



City of Richmond

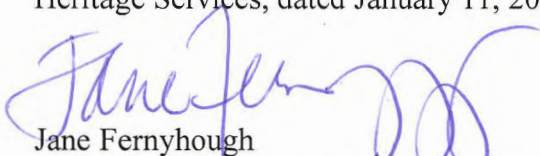
Report to Committee

To: General Purposes Committee
From: Jane Fernyhough
Director, Arts, Culture and Heritage Services
Re: 2016 Arts and Culture Grant Program



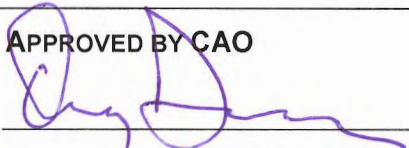
Date: January 11, 2016
File: 11-7000-01/2016-Vol
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Staff Recommendation

That the 2016 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$107,497, as outlined in the report from the Director, Arts, Culture and Heritage Services, dated January 11, 2016.


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

Att. 5

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

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 2016 Arts and Culture Grant Program, now in its fifth year.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

2.3. Outstanding places, programs and services that support active living, wellness and a sense of belonging.

2.4. Vibrant arts, culture and heritage opportunities.

Findings of Fact

2016 Arts and Culture Grant Budget

The 2016 Arts and Culture Grant Budget is \$107,497, including a 2.3% Cost of Living increase over last year's budget as per the City Grant Policy (3712). The program offers two types of grants:

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

Notice Given and Applications Received

Notices were placed on the City Page/City Notice Board in the Richmond News and on the City website in October and November of 2015, advising to the community that applications were being accepted for 2016 City Grant Programs until November 20, 2015. A link to the City website was provided for further information and to access the system.

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

A detailed, custom document for budget preparation was provided online. All previous grant recipients were met with individually over the summer to touch base, review their 2015 application and offer recommendations where appropriate, as well as inform them of updates to the online system.

Nine applications were received for Operating Assistance and 7 for Project Assistance, for a total combined request of \$108,450. Tables outlining requests and recommended allocations for the 2016 Arts and Culture Grant Program are provided in Attachment 1 and Attachment 2. Grant Application Summary sheets, providing key information about each application, are found in Attachment 3. Staff recommendations and comments are included in the Summary Sheets.

Late Applications

No late applications were received after the November 20, 2015 deadline. The City Grant Policy indicates that late applications will not be accepted.

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

2016 Arts and Culture Grant Program Information

Numbers of applications, allocations and recommendations are:

OPERATING ASSISTANCE Applications, Allocations and Recommendations (2012-2016)					
	2012	2013	2014	2015	2016
Total number of applications	10	9	9	9	9
New applicants	n/a	2*	n/a	1*	0
Grants denied (did not meet criteria)	2**	0	0	0	0
Partial amount of request recommended	3	1	9	7	2
Full amount of request recommended	5	8	0	2	7
Total amount requested	\$71,000	\$71,700	\$77,600	\$71,000	\$76,300
Total amount allocated recommended	\$50,900	\$71,200	\$62,170	\$62,190	\$76,000

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

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

PROJECT ASSISTANCE Applications, Allocations and Recommendations (2012-2016)					
	2012	2013	2014	2015	2016
Total number of applications	17*	13	14	12	7
New applicants	n/a	5	6	2	0
Grants denied (did not meet criteria)	4	4	2	1	0
Partial amount of request recommended	8	5	12	11	2
Full amount of request recommended	3	5	0	1	5
Total amount requested	\$58,780	\$50,600	\$59,736	\$53,150	\$32,150
Total amount allocated recommended	\$31,400	\$23,100	\$41,870	\$42,890	\$31,497

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

COMBINED Arts and Culture Applications, Allocations and Recommendations (2012-2016)						
	2011*	2012	2013	2014	2015	2016
Total number of applications	11	26	22	23	21	16
New applicants	1	n/a	5	6	2	0
Grants denied (did not meet criteria)	1	7	4	2	1	0
Partial amount of request recommended	9	18	9	21	18	4
Full amount of request recommended	2	8	13	0	3	12
Total amount requested	\$71,855	\$133,280	\$122,300	\$137,336	\$124,150	\$108,450
Total budget	n/a	\$100,000	\$102,020	\$104,040	\$105,080	\$107,497
Total amount allocated recommended	\$14,450	\$82,300	\$94,300	\$104,040	\$105,080	\$107,497

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

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

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

The establishment of a grant program specific to Richmond Arts and Culture in 2012 was a landmark advance in the development of the local arts and culture sector. As such, the program remains understood as not only a source of funding for the applicants — who range from long-standing professional institutions to fledgling groups of enthusiastic amateur artisans — but an important opportunity for capacity building, including those who have limited experience writing grant applications. Moreover, as organizations secure City of Richmond funding, their potential to leverage funding from other sources improves as evidenced in some of the Grant Use reports relating to the previous year.

Staff noted continued improvement in the quality of grant applications, which were down in number: four 2015 Project Assistance recipients – Greater Vancouver Historical Performance Society, True North Performance Society of BC, Steveston Historical Society and Richmond Weavers' and Spinners' Guild – did not re-apply, and long-standing Operating Assistance recipient, Richmond Potters' Club, missed the application deadline.

In the fifth year of this granting program, staff noted an increased self-awareness among many of the applicants regarding the value of professional, sustainable administrative support as well as professional development and long-term strategic planning. Staff is recommending a review of the current program's eligibility guidelines, criteria and maximum funding limits for the 2017 Arts and Culture Grant Program and will report back in the coming months.

Reasons for Partial or No Funding

The majority of applications are recommended to receive full funding, in keeping with their high scores in the grant review process. Given the total amount requested was under \$1,000 of the total budget, only a few applicants received less than what they requested, as per their lower scores in the application review process.

Financial Impact

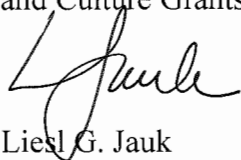
The 2016 Arts and Culture Grant Program has a proposed budget of \$107,497. The 2016 allocations itemized in Attachments 1 and 2 are recommended.

Project Assistance	\$ 31,497
Operating Assistance	\$ 76,000
Total	<u>\$ 107,497</u>
Remaining	\$ 0

Based on the new Gaming Revenue Allocation Model, which has been introduced for 2016, allocation of gaming revenue for City grants has been increased to 15% which exceeds the amount required to support the current funding levels. As a result, a balance of \$548,669 remains. Staff will be bringing forward a report with recommendations for these remaining funds later in Q1.

Conclusion

The 2016 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 2016 Arts and Culture Grants be allocated as proposed for the benefit of Richmond residents.



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

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

2016 Arts and Culture Grants Recommendations

OPERATING ASSISTANCE					
Organization	Most Recent City Grant (2015)	2016 Request	2016 Recommend	Comments	Pg
Richmond Music School Society	\$ 7,945.00	\$ 10,000.00	\$ 10,000	Operating Assistance is recommended for this leading organization that is dedicated to high calibre music education for young people, provides concerts year-round in the community and strives to be accessible to all income levels. The applicant is encouraged to consider strategic planning to address long-term goals as well as the self-identified challenges of space and desire for increased business partnerships.	1
Richmond Community Band Society	\$ 2,860.00	\$ 2,900.00	\$ 2,900	Operating Assistance is recommended for this well-established, volunteer-run organization that provides professional direction to amateur musicians and delights audiences at various community events throughout the year. The applicant is to be commended for increasing its membership and growing its program of concerts. It is also strongly encouraged to invest their considerable accumulated surplus into the organization.	3
Richmond Arts Coalition	\$ 3,970.00	\$ 10,000.00	\$ 9,950	Operating Assistance is recommended in order to support the increased capacity of this volunteer-led service organization for Richmond artists and arts organizations. The applicant is commended for embarking on the process of strategic planning and for its plans to hire a part-time administrator. It is also encouraged to build upon the success of last year's ArtRich exhibition with its related increase in membership and profile.	5
Richmond Community Orchestra and Chorus Association	\$ 10,000.00	\$ 10,000.00	\$ 10,000	Operating Assistance is recommended for this well-established organization that involves a varied range of music artists, reaches diverse audiences, provides music education to elementary students and partners with a number of charitable organizations as well as other Richmond-based performing arts groups. The applicant also maintains a healthy organizational structure, demonstrates apt planning and financial management and is to be supported in its aspirations toward continual self-improvement through planning and professional development.	7

Organization	Most Recent City Grant (2015)	2016 Request	2016 Recommend	Comments	Pg
Cinevolution Media Arts Society	\$ 9,530.00	\$ 10,000.00	\$ 10,000	Operating Assistance is recommended for this accomplished society that presents year-round, progressive and high quality programs about "contemporary migrant experiences" that employ professional artists and reach audiences that include youth, new immigrants and emerging artists. The applicant is to be commended for using the previous year to plan, renew and self-reflect, and for its consistently diverse, innovative programming in conventional and non-conventional settings, strong community partnerships and increased administrative capacity.	9
Textile Arts Guild of Richmond	\$ 3,710.00	\$ 3,400.00	\$ 3,400	Operating Assistance is recommended for this long-standing organization that forwards textile arts as a means of creative expression, social engagement and charitable giving. The applicant is encouraged to invest their accumulated surplus into the society and to work on marketing and outreach strategies to increase exposure and participation.	11
Community Arts Council of Richmond	\$ 8,475.00	\$ 10,000.00	\$ 9,750	Operating Assistance is recommended for this long-standing organization and their initiatives to strengthen arts participation in the community. The applicant is encouraged to continue to work in partnership with other arts groups, building upon the success of the Cloth, Clay and Canvas exhibition. It is also hoped that continued strategic planning will address the self-identified challenges of board fatigue and decreasing membership.	13
Richmond Delta Youth Orchestra	\$ 5,000.00	\$ 10,000.00	\$ 10,000	Operating Assistance is recommended for this well-established, forward-thinking orchestra that provides high quality music education and performance opportunities for youth ages 8-25. The society is to be commended for engaging in regular five-year strategic planning, and recognizing the need to increase administrative capacity and to seek diversification of funding sources. Its strong engagement with the Chinese-speaking community and media is also especially noteworthy.	15

Organization	Most Recent City Grant (2015)	2016 Request	2016 Recommend	Comments	Pg
Richmond Youth Choral Society	\$ 10,000.00	\$ 10,000.00	\$ 10,000	Operating Assistance is recommended for this growing and energetic organization that offers accessible high quality choral music education for children and opportunities for them to perform in Richmond and beyond. The applicant is well-organized with a devoted board and volunteer roster and is seeking corporate partners and other funders to help them move towards industry standards of staff compensation. The applicant remains encouraged to plan for sustainability to address the potential for staff burnout and succession.	17
OPERATING ASSISTANCE SUBTOTAL		\$ 76,300	\$ 76,000		

PROJECT ASSISTANCE

Organization	Most Recent City Grant (2015)	2016 Request	2016 Recommend	Comments	Pg
Richmond Singers	\$ 4,240	\$ 5,000	\$ 5,000	Project Assistance is recommended for the Spring concert series of this well-established, popular choir that pursues new partnerships with other choirs in the region and additional performance opportunities within Richmond and beyond. The applicant is to be congratulated for its faithful audiences, healthy membership, and extensive program of activities in the community including work with a stroke recovery group.	19
Tickle Me Pickle Theatre Sports Improv Society	\$ 5,000	\$ 5,000	\$ 5,000	Project Assistance is recommended for this entertaining, award-winning group's TMP Project Season that will continue to engage youth, adults and families with unique and accessible theatrical experiences. The Society is to be commended for their annual sold-out charity event and expanded promotional strategy. The applicant is encouraged to continue to increase the group's exposure and diversify their revenue sources.	21
Philippine Cultural Arts Society of BC	\$ 2,970	\$ 5,000	\$ 4,447	Project Assistance is recommended for this annual large-scale showcase that will increase the profile of Filipino performing arts in Richmond and provide a vital performance opportunity for the society's multi-generational dancers and musicians. The applicant is encouraged to seek community partnership opportunities, consider working with other artists and increase their profile through marketing efforts. In future, the project budget should including diverse funding sources and more diligent financial accounting.	23
Vancouver Cantonese Opera	\$ 5,000	\$ 3,800	\$ 3,800	Project Assistance is recommended for the fourth annual Multicultural Heritage Festival in Richmond which will be presented as part of the Richmond World Festival in 2016. The applicant has a strong track record working effectively with local artists and cultural groups and by bringing together a diversity of cultural groups and disciplines, facilitates a cross-pollination of audiences. A significant percentage of the budget goes directly to artists. The applicant is encouraged to continue to program a significant proportion of Richmond-based artists and is advised to place greater scrutiny on the financial reporting.	25

Organization	Most Recent City Grant (2015)	2016 Request	2016 Recommend	Comments	Pg
Canadian YC Chinese Orchestra Association	\$ 4,550	\$ 5,000	\$ 5,000	Project Assistance is recommended for this popular and high-quality concert featuring music from Chinese popular culture played on Chinese musical instruments. This concert continues to provide a large-scale showcase for the orchestra's novice and experienced musicians to perform together. The applicant is encouraged to place greater diligence in grant reporting and budget details.	28
Richmond Art Gallery Association	\$ 5,000	\$ 4,000	\$ 4,000	Project Assistance is recommended for this innovative program to identify and mentor immigrant artists with free programs to introduce them to the Canadian art system. A vital initiative to nurture Richmond's multicultural visual arts scene within a largely expat Chinese community, this project is outside of the Gallery's normal operations and fulfills an important role towards community-building and supporting the professional development of Richmond artists.	31
Vancouver Tagore Society	\$ 3,920	\$ 4,350	\$ 4,250	Project Assistance is recommended for this established diverse multicultural and multidisciplinary festival that attracts capacity audiences and continues to have a healthy mix of community and professional artists in its programming. The applicant is encouraged to upgrade their marketing materials and continue to work towards diversifying their revenue sources.	33
PROJECT ASSISTANCE SUBTOTAL		\$32,150	\$ 31,497		

OPERATING ASSISTANCE

SUBTOTAL	\$ 76,300	\$ 76,000
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PROJECT ASSISTANCE SUBTOTAL	<u>\$ 31,497</u>	<u>\$ 31,497</u>
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COMBINED TOTAL	\$108,450	\$ 107,497
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2016 Arts and Culture Grants Recommendations Summary

OPERATING ASSISTANCE	
Organization	2016 Recommend
Richmond Music School Society	\$ 10,000
Richmond Community Band Society	\$ 2,900
Richmond Arts Coalition	\$ 9,950
Richmond Community Orchestra and Chorus Association	\$ 10,000
Cinevolution Media Arts Society	\$ 10,000
Textile Arts Guild of Richmond	\$ 3,400
Community Arts Council of Richmond	\$ 9,750
Richmond Delta Youth Orchestra	\$ 10,000
Richmond Youth Choral Society	\$ 10,000
OPERATING ASSISTANCE SUBTOTAL	\$ 76,000

PROJECT ASSISTANCE	
Organization & Project	2016 Recommend
Richmond Singers	\$ 5,000
Tickle Me Pickle Theatre Sports Improv Society	\$ 5,000
Philippine Cultural Arts Society of BC	\$ 4,447
Vancouver Cantonese Opera	\$ 3,800
Canadian YC Chinese Orchestra Association	\$ 5,000
Richmond Art Gallery Association	\$ 4,000
Vancouver Tagore Society	\$ 4,250
PROJECT ASSISTANCE SUBTOTAL	\$ 31,497

OPERATING ASSISTANCE SUBTOTAL	\$ 76,000
PROJECT ASSISTANCE SUBTOTAL	\$ 31,497
COMBINED TOTAL	\$ 107,497



Operating Assistance Application for 2016 Arts & Culture Grants Program

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

Society: Richmond Music School Society**Society Mandate Summary:**

To conduct a school of music and offer programmes, to foster interest and participation in music...

Society History:

The Richmond Music School was established in February, 1980 as a non-profit organization dedicated to high standards in teaching music, both in private and class settings. Since that time it has come to enjoy a leadership position through Metro Vancouver for its many student performances and innovative programs. There are 29 teachers employed at the school as well as 5 advanced Junior teachers, 5 Junior teachers and 12 apprentice teachers. The school provides major concert opportunities for its students with faculty and professional performers, community performances, preparation for Royal Conservatory and Associated Board of the Royal Schools of Music examinations, master classes, below-cost group violin classes, a free children's orchestra, and professional development experiences for its apprentice and Junior teachers, who have their ARCT and/or LRSM certificates. Over 300 public performances are presented by students and faculty in Richmond and Metro Vancouver each year, most of which are free to the public. The school continues with its twin objectives to pursue the highest artistic standards with its performances and teachers and to provide unique opportunities for children to get involved in music whose parents may otherwise find the cost prohibitive. Musical instruction is available for all ages and financial background..

GRANT REQUEST

Requested Amount: \$10,000
Society Operating Budget: \$406,700

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2015	\$7,945	Operating Assistance
2014	\$7,200	Operating Assistance
2013	\$10,000	Operating Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$385,775	\$407,564
Total Expenses:	\$399,300	\$407,564
Surplus:	(\$13,525)	\$1
Accumulated Surplus:	\$1	\$1

Operating Assistance Application for 2016

Richmond Music School Society

Summary Page 2

Other Funders: Outreach Violin Program \$44,290

GRANT RECOMMENDATIONS

Recommended Amount: \$10,000

Aggregate Score: 46.8

Recommendation:

Operating Assistance is recommended for this leading organization that is dedicated to high calibre music education for young people, provides concerts year-round in the community and strives to be accessible to all income levels. The applicant is encouraged to consider strategic planning to address long-term goals as well as the self-identified challenges of space and desire for increased business partnerships.

Society: Richmond Community Band Society**Society Mandate Summary:****Mandates:**

To provide Richmond - focused musical concerts for the public,

Promote music in local schools via joint concerts and; Provide an outlet for the musical aspirations of our members.

Society History:

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

Our role in Richmond is to provide a varied series of musical events by improving the skills of our members at rehearsals, most of whom are seniors resident in Richmond. These regularly include the Remembrance Day ceremonies at the City Hall, the July 1st Canada Day parade in Steveston, the Ladner Band Fest, and an annual (for 30 consecutive years) ticketed concert at the Gateway Theatre. We also have performed at various seniors' residences, the Minoru Seniors' Centre, Aberdeen Shopping Mall, the Steveston Fish Cannery, the Britannia Heritage Shipyard and Westwind Elementary School. In the summer we present outdoor concerts in Richmond parks.

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

GRANT REQUEST

Requested Amount: \$2,900

Society Operating Budget: \$13,894.62

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2015	\$2,860	Operating Assistance
2014	\$2,900	Operating Assistance
2013	\$3,600	Operating Assistance

FINANCIAL SUMMARY

Operating Assistance Application for 2016

Richmond Community Band Society

Summary Page 2

Most Recently Completed Year

Proposed Year

Total Revenue:	\$13,894.62	\$16,425
Total Expenses:	\$13,839.93	\$13,250
Surplus:	\$54.69	\$2,175
Accumulated Surplus:	\$16,476.71	\$3,100

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$2,900

Aggregate Score: 45.3

Recommendation:

Operating Assistance is recommended for this well-established, volunteer-run organization that provides professional direction to amateur musicians and delights audiences at various community events throughout the year. The applicant is to be commended for increasing its membership and growing its program of concerts. It is also strongly encouraged to invest their considerable accumulated surplus into the organization.



Operating Assistance Application for 2016 Arts & Culture Grants Program

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

Society: Richmond Arts Coalition

Society Mandate Summary:

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

Society History:

In 2004, the City developed a formal plan to strengthen its arts community which resulted in the formation of the Richmond Arts Coalition (RAC). In 2008, the City endorsed a "2010 Arts Plan" identifying RAC as the organization responsible for bringing local artists & arts organizations together & leading in the development & advocacy of local community arts & culture. RAC has partnered with the City on the annual Arts Awards & on three Art Symposiums & provides substantial grants to the annual Maritime Festival to support hiring of local artists. In 2013, RAC established an endowment fund with the Richmond Community Foundation to support the Arts Awards & scholarships for Arts students. RAC compiles a monthly list of Arts Events for publication by the local papers & Tourism Richmond. The events are listed on the RAC website & social media & emailed to 300+ subscribers. A 2013 Outreach Project gathered surveys from the Arts & general public on Arts issues in Richmond, which was shared with the City. A 2014/15 Outreach Project gathered numerous ideas for promoting closer connections between Arts and Business. RAC hosted ArtRich 2015 at the Richmond Art Gallery from July 17 – Aug 15, 2015, which showcased 49 local artists and brought 1627 visitors to the Gallery. RAC hosts a weekly "member feature" on its website.

GRANT REQUEST

Requested Amount:	\$10,000
Society Operating Budget:	\$41,800

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2015	\$3,970	Operating Assistance
2014	\$3,750	Project Assistance
2013	\$3,600	Project Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$36,101.73	\$41,800
Total Expenses:	\$35,157.87	\$41,800
Surplus:	\$943.86	\$0.01
Accumulated Surplus:	\$3,002.83	\$3,002.83

Operating Assistance Application for 2016

Richmond Arts Coalition

Summary Page 2

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$9,950

Aggregate Score: 45.3

Recommendation:

Operating Assistance is recommended in order to support the increased capacity of this volunteer-led service organization for Richmond artists and arts organizations. The applicant is commended for embarking on the process of strategic planning and for its plans to hire a part-time administrator. It is also encouraged to build upon the success of last year's ArtRich exhibition with its related increase in membership and profile.



Operating Assistance Application for 2016 Arts & Culture Grants Program

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

Society: Richmond Community Orchestra and Chorus Association

Society Mandate Summary:

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

Society History:

In 1986 a small group of Richmond musicians came together to make music in 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 Malmberg is the current conductor.

Special performances have included singing at the opening of the new International Terminal at YVR, performances on the Main Stage and Captain's Ball of the Tall Ships Festival 2002. March 2006, the Chorus sang at 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. Trumpeter Brandon Ridenour, of the world famous Canadian Brass, performed with our orchestra at the first concert of our 2012/2013 season. The chorus's Christmas concert, Carols and Lullabies of the Southwest, will be enhanced by the presence of three well-known local professional musicians featuring Ed Henderson. The orchestra had the honour of accompanying Chantal Kreviazuk at the Richmond Hospital Foundations 15th Annual Gala. 2012 also saw the launching of the orchestra's educational outreach program where we bring the music to the schools along with a lesson program provided to them prior to the performance.

GRANT REQUEST

Requested Amount: \$10,000

Society Operating Budget: \$130,550

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2015	\$10,000	Operating Assistance
2014	\$8,790	Operating Assistance
2013	\$10,000	Operating Assistance

Operating Assistance Application for 2016

Richmond Community Orchestra and

Summary Page 2

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
Total Revenue:	\$127,063
Total Expenses:	\$120,100
Surplus:	\$24,417
Accumulated Surplus:	\$24,417
Other Funders:	BC Gaming \$25,000

GRANT RECOMMENDATIONS

Recommended Amount: \$10,000

Aggregate Score: 48.0

Recommendation:

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

Society: Cinevolution Media Arts Society**Society Mandate Summary:**

Based in Richmond, BC, Cinevolution decentralizes arts and provides new platforms for connecting artists and academics to the community. Through exhibitions, forums, workshops and innovative projects, Cinevolution is committed to bringing contemporary migrant experiences into the global conversation through film and media arts, and stimulating new ideas and creativity.

Society History:

Founded in 2007 by a group of Pan Asian filmmakers, artists and community activists, Cinevolution Media Arts Society is a progressive, community-driven film and media arts organization based in Richmond. As the Professional Resident Art Group in the Richmond Media Lab, Cinevolution acts as a leading voice for newcomer communities while promoting independent films, interdisciplinary artistic practice and critical discourse on diversity and differences. Recognized for its excellence in volunteerism, Cinevolution received the Nova Star award from Volunteer Richmond in 2013. In 2012, they were awarded the Richmond Arts Award for Artistic Innovation for excellence in artistic programming.

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

1. Stimulating innovative creation and new ideas - As the only media arts organization in Richmond, for the past years, Cinevolution has showcased a lot of cutting edge films and new media art works. Events like the Digital Carnival, Art in Containers, Screen Bites, and the Featured Artist Program strive to fuse the digital technology with the natural, urban, and cultural landscape of Richmond, taking it as a 3-dimensional canvas which can be reinterpreted through the lens of artistic and creative creation (e.g. multimedia projections, live performances, public art installations, etc).
2. Engaging citizens across generations and cultures - Our signature events, such as Your Kontinent Festival, DocuAsia Forum, and round community activities such as Media Cafe and Youth Media Outreach are intergenerational and multilingual, and have successfully engaged community members of all ages and cultures.
3. Fostering critical discourse and international cultural exchange through bringing international films and artists to the community.
4. Increasing the community media literacy by providing well planned, affordable and accessible educational programs, such as Community Digital Storytelling Workshops.

GRANT REQUEST

Requested Amount:	\$10,000
Society Operating Budget:	\$88,668

Operating Assistance Application for 2016

Cinevolution Media Arts Society

Summary Page 2

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2015	\$9,530	Operating Assistance
2014	\$3,640	Project Assistance
2014	\$8,790	Operating Assistance

FINANCIAL SUMMARY

Most Recently Completed Year

Total Revenue: \$55,768

Total Expenses: \$55,767

Surplus: \$1

Accumulated Surplus: \$1

Proposed Year

\$125,450

\$125,450

\$1

\$1

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

GRANT RECOMMENDATIONS

Recommended Amount: \$10,000

Aggregate Score: 48.0

Recommendation:

Operating Assistance is recommended for this accomplished society that presents year-round, progressive and high quality programs about "contemporary migrant experiences" that employ professional artists and reach audiences that include youth, new immigrants and emerging artists. The applicant is to be commended for using the previous year to plan, renew and self-reflect, and for its consistently diverse, innovative programming in conventional and non-conventional settings, strong community partnerships and increased administrative capacity.

Society: Textile Arts Guild of Richmond

Society Mandate Summary:

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

Society History:

TAGOR was formed in 1975. From 1976 to 1988 our Guild focused on educational workshops and speakers as many products, tools and machines were changing at this time in the textile arts field. TAGOR offered eight major public exhibitions either by ourselves or in Use Group Shows. Community projects in these years included quilts to mark Richmond's 1979 Centennial and Expo '86.

The early 1990's saw the Guild based in several locations while the new Cultural Centre was being built. Specialized lighting and electrical outlets in the Textile Arts Studio were purchased by TAGOR when the new Cultural Centre opened in 1993.

As the focus of the Richmond Art Gallery shifted from local arts groups to a national and international base, our costs for mounting shows rose dramatically. Still, TAGOR hosted exhibition in 2000, 2002, 2006 and 2008.

From 2000 to 2010 TAGOR members wanted to do more community work and began actively searching for local organizations to help. We created quilts auctioned to support the Canadian Breast Cancer Foundation in 2005-06. In December 2010 the TAGOR website was launched and that same month, TAGOR won the Constellation Award from the Richmond Volunteer Bureau.

In 2011-12, over 70 quilts for the Japanese Tsunami victims were created and sent by TAGOR members. In 2012, the YouTube Video "How to Make a Quick Caring Quilt" was created and TAGOR began its partnership with the City of Richmond Parks Department and Tourism Richmond in the creation sale of utility bags made from Richmond City Street Banners.

In 2012-13, TAGOR launched and successfully completed its 100 Quilt Challenge for Lion's Manor and won a People First Award from the Vancouver Coastal Health Authority for this project. February 2015 marks TAGOR's 40th year of operation.

GRANT REQUEST

Operating Assistance Application for 2016

Textile Arts Guild of Richmond

Summary Page 2

Requested Amount: \$3,400

Society Operating Budget: \$13,400

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2015	\$3,710	Operating Assistance
2014	\$3,500	Operating Assistance
2013	\$5,600	Operating Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$16,183	\$11,400
Total Expenses:	\$13,561	\$11,400
Surplus:	\$2,622	\$1
Accumulated Surplus:	\$13,293	\$9,000
Other Funders:		

GRANT RECOMMENDATIONS

Recommended Amount: \$3,400

Aggregate Score: 45.0

Recommendation:

Operating Assistance is recommended for this long-standing organization that forwards textile arts as a means of creative expression, social engagement and charitable giving. The applicant is encouraged to invest their considerable accumulated surplus into the society and to work on marketing and outreach strategies to increase exposure and participation.

Society: Community Arts Council of Richmond
Society Mandate Summary:

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

Society History:

An active advocate for the arts since 1970 we have many accomplishments including raising significant funds to build both the Gateway Theatre and the Richmond Cultural Centre. Over the many years we have held numerous classes, workshops, exhibitions, events and performances, given out scholarships & grants to other arts organization. As a federally & provincially registered Charity we are able to issue tax receipts for donations and use this fact to do fundraising for various events. When we began this odyssey of supporting and promoting the arts there were very few other groups that were registered as a society. In addition we were the only arts organization without a particular affiliation with a specific art discipline, rather we supported ALL types of

the creative arts. Times, needs and abilities change and we have changed too. Many groups are now better able to fend for themselves, however we still feel it is imperative that we "speak" for the arts and artists, encourage all to participate, use art to build bridges and overcome difficulties. We spend our funds frugally and choose programs and projects that we feel will benefit the highest number of the population including non-artists and artists alike. Our events are held in Richmond and wherever possible we do our best to invite Richmond artists first and the rest of Metro Vancouver and BC latterly. Richmond is our home base and we encourage everyone to come and experience the arts & culture in Richmond when we hold our events and on our website, which is once again being improved, updated and will have a place for any events not produced by us to be listed on a special arts & culture calendar of events.

GRANT REQUEST

Requested Amount:	\$10,000
Society Operating Budget:	\$62,125

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2015	\$8,475	Operating Assistance
2014	\$7,700	Operating Assistance
2013	\$9,100	Operating Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
Total Revenue:	
\$62,125	\$52,031

Operating Assistance Application for 2016

Community Arts Council of Richmond

Summary Page 2

Total Expenses:	\$58,005	\$52,031
Surplus:	\$4,120	\$1
Accumulated Surplus:	\$4,120	(\$1)
Other Funders:	BC Gaming \$10,000, BC Creative Communities \$7,900	

GRANT RECOMMENDATIONS

Recommended Amount: \$9,750

Aggregate Score: 43.0

Recommendation:

Operating Assistance is recommended for this long-standing organization and their initiatives to strengthen arts participation in the community. The applicant is encouraged to continue to work in partnership with other arts groups, building upon the success of the Cloth, Clay and Canvas exhibition. It is also hoped that continued strategic planning will address the self-identified challenges of board fatigue and decreasing membership.



Operating Assistance Application for 2016 Arts & Culture Grants Program

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

Society: Richmond Delta Youth Orchestra

Society Mandate Summary:

The RDYO provides professional orchestral preparation for young musicians aged 8 to 25.

Society History:

The Orchestra first began rehearsals in September, 1971 in Ladner. With the support of approximately forty players, Harry Gomez formed the Orchestra and became its Conductor and Music Director. The Orchestra first performed at an open rehearsal for Mayor Dugald Morrison at the Ladner Community Centre later that year. Throughout the 1970s and 1980s, the Orchestra underwent tremendous growth, attracting young players from Richmond and the rest of the Lower Mainland. It continued its mission as an orchestral preparation program led by highly qualified musical staff. In 2013, recognizing that the majority of its young musicians are residents of Richmond, the Orchestra officially changed its name to Richmond Delta Youth Orchestra. Since our move to Richmond, our enrolment has almost doubled. The Orchestra currently includes 141 young performers in seven divisions: Symphony, Senior Strings, Intermediate Strings, Junior Strings, Senior Winds, Junior Winds, and Chamber Music divisions. Each year the RDYO performs numerous outreach concerts in Richmond, including (in 2015) at Culture Days, the Richmond Art Gallery, the Richmond Cultural Centre, the annual Richmond Maritime Festival, the Salmon Festival, and Aberdeen Centre. The RDYO is a vibrant and growing part of Richmond's cultural landscape.

GRANT REQUEST

Requested Amount:	\$10,000
Society Operating Budget:	\$159,620

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2015	\$5,000	Project Assistance
2014	\$2,860	Project Assistance
1994	\$0	Parks, Rec and Community Events

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$151,942	\$164,950
Total Expenses:	\$147,332	\$163,950
Surplus:	\$4,610	\$1,000
Accumulated Surplus:	\$26,750	\$27,750

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$10,000

Aggregate Score: 48.5

Recommendation:

Operating Assistance is recommended for this well-established, forward-thinking orchestra that provides high quality music education and performance opportunities for youth ages 8-25. The society is to be commended for engaging in regular five-year strategic planning, and recognizing the need to increase administrative capacity and to seek diversification of funding sources. Its strong engagement with the Chinese-speaking community and media is also especially noteworthy.

Society: Richmond Youth Choral Society
Society Mandate Summary:

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

Society History:

In 2000, a choir of 75 elementary school voices from across our city formed under the direction of 3 Richmond teachers, Lorraine Jarvis, Catherine Ludwig and Lyn Wilkenson. This choir was formed to sing at the BC Music Educators Conference. These teachers continued a Richmond School District Choir (Richmond Elementary Honour Choir) for 2 years. With school district cut backs, Lorraine, Catherine and parents created the Richmond Youth Choral Society in 2002. Membership began with 45 singers. By October 2003, a Secondary Choir was added at the request of Elementary Choir graduates. Concerts were arranged to feature the skills of the RYHC singers at many community and charitable events. By the 2009-10 season of the RYHC, the choirs were recognized as a premiere group within our city. In our 12th season we launched our 3rd choir, the Prelude Choir for children 5 - 8 years of age. Performance highlights include 2010 Olympic performances, Unisong in Ottawa, joint performance with the Philharmonic Orchestra from our sister city, Xiamen, China, performing with and hosting the Wakayama Children's Choir from our sister city, Wakayama, Japan and this past spring, returning the visit to Wakayama and representing Richmond there. In 2013 we commissioned "Listen to the Music" by Timothy Corlis and premiered it with the VYSO. It was received with a standing ovation. Since then we have worked with other composers like Larry Nickel and Iman Habibi. Recently we participated in "World Beat" with international conductor Henry Leck. For our 15th Anniversary season we are planning a year of celebration including inviting the Richmond and Delta Youth Orchestra to premier another new commission partnering with Timothy Corlis once again!

GRANT REQUEST
Requested Amount: \$10,000

Society Operating Budget: \$66,779

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2015	\$10,000	Operating Assistance
2014	\$8,790	Operating Assistance
2013	\$9,900	Operating Assistance

FINANCIAL SUMMARY
Most Recently Completed Year
Proposed Year
Total Revenue: \$68,128

\$71,540

Operating Assistance Application for 2016

Richmond Youth Choral Society

Summary Page 2

Total Expenses:	\$66,779	\$71,075
Surplus:	\$1,349	\$465
Accumulated Surplus:	\$1,349	\$465
Other Funders:	BC Gaming \$4,200	

GRANT RECOMMENDATIONS

Recommended Amount: \$10,000

Aggregate Score: 48.0

Recommendation:

Operating Assistance is recommended for this growing and energetic organization that offers accessible high quality choral music education for children and opportunities for them to perform in Richmond and beyond. The applicant is well-organized with a devoted board and volunteer roster and is seeking corporate partners and other funders to help them move towards industry standards of staff compensation. The applicant remains encouraged to plan for sustainability to address the potential for staff burnout and succession.

Society: Richmond Singers

Project Name: The Richmond Singers and The Richmond Singers Ensemble Spring 2016

Dates: Jan 2016 to June 2016 with our major concert on May 28 plus 20 or more "sing-

Project Summary:

We have a joint concert planned with the Vancouver Welsh Men's Choir in our Spring 2016 Program. We are featuring "Canadiana" songs and will rehearse and hold workshops to learn new music and perform the concert at Bethany Baptist Church in East Richmond. The Richmond Ensemble has already received numerous bookings towards their Spring and Fall 2016 sing-outs. The Richmond Singers have also applied to the International Choral Kathaumixw festival in Powell River for July 2016.

Society Mission/Mandate:

THE RICHMOND SINGERS is a 55 voice women's choir and began performances in 1971. For the past 44 years this group has been directly involved in offering their musical gifts to the community. The purpose of the Society is "to sing, in harmony, a variety of music for the enjoyment of the members, as well as to give public and private performances for the listening pleasure of others".

Society History:

THE RICHMOND SINGERS is an adult ladies choir with 55 active members and 3 associates who have provided a choral presence in the community for over 44 years. The choir produces two – three major concerts per season often featuring local guest performers, children's choirs and accompanists. We are fortunate to have a faithful audience at our 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" at over 30 performances during the season at senior facilities, hospitals and daytime events, receiving little or no remuneration. They perform an interactive program that is very well received by the seniors and many places request them several times a year. We are the longest standing community choir in Richmond. We hold auditions in September and again in January if necessary. Membership to the choir is based on space availability and auditions are based on the ability to sing, read music and to blend your voice within our choir. Our multicultural members range in age from 20's - 70+. We sing a wide variety of music from classical, jazz, and spiritual to modern.

GRANT REQUEST

Requested Amount:	\$5,000
Project Budget:	\$33,752.5
Society Operating Budget:	\$53,285

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2015	\$4,240	Project Assistance

Project Assistance Application for 2016

Richmond Singers

Summary Page 2

2014	\$2,600	Project Assistance
2012	\$1,500	Project Assistance

FINANCIAL SUMMARY

Most Recently Completed Year

Proposed Year

Total Revenue:	\$59,464	\$53,285
Total Expenses:	\$53,030	\$53,285
Surplus:	\$6,434	\$1
Accumulated Surplus:	\$33,361	\$23,361

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$5,000

Aggregate Score: 48.0

Recommendation:

Project Assistance is recommended for the Spring concert series of this well-established, popular choir that pursues new partnerships with other choirs in the region and additional performance opportunities within Richmond and beyond. The applicant is to be congratulated for its faithful audiences, healthy membership, and extensive program of activities in the community including work with a stroke recovery group.

Society: Tickle Me Pickle Theatre Sports Improv Society**Project Name:** TMP Improv Season**Dates:** July 2016-June 2017**Project Summary:**

We wish to continue to provide and perform our brand of improv comedy for our 2016-2017 season. The TMP season includes weekly skill and team development practices, professional development for our performing artists, a large-scale charity event, private and community performances, and four performances at the Performance Hall at the Richmond Cultural Centre. In addition, the TMP troupe continually seeks to develop new ideas of how we can help bring the art of improv to the Richmond Community, and openly seeks collaboration with individuals and groups from the community.

Society Mission/Mandate:

Tickle Me Pickle (TMP) is dedicated to providing affordable, family-friendly improvisational theatre that introduces Richmond residents to the enjoyment of the arts. We value improv as an art form that is both entertaining and enriching. Our chosen medium is one that brings communities together, projects positive attitudes, teaches a variety of skills and allows us to connect with a diverse audience in unique ways. We strive to provide shows and community programs that are available to patrons of all ages. In accordance with our status as a non-profit, these shows and community programs will be less financially burdensome than the average theatre production. Our goal is to maintain a troupe of talented performers who consistently produce quality improv shows. Moreover, TMP fosters the talents of our members and provides opportunities for professional growth in terms of performance, management, and technical theatre skills. All TMP shows will be accessible to audiences of any culture, background, gender, ability, economic class or ideology. Any member of the public will feel welcome and included, and our comedy will be consistent with good taste.

Society History:

Born out of volunteerism, collaboration and innovation, TMP started out as a one-off event for Youth Week in the year 2000. Members of the "Pickle Volunteer Crew" recognized an absence of improvisational theatre in the Richmond community and decided to start up a troupe of youth and young adults who would study, practice and perform the art of improvisational comedy. The Crew soon discovered that there was a healthy appetite for improv, as TMP attracted young artists who were eager to learn and perform improv, and saw a wide range of audience members flock to our events. The concept of TMP Improv has grown, as we have developed improv classes for youth, leadership workshops, high school tournaments, opportunities for volunteerism, private for-hire shows, a regular presence at local charity events, a yearly series of affordable and family-friendly community shows, and an annual charity event of our own. This event, Laughter is the Best Medicine, will be celebrating its tenth year this season. Now navigated primarily by our core of 8 young adult artists, TMP promotes through our website (www.tmpimprov.com), our Twitter account, our Facebook group of over 500 members, and Pickle Jar email membership. Over our fifteen years in existence, TMP has garnered a following by performing for audiences large and

Project Assistance Application for 2016

Tickle Me Pickle Theatre Sports Improv Society

Summary Page 2

small in various venues across the lower mainland as well as forming partnerships with other non-profit organizations, recreation clubs, various other improv troupes, the Richmond School District as well as Centres and performance spaces throughout the City of Richmond.

GRANT REQUEST

Requested Amount:	\$5,000
Project Budget:	\$11,772
Society Operating Budget:	\$11,700.6

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2015	\$5,000	Project Assistance
2014	\$4,160	Project Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$10,784.33	\$11,700.6
Total Expenses:	\$11,145.06	\$11,772
Surplus:	(\$360.73)	(\$71.4)
Accumulated Surplus:	(\$138.54)	(\$209.94)

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$5,000

Aggregate Score: 41.0

Recommendation:

Project Assistance is recommended for this entertaining, award-winning group's TMP Project Season that will continue to engage youth, adults and families with unique and accessible theatrical experiences. The Society is to be commended for their annual sold-out charity event and expanded promotional strategy. The applicant is encouraged to continue to increase the group's exposure and diversify their revenue sources.

Society: Philippine Cultural Arts Society of BC**Project Name: "Recuerdos" (Memoirs) - A Mosaic of Philippine Dance and Music****Dates: July 9, 2016****Project Summary:**

Our showcase, titled "Recuerdos" (Memoirs) is a collection of memories of Philippine culture. We will be presenting this Philippine story with a mosaic of dance and music at the Richmond Gateway Theatre on July 9, 2016. In preparation for this event, we encourage new participants of all ages to join along side current performers to learn about traditional dance and music through workshops PhilCAS will lead. We invite residents of Richmond and the lower mainland to witness the beauty of Philippine culture through our workshops and in our showcase "Recuerdos".

Society Mission/Mandate:

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

Society History:

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

Project Assistance Application for 2016

Philippine Cultural Arts Society of BC

Summary Page 2

GRANT REQUEST

Requested Amount: \$5,000
Project Budget: \$21,385
Society Operating Budget: \$9,800

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2015	\$2,970	Project Assistance
2014	\$3,120	Project Assistance
2013	\$2,100	Project Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$4,843.76	\$9,800
Total Expenses:	\$16,410.86	\$9,800
Surplus:	(\$11,657.1)	\$0.01
Accumulated Surplus:	\$1,987.31	\$1,987.31

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$4,447

Aggregate Score: 41.0

Recommendation:

Project Assistance is recommended for this annual large-scale showcase that will increase the profile of Filipino performing arts in Richmond and provide a vital performance opportunity for the society's multi-generational dancers and musicians. The applicant is encouraged to seek community partnership opportunities, consider working with other artists and increase their profile through marketing efforts. In future, the project budget should including diverse funding sources and more diligent financial accounting.

Society: Vancouver Cantonese Opera**Project Name:** Multicultural Heritage Festival**Dates:** September 3-4, 2016 (Saturday & Sunday)**Project Summary:**

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

Society Mission/Mandate:

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

OUR ARTISTIC VISION & ORGANIZATIONAL OBJECTIVES

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

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

Society History:

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

For the past 14 years, the Vancouver Cantonese Opera has collaborated with international and

Project Assistance Application for 2016

Vancouver Cantonese Opera

Summary Page 2

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

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

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

On June 29th, 2013, we presented our annual "Multicultural Heritage - Music & Movement" Festival at the Richmond Cultural Arts Centre, with an estimated attendance of 800 people. We celebrated cultures from China, Japan, India and Ukraine.

GRANT REQUEST

Requested Amount:	\$3,800
Project Budget:	\$33,800
Society Operating Budget:	\$104,555

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2015	\$5,000	Project Assistance
2014	\$3,850	Project Assistance
2013	\$3,000	Project Assistance

FINANCIAL SUMMARY

Most Recently Completed Year

Proposed Year

Project Assistance Application for 2016

Vancouver Cantonese Opera

Summary Page 3

Total Revenue:	\$143,315	\$1,045,555
Total Expenses:	\$154,614	\$103,555
Surplus:	(\$11,299)	\$1,000
Accumulated Surplus:	\$58,789	\$59,789

Other Funders: Canadian Heritage \$5,000, BC Gaming \$5,000

GRANT RECOMMENDATIONS

Recommended Amount: \$3,800

Aggregate Score: 46.5

Recommendation:

Project Assistance is recommended for the fourth annual Multicultural Heritage Festival in Richmond which will be presented as part of the Richmond World Festival in 2016. The applicant has a strong track record working effectively with local artists and cultural groups and by bringing together a diversity of cultural groups and disciplines, facilitates a cross-pollination of audiences. A significant percentage of the budget goes directly to artists. The applicant is encouraged to continue to program a significant proportion of Richmond-based artists and is advised to place greater scrutiny on the financial reporting.

Society: Canadian YC Chinese Orchestra Association**Project Name:** Canada YC Chinese Orchestra Concert July 2015**Dates:** July 4, 2015**Project Summary:**

The coming concert in 2016 will feature on the music adapted and rearranged from the theme music of "Street Angel", a very popular old movie from China in the 40's. Again the concert consists of ensembles, voice solo, choir, instrumental solo as well as the full orchestra.

Society Mission/Mandate:

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

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

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

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

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

Society History:

Project Assistance Application for 2016

Canadian YC Chinese Orchestra Association

Summary Page 2

orchestra, smaller ensembles, as well as solo performances.

Since 2012, the orchestra has registered as the first music group Artist in resident of the Cultural Centre of City of Richmond.

Our efforts to promote Chinese culture also include cooperation with other groups. One of our major performances, "Guests from afar please stay", was in partnership with Vancouver Choir at the Norman Rothstein Theatre. The performance had a full house and as a result, another show was added (in about 6 months). Since 2013, we have been a partner of the Multicultural Heritage Festival held at each summer at the Richmond Cultural centre and our performance of "O Canada" with our own instruments was welcome by the audiences as well as Government officials.

For the last 4 years, CYCCOA continued to be a strong element in the City of Richmond. In addition to performing in many concerts, CYCCOA hosted educational workshops, participated in community services, cultural events, festivals, and celebrations across our community.

As an artist in resident of the Richmond Cultural Center, we participate actively in the Cultural events in our community.

In May 2014, we have a joint concert "Ocean Home Town" with City of Richmond. With Cultural Grants from the City of Richmond in the last two years, we have been able to produce a large scale concert at The Richmond Gateway Theatre. In fact, the two concerts were big success and we had full house of over 500 audiences each time.

GRANT REQUEST

Requested Amount:	\$5,000
Project Budget:	\$27,300
Society Operating Budget:	\$25,500

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2015	\$4,550	Project Assistance

Project Assistance Application for 2016

Canadian YC Chinese Orchestra Association

Summary Page 3

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

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$32,909.12	\$25,500
Total Expenses:	\$32,288.45	\$25,300
Surplus:	\$620.67	\$200
Accumulated Surplus:	\$620.67	\$820

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$5,000

Aggregate Score: 46.0

Recommendation:

Project Assistance is recommended for this popular and high-quality concert featuring music from Chinese popular culture played on Chinese musical instruments. This concert continues to provide a large-scale showcase for the orchestra's novice and experienced musicians to perform together. The applicant is encouraged to place greater diligence in grant reporting and budget details.

Society: Richmond Art Gallery Association**Project Name:** Mentorship Program for Richmond Immigrant Artists**Dates:** March - October 2016**Project Summary:**

Over 60% of our municipal population is made up of residents who have immigrated to Richmond, with a large percentage coming from China. From these statistics and from the inquiries we receive at the Gallery we believe many Richmond immigrant artists do not engage with the Gallery. Our aim is to identify and provide social and mentorship opportunities for this audience. With funding from this Project Grant, we will offer a free series of programs, which will serve as an introduction to the Canadian art system, and provide opportunities for networking and mentorship in portfolio development.

Society Mission/Mandate:

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

Society History:

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

GRANT REQUEST

Requested Amount:	\$4,000
Project Budget:	\$8,000
Society Operating Budget:	\$214,623

MOST RECENT PREVIOUS GRANT(S)

Project Assistance Application for 2016

Richmond Art Gallery Association

Summary Page 2

Year	Amount	Grant Program
2015	\$5,000	Project Assistance
2014	\$4,680	Project Assistance
2013	\$5,000	Project Assistance

FINANCIAL SUMMARY

Most Recently Completed Year

Proposed Year

Total Revenue:	\$197,434	\$214,623
Total Expenses:	\$168,191	\$213,717
Surplus:	\$29,247	\$906
Accumulated Surplus:	\$5,784	\$6,690

Other Funders: Metro Vancouver \$5,000

GRANT RECOMMENDATIONS

Recommended Amount: \$4,000

Aggregate Score: 46.7

Recommendation:

Project Assistance is recommended for this innovative program to identify and mentor immigrant artists with free programs to introduce them to the Canadian art system. A vital initiative to nurture Richmond's multicultural visual arts scene within a largely expat Chinese community, this project is outside of the Gallery's normal operations and fulfills an important role towards community-building and supporting the professional development of Richmond artists.

Society: Vancouver Tagore Society

Project Name: West Coast Tagore Festival 2016

Dates: September 11, 2016

Project Summary:

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

Society Mission/Mandate:

The mission of Vancouver Tagore Society is to organize and promote social, cultural and intellectual events which celebrate diversity, intercultural harmony and universalism, and to raise awareness of Eastern

philosophies and cultures with special emphasis on and guided by universal humanism, transcendental spirituality, thoughts and philosophy of Rabindranath Tagore, Asia's first Nobel-laureate in Literature, as expressed through his poems, songs, writings, plays,

lectures, art, social reforms and other works. Additional mission includes engaging communities in intercultural

interactions and development of artists versed in ethnic cultures and heritage, particularly Bengali and South Asian. Guided by Tagore's vision of "confluence of cultures", the Society strives to provide a broad

platform for communities and artists/performers to gather together, reach across cultural boundaries and enrich local communities culturally and intellectually. The Society's mandate is to disseminate the profound message of peace, humanity and equality, and wonderfully rich creative works of Tagore to the communities in a way that is readily appreciable and assimilable.

Society History:

Vancouver Tagore Society was formed in mid 2011 to celebrate the 150th birth anniversary of great Bengali poet and visionary Nobel-laureate Rabindranath Tagore. On September 8, 2011, the Society organized the "150 Years of Tagore!" event with support from the City of Richmond and in partnership with World Poetry Richmond. Since its inception, it has organized a number of events, most of those were in the City of Richmond and engaging many Richmond artists. In 2012 and 2014, the Society with support from the City of Richmond, organized "An Afternoon of Bengali Poetry" on the Rooftop Garden of the Richmond Cultural Center. It organized the "West Coast Tagore Festival" every year since 2011 with a great success and support from the City of Richmond. Several Richmond artists, including playwright Simon Johnston, Camyar Chaichian, Dr.

Project Assistance Application for 2016

Vancouver Tagore Society

Summary Page 2

Sanzida Habib, Fred Gordo, Keya Ghosh, Maisha Haque, Adib Haque, and many others, took part in the event along with other performers of various ethnic background. The 2014 festival was held on September 5 and 6, 2014 with in-kind supports and \$3120 through the City's Arts and Culture Grant.

The 2015 festival will be held on December 20 with \$3920 through the City's Arts and Culture Grant. While the 2012 Festival was inaugurated by Councillor Linda McPhail, Festivals of 2013 and 2014 were inaugurated by the Mayor Malcolm Brodie. In 2014, the Society organized an event celebrating International Women's Day at the Richmond Councils Chambers. The same year, VTS organized a musical soiree at the Roundhouse Arts and Community Center. In 2015, VTS commissioned and organized "Shyama: A Bharat-Natyam Interpretation" at RHCC. The Society has also participated as contributing partner in events held in Richmond, including the Richmond Multicultural Heritage Festival, International Peace Festival, Multicultural Mothers Day celebration, Autumn Dance Poetry (twice), Annual Literary Festival by WIN Canada, etc.

GRANT REQUEST

Requested Amount:	\$4,350
Project Budget:	\$15,350
Society Operating Budget:	\$20,100.29

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2015	\$3,920	Project Assistance
2014	\$3,120	Project Assistance
2013	\$3,000	Project Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$16,870.78	\$20,100.29
Total Expenses:	\$16,870.49	\$20,050
Surplus:	\$0.29	\$50.29
Accumulated Surplus:	\$0.29	\$50.29

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount:	\$4,250
Aggregate Score:	45.3

Project Assistance Application for 2016

Vancouver Tagore Society

Summary Page 3

Recommendation:

Project Assistance is recommended for this established diverse multicultural and multidisciplinary event that attracts capacity audiences and continues to have a healthy mix of community and professional artists in its programming. The applicant is encouraged to upgrade their marketing materials and continue to work towards diversifying their revenue sources.

City of Richmond Arts and Culture Grants Program Operating Assistance Guidelines



The City of Richmond allocates grant funding for arts and cultural organizations that provide programming and activities for the benefit of Richmond residents.

The City's support acknowledges that the work of these organizations contributes to Richmond's quality of life, identity and economy and is extended to recipients who demonstrate vision, accountability and spirit of community service in their operations.

These guidelines incorporate recognized best practices and are designed to ensure accountability for use of public funds; **read through carefully before you make an application.**

If this is your first time making an application to the City of Richmond, or if you require further assistance, we encourage you contact:

Liesl Jauk, Cultural Development Manager
TEL 604-204-8672 E-MAIL ljauk@richmond.ca

Grant information and other information about our programs and services are available on the City website at www.richmond.ca/artists.

UPDATED FOR 2016: Arts and Culture Grants Program Objectives and Description

The Arts and Culture Grants program is intended to support a range of artistic and cultural activity including literary, visual, media, dance, theatre, music, multi-disciplinary, inter-disciplinary, and community-based arts, reflecting different cultural traditions as well as contemporary art forms and practices.

The program provides grants to support organizational capacity through Operating Assistance as well as one-time or time-limited initiatives through Project Assistance. Organizations may not apply for more than one City of Richmond grant per year.

Operating Grants are provided to support the annual programming and operating activities of eligible organizations. All grants are reviewed on a yearly basis and are not to be viewed by applicants as an on-going source of funding.

Organizations already receiving City funding that represents the equivalent of operating funds are not eligible for Operating Assistance. They are eligible for Project Assistance funding if their project is outside the scope of their normal operations.

Application Forms

New applicants are encouraged to read through the Guidelines first to obtain a general understanding of the program and then contact the Cultural Development Manager (contact info above) to discuss your proposal, confirm your eligibility and request approval to apply. Once approved, you may proceed with the application.

- The application form is available online at www.richmond.ca/citygrants
- Applications must be received on or before the submission date. Late applications will not be accepted.
- Answer all the questions on the form concisely, and include all requested supporting materials.

Operating Assistance Eligibility Criteria

- Operating Assistance is for established organizations that have an ongoing presence in Richmond and a track record of quality public programs and services. Applicant must be based in Richmond, registered as a non-profit society in good standing with the Province of BC, having been established legally and in operation for at least two (2) years prior to the application deadline and have recently received City Grant funding and successfully completed the projects.
- Applicants must be based and active in Richmond and provide programming and services that are open to the public and publicized citywide, or in the case of umbrella organizations, must further the interests of artists, creators, arts organizations and elements of the arts community. The organization's activities can include policy development, advocacy, provision of professional services, and production of collective projects.
- Applicants must be independent organizations with clear mandates that include the provision of public programs and/or services with an arts and culture focus. Presented work must be primarily with and/or by local artists/performers/artisans (amateur and/or professional); activities may include some artists who are not Richmond residents.
- All principal professional artists should be compensated for their participation commensurate with industry standards. For more information about these standards, please refer to the following organizations:
 - American Federation of Musicians: www.afm.org
 - 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 cash revenue sources for their activity that may include self-generated revenue (ticket sales, concession, memberships), funding from other levels of government (provincial, federal) and private sector support (fundraising, foundations, sponsorship, cash and in-kind donations).
- Applicants must provide independently prepared financial statements for the most recently completed fiscal year: an un-audited statement endorsed by two signing officers (with balance sheet and income statement, at minimum), review engagement or audit.
- Operating grants are awarded up to a maximum of 30% of the annual operating budget, to a maximum request of \$10,000.

Ineligible Organizations

- Organizations which do not meet eligibility criteria and requirements
- Other City of Richmond departments or branches
- Organizations already receiving City funding that represents the equivalent of operating funds
- Social Service, Religious, Political or Sports organizations

Ineligible Activities

- Fundraisers
- Deficit reduction
- Activity outside of Richmond
- Activity which was started prior to the application deadline
- Capital projects
- Activity that is not artistic or cultural

- Start-up costs
- Seed money for projects or events
- Showcases or recitals for schools/organizations with an educational mandate

Assessment Criteria

There are three key areas of evaluation that are weighted equally: merit, organizational competence and community impact. The organization's recent activities (as outlined in the previous year's Grant Use Report, for example) as well as proposed ones are taken into consideration when assessing an application.

Programming/Merit

- Quality of the organization's creation, production, presentation, dissemination and service activities (strength of intention, effectiveness of how it is put into practice, degree to which it enhances or develops a form, practice or process and impact on the creative personnel involved)
- Clear articulation of mandate/vision and degree to which the activity supports their organization's mandate/vision
- Distinctiveness of the organization's activities in relation to comparable activities in Richmond. Does it provide unique opportunities for artists, other arts organizations and the public?

Organizational Capacity

- Evidence of clear mandate, competent administration, functional board and an appropriate administrative and governance structure
- Evidence of financial stability and accountability as demonstrated through prior financial performance, achievable and balanced budgets, and financial management practices and plans
- Evidence of planning in place to support the proposal and/or ongoing organizational capacity (as per realistic schedules, timelines, planning practices, etc.)

Impact

- Level of public access to the work, activities or services
- Evidence of growing interest and attendance
- Level of engagement with other arts organizations, artists and community groups from all of Richmond's communities
- Evidence of promotional and/or outreach strategies in place to encourage wide public participation, awareness and engagement
- Demonstrated support from the community as evidenced through partnerships, collaborations, sponsorship support, in-kind support, volunteers, etc.

Assessment and Awarding of Grants

Complete applications are assessed by an Assessment Committee made up of City staff. A report on the Assessment Committee recommendations is written and submitted to City Council for their consideration and approval.

Council will make the final grant decisions, at its sole discretion, based on the program goals, criteria, policies, requirements and a review of City staff recommendations.

Council may:

- Approve a funding application:
 - in total, with or without conditions (i.e., subject to a mid-year review)
 - in part, with or without conditions
- Ask for more information
- Issue dollars in phases with conditions
- Deny an application

Council has final approving authority.

Funds will be dispersed as soon as possible after Council approval. The objective is to have all funds disbursed within 60 days of approval.

Grants are awarded on an annual basis. Applicants must re-apply each year. Continued funding is not guaranteed.

Conditions of Assistance

Please note that if your organization receives a City Grant, the following conditions will apply:

- Grant funds must be applied to current expenses, not used to reduce or eliminate accumulated deficits. Activities cannot be funded retroactively.
- The Society will make every effort to secure funding from other sources as indicated in its application. It will keep proper books of accounts for all receipts and expenditures relating to its activities and, upon the City's request, make available for inspection by the City or its auditors all records and books of accounts.
- If there are any changes in the organization's activities as presented in this application, Arts, Culture and Heritage Services Division must be notified in writing of such changes immediately. In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining City funds are also to be returned to the City.
- The City of Richmond requires organizations receiving a City grant to appropriately acknowledge the City's support in all their information materials, including publications and programs related to funded activities (i.e. brochures, posters, advertisements, websites, advertisements, signs, etc.). Such recognition must be commensurate with that given to other funding agencies. If the logos of other funders are used in an acknowledgement, the City should be similarly represented. Acknowledgement is provided by using the City of Richmond logo in accordance with prescribed standards. City of Richmond logo files and usage standards will be provided to successful applicants. Failure to acknowledge the City's support may result in the inability of an organization to obtain grant support in future years.
- Receipt of a grant does not guarantee funding in the following fiscal year.
- Successful applicants will complete a Grant Use Report online as a pre-condition for consideration of an organization's future grant applications. If the Project has not been completed at that time, an updated Grant Use Report must be submitted upon completion.

Use of Funds

The following guidelines and limitations are designed to meet best practices and to ensure accountability for use of public funds:

- It is expected that applicants will combine the Operating Assistance support they receive with other sources of revenue and financial investment (grants, donations, earned revenues) as well as in-kind support and contributions.
- Operating grants are provided to support the annual programming expenses and annual operating costs of the Society.
- Eligible use of Operating Assistance funds include, but are not exclusively limited to:
 - Fees and related expenses for artists, musicians, programming staff, cultural workers
 - Volunteer expenses (recruiting, training, support, etc.)
 - Production expenses (installation of artwork, equipment rental, costumes, sound, lights, etc.)
 - Marketing, community outreach and promotional expenses
 - Operating overheads (insurance coverage, rent, etc.)
- Ineligible uses of Operating Assistance support include but are not exclusively restricted to:
 - Deficit reduction

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

Confidentiality

All documents submitted by Applicants to the City of Richmond become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained within except to the extent necessary to communicate information to staff and peer members of the Assessment Committee for the purpose of evaluation and analysis, as well as to Council for the recommendation report. The City will not release any of this information to the public except as required under the Province of British Columbia Freedom of Information and Protection of Privacy Act or other legal disclosure process.

City of Richmond Arts and Culture Grants Program

Project Assistance Guidelines



The City of Richmond allocates grant funding for arts and cultural organizations that provide programming and activities for the benefit of Richmond residents.

This support acknowledges that the work of these organizations contributes to Richmond's quality of life, identity and economy and is extended to recipients who demonstrate vision, accountability and spirit of community service in their operations.

These guidelines incorporate recognized best practices and are designed to ensure accountability for use of public funds; **read through carefully before you make an application.**

If this is your first time making an application to the City of Richmond, or if you require further assistance, we encourage you to speak with or meet with a staff member of Arts, Culture and Heritage Services to ensure that your proposal is eligible and to ask any questions that may assist you in putting together an application.

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.

UPDATED FOR 2016: Arts and Culture Grants Program Objectives and Description

The Arts and Culture Grants program is intended to support a range of artistic and cultural activity including literary, visual, media, dance, theatre, music, multi-disciplinary, inter-disciplinary, and community-based arts, reflecting different cultural traditions as well as contemporary art forms and practices.

The program provides grants to support organizational capacity through Operating Assistance as well as one-time or time-limited initiatives through Project Assistance. Organizations may not apply for more than one City of Richmond grant per year.

Operating Grants are provided to support the annual programming and operating activities of eligible organizations. All grants are reviewed on a yearly basis and are not to be viewed by applicants as an on-going source of funding.

Organizations already receiving City funding that represents the equivalent of operating funds are not eligible for Operating Assistance. They are eligible for Project Assistance funding if their project is outside the scope of their normal operations.

Application Forms

New applicants are encouraged to read through the Guidelines first to obtain a general understanding of the program and then contact staff at Arts, Culture and Heritage Services to discuss your proposal and confirm your eligibility.

- The application form is available online at www.richmond.ca/citygrants
- Applications must be received on or before the submission date. Late applications will not be accepted.
- Answer all the questions on the form concisely, and include all requested supporting materials.

Project Assistance Eligibility Criteria

- Project Assistance is available for new and/or developing arts and culture organizations, or established arts and culture organizations working on a project basis or undertaking a special one-time initiative.
- Applicants must be registered as a non-profit society in good standing within the Province of BC, having been legally established and in operation for at least 6 months at the time of application deadline.
- Applicants must be active in Richmond and may be based outside of Richmond so long as their project takes place in Richmond, serves the Richmond community and employs Richmond artists (program may include some artists that are not local). For example, an art installation in Richmond organized by a Vancouver-based arts organization that employs Richmond artists and involves community engagement with Richmond residents would be eligible, but a concert in Richmond presented by a Burnaby-based organization would not be eligible.
- Programming and services must be accessible to the public and publicized citywide, or in the case of umbrella organizations, must further the interests of artists, creators, arts organizations and elements of the arts community. The organization's activities can include policy development, provision of professional services, and production of collective projects.
- Applicants must be independent organizations with clear mandates that include the provision of public programs and/or services with an arts and culture focus.
- All principal professional artists should be compensated for their participation commensurate with industry standards. For more information about these standards, please refer to the following organizations:
 - American Federation of Musicians: www.afm.org
 - 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 cash revenue sources for their activity that may include self-generated or earned revenue (ticket sales, concession, memberships), funding from other levels of government (provincial, federal) and private sector support (fundraising, foundations, sponsorship, cash and in-kind donations).
- Applicants must provide independently prepared financial statements for the most recently completed fiscal year: an un-audited statement endorsed by two signing officers (with balance sheet and income statement, at minimum), review engagement or audit.
- Project grant funds may be requested for up to 50% of the total cost of the project, to a maximum of \$5,000.

Examples of Eligible Activity

- The development of arts and cultural activity that reflects cultural traditions or contemporary artistic practices that will result in some form of dissemination or presentation to a broad public audience. Public dissemination may include exhibitions, performance, publications, presentations, video, film, new media, radio, or web-based initiatives (not the development of organizational/program websites.)
- Artisanal projects that include manual work of a high standard to create items that may be functional and/or decorative, including furniture, clothing, jewellery, watercraft, etc.
- Collaborative and creative initiatives between professional artists and community members that will result in some form of public presentation and which clearly express community interests and issues and demonstrate a strong collaborative process.
- Special requests for audio recordings, publications, film, video or web-based unique initiatives.

- Artistic Residencies that facilitate learning, development and cultural exchange between professional artists or artisans and qualified host organizations. See Artistic Residencies, below.

Ineligible Organizations

- Organizations which do not meet eligibility criteria and requirements
- Other City of Richmond departments or branches
- Social Service, Political, Religious or Sports organizations

Ineligible Activities

- Core-training, in-class or curriculum-based training, conferences, mentorships
- Bursaries or scholarships
- Contests or competitions
- Activity that is not artistic or cultural
- Fundraisers
- Deficit reduction
- Activity outside of Richmond
- Activity which has started prior to the application deadline
- Capital projects
- Delivery of services and resources by Service Organizations

Individual artists cannot apply on their own but may make an application in partnership with a qualifying organization for artistic or skill development through an **Artistic Residency**:

Artistic Residencies

Artistic Residencies facilitate learning, development and cultural exchange opportunities between professional artists or artisans, qualified host organizations, and/or the community.

- Residency candidates must be Richmond-based professional artists. The City's definition of a professional artist is one that has:
 - completed basic training (university or college graduation or the equivalent in specialized training, such as two or three years of self-directed study or apprenticeships);
 - is recognized as such by peers; and
 - is committed to devoting time to artistic activity, if financially feasible.
- Applications may be made by a non-profit organization to either:
 - host a residency, or
 - sponsor a Richmond-based artist to be hosted by another organization (which may or may not be a non-profit but where the residency supports the program objectives and the Artist's residency objectives.)
- Applicants may apply to host consecutive residencies in the second year; however, priority will be given to new applicants each year. An applicant may sponsor more than one artist at a time within the same project.
- The organization must demonstrate the capacity to host or sponsor a residency and must meet the General Eligibility criteria.
- There must be clear artistic development objectives for both the artist and host organization.
- The residency should provide opportunities for development and creation of the artist's work and if possible, some form of presentation of the artist's work either in progress or at completion.
- There should be some public engagement component of the work during the residency that would offer learning opportunities for the artist, related staff, the arts and cultural community and/or the general public.
- The residency and work created therein must be in addition to the regular activities of the Host organization.
- The grant is applicable to project costs: artist fees, materials, presentation costs and project administration costs born by the host organization.

Artistic Residencies (cont'd)

A Residency Agreement should address the points below (4 pages max, min 11 pt font):

- Artist Letter of Intent demonstrating the residency objectives and how it will further the development of the artist or artistic practice
- Organization Letter of Intent indicating the residency objectives
- A work plan (including timelines, activities, milestone dates, etc.)
- Financial obligations of both parties
- How the project will be evaluated
- A contingency plan (addressing potential changes, conflict or non-compliance)
- Signatures of all parties involved agreeing to the terms
- Budget of revenues and expenses

Assessment Criteria

There are three key areas of evaluation that are weighted equally: merit, organizational competence and community impact. The organization's recent activities (as outlined in the previous year's Grant Use Report, for example) as well as proposed ones are taken into consideration when assessing an application.

Programming/Merit

- Quality of the organization's creation, production, presentation, dissemination and service activities (strength of intention, effectiveness of how it is put into practice, degree to which it enhances or develops a form, practice or process and impact on the creative personnel involved)
- Clear articulation of mandate/vision and degree to which the activity supports the mandate/vision
- Distinctiveness of the organization's activities in relation to comparable activities in Richmond. Does it provide unique opportunities for artists, other arts organizations and the public?

Organizational Capacity

- Evidence of clear mandate, competent administration, functional board and an appropriate administrative and governance structure
- Evidence of financial stability and accountability as demonstrated through prior financial performance, achievable and balanced budgets, and financial management practices and plans
- Evidence of planning in place to support the proposal and/or ongoing organizational capacity (as per realistic schedules, timelines, planning practices, etc.)

Impact

- Level of public access to the work, activities or services
- Evidence of growing interest and attendance
- Level of engagement with other arts organizations, artists and community groups from all of Richmond's communities
- Evidence of promotional and/or outreach strategies in place to encourage wide public participation, awareness and engagement
- Demonstrated support from the community as evidenced through partnerships, collaborations, sponsorship support, in-kind support, volunteers, etc.

Assessment and Awarding of Grants

Complete applications are assessed by an Assessment Committee made up of City staff. A report on the Assessment Committee recommendations is written and submitted to City Council for their consideration and approval.

Council will make the final grant decisions, at its sole discretion, based on the program goals, criteria, policies, requirements and a review of City staff recommendations.

Council may:

- Approve a funding application:
 - in total, with or without conditions (i.e., subject to a mid-year review)
 - in part, with or without conditions
- Ask for more information
- Issue dollars in phases with conditions
- Deny an application

Council has final approving authority.

Funds will be dispersed as soon as possible after Council approval. The objective is to have all funds disbursed within 60 days of approval.

Grants are awarded on an annual basis. Applicants must re-apply each year. Continued funding is not guaranteed.

Conditions of Assistance

Please note that if your organization receives a civic grant, the following conditions will apply:

- Grant funds must be applied to current expenses, not used to reduce or eliminate accumulated deficits. Activities cannot be funded retroactively.
- The Society will make every effort to secure funding from other sources as indicated in its application. It will keep proper books of accounts for all receipts and expenditures relating to its activities and, upon the City's request, make available for inspection by the City or its auditors all records and books of accounts.
- If there are any changes in the organization's activities as presented in this application, Arts, Culture and Heritage Services Division must be notified in writing of such changes immediately. In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining City funds are also to be returned to the City.
- The City of Richmond requires organizations receiving a civic grant to appropriately acknowledge the City's support in all their information materials, including publications and programs related to funded activities (i.e., brochures, posters, advertisements, websites, advertisements, signs, etc.). Such recognition must be commensurate with that given to other funding agencies. If the logos of other funders are used in an acknowledgement, the City should be similarly represented. Acknowledgement is provided by using the City of Richmond logo in accordance with prescribed standards. City of Richmond logo files and usage standards will be provided to successful applicants. Failure to acknowledge the City's support may result in the inability of an organization to obtain grant support in future years.
- Receipt of a grant does not guarantee funding in the following fiscal year.
- Successful applicants will complete a Grant Use Report online as a pre-condition for consideration of an organization's future grant applications. If the Project has not been completed at that time, an updated Grant Use Report must be submitted upon completion.

Confidentiality

All documents submitted by Applicants to the City of Richmond become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained within except to the extent necessary to communicate information to staff and peer members of the Assessment Committee for the purpose of evaluation and analysis, as well as to Council for recommendation report. The City will not release any of this information to the public except as required under the Province of British Columbia Freedom of Information and Protection of Privacy Act or other legal disclosure process.