accumulated Surplus (Deficit)	\$(2,024)		
Other Sources of Revenue	Earned: \$4,00 Fundraising: \$5,700		
Adjudication Score (Average)	45.75	Recommended Grant	\$3,600
Comments	Operating Assistance at the full request is recommended for this long-standing musical group with a solid track record providing professional direction for amateur musicians and regularly performing at major events in Richmond. The applicant has identified the need to increase its membership base, recruit younger members and diversify/increase its audiences.		



Organization	Richmond Community Orchestra & Chorus Association
Mission/Mandate	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.
Organizational Background	In 1986, a small group of Richmond musicians came together to make music for their community. The impetus came from local music teacher, George Austin, who approached Richmond Leisure Services with the idea for a local orchestra and chorus. The result was the establishment of the Richmond Community Orchestra and Chorus Association with an orchestra and a chorus under one administration. The two groups rehearse and perform both separately and together, and present up to six formal concerts per year. The Chorus has had only two conductors since its inaugural year: Len Lythgoe and currently Brigid Coult. Orchestra conductors have included Peter Rohloff, Charles Willett, Wallace Leung, Lorraine Grescoe and Chris Robertson. James Malmberge is the current conductor. Special performances have included singing at the opening of the new International Terminal at Vancouver Airport, performances on the Main Stage and at the Captain's Ball of the Tall Ships festival in August 2002. In March 2006, the Chorus sang in New York's famed Carnegie Hall and in October 2009 sang with the Xiamen Philharmonic Orchestra under the direction of Zheng Xiaoying which was arranged by Richmond's Sister City Committee. In 2010, the Chorus had the privilege of singing the official Olympic Torch Anthem as part of the ceremonies at the O Zone and in 2011, sang for the Richmond Library's Lest We Forget. The orchestra is constantly working to mentor young musicians.

Grant Request	\$10,000	Previous City Grant	\$9,000 (2012)
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	\$100,769	\$112,300	
Total Expenses	\$83,484	\$112,300	
Annual Surplus (Deficit)	\$17,285	\$0	
Accumulated Surplus (Deficit)	\$36,116		
Other Sources of Revenue	Eamed: \$48,850 Fundraising: \$56,250		
Adjudication Score (Average)	47.0	Recommended Grant	\$10,000
Comments	Operating Assistance at the full request is recommended for this long-standing organization that has demonstrated strong organizational development and self-reflection, a commitment to collaborating with other singing groups and increasing outreach strategies, and has a range of revenue streams. In future, the applicant is instructed to provide more clarity in the budget and use the form that is provided.		



Organization	Richmond Music School Society
Mission/Mandate	The purposes of the Society are to provide quality music education and to foster interest and participation in music.
Organizational Background	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 throughout Greater Vancouver for its many student performances and innovative programs. There are 25 teachers employed at the school, nine junior teachers and second apprentice teachers. The school provided 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 and professional development experience for its apprentice and junior teachers, who have their ARCT and/or LRSM certificates. Over 350 public performances are presented by students and faculty in Richmond and Metro Vancouver each year.

Grant Request	\$10,000	Previous City Grant	\$8,500 (2012)
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	\$545,800	\$545,800	
Total Expenses	\$503,387	\$585,800	
Annual Surplus (Deficit)	\$54,116	\$0	
Accumulated Surplus (Deficit)	\$0		
Other Sources of Revenue	Earned: \$485,600 Fundraising:\$8,700 Gaming: \$43,000		
Adjudication Score (Average)	47.25	Recommended Grant	\$10,000
Comments	Operating Assistance at the full request is recommended. Operating Assistance at the full request is recommended for this organization for its broad educational impact providing music education for all income levels with high calibre results. The applicant has demonstrated that it is organized, forward-looking, fosters volunteer engagement in the community, attracts multiple funding sources, brings in professional artists and develops music skills and appreciation in young people.		



Organization	Richmond Potters' Club
Mission/Mandate	Inform and promote interest in pottery by providing education opportunities through workshops and classes. Mentoring between members. Demonstrate the skills and techniques of pottery making to the public.
Organizational Background	The Richmond Potters Club began on March 16, 1969. Since then, the RPC has organized, administered and provided adult classes on a volunteer basis. The RPC offers workshops to members and the public, provides in-house education in clay arts, publishes a newsletter, has monthly meetings, informs members of pottery shows/workshops elsewhere, puts on two sales/year, rents the studio for members, maintains a website and takes part in community events with demonstrations and displays. The RPC furnished the studio and currently owns about \$40,000 worth of materials and equipment. It has a large library and subscribes to pottery periodicals. The RPS displays and demonstrates at City events showcasing the Arts: Doors Open, Winterfest, Culture Days and the Maritime Festival. We join the Rmd Artists' Guild at their London Farm event. Members have about 23 hours/week studio time to do their clay work and the many jobs needed to keep the Club going. Our members welcome the public into the studio, answer their queries and inform parents about City classes for children. The Richmond public looks forward to our twice yearly Sales which now include the Spinners and Weavers. Sales give us another chance to discuss our art. The Club has reinstated a prize of a semester of classes for a graduating Richmond student. The Club donated over 50 bowls to the Empty Bowl Project.

Grant Request	\$3500	Previous City Grant	\$800 Project Assistance (2012)
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	\$47,478	\$43,900	
Total Expenses	\$39,413	\$43,900	
Annual Surplus (Deficit)	\$8,065	\$20,320	
Accumulated Surplus (Deficit)	\$20,320		
Other Sources of Revenue	Earned: \$43,000		
Adjudication Score (Average)	40.25	Recommended Grant	\$3,000
Comments	Operating Assistance is recommended for this well-established member of Richmond's cultural community that provides pottery programs. The applicant has made improvements in addressing challenges as well as developing relationships and partnerships, and is encouraged to continue growth in this area. The applicant is also directed to used the form's budget form in future.		



Organization	Richmond Youth Choral Society
Mission/Mandate	To provide children in the City of Richmond an excellent choral music education and prestigious performance opportunities. Our desire is to enrich their lives and nurture them to become proud community contributors and builders in our city's multicultural atmosphere.
Organizational Background	In 2000, a choir of 75 elementary school voices from across our city formed under the direction of three Richmond teachers, Lorraine Jarvis, Catherine Ludwig and Lyn Wilkinson. 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 two years. With school district cut backs, Lorraine, Catherine and parents created the Richmond Youth Choral Society in 2002. Memberships 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 2009-2010 season of the RYHC, the choirs were recognized as a premiere group within our city. Performance highlights include: 2010 Olympic Performances (4); Emperor and Empress of Japan; Philharmonic Orchestra from our sister city, Xiamen, China; World senior Badminton Championships; Vancouver Symphony Orchestra; Richmond Community Chorus and Orchestra; and Richmond Singers. Current invitations include: Vancouver Youth Symphony Orchestra; Vancouver Peace Choir; and Richmond Sings. Parents, the Board of Directors, and members of the community continue to volunteer to make this choir successful.

Grant Request	\$9,900	Previous City Grant	\$9,000 (2012)
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	\$54,110	\$54,110	
Total Expenses	\$34,554	\$53,847	
Annual Surplus (Deficit)	\$(4,316)	\$263	
Accumulated Surplus (Deficit)	\$37		
Other Sources of Revenue	Earned: \$31,305 Fundraising: \$9,500 BC Gaming: \$3,630		
Adjudication Score (Average)	48.25	Recommended Grant	\$9,900
Comments	Operating Assistance at the full request is recommended for this organization whose progress-to-date is impressive, and shows growth and development (for example the potential to start a choir for younger children) while looking forward with a clear recognition of challenges. While the applicant demonstrates a clear and realistic self-awareness, it might benefit from paid staff in future to avoid burn-out.		



Organization	Textile Arts Guild of Richmond Society
Mission/Mandate	1) Advancing textile arts creation by our members 2) Producing items requested by community organization, and 3) Maintaining an environment that provides friendship and support to our guild members.
Organizational Background	TAGOR began in 1975. From 1975 to 1988, our guild focused on educational workshops and speakers as many products, tools and machines were changing at this time. TAGOR offered eight major public exhibitions either by ourselves or in user group shows. Community projects in these years included quilts to mark Richmond's 1979 Centennial Quilt and Expo '86. The early 1990's saw us based in several locations while the new Cultural Centre was being built. Specialized lighting and electrical outlets in the 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, we hosted exhibitions in 2000, 2002, 2006 and 2008. From 2000 to 2010, TAGOR members wanted to do more community work and began actively searching for local organizations to help. We were given rent-free days by the Arts centre to support this work. We created a special Millenium Quilt in 2000 and created quilts auctioned to support the Canadian Breast Cancer Foundation on 2005-06. In 2009, we became a non-profit society. In December 2010, the TAGOR website was launched. Also in December 2010, TAGOR won the Constellation Award from the Richmond Volunteer Bureau. We have seen many changes - some we couldn't control, but most have been in response to our members and community needs. We see change as a growth opportunity, and look forward to working with Arts Centre staff and the public well into the future.

Grant Request	\$5,600	Previous City Grant	\$4,300 (2012)
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	\$13,703	\$19,078	
Total Expenses	\$10,731	\$19,078	
Annual Surplus (Deficit)	\$2,972	\$0	
Accumulated Surplus (Deficit)	\$7,645		
Other Sources of Revenue	Earned: \$5,200 Fundraising: \$8,278		
Adjudication Score (Average)	47.75	Recommended Grant	\$5,600
Comments	Operating Assistance at the full request is recommended. TAGOR has formed successful partnerships outside their group; for example with the Photography Club and Youth Media Squad. The organization does lots of charity work and has a good reach into community. In future, the applicant is encouraged to place more emphasis on advancing textile arts as an art form.		



Organization	Gateway Theatre Society
Project Title	Sisters (Project 1 of 2)
Project Summary	World Premiere of <i>Sisters</i> by Simon Johnston will run Jan 31-Feb 16, 2013 as part of Gateway Theatre's Main Stage series. An original work that explores the clash of different cultures, this production requires significant investment to realize the playwright's vision.
Date of Project	Jan 31-Feb 16, 2013
Mission/Mandate	The Gateway will continue to be a leader in the cultural life of our city. We will continue to welcome all of Richmond through our doors. We will continue to celebrate our rich cultural diversity. And, as always, we will continue to provide the City of Richmond with theatre of the highest calibre. The Gateway is the cultural heart of Richmond. Here, you can see some of Canada's most talented actors and designers working under the same roof as local community arts organizations. On one night, you might see a beloved Broadway musical. On another, you might see a community Cantonese opera. And on another, you might see your children on our stage with their school band. The same diversity that makes Richmond such a great place of live is very present in our programming.
Organizational Background	The Gateway Theatre, now entering its 28th year of operation, is Richmond's premiere professional arts organization. Gateway Theatre's Professional performing arts programs are used to connect with the community by creating, developing and producing thought-provoking plays that address social issues and cultural experiences. The Gateway's two stages host six annual productions, focusing on award-winning Canadian playwrights and emerging Canadian writers of diverse cultures. The Gateway Theatre Academy for the Performing Arts is a year-round program of theatre training at the professional level for students aged 6-18.

Grant Request	\$5,000	Previous City Grant	\$3,800 (2012)
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	\$1,284,105	\$163,000	
Total Expenses	\$1,230,905	\$163,300	
Annual Surplus (Deficit)	\$53,200	\$0	
Accumulated Surplus (Deficit)	(\$31,059)		
Society Operating Budget for current year		\$1235918	
Other Sources of Revenue for this Project	Earned: \$95,750 Fundraising: \$31,750 BC Gaming: \$12,500 BC Arts Council: \$3,000 Canada Council: \$15,000		
Adjudication Score (Average)	0	Recommended Grant	\$0
Comments	With existing City funding for Operations for the Gateway Theatre, the proposed Project is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding.		



Organization	Gateway Theatre Society
Project Title	Nine Dragons - One Week Workshop (Project 2 of 2)
Project Summary	<i>Nine Dragons</i> is a new script by Artistic Director Jovanni Sy as part of the Scene First Series for a 2014/2015 production. Set in 1920s Hong Kong, <i>Nine Dragons</i> is a murder mystery that explores the internal and cultural struggles of the detective investigating the case. Funding is requested for one-week development workshop.
Date of Project	April 2013
Mission/Mandate	The Gateway will continue to be a leader in the cultural life of our city. We will continue to welcome all of Richmond through our doors. We will continue to celebrate our rich cultural diversity. And, as always, we will continue to provide the City of Richmond with theatre of the highest calibre. The Gateway is the cultural heart of Richmond. Here, you can see some of Canada's most talented actors and designers working under the same roof as local community arts organizations. On one night, you might see a beloved Broadway musical. On another, you might see a community Cantonese opera. And on another, you might see your children on our stage with their school band. The same diversity that makes Richmond such a great place of live is very present in our programming.
Organizational Background	The Gateway Theatre, now entering its 28th year of operation, is Richmond's premiere professional arts organization. Gateway Theatre's Professional performing arts programs are used to connect with the community by creating, developing and producing thought-provoking plays that address social issues and cultural experiences. The Gateway's two stages host six annual productions, focusing on award-winning Canadian playwrights and emerging Canadian writers of diverse cultures. The Gateway Theatre Academy for the Performing Arts is a year-round program of theatre training at the professional level for students aged 6-18.

Grant Request	\$5,000	Previous City Grant	\$3,800 (2012)
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	\$1,284,105	\$15,480	
Total Expenses	\$1,230,905	\$15,480	
Annual Surplus (Deficit)	\$53,200	\$0	
Accumulated Surplus (Deficit)	(\$31,059)		
Society Operating Budget for current year		\$1,235,918	
Other Sources of Revenue for this Project	Earned: \$5,500 Fundraising: \$3,480 BC Arts Council: \$1,500		
Adjudication Score (Average)	0	Recommended Grant	\$0
Comments	With existing City funding for Operations for the Gateway Theatre, the proposed Project is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding.		



Organization	PhilCAS of BC (Philippine Cultural Arts of British Columbia)
Project Title	Mabuhay 2013 (Project 1 of 4)
Project Summary	Mabuhay is a historical exploration of the Philippine Culture, represented through the art of dance. The annual production transports the audience to the Philippines during an evening of Filipino Folk dance featuring four suites from different eras such as Mountain dances, Spanish and Muslim influenced dances, other remote indigenous dances and the typical barrio fiesta scene dances.
Date of Project	Nov 2013
Mission/Mandate	To educate, inform and enrich people residing in North America of the traditions and culture of the Philippines, in particular those of Filipino birth, ancestry or affiliation. To create activities where people can participate in order to explore, learn, understand and share the value, 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 as they learn to respect their own cultures, heritage and traditions.
Organizational Background	PhilCAS of BC, based in Richmond and registered since 2000, is a non-profit organization primarily dedicated to introducing Philippine tradition and culture through dance and music. PhilCAS focuses on strengthening the concept of harmoniously existing with the various multi-cultural sectors in the community. The members of this Society are mostly young Filipino-Canadians whose main interests are to discover their roots and eventually propagate these traditions to their peers. PhilCAS annually receives invites to perform at various community events throughout Richmond and the Lower Mainland. In addition, PhilCAS aims to educate our community of the traditions and culture of the Philippines, in particular those people of Filipino birth, ancestry or affiliation. We hope this will provide the youth with a sense of community and help them better understand their own heritage and culture. PhilCAS's role in Richmond is geared towards providing awareness to Richmond residents of the richness of multiculturalism through various art forms.

Grant Request	\$5,000	Previous City Grant	n/a
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	\$1,843	\$16,100	
Total Expenses	\$3,145	\$15,300	
Annual Surplus (Deficit)	(\$1,575)	\$800	
Accumulated Surplus (Deficit)	\$		
Society Operating Budget for current year		\$16,100	
Other Sources of Revenue for this Project	Eamed: \$7,900 Fundraising: \$3,200		
Adjudication Score (Average)	35.5	Recommended Grant	\$2,100
Comments	Project Assistance is recommended for this project based on its significant cultural and educational merit. In future, the applicant is encouraged to compensate the principal artists and consider increasing their marketing efforts to reach a wider audience (given a new, much larger venue) and provide a more detailed and complete budget.		



Organization	PhilCAS of BC (Philippine Cultural Arts of British Columbia)
Project Title	Bamboo Band Musical (Project 2 of 4)
Project Summary	The objective of putting together a Bamboo Band is to keep up the tradition of performing in festivals and events with bamboo instruments. PhilCAS of BC would like to engage the Richmond community to experience a new type of sound through live bamboo instruments which cannot be found elsewhere in BC.
Date of Project	Dec 2013
Mission/Mandate	To educate, inform and enrich people residing in North America of the traditions and culture of the Philippines, in particular those of Filipino birth, ancestry or affiliation. To create activities where people can participate in order to explore, learn, understand and share the value, 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 as they learn to respect their own cultures, heritage and traditions.
Organizational Background	PhilCAS of BC, based in Richmond and registered since 2000, is a non-profit organization primarily dedicated to introducing Philippine tradition and culture through dance and music. PhilCAS focuses on strengthening the concept of harmoniously existing with the various multi-cultural sectors in the community. The members of this Society are mostly young Filipino-Canadians whose main interests are to discover their roots and eventually propagate these traditions to their peers. PhilCAS annually receives invites to perform at various community events throughout Richmond and the Lower Mainland. In addition, PhilCAS aims to educate our community of the traditions and culture of the Philippines, in particular those people of Filipino birth, ancestry or affiliation. We hope this will provide the youth with a sense of community and help them better understand their own heritage and culture. PhilCAS's role in Richmond is geared towards providing awareness to Richmond residents of the richness of multiculturalism through various art forms.

Grant Request	\$5,000	Previous City Grant	n/a
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	\$1,843	\$9,000	
Total Expenses	\$3,145	\$8,600	
Annual Surplus (Deficit)	(\$1,575)	\$400	
Accumulated Surplus (Deficit)	\$		
Society Operating Budget for current year		\$16,100	
Other Sources of Revenue for this Project	Earned: \$2,500 Fundraising: \$4,000		
Adjudication Score (Average)	34.25	Recommended Grant	\$2,000
Comments	Project Assistance is recommended for this unique project to establish a bamboo band that can perform in community events. In future, the applicant is encouraged to provide a detailed budget with a request that is not more than 50% of the total projected budget.		



Organization	PhilCAS of BC (Philippine Cultural Arts of British Columbia)
Project Title	Children and Teens Understanding Their Roots (Project 3 of 4)
Project Summary	The Children and Teens Understanding Their Roots is a program in which the children and teens in the community will be able to participate in workshops that will work on their musicality and dancing. Learning traditional Filipino dances through weekly practices, the participants will be able to showcase their gained talents in the culminating 2014 production.
Date of Project	July 2013-Mar 2014
Mission/Mandate	To educate, inform and enrich people residing in North America of the traditions and culture of the Philippines, in particular those of Filipino birth, ancestry or affiliation. To create activities where people can participate in order to explore, learn, understand and share the value, 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 as they learn to respect their own cultures, heritage and traditions.
Organizational Background	PhilCAS of BC, based in Richmond and registered since 2000, is a non-profit organization primarily dedicated to introducing Philippine tradition and culture through dance and music. PhilCAS focuses on strengthening the concept of harmoniously existing with the various multi-cultural sectors in the community. The members of this Society are mostly young Filipino-Canadians whose main interests are to discover their roots and eventually propagate these traditions to their peers. PhilCAS annually receives invites to perform at various community events throughout Richmond and the Lower Mainland. In addition, PhilCAS aims to educate our community of the traditions and culture of the Philippines, in particular those people of Filipino birth, ancestry or affiliation. We hope this will provide the youth with a sense of community and help them better understand their own heritage and culture. PhilCAS's role in Richmond is geared towards providing awareness to Richmond residents of the richness of multiculturalism through various art forms.

Grant Request	\$5,000	Previous City Grant	n/a
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	\$1,843	\$11,200	
Total Expenses	\$3,145	\$10,950	
Annual Surplus (Deficit)	(\$1,575)	\$250	
Accumulated Surplus (Deficit)	\$		
Society Operating Budget for current year		\$16,100	
Other Sources of Revenue for this Project	Earned: \$5,500 Fundraising: \$1,200		
Adjudication Score (Average)	28	Recommended Grant	\$1,000
Comments	Project Assistance is recommended to support this project that involves youth in the performing arts. In future, the applicant is encouraged to provide a more detailed and complete budget.		



Organization	PhilCAS of BC (Philippine Cultural Arts of British Columbia)
Project Title	SEVEC Youth Exchange (Project 4 of 4)
Project Summary	The SEVEC Youth Exchange program helps Canadian youth learn more about Canada and its vast multicultural members by facilitating opportunities for Cultural Exchanges within Canada between young ages 12-17. The SEVEC society provides guidance between different cultural groups, legal accountability from participant organizations, and funding for travel costs between host cities
Date of Project	Mar-Sep 2013
Mission/Mandate	To educate, inform and enrich people residing in North America the traditions and culture of the Philippines, in particular those of Filipino birth, ancestry or affiliation. To create activities where people can participate in order to explore, learn, understand and share the value, 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.
Organizational Background	PhilCAS of BC, based in Richmond and registered since 2000, is a non-profit organization primarily dedicated to introducing Philippine tradition and culture through dance and music. PhilCAS focuses on strengthening the concept of harmoniously existing with the various multi-cultural sectors in the community. The members of this Society are mostly young Filipino-Canadians whose main interests are to discover their roots and eventually propagate these traditions to their peers. PhilCAS annually receives invites to perform at various community events throughout Richmond and the Lower Mainland. In addition, PhilCAS aims to educate our community of the traditions and culture of the Philippines, in particular those people of Filipino birth, ancestry or affiliation. We hope this will provide the youth with a sense of community and help them better understand their own heritage and culture. PhilCAD role in Richmond is geared towards providing awareness to Richmond residents the richness of multiculturalism through various art forms.

Grant Request	\$5,000	Previous City Grant	n/a
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	\$1,843	\$29,500	
Total Expenses	\$3,145	\$23,100	
Annual Surplus (Deficit)	(\$1,575)	\$5,900	
Accumulated Surplus (Deficit)	\$		
Society Operating Budget for current year		\$16,100	
Other Sources of Revenue for this Project	Earned: \$3,250 Fundraising: \$3,250 Federal Travel: \$22,500		
Adjudication Score (Average)	19.25	Recommended Grant	\$0
Comments	Project Assistance is not recommended for this youth exchange program as activities occurring outside the city of Richmond are ineligible and the community impact within Richmond is low compared to other projects proposed by this applicant.		



Organization	Richmond Art Gallery Association
Project Title	Chinese Community Outreach Program
Project Summary	A series of social and educational events appealing to the Chinese newcomer community, creating opportunities to learn more about Canadian art and culture. Funding will cover programming and advertising expenses.
Date of Project	Jan-Dec 2013
Mission/Mandate	The Richmond Art Gallery is mandated to exhibit, preserve, and promote visual art, and support visual artists in the public presentation of their work. We believe our role is to promote dialogue between artists and between diverse communities on ideas and issues that challenge and stimulate our audience. Through exhibitions, publications, educational programming, collections and significant partnerships, the Richmond Art Gallery provides opportunities for the enrichment of life in Richmond while serving and contributing to the contemporary art community in Canada.
Organizational Background	The Richmond Art Gallery began as a volunteer organization in 1970s exhibiting in the corridors of the old Richmond Arts Centre. The Gallery moved to a small exhibition space in 1980 and continued to develop through community involvement until moving to its permanent home in the Richmond Cultural Centre in 1992. In 2005 the Gallery celebrated its 25th anniversary. In 2012 the curatorial program broadened to include national and international art. That year also saw the Gallery receive a Richmond Arts Award for Arts Leadership, and host a Cultural Olympiad exhibition, Arthur Renwick, "Mask". The Richmond Art Gallery is a dynamic and vital community organization, well respected regionally and nationally for its quality programming and publications, and for its excellence in art education. In addition to our exhibition program, we regularly organize artist talks, workshops, panels and demonstrations. Our art lounge is supplied with books and art activities related to our exhibitions, and gallery-produced artist interviews. Our popular school art program serves over 110 regional schools and our Family Sunday program serves over 2,500 parents and children annually.

Grant Request	\$5,000	Previous City Grant	\$5,000 (2012)
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	\$163,650	\$26,457	
Total Expenses	\$181,838	\$26,457	
Annual Surplus (Deficit)	(\$18,188)	\$0	
Accumulated Surplus (Deficit)	\$45,681		
Society Operating Budget for current year		\$204,950	
Other Sources of Revenue for this Project	Fundraising (Vancouver Fdn, sponsors): \$20,000 BC Gaming: \$1,457		
Adjudication Score (Average)	47.25	Recommended Grant	\$5,000
Comments	Project Assistance at the full request is recommended for this educational and proactive Project that targets hard to reach communities and builds relationships with recent immigrants. There are other confirmed financial partners and, while the RAG already receives City support that represents the equivalent of Operating Assistance, this Project falls outside of normal operations. The applicant is encouraged to work closely with the City's Diversity Services to ensure cooperation of efforts. In 2014, it is expected that this program will be ineligible, and considered part of regular operations.		



Organization	Richmond Arts Coalition
Project Title	RAC Membership Coordinator
Project Summary	Richmond Arts Coalition will contract a Membership Coordinator to enable us to become a more effective voice for the Arts community by providing opportunities (conversations, surveys and forums) for artists and arts and culture groups to work together on Arts issues.
Date of Project	Jan-Oct 2013
Mission/Mandate	To be a welcoming and inclusive member-driven association that will support and celebrate culture and arts activity in Richmond. To create support for a diversity of cultural and arts experiences by ensuring that artists, arts organizations and arts supporters can contribute to the quality of life in Richmond, as expressed in the following ways: a. Advocate for arts and culture to all levels of government b. Work with other coalitions for arts and culture c. Provide a communications platform for arts and culture d. Advocate for a new cultural and performing arts facility in Richmond e. Ensure that Richmond arts and culture are represented at major events in Richmond
Organizational Background	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 and arts organizations together and leading the development and advocacy of local community arts and culture.

Grant Request	\$5,000	Previous City Grant	n/a
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	\$142,580	\$10,000	
Total Expenses	\$138,419	\$10,000	
Annual Surplus (Deficit)	\$4,161	\$0	
Accumulated Surplus (Deficit)	\$2,174		
Society Operating Budget for current year		\$70,400	
Other Sources of Revenue for this Project	Eamed: \$4,000 Fundraising (in-kind): 1,000		
Adjudication Score (Average)	40.6	Recommended Grant	\$3,600
Comments	Project Assistance is recommended in order to support the increased capacity of this organization. Funding is recommended for the proposed surveys and forums only.		



Organization	Richmond Potters Club
Project Title	Potters Club Workshop
Project Summary	A 2 1/2 day workshop with a well-known potter including a slide show, clay demonstration and hands-on instruction in handbuilding and/or wheel throwing. This workshop will be offered to Club members and the public at-large.
Date of Project	Sept 2013
Mission/Mandate	The purpose of the Society is to inform and promote interest in pottery by providing educational opportunities through workshops and classes as well as mentoring between members of the Club. The Richmond Potters' Club will take every opportunity to demonstrate the skills and technique of pottery making to the public.
Organizational Background	The Richmond Potters Club began on March 16, 1969. Since then, the RPC has organized, administered and provided adult classes on a volunteer basis. The RPC offers workshops to members and the public, provides in-house education in clay arts, publishes a newsletter, has monthly meetings, informs members of pottery shows/workshops elsewhere, puts on two sales/year, rents the studio for members, maintains a website and takes part in community events with demonstrations and displays. The RPC furnished the studio and currently owns about \$40,000 worth of materials and equipment. It has a large library and subscribes to pottery periodicals. The RPS displays and demonstrates at City events showcasing the Arts: Doors Open, Winterfest, Culture Days and the Maritime Festival. We join the Rmd Artists' Guild at their London Farm event. Members have about 23 hours/week studio time to do their clay work and the many jobs needed to keep the Club going. Our members welcome the public into the studio, answer their queries and inform parents about City classes for children. The Richmond public looks forward to our twice yearly Sales which now include the Spinners and Weavers. Sales give us another chance to discuss our art. The Club has reinstated a prize of a semester of classes for a graduating Richmond student. The Club donated over 50 bowls to the Empty Bowl Project.

Grant Request	\$800	Previous City Grant	\$800 (2012)
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	\$47,478	\$1,600	
Total Expenses	\$39,413	\$1,600	
Annual Surplus (Deficit)	\$8,065	\$0	
Accumulated Surplus (Deficit)	\$20,320		
Society Operating Budget for current year		\$43,900	
Other Sources of Revenue for this Project	Eamed: \$800		
Adjudication Score (Average)	0	Recommended Grant	\$0
Comments	With Operating Assistance recommended for this applicant, the proposed Project is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding.		



Organization	Richmond Weavers and Spinners Guild Society
Project Title	Playing with the Art Form of Basket Making Using Richmond Treasures
Project Summary	Creating two sets of 4 half-day workshops to teach the general public and the members of the Richmond Weavers and Spinners Guild how to create weavings and baskets from locally based art materials including invasive and non-invasive plant materials. The participants would gather the materials with a Richmond Parks employee and learn to prepare and then use the materials.
Date of Project	Mar-Jun 2013
Mission/Mandate	Richmond Weavers and Spinners Guild was formed in the late 1970s as a non-profit organization with the objectives: 1) to promote, encourage and improve the arts and crafts of weaving, spinning and dyeing in the community 2) to provide an opportunity for the sharing of knowledge, skills and ideas among the members through workshops and demonstrations.
Organizational Background	Richmond Weavers and Spinners Guild was formed in the mid 1970s as a non-profit organization, and has promoted weaving and spinning to the public in numerous venues such as weaving and spinning demonstrations at various cultural events such as London Farm Family Fair. (We also held spinning groups at London Farm weekly to help the farm to represent to the public a craft of a bygone day). Other events covered were: the 2012 Winer Showcase, gallery shows and sales in conjunction with the Potters Guild and TAGOR, World Wide Spin in Public Day and participation in Sheep to Shawl competitions where the Guild has, with one exception place 1st. We have attempted to represent to the public, especially in Richmond, the attraction of weaving and spinning. The Guild has offered demonstration of spinning and weaving at numerous elementary schools, heritage Cultural Days and Steveston Museum and Surrey Museum. The Guild has approximately 30 members who have a solid base within the Richmond Art Centre. While we have contributed to some local charities such as the food bank, we now wish to expand the role further to encourage involvement of the general public in a worthwhile project that could raise awareness of environmental responsibility.

Grant Request	\$2000	Previous City Grant	n/a
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	\$8,693	\$4,010	
Total Expenses	\$7,061	\$4,010	
Annual Surplus (Deficit)	\$	\$0	
Accumulated Surplus (Deficit)	\$		
Society Operating Budget for current year		\$	
Other Sources of Revenue for this Project	Earned: \$1,800 Fundraising: \$4,460		
Adjudication Score (Average)	44.25	Recommended Grant	\$1,900
Comments	Project Assistance is recommended for this interesting and innovative project working with professional artist incorporating Richmond parks and natural materials. The applicant is strongly encouraged to take a budget writing workshop when offered and provide a detailed and complete budget in future.		



Organization	Richmond Singers
Project Title	Spring Concert with Ensemble Etoile
Project Summary	We will be rehearsing for a joint spring concert on May 25, 2013. We have two additional concerts on April 20 and April 26. Our choir director of many years has announced that she is having a baby in the middle of March. We need to have a replacement director for at least six rehearsals and some clinicians for workshops leading up to our Spring concert in May 2013.
Date of Project	Jan-May 2013
Mission/Mandate	The Richmond Singers is a 55-voice women's choir and began performance in 1971. For the past 40 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."
Organizational Background	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 40 years. The choir produces two major concerts per season 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 seniors facilities, hospitals 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 with the choir. Our members range in age from the 20's to 70+. We sing a variety of music from classical, jazz, spiritual to modern.

Grant Request	\$1,500	Previous City Grant	\$1,500 (2012)
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	\$48,817	\$3,287	
Total Expenses	\$37,667	\$2,335	
Annual Surplus (Deficit)	\$11,150	\$952	
Accumulated Surplus (Deficit)	\$37,406		
Society Operating Budget for current year		\$37,667	
Other Sources of Revenue for this Project	Earned: \$1,787		
Adjudication Score (Average)	45.25	Recommended Grant	\$1,500
Comments	Project Assistance in the full amount is recommended for this long-standing cultural organization. With successful partnerships with other high-profile choirs, and a well-respected program, the applicant has the opportunity to grow their operations.		



Organization	Vancouver Cantonese Opera
Project Title	Multicultural Heritage - Music and Movement
Project Summary	Celebrate Canada Day and Canadian Multiculturalism Day. Celebrate and build awareness of Canadian Multicultural culture, foster and create partnerships within the community, build inclusivity and foster cultural awareness with a festival of dance and music at the Richmond Cultural Centre.
Date of Project	June 29, 2013
Mission/Mandate	The mission of the Vancouver Cantonese Opera is to present the unique traditional art of Cantonese opera at the highest level to both Chinese and non-Chinese audiences. We also strive to collaborate with our stakeholders to meet the fundamental need for spiritual and aesthetic satisfaction and richness in our lives. Our artistic vision and 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 and entertaining performances for the public; 4. Provide employment opportunities to Cantonese opera artists, musicians and technicians.
Organizational Background	The Vancouver Cantonese Opera was incorporated on June 30th, 2000, as a non-profit organization. On February 23rd, 2005, Vancouver Cantonese Opera was designated as a charitable organization by the Canada Revenue Agency. For the past 12 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. Most recently, we participated in the 2012 Culture Days by offering two Cantonese opera workshops at the Richmond Cultural Centre and we were invited to perform at the Minoru Chapel Opera Series on October 3rd, 2012. On June 23rd, 2012, we presented the first Multicultural Heritage Music and Movement festival in Vancouver with an estimated attendance of 1,000 people. We celebrated three diverse cultures: China, Japan and India.

Grant Request	\$3,000	Previous City Grant	n/a
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	\$90,692	\$26,500	
Total Expenses	\$88,747	\$26,500	
Annual Surplus (Deficit)	\$1,945	\$0	
Accumulated Surplus (Deficit)	\$33,728		
Society Operating Budget for current year		\$145,000	
Other Sources of Revenue for this Project	Earned: 5,000 Fundraising: 8,500 BC Arts Council: 5,000 Canadian Heritage: 5,000		

Adjudication Score (Average)	47.25	Recommended Grant	\$3,000
Comments	Project Assistance in the full amount requested is recommended for this organization to create a new cultural event in Richmond. The applicant has a strong programming history and track record, works effectively in partnership with local arts and cultural groups and is proactive with its community engagement activities. Much of their activities occur in Richmond and involve Richmond artists.		



Organization	Vancouver Tagore Society
Project Title	West Coast Tagore Festival 2013
Project Summary	West Coast Tagore Festival is a celebration of confluence of cultures, one of the many visionary ideals of the Nobel-laureate Rabindranath Tagore. As in the past two events of this Festival, we shall have participants from diverse ethnic and cultural backgrounds to showcase their cultural contents through music, dance, poetry, visual arts, drama, lectures, etc.
Date of Project	September 2013
Mission/Mandate	The mission of the 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 philosophies of Rabindranth Tagore, Asia's first Nobel-laureate in Literature, as expressed through his poems, songs, writings, plays, lectures, art, social reforms and other works.
Organizational Background	Vancouver Tagore Society was formed in mid 2011 out of the desire by a group of cultural-minded people to celebrate the 150th birth anniversary of great Bangali poet and visionary Nobel-laureate Rabindranath Tagore. On September 8, 2011, we organized the "150 years of Tagore" event with support from the City of Richmond and in partnership with World Poetry Richmond. One July 28, 2012, Vancouver Tagore Society, with support from the City of Richmond, organized "An Afternoon of Bengali Poetry" on the Rooftop Garden of the Richmond Cultural Centre. On Nov 16 and 17, 2012, Vancouver Tagore Society held the "West Coast Tagore Festival 2012" in the same structure and format of the September 2011 event. This event was supported by the City of Richmond. Several renowned Richmond artists, including playwright Simon Johnston, took part in the event along with other performers of various ethnic backgrounds.

Grant Request	\$3,300	Previous City Grant	n/a
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	\$7,468	\$8,800	
Total Expenses	\$7,336	\$8,400	
Annual Surplus (Deficit)	\$131	\$400	
Accumulated Surplus (Deficit)	\$237		
Society Operating Budget for current year		\$8,800	
Other Sources of Revenue for this Project	Earned: \$500		
Adjudication Score (Average)	43	Recommended Grant	\$3,000
Comments	Project Assistance is recommended for this growing cultural event that attracts the community in good numbers, and offers eclectic cross-cultural programming with a mix of community-level and professional-level activity. The applicant is encouraged to seek additional sources of financial support and provide a more detailed budget in future applications.		

City of Richmond Arts and Culture Grants Program

2013 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

Grant information and other information about our programs and services are available on the City website at 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 an application form. If eligible, staff will forward you the appropriate application forms and guidelines electronically.

- The application form is available as fillable pdf or Word doc upon request.
- Information should be typewritten. Handwritten forms will not be accepted.
- 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.
- Use the provided checklist to ensure that your application is complete.
- Budget information should be provided only in the requested format.

Operating Assistance Eligibility Criteria

- Operating Assistance is for established organizations that have an ongoing presence in Richmond and a track record of quality 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, provide services that 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 an independent organization with a clear mandate, which includes the provision of public programs and/or services with an arts and culture focus. Applicant must produce or present work primarily with and/or by local artists/performers/artisans (amateur and/or professional); activities may include some artists who are not Richmond residents.
- All principal professional artists should be compensated for their participation commensurate with industry standards. For more information about these standards, please refer to the following organizations:
 - American Federation of Musicians: www.afm.org
 - Canadian Actors Equity Association: www.caea.com
 - Canadian League of Composers: www.clc-lcc.ca
 - Canadian Alliance of Dance Artists: www.cadadance.org
 - Professional Writers Association of Canada: www.pwac.ca
 - Canadian Artists Representation/Le front des artistes canadiens/CARFAC: www.carfac.ca
- Applicants should have stable administration and artistic leadership, directed by recognized arts/culture professionals and/or experienced volunteers.
- Applicants must operate year-round in a fiscally responsible manner.
- Applicants must have other 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
- Clubs

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

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 2013 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

This information and other information on our programs and services are available on the City website at 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, confirm your eligibility and request an application form.

- The application form is available as a fillable PDF and Word file online at www.richmond.ca/artists
- Information should be typed in. Handwritten forms will not be accepted.
- 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.
- Use the provided checklist to ensure that your application is complete.
- Budget information should be provided only in the requested format.

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
 - Canadian Actors Equity Association: www.caea.com
 - Canadian League of Composers: www.clc-lcc.ca
 - Canadian Alliance of Dance Artists: www.cadadance.org
 - Professional Writers Association of Canada: www.pwac.ca
 - Canadian Artists Representation/Le front des artistes canadiens/CARFAC: www.carfac.ca
- Applicants should have stable administration and artistic leadership, directed by recognized arts/culture professionals and/or experienced volunteers.
- Applicants must have other 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
- Clubs

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.