



## **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 2014 Arts and Culture Grant Program, now in its third year.

The 2014 Arts and Culture Grant Program supports Council Term Goal #9:

“Arts and Culture: Continue to support the development of a thriving, resilient and diverse cultural sector and related initiatives in creating a vibrant, healthy and sustainable City.”

### **Findings of Fact**

#### **1. 2014 Arts and Culture Grant Budget**

The 2014 Arts and Culture Grant Budget is \$104,040, as per the City Grant Policy. The program offers two types of grants:

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

#### **2. Notice Given and Applications Received**

Notices were placed on the City Page/City Notice Board in the Richmond Review and on the City website in October and November of 2013, advising the community that applications were being accepted for 2014 City Grant Programs until November 22, 2013. It also notified the community that a Web-based Application System had been created to provide an integrated, user-friendly, efficient and effective on-line system for applicants. A link to the City website was provided for further information and to access the system.

In October and November, emails were sent to members of the Richmond Artists Directory (more than 300 individual artists and arts/cultural organizations that have opted to receive information from the Cultural Development Manager throughout the year) to announce the grants were online and to remind of deadlines. On the City website on both the “City Grant

Program” and the “Artists’ Opportunities” pages, downloadable Guideline documents were available with links to the online form.

One free grant writing workshop was offered on November 5, attracting 13 participants. All previous grant recipients were met with individually over the summer to touch base, review their 2013 application and offer recommendations where appropriate, as well as inform them of the new online system.

For Operating Assistance, 9 applications were received and 14 were received for Project Assistance, for a total combined request of \$137,336. Tables outlining requests and recommended allocations for the 2014 Arts and Culture Grant Program are provided in Attachment 1 and Attachment 2. Grant Application Summary sheets, providing key information about each application, are found in Attachment 3. Staff recommendations and comments are included in the Summary Sheets.

### **3. Late Applications**

No applications were received after the November 22, 2013 deadline. The City Grant Policy indicates that late applications will not be accepted.

### **4. New Applications**

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

- Writers International Network Canada Society
- Greater Vancouver Historical Performance Society of BC
- Delta Symphony Society
- Canadian YC Chinese Orchestra Association
- Tickle Me Pickle Theatre Sports Improv Society

### **5. Application Review Process**

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

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

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

**Analysis**

**1. 2014 Arts and Culture Grant Program Information**

Numbers of applications, allocations and recommendations are:

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

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

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

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

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

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

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 new source of funding for the applicants — who range from long-standing professional institutions to fledgling groups of enthusiastic amateur artisans — but an important opportunity for capacity building, including those who have limited or no previous experience writing grant applications.

In the third year, Staff have noted an improvement in the quality of grant applications and foresee increased competition for approval in the future as more organizations apply. Moreover, as organizations secure City of Richmond funding, their potential to leverage funding from other sources improves.

**2. Reasons for Partial or No Funding**

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

Due to the increased number of eligible and worthy applications that totalled requests over the \$104,040 budget, none of the applicants this year were recommended for the full amount requested.

**Financial Impact**

The 2014 Arts and Culture Grant Program has a proposed budget of \$104,040. The 2014 allocations itemized in Attachments 1 and 2 are recommended.

Project Assistance	\$ 41,870
Operating Assistance	<u>\$ 62,170</u>
Total	<u>\$ 104,040</u>
Remaining	\$ 0

## **Conclusion**

The 2014 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 2014 Arts and Culture Grants be allocated as proposed for the benefit of Richmond residents.



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

# 2014 Arts and Culture Grants - Recommendations

## OPERATING ASSISTANCE

Name of Organization	Most Recent City Grant	2014 Request	2014 Recom	Comments	Page
BC Children's Arts and Literacy Centre	\$10,000 (2013)	10,000	9,300	Operating Assistance is recommended for this organization that continues to grow and succeed with the Children's Arts Festival by providing unique, accessible and creative programming for children of all ages to work directly with professional artists. They are encouraged to continue their strong community partnerships.	1
Cinevolution Media Arts Society	\$10,000 (2013)	10,000	8,790	Operating Assistance is recommended for this vibrant society that presents Your Kontinent as well as a range of year-round forward-thinking and high quality programs that engage professional artists and the community at-large including youth, new immigrants and emerging artists. They have a strong volunteer base, impressive partnerships and healthy self-assessments.	3
Richmond Community Band Society	\$3,600 (2013)	3,600	2,900	Operating Assistance is recommended for this well-established band that provides professional direction to amateur musicians while engaging the community at various events. The applicant continues to address challenges with regard to its membership base and may benefit by collaborating with other cultural organizations.	5
Richmond Community Orchestra & Chorus Assoc.	\$10,000 (2013)	10,000	8,790	Operating Assistance is recommended for this well-established organization that serves a diverse range of music artists and audiences while maintaining a healthy organizational structure as exemplified in their commitment to strategic planning and strengthening of capacity.	7
Richmond Music School Society	\$10,000 (2013)	10,000	7,200	Operating Assistance is recommended for this strong organization that serves high calibre music education for young people and strives to be accessible for all income levels. Due to grant budget constraints, the amount allotted is proportional to the relative percentage of the overall budget.	9
Richmond Potters' Club	\$3000 (2013)	10,000	5,200	Operating Assistance is recommended to be increased to \$5,000 from \$3,000 last year, for this well-established organization that provides pottery programs and exhibits in the community. The applicant is encouraged to broaden its audience and practice, potentially to attract a younger demographic, and to continue to advance pottery as an art form.	11
Richmond Youth Choral Society	\$9,000 (2013)	10,000	8,790	Operating Assistance is recommended for this organization whose progress-to-date is impressive, and shows growth and development (for example the potential to start a choir for younger children) while looking forward with a clear recognition of challenges. While the applicant demonstrates a clear and realistic self-awareness, it might benefit from paid staff in future to avoid burn-out.	13

Textile Arts Guild of Richmond Society	\$5,600 (2013)	4,000	3,500	Operating Assistance is recommended for this long-standing organization that advances textile arts as a means of creative expression, community engagement and social good. The applicant continues to show a great willingness to partner with others and pursue innovative projects and their self-assessment indicates a clear recognition of challenges with committees in place to address them.	15
The Community Arts Council of Richmond	\$9,100 (2013)	10,000	7,700	Operating Assistance is recommended to this long-standing organization that provides valuable opportunities for local artists to display their art in public settings, and have demonstrated an eagerness to work with partners (such as the Steveston Grand Prix of Art) and engage in community outreach. The society has addressed the deficit issue of last year and rose to the challenge of no exhibition space. The applicant is encouraged to broaden its programming scope to include non-traditional and/or innovative	17
<b>OPERATING ASSISTANCE SUBTOTAL</b>		<b>77,600</b>	<b>62,170</b>		

## 2014 Arts and Culture Grants - Recommendations

### PROJECT ASSISTANCE

Name of Organization + Project	Most Recent City Grant	2014 Request	2014 Recom	Comments	Page
Canada YC Chinese Orchestra Summer Concert 2014	N/A	\$5,000	4,160	Project Assistance is recommended for this high-quality Chinese musical performance that engages new immigrants and a range of ages, notably youth. This concert involves a much larger venue than previous events, and while the applicant has strategies in place to ensure ticket sales, they are encouraged to invest in some promotional strategies to raise their profile.	19
Cinevolution Media Arts Society: LADY JUSTICE: at the Library	N/A	\$4,000	3,640	Project Assistance is recommended for this professional, contemporary and community engaged work that stretches artistic boundaries. Cinevolution has also applied for provincial and federal funding for this project and while the organization already receives Operating Assistance, this Project falls outside of normal operations.	22
Delta Symphony Society: Outreach Concert and Instrument Petting Zoo at Richmond Gateway Theatre	N/A	\$3,875	2,860	Project Assistance is recommended for this well-established youth orchestra's outreach program for families, children and youth.	24
Philippine Cultural Arts Society of BC: Showcasing Philippine Dance & Music to the City of Richmond	\$2,100 \$2,000 \$1,000 (2013)	\$5,000	3,120	Project Assistance is recommended for this project that will engage different age groups while they are introduced to arts and culture from the Philippines, and provides performance opportunities for participants. The applicant is encouraged to apply greater scrutiny to their in-kind budget allocations.	26
Richmond Art Gallery Association: Meet the Artist Videos	\$5,000	\$5,000	4,680	Project Assistance is recommended for this high quality program that provides the public, particularly youth, exposure to and learning from professional and highly respected artists.	28
Richmond Arts Coalition Outreach program	\$3,600 (2013)	\$5,000	3,750	Project Assistance is recommended in order to support the increased capacity of this organization and their project to reach out to the business community to form partnerships with the arts including new exhibition spaces.	30



Richmond Weavers' and Spinners' Guild Society: Weaving with Richmond's Natural Abundance: Using local plants to engage community in environmentally sustainable crafts	\$1,900	\$5,000	3,850	Project Assistance is recommended for this innovative project that builds on their established collaboration with a professional artist and incorporates Richmond parks and natural materials. The applicant is encouraged to apply greater scrutiny to their in-kind budget allocations.	32
The Greater Vancouver Historical Performance Soc of BC: The Compleat Courtier Richmond	N/A	\$3,050	2,080	Project Assistance is recommended for this unique partnership with the Richmond Music Teacher's Association, their students and families to promote historic performing arts.	34
The Richmond Singers Spring 2014 Concert Program	\$1,500	\$5,761	2,600	Project Assistance is recommended for the Spring concert series of this long standing organization that pursues new partnerships with other choirs in the region and new performance opportunities within Richmond and beyond. The applicant is encouraged to work on improving the presentation of their budget.	37
Tickle Me Pickle Theatre Sports Improv Society: Improv Season	N/A	\$5,000	4,160	Project Assistance is recommended for this young, Arts Award winning group that engages youth and families by providing accesible theatrical experiences. Funding is recommended for the Performance Series component of the grant only.	39
Vancouver Cantonese Opera: Multicultural Heritage Festival	\$3,000 (2013)	\$5,000	3,850	Project Assistance is recommended for this second annual multi-cultural celebration in Richmond. The applicant has a strong programming history and track record working effectively with local artists and cultural groups and is proactive with its community engagement activities. A significant percentage of the budget goes directly to artists.	42
Vancouver Tagore Society: West Coast Tagore Festival 2014	N/A	\$5,250	3,120	Project Assistance is recommended for this now established cultural event that has expanded to two days of eclectic multidisciplinary programming with a healthy mix of community and professional level activities. The applicant is highly encouraged to place higher scrutiny on their budget presentation, particularly their in-kind allocations and to seek diversified sources of revenue.	45
Vancouver Tagore Society: An Afternoon of Bengali Poetry	N/A	\$1,450	0	While this new initiative on the Rooftop Garden would provide a unique opportunity for Richmond residents to experience Bengali art forms, because of concerns about the capacity of the organization, particularly as reflected in their budget presentation, combined with the relatively low community impact, Project Assistance is not recommended for this project at this time; however, it is recommended for this applicant's other project, West Coast Tagore Festival.	47
Writers International Network Canada Society: Third WIN Literary Festival	N/A	\$1,350	0	While this intercultural and multidisciplinary showcase shows merit, it was unclear if there were any Richmond-based artists involved. As well, there were a number of errors in the application raising questions about the capacity of the organization. Project Assistance is not recommended for this year given budget constraints.	49
<b>PROJECT ASSISTANCE SUBTOTAL</b>		<b>1,350</b>	<b>6,970</b>		

<b>OPERATING ASSISTANCE SUBTOTAL</b>	<b>77,600</b>	<b>62,170</b>
<b>PROJECT ASSISTANCE SUBTOTAL</b>	<b>59,736</b>	<b>41,870</b>
<b>COMBINED TOTAL</b>	<b>137,336</b>	<b>104,040</b>
TOTAL AVAILABLE		104,040
Balance Remaining		0

## 2014 Arts and Culture Grants - Recommendations

<b>OPERATING ASSISTANCE</b>	
<b>Name of Organization</b>	<b>2014 Recom</b>
BC Children's Arts and Literacy Centre	9,300
Cinevolution Media Arts Society	8,790
The Community Arts Council of Richmond	7,700
Richmond Community Band Society	2,900
Richmond Community Orchestra & Chorus Assoc.	8,790
Richmond Music School Society	7,200
Richmond Potters' Club	5,200
Richmond Youth Choral Society	8,790
Textile Arts Guild of Richmond Society	3,500
<b>OPERATING ASSISTANCE SUBTOTAL</b>	<b>62,170</b>

<b>PROJECT ASSISTANCE</b>	
<b>Name of Organization + Project</b>	<b>2014 Recom</b>
Vancouver Cantonese Opera: Multicultural Heritage Festival	3,850
Writers International Network Canada Society: Third WIN Literary Festival	0
Richmond Arts Coalition Outreach program	3,750
Cinevolution Media Arts Society: LADY JUSTICE: at the Library	3,640
Philippine Cultural Arts Society of BC: Showcasing Philippine Dance & Music	3,120
The Richmond Singers Spring 2014 Concert Program	2,600
The Greater Vancouver Historical Performance Soc of BC: The Compleat Courtier Richmond	2,080
Delta Symphony Society: Outreach Concert and Instrument Petting Zoo	2,860
Richmond Weavers' and Spinners' Guild Society: Weaving with Natural Abundance	3,850
Canada YC Chinese Orchestra Summer Concert 2014	4,160
Richmond Art Gallery Association: Meet the Artist Videos	4,680
Tickle Me Pickle Theatre Sports Improv Society: Improv Season	4,160
Vancouver Tagore Society: West Coast Tagore Festival 2014	3,120
Vancouver Tagore Society: An Afternoon of Bengali Poetry	0
<b>PROJECT ASSISTANCE SUBTOTAL</b>	<b>41,870</b>
<b>OPERATING ASSISTANCE SUBTOTAL</b>	<b>62,170</b>
<b>PROJECT ASSISTANCE SUBTOTAL</b>	<b>41,870</b>
<b>COMBINED TOTAL</b>	<b>104,040</b>



## Operating Assistance Application for 2014

### Arts & Culture Grants Program

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

**Society: BC Children's Arts and Literacy Centre Society**

#### Society Mandate Summary:

To develop, facilitate, and promote programs that engage British Columbian children, youth, and adults in the enjoyment of art for its own sake as well as a means of enhancing literacy and learning.

#### Society History:

What began as two days of field trips for two hundred students to the Richmond Cultural Centre expanded, in 5 years, to over 9000 people participating in workshops and activities in the Richmond Library, Arts Centre, Art Gallery, Media Lab, Museum, Aquatics Centre and Skating Arena, as well as outreach programs in several schools. The history outlined here describes the journey towards the vision for "the Centre" that resulted in the birth of the Children's Arts Festival and the role we play in the community of Richmond.

The Festival's story began 8 years ago with a small piece of paper, a pen that didn't work and an idea that was very timely, given the cuts to arts education and the call for a more literate society. Armed with some of the best leaders in the field of education and a founder whose tenacity and energy, simply put, is contagious, the BC Children's Arts and Literacy Centre registered as an incorporated nonprofit society in September 2006. Over the next two years, successful programs included: workshops for teachers with hands on practical ideas for drama and visual arts education, all with a focus on literacy, the participation of over 6,000 children in the making of the book, "The House that Max Built" by Maxwell Newhouse, and several arts and literacy workshops for under-privileged children.

In 2009, the Centre launched the first Children's Arts Festival (The Festival) with 2 school field trip days and 240 participants. By 2013 the Festival grew to 4 school field trip days, 1 public day, and outreach programs with over 9000 participants. Additionally, the Festival became a major public event and focal point for the first ever BC Family Day holiday. The BC Children's Arts and Literacy Centre, through the Richmond Arts Awards, was recognized for contribution to the advancement of arts education, particularly through the Children's Arts Festival.

#### GRANT REQUEST

<b>Requested Amount:</b>	\$10,000
<b>Society</b>	
<b>Operating Budget:</b>	\$102,260

#### MOST RECENT PREVIOUS GRANT(S) (if applicable)

# Operating Assistance Application for 2014

BC Children's Arts and Literacy Centre

Summary Page 2

Year	Amount	Grant Program
2013	\$10,000	Operating Assistance

## FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$102,296	\$143,500
Total Expenses:	\$102,926	\$143,500
Surplus:	\$1	\$1
Accumulated Surplus:	\$1	\$1
Other Funders:	BC Arts Council \$20,000	

## GRANT RECOMMENDATIONS

Recommended  
Amount: \$9,300

Aggregate  
Score: 47.8

Recommendation: 

Operating Assistance is recommended for this organization that continues to grow and succeed with the Children's Arts Festival by providing unique, accessible and creative programming for children of all ages to work directly with professional artists. They are encouraged to continue their strong community partnerships.
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**Society: Cinevolution Media Arts Society**

**Society Mandate Summary:**

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

**Society History:**

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

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

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

**GRANT REQUEST**

<b>Requested Amount:</b>	\$10,000
<b>Society</b>	
<b>Operating Budget:</b>	\$205,546

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2013	\$10,000	Operating Assistance

**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$44,209	\$125,450
Total Expenses:	\$40,675	\$125,449
Surplus:	\$3,534	\$1
Accumulated Surplus:	\$3,534	\$1
Other Funders:	BC Gaming, Metro Vancouver, BC Arts Council: \$54, 000, Canadian Heritage \$36,900	

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$8,790

**Aggregate Score:** 49.3

**Recommendation:**

Operating Assistance is recommended for this vibrant society that presents Your Kontinent as well as a range of year-round forward-thinking and high quality programs that engage professional artists and the community at-large including youth, new immigrants and emerging artists. They have a strong volunteer base, impressive partnerships and healthy self-assessments.



**Operating Assistance Application for 2014  
Arts & Culture Grants Program**

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

**Society: Richmond Community Band Society**

**Society Mandate Summary:**

Our mandates are to provide musical concerts for the public, mostly in Richmond, promote music in local schools via joint concerts and provide an outlet for the musical aspirations of our members.

**Society History:**

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

Our role in Richmond is to rehearse and thereby hone the musical skills of our members, most of whom are seniors resident in Richmond. as a result of these rehearsals we are able to provide at least 12 public musical performances, mostly in Richmond. These regularly include the Remembrance Day ceremonies at the City Hall, the July 1st Canada Day parade in Steveston, the Ladner Band Fest, and an annual (for 27 consecutive years) ticketed concert at the Gateway Theatre. We also have performed at various seniors' residences, the Minoru Seniors' Centre, Aberdeen Shopping Mall, the Steveston Fish Cannery, the Britannia Heritage Shipyard and Westwind Elementary School. In the summer we present outdoor concerts in Richmond parks.

In the rather distant past (1995) our band was invited to participate in the ceremonies celebrating the liberation of the Netherlands by Canadian Armed Forces at the end of WW2. A few years earlier the band toured England and Scotland.

**GRANT REQUEST**

**Requested Amount:** \$3,600  
**Society**  
**Operating Budget:** \$12,515

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
2013	\$3,600	Operating Assistance

**FINANCIAL SUMMARY**

# Operating Assistance Application for 2014

Richmond Community Band Society

Summary Page 2

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<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$15,050	\$14,150
Total Expenses:	\$11,622	\$12,450
Surplus:	\$3,428	\$1,700
Accumulated Surplus:	\$11,585.89	\$13,285.89
Other Funders:		

## GRANT RECOMMENDATIONS

Recommended  
Amount: \$2,900

Aggregate  
Score: 44.3

Recommendation:

Operating Assistance is recommended for this well-established band that provides professional direction to amateur musicians while engaging the community at various events. The applicant continues to address challenges with regard to its membership base and may benefit by collaborating with other cultural organizations.





**Operating Assistance Application for 2014  
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. This year 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 to allow the students a better overall experience. The orchestra is also constantly working to mentor young musicians through its "Rising Stars" program.

**GRANT REQUEST**

<b>Requested Amount:</b>	\$10,000
<b>Society</b>	
<b>Operating Budget:</b>	\$112,300

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

# Operating Assistance Application for 2014

Richmond Community Orchestra and

Summary Page 2

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Year	Amount	Grant Program
2013	\$10,000	Operating Assistance

## FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$99,088	\$113,450
Total Expenses:	\$103,168	\$113,450
Surplus:	(\$4,080)	\$0
Accumulated Surplus:	\$53,361	\$0
Other Funders:	BC Gaming \$25,000	

## GRANT RECOMMENDATIONS

Recommended  
Amount: \$8,790

Aggregate  
Score: 46.0

Recommendation:

Operating Assistance is recommended for this well-established organization that serves a diverse range of music artists and audiences while maintaining a healthy organizational structure as exemplified in their commitment to strategic and planning and strengthening of capacity.



**Operating Assistance Application for 2014**

**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 and offer programmes in music; 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 22 teachers employed at the school as well as 5 advanced Junior teachers, 6 Junior teachers and 6 apprentice teachers. The school provides major concert opportunities for its students with faculty and professional performers, community performances, preparation for RCM and ABRSM examinations, master classes, below-cost group violin classes, a free children's orchestra, and professional development experiences for its apprentice and Junior teachers, who have their ARCT and/or LRSM certificates. Over 350 public performances are presented by students and faculty in Richmond and Metro Vancouver each year. 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 find otherwise find the cost prohibitive. Musical instruction is available for all ages and financial background.

**GRANT REQUEST**

**Requested Amount:** \$10,000  
**Society**  
**Operating Budget:** \$412,788.94

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
2013	\$10,000	Operating Assistance

**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
<b>Total Revenue:</b>	\$565,725	\$425,172.6
<b>Total Expenses:</b>	\$523,878	\$425,172.6
<b>Surplus:</b>	\$41,847	\$0

**Operating Assistance Application for 2014**

**Richmond Music School Society**

**Summary Page 2**

**Accumulated Surplus:** \$0 \$0

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

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$7,200

**Aggregate Score:** 46.8

**Recommendation:**

Operating Assistance is recommended for this strong organization that serves high calibre music education for young people and strives to be accessible for all income levels. Due to grant budget constraints, the amount allotted is proportional to the relative percentage of the overall budget.
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**Operating Assistance Application for 2014  
Arts & Culture Grants Program**

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

**Society: Richmond Potters' Club**

**Society Mandate Summary:**

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

**Society History:**

The Richmond Potters' Club was formed in 1969. Since then the RPC has , as volunteers, organized, administered and provided adult classes. The RPC offers workshops to members and the public, provides in-house education in clay arts, publishes a newsletter, has monthly meetings, informs members of pottery shows, exhibition opportunities and workshops elsewhere, puts on 2 sales/year, rents the studio for members, maintains a website and takes part in Community events with demonstrations and displays. The RPC furnished the studio and currently owns about \$40,000 worth of equipment and materials. It has a large library and subscribes to pottery periodicals. Members have about 23 hours/week studio time to do their clay work and the many jobs needed to keep the Club going. Our members welcome the public into the studio, answer their queries and share our joy in the creative process. We inform parents about City classes for children. The Richmond public looks forward to our twice yearly Sales which now include the Spinners and Weavers. Sales give us another chance to talk pots with the public. The Club awards a prize of a semester of classes, clay and tools to a graduating Richmond high school student. Each year the Club adopts a charity. Last year the members supplied mugs for the Richmond Art Gallery's Tea With the Curator program. The RPC displays and demonstrates at City events showcasing the Arts: Doors Open, The Resident Artist's Showcase, Culture Days, and the Maritime Festival. Highlights this year included a 10 day juried exhibition in the Performance Hall sponsored by a grant from the Community Arts Council of Richmond, a 2 1/2 day, hands on workshop with B.C. artist Mary Fox, a Raku firing at the Shadbolt Centre where new techniques were learned. The RPC hopes to convey to the public its passion for clay work and the joy that comes from creating something beautiful, functional, striking or whimsical from an amorphous piece of clay.

**GRANT REQUEST**

**Requested Amount:** \$10,000  
**Society**  
**Operating Budget:** \$43,900

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
2013	\$3,000	Operating Assistance

# Operating Assistance Application for 2014

Richmond Potters' Club

Summary Page 2

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## FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$46,974	\$47,235
Total Expenses:	\$41,762	\$47,235
Surplus:	\$5,211	\$0
Accumulated Surplus:	\$0	\$5,211
Other Funders:		

## GRANT RECOMMENDATIONS

Recommended  
Amount: \$5,200

Aggregate  
Score: 41.0

Recommendation:

Operating Assistance is recommended to be increased to \$5,000 from \$3,000 last year, for this well-established organization that provides pottery programs and exhibits in the community. The applicant is encouraged to broaden its audience and practice, potentially to attract a younger demographic, and to continue to advance pottery as an art form.



**Operating Assistance Application for 2014  
Arts & Culture Grants Program**

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

**Society: Richmond Youth Choral Society**

**Society Mandate Summary:**

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

**Society History:**

In 2000, a choir of 75 elementary school voices from across our city formed under the direction of 3 Richmond teachers, Lorraine Jarvis, Catherine Ludwig, and Lyn Wilkenson. This choir was formed to sing at the BC Music Educators Conference. These teachers continued a Richmond School District Choir (Richmond Elementary Honour Choir) for 2 years. With school district cut backs, Lorraine, Catherine and parents created the Richmond Youth Coral Society in 2002. Membership began with 45 singers. By October 2003, a Secondary Choir was added at the request of Elementary Choir graduates. Concerts were arranged to feature the skills of the RYHC singers at many community and charitable events. By the 2009-2010 season of the RYHC, the choirs were recognized as a premiere group within our city. Now in our 12th season, we have launched a 3rd choir, "Prelude" to serve children aged 5-7 years. Performance highlights include: 2010 Olympic Performances (4); Performance for the Emperor and Empress of Japan; joint performance with the Philharmonic Orchestra from our sister city, Xiamen, China; World Senior Badminton Championships; the Vancouver Symphony Orchestra; repeated performances at "Richmond Sings" to benefit the Richmond Food Bank; our own commissioned work, "Listen to the Music" with the Vancouver Youth Symphony Orchestra in 2013; Joint concert with the visiting Wakayama Children's Choir from our sister city in Japan also in 2013. Current invitations include: Richmond Singers, Richmond Chorus and Orchestra, Schmeckfest, and joint concert with Westgate Collegiate visiting from Winnipeg, just to name a few! Parents, the Board of Directors, staff and members of the community continue to volunteer to make this choir successful!

**GRANT REQUEST**

**Requested Amount:** \$10,000  
**Society**  
**Operating Budget:** \$53,209

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
2013	\$9,900	Operating Assistance

**FINANCIAL SUMMARY**

# Operating Assistance Application for 2014

Richmond Youth Choral Society

Summary Page 2

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Most Recently Completed Year

Proposed Year

Total Revenue:	\$54,405	\$55,300
Total Expenses:	\$53,209	\$54,695
Surplus:	\$1,196	\$605
Accumulated Surplus:	\$1,196	\$605
Other Funders:	BC Gaming \$4,200	

## GRANT RECOMMENDATIONS

Recommended  
Amount: \$8,790

Aggregate  
Score: 46.3

Recommendation:

Operating Assistance is recommended for this organization that continues to meet its ambitious goals, grow and expand its programs. The applicant has well-organized plans in place and a healthy self-assessment.



**Society: Textile Arts Guild of Richmond**

**Society Mandate Summary:**

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

**Society History:**

TAGOR began 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. TAGOR offered eight major public exhibitions either by ourselves or in User Group Shows. Community projects in these years included quilts to mark Richmond's 1979 Centennial and Expo'86.

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

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

From 2000 to 2010, TAGOR members wanted to do more community work and began actively searching for local organizations to help. We were given rent-free days by the Arts Centre to support this work. We created a special Millennium Quilt in 2000 and created quilts auctioned to support the Canadian Breast Cancer Foundation in 2005-06. In 2009 we became a registered non-profit society. In December 2010 the TAGOR website was launched. Also in December 2010, TAGOR won the Constellation Award from the Richmond Volunteer Bureau. In 2011-12, over 70 quilts for the Japanese Tsunami victims were created and sent from TAGOR members. In 2012-13, TAGOR launched and successfully completed its 100 Quilt Challenge for Lion's Manor. In October 2013 TAGOR won a People First Award from the Vancouver Coastal Health Authority for its 100 Quilt Challenge Project.

**GRANT REQUEST**

**Requested Amount:** \$4,000

**Society**

**Operating Budget:** \$19,078

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

Year	Amount	Grant Program
2013	\$5,600	Operating Assistance

**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$17,788	\$13,601
Total Expenses:	\$16,487	\$13,600
Surplus:	\$1,301	\$1
Accumulated Surplus:	\$9,861	\$8,000
Other Funders:		

**GRANT RECOMMENDATIONS**

Recommended  
Amount: \$3,500

Aggregate  
Score: 45.3

Recommendation:

Operating Assistance is recommended for this long-standing organization that forwards textile arts as a means of creative expression, community engagement and social good. The applicant continues to show a great willingness to partner with others and pursue innovative projects and their self-assessment indicates a clear recognition of challenges with committees in place to address them.



**Operating Assistance Application for 2014  
Arts & Culture Grants Program**

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

**Society: THE COMMUNITY ARTS COUNCIL OF RICHMOND**

**Society Mandate Summary:**

To support, increase and broaden the opportunities for Artists & Artisans in the creative arts and to take the necessary steps to do this while expanding the opportunities for Richmond Citizens to enjoy the Arts.

**Society History:**

Over the past 43 years we: raised funds helping to issue grants & scholarships, offered classes of all types of the creative arts, and lobbied for better access to funding for the Arts. We hold a variety of events, exhibitions and programs every year, all of which are free to the public to attend, and at no or very little costs to the participants. Have created partnerships with other art groups and clubs, met with City Staff on various matters and have been open to suggestions of how to do our work more effectively. Operate a website which has a public calendar of events that anyone producing an event may list on free of charge.

**GRANT REQUEST**

<b>Requested Amount:</b>	\$10,000
<b>Society Operating Budget:</b>	\$55,676

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2013	\$9,100	Operating Assistance

**FINANCIAL SUMMARY**

	<u><b>Most Recently Completed Year</b></u>	<u><b>Proposed Year</b></u>
<b>Total Revenue:</b>	\$55,676	\$66,131
<b>Total Expenses:</b>	\$42,191	\$66,131
<b>Surplus:</b>	\$13,485	\$1,200
<b>Accumulated Surplus:</b>	(\$6,800)	(\$5,600)
<b>Other Funders:</b>	BC Gaming \$10,000, BC Creative Communities \$7,900	

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$7,700

**Aggregate Score:** 39.8

**Recommendation:** Operating Assistance is recommended for this long serving organization and their initiative to strengthen arts participation in the community. The applicant is encouraged to find ways to continue to work with established artists and arts groups such as the recent collaboration with other organizations in the 'Pots and Paints' event and, as mentioned previously, to broaden the programming scope to include innovative and non-traditional programming practices.

**Society:** Canadian YC Chinese Orchestra Association

**Project Name:** Canada YC Chinese Orchestra Summer Concert 2014

**Dates:** June 22, 2014

**Project Summary:**

In partnership with Mr. Harold Ma, a baritone soloist, the Canada YC Chinese Orchestra will host a concert on June 22, 2014 at the Richmond Gateway Theatre. It features a unique blend of golden traditional melodies in China and Hong Kong. The repertoires include orchestra, vocal and instrumental solo chosen to entertain our favorite music lovers.

**Society Mission/Mandate:**

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

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

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

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

The Orchestra is deeply rooted in the Chinese cultural heritage. Its performance format and repertoire include both traditional Chinese and contemporary music. It also explores new frontiers in music through playing music from different countries (e.g. Canada, USA, Russia as well as many others).

**Society History:**

Since inception, the association has had numerous performances by members of the association including performances by the main orchestra, smaller ensembles, as well as solo performances.

Since 2012, the orchestra has registered as the first music group Artist in resident of the Cultural Center of City of Richmond. Since then, on a weekly basis, our full orchestra has been practising at the performing hall of the Cultural Center of City of Richmond during which, audiences can come and enjoy our music for free.

Our efforts to promote Chinese culture also include cooperation with other groups. One of our major performances, "Guests from afar please stay", was in partnership with Vancouver Choir at the Norman Rothstein Theatre. The performance had a full house and as a result, another show was added (in about 6 months). In June this year, we participated the first time for the 2013 Multicultural Heritage Festival and we arranged and performed "O Canada" with our own instruments, and which was welcome by the audiences as well as Government officials.

For the last 3 years, CYCCOA continued to be a strong element in the City of Richmond. In addition to performing in many concerts, CYCCOA hosted educational workshops, participated in community services, cultural events, festivals, and celebrations across our community.

As an artist in resident of the Richmond Cultural Center, we participate actively in the Cultural events in our community. In June 2013, we performed for the Richmond Multicultural Heritage Festival. In September 2013, we sent more than 10 of our best members of our orchestra to demonstrate and perform for the Richmond Cultural day. On May 8, we were invited to perform for the Richmond Arts Awards ceremony and on October 9, we were again invited to perform for the Business Appreciate Event of the City of Richmond. While it is both our pleasure and honor to perform for our community, it also demonstrated our association has become an important element in the cultural area of the City of Richmond.

**GRANT REQUEST**

<b>Requested Amount:</b>	\$5,000
<b>Project Budget:</b>	\$17,400
<b>Society</b>	
<b>Operating Budget:</b>	\$17,900

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

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<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2005	\$1,000	Parks, Rec and Community Events

**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$8,355	\$18,000
Total Expenses:	\$8,093	\$17,900
Surplus:	(\$489)	\$100
Accumulated Surplus:	(\$489)	(\$389)

Other Funders:

**GRANT RECOMMENDATIONS**

Recommended  
Amount: \$4,160

Aggregate  
Score: 43.8

Recommendation:

Project Assistance is recommended for this high-quality Chinese musical performance that engages new immigrants and a range of ages, notably youth. This concert involves a much larger venue than previous events, and while the applicant has strategies in place to ensure ticket sales, they are encouraged to invest in some promotional strategies to raise their profile.

**Society: Cinevolution Media Arts Society****Project Name: LADY JUSTICE: at the Library****Dates: April 15, 2014 - December 30, 2014****Project Summary:**

LADY JUSTICE: at the Library is a community-based, durational and collaborative performance art-aktion and video by Margaret Dragu aka Lady Justice in collaboration with Cinevolution Media Arts. The performance brings Lady Justice and her 7 Vices/Virtues to engage with Richmond Female Older/Younger Duos to create a work about languages of word and body; babble/Babel and (mis) communication; multi-lingual idiomatic expression, injury and healing; it explores notions of mentoring and education of girls as an instrument for social change.

**Society Mission/Mandate:**

The mission of Cinevolution Media Arts Society is "to strive to engage, educate and empower diverse communities to enhance their capacity for intercultural understanding and global awareness by employing film and media art as a starting point for discourse and personal discovery." Our vision is to be recognized in our field as an incubator for hybrid art forms and new thinking on multiculturalism and global interconnectedness.

**Society History:**

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

-Your Kontinent, a yearly International Film and Media Arts Festival, presenting media art and film presentations of local and international artists in unique settings;

-DocuAsia Forum showcasing media art and film on the global implications of Asian cultural and economic development, bringing together filmmakers, artists, academics, community representatives, and the public;

-Media Cafe, a monthly modern day salon for cinema lovers, digital media users and armchair philosophers;

-Ongoing Community Workshops on animation, after effects, seniors computing and digital storytelling.

**GRANT REQUEST****Requested Amount: \$4,000****Project Budget: \$8,300**



# Project Assistance Application for 2014

Cinevolution Media Arts Society

Summary Page 2

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Society  
Operating Budget: \$266,850

## MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2013	\$10,000	Operating Assistance

## FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$44,209	\$125,450
Total Expenses:	\$40,675	\$125,450
Surplus:	\$3,534	\$1
Accumulated Surplus:	\$3,534	\$1

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

## GRANT RECOMMENDATIONS

Recommended  
Amount: \$3,640

Aggregate  
Score: 46.3

Recommendation:

Project Assistance is recommended for this professional, contemporary and community engaged work that stretches artistic boundaries. Cinevolution has also applied for provincial and federal funding for this project and while the organization already receives Operating Assistance, this Project falls outside of normal operations.



**Society:** Delta Symphony Society

**Project Name:** Outreach Concert and Instrument Petting Zoo at Richmond Gateway

**Dates:** November 2014

**Project Summary:**

The Outreach Concert and Instrument Petting Zoo will showcase the talents of our young musicians, through a performance of a musical program aimed at children and families. Following the concert, children will have the opportunity to touch and try out instruments at our Instrument Petting Zoo. We hope to foster an interest in music and performance. The event will be informal and hands-on.

**Society Mission/Mandate:**

Our Mission Statement

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

**Society History:**

The Orchestra first began rehearsals in September, 1971 in Ladner. With the support of approximately forty players, Harry Gomez formed the Orchestra and became its Conductor and Music Director. The Orchestra first performed at an open rehearsal for Mayor Dugald Morrison at the Ladner Community Centre later that year.

Throughout the 1970s and 1980s, the Orchestra underwent tremendous growth, attracting young players from Richmond and the rest of the Lower Mainland. It continued its mission as an orchestral preparation program led by highly qualified musical staff.

In 2013, recognizing that the majority of its young musicians are residents of Richmond, the Orchestra officially changed its name to Richmond Delta Youth Orchestra. Its current make-up includes over 100 young performers in the Symphony, Intermezzi Strings, Wind Ensemble, Junior Strings, Capriccio Strings, and Chamber Music divisions.

Each year the RDYO performs numerous outreach concerts in Richmond, including (in 2012) at

# Project Assistance Application for 2014

Delta Symphony Society

Summary Page 2

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

## GRANT REQUEST

Requested Amount:	\$3,875
Project Budget:	\$7,750
Society	
Operating Budget:	\$102,820

## MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
1993	\$500	Parks, Rec and Community Events

## FINANCIAL SUMMARY

	<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
Total Revenue:	\$102,030.35	\$102,820
Total Expenses:	\$101,828.76	\$102,650
Surplus:	\$201.86	\$170
Accumulated Surplus:	(\$1)	(\$1)

Other Funders:

## GRANT RECOMMENDATIONS

Recommended  
Amount: \$2,860

Aggregate  
Score: 42.8

Recommendation: Project Assistance is recommended for this well-established youth orchestra's outreach program for families, children and youth.



**Project Assistance Application for 2014  
Arts & Culture Grants Program**

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

**Society:** PHILIPPINE CULTURAL ARTS SOCIETY OF BC

**Project Name:** Showcasing Philippine Dance & Music to the City of Richmond

**Dates:** January 2014 - September 2014

**Project Summary:**

Our vision is to showcase Philippine dance & music to the City of Richmond by holding performances in various communities. Inclusive in these performances, will be a meet & greet booth where we invite people to learn about PhilCAS and the Philippine culture. We are also encouraging children, teens & adults to learn about traditional dance and music through workshops that we will provide. These cultural Philippine dances & music will be taught along with the history and meaning of each dance. Upon completion, the participants will showcase what they've learned during the Richmond tour.

**Society Mission/Mandate:**

- To educate, inform and enrich people residing in North America 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:**

PhilCAS of BC, based in Richmond and registered since 2000, is a non-profit organization primarily dedicated to 'introducing Philippine tradition and culture through dance and music. The society started off as a small group of 10 young Filipino-Canadians using the backyard of Antoinette & Honesimo's house whose main interests were to discover their roots. Today, the society has grown to 65 members who will take this knowledge and eventually propagate these traditions to their peers. PhilCAS focuses on strengthening the concept of harmoniously existing with the various multi-cultural sectors in the community.

PhilCAS annually receives invites to perform at various community events throughout Richmond and the lower mainland. In addition, PhilCAS aims to educate our community of the traditions and culture of the Philippines, in particular those people of Filipino birth, ancestry, or affiliation. We hope this will provide the youth with a sense of community and help them better understand their own heritage and culture. PhilCAS role in Richmond is geared towards providing awareness to Richmond residents the richness of multiculturalism through various art forms.

**GRANT REQUEST**

<b>Requested Amount:</b>	\$5,000
<b>Project Budget:</b>	\$11,486
<b>Society</b>	

Operating Budget: \$384.25

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2013	\$2,100	Project Assistance
2013	\$2,000	Project Assistance
2013	\$1,000	Project Assistance

**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$21,514.5	\$19,020.25
Total Expenses:	\$17,875.52	\$18,372
Surplus:	(\$361.02)	\$648.25
Accumulated Surplus:	\$647.75	\$1,296

Other Funders:

**GRANT RECOMMENDATIONS**

Recommended  
Amount: \$3,120

Aggregate  
Score: 37.8

Recommendation:

Project Assistance is recommended for this project that will engage different age groups while they are introduced to arts and culture from the Philippines, and provides performance opportunities for participants. The applicant is encouraged to apply greater scrutiny to their in-kind budget allocations.



**Project Assistance Application for 2014  
Arts & Culture Grants Program**

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

**Society:** Richmond Art Gallery Association

**Project Name:** Meet the Artist Videos

**Dates:** March - December 2014

**Project Summary:**

The Gallery will produce a separate series of artist interviews specifically designed for use by Secondary and Elementary teachers in their classrooms, and during tours of the Gallery by visiting students. Videos will feature interviews with regional artists talking about their artwork, ideas, and creative process, and the steps they took to become artists. The objectives of the project are to provide resources on regional contemporary art and artists to teachers, and to give students insight into the artistic process and the opportunity to hear directly from the artist.

**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 1496 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 28,000 the Richmond Art Gallery serves the citizens of Richmond, the Greater Vancouver Regional District, the Gulf Islands and the Lower Mainland, as well as visitors from other parts of the province, national and international tourists. The Gallery is well respected regionally and nationally for its quality programming and publications and for its excellence in art education.

**GRANT REQUEST**

<b>Requested Amount:</b>	\$5,000
<b>Project Budget:</b>	\$10,000
<b>Society Operating Budget:</b>	\$183,931

# Project Assistance Application for 2014

Richmond Art Gallery Association

Summary Page 2

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## MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2013	\$5,000	Project Assistance

## FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$160,920	\$183,931
Total Expenses:	\$167,518	\$181,032
Surplus:	(\$6,598)	\$2,634
Accumulated Surplus:	(\$6,598)	\$2,634

Other Funders: Metro Vancouver \$5,000

## GRANT RECOMMENDATIONS

Recommended  
Amount: \$4,680

Aggregate  
Score: 49.3

Recommendation: 

Project Assistance is recommended for this high quality program that provides the public, particularly youth, exposure to and learning from professional and highly respected artists.
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**Project Assistance Application for 2014  
Arts & Culture Grants Program**

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

**Society:** Richmond Arts Coalition

**Project Name:** RAC Outreach

**Dates:** March - December 2014

**Project Summary:**

To create partnerships in the community that support the Arts through continued outreach to artists and the Richmond community as identified by the surveys completed in 2013. This will be accomplished by encouraging businesses and community organizations to provide exhibition and performance spaces and other support for artists.

**Society Mission/Mandate:**

To be a welcoming and inclusive member-driven association that will support and celebrate culture and arts activity in Richmond. To create support for a diversity of cultural and arts experiences by ensuring that artists, arts organizations and arts supporters can contribute to the quality of life in Richmond, as expressed in the following ways:

- a. Advocate for arts and culture to all levels of government;
- b. Work with other coalitions for arts and culture;
- c. Provide a communications platform for culture and the arts;
- d. Advocate for a new cultural and performing arts facility in Richmond;
- e. Ensure that Richmond arts and culture are represented at major events in Richmond.

**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 and arts organizations together and leading in the development and advocacy of local community arts and culture.

**GRANT REQUEST**

<b>Requested Amount:</b>	\$5,000
<b>Project Budget:</b>	\$10,000
<b>Society Operating Budget:</b>	\$11,500

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

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



**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$9,517.23	\$11,500
Total Expenses:	\$9,448	\$11,000
Surplus:	\$69.23	\$500
Accumulated Surplus:	\$3,625.87	\$2,125.87

Other Funders:

**GRANT RECOMMENDATIONS**

Recommended  
Amount: \$3,750

Aggregate  
Score: 39.3

Recommendation:

Project Assistance is recommended in order to support the increased capacity of this organization and their project to reach out to the business community to form partnerships with the arts including new exhibition spaces.



**Project Assistance Application for 2014  
Arts & Culture Grants Program**

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

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

**Project Name:** Weaving with Richmond's Natural Abundance: Using local plants to

**Dates:** April - October, 2014

**Project Summary:**

We will host 6 monthly workshops, 5 with local artist Marina Szijarto. These include a gathering workshop, which gives an overview of plants used for weaving plus how to harvest and prepare them; three one-day beginner weaving workshops; and one two-day advanced workshop for anyone who attended a beginner workshop. We will also facilitate a community sculpture, which the public will weave for temporary installation in the Richmond Cultural Centre's Rooftop Garden. This project will build on skills learned and knowledge developed in the first year, and bring this out into the wider community.

**Society Mission/Mandate:**

The Richmond Weavers' and Spinners' Guild aims to:

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

**Society History:**

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

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

**GRANT REQUEST**

<b>Requested Amount:</b>	\$5,000
<b>Project Budget:</b>	\$22,532

Society  
 Operating Budget: \$8,052

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2013	\$1,900	Project Assistance

**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$5,722	\$2,130
Total Expenses:	\$8,734	\$3,365
Surplus:	(\$3,012)	(\$1,235)
Accumulated Surplus:	\$8,052	\$6,817

Other Funders:

**GRANT RECOMMENDATIONS**

Recommended  
 Amount: \$3,850

Aggregate  
 Score: 40.8

Recommendation: Project Assistance is recommended for this innovative project that builds on their established collaboration with a professional artist and incorporates Richmond parks and natural materials. The applicant is encouraged to apply greater scrutiny to their in-kind budget allocations.



**Project Assistance Application for 2014  
Arts & Culture Grants Program**

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

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

**Project Name:** The Compleat Courtier Richmond

**Dates:** January - June, 2014

**Project Summary:**

Brief Project Summary:

The Compleat Courtier in Richmond: Participatory Workshops and Soirée/Performance for Richmond Music Teachers, their students and their families plus general public. The preparation required for these – including some costume building and rehearsal.

**Society Mission/Mandate:**

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

Our mandate includes:

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

**Society History:**

Historical Performance Ensemble (HPE)

- Historical Performance Ensemble (HPE) is one of a handful of companies worldwide dedicated to accurately recreated arts of the past

# Project Assistance Application for 2014

The Greater Vancouver Historical Performance Soc of BC

Summary Page 2

- HPE is the professional company hosted by Charitable Society GVHPS, founded 1989
- GVHPS has operated for 24 years, always on budget, never in debt
- Artists are hired on a professional contract basis and paid at professional rates.
- The company consists of highly trained specialists - 4 dancer/actors, 2 musicians

Services include:

- Historically-researched Original &/or Reconstructed Productions, Consultations, Contracted Entertainments, Instruction

Most Recent Family Events:

- "Go 4 Baroque" Baroque theatrical dance, music, commedia (Apr 13 Dance Ctr, John Oliver SS)
- "Ladies' Aires and Dances" (2009-10 GVRD & tour)
- "Voices of the Fraser" (2006 -10 GVRD).
- "The Compleat Courtier" (offered since 1989. Given title in 2009)

## GRANT REQUEST

Requested Amount:	\$3,050
Project Budget:	\$6,450
Society	
Operating Budget:	\$39,600

## MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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## FINANCIAL SUMMARY

Most Recently Completed Year

# Project Assistance Application for 2014

The Greater Vancouver Historical Performance Soc of BC

Summary Page 3

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		<u>Proposed Year</u>
Total Revenue:	\$15,006.28	\$39,600
Total Expenses:	\$11,902.66	\$39,600
Surplus:	\$3,186.72	\$1
Accumulated Surplus:	\$4,898.07	\$1

Other Funders:

## GRANT RECOMMENDATIONS

Recommended  
Amount: \$2,080

Aggregate  
Score: 39

Recommendation:

Project Assistance is recommended for this unique partnership with the Richmond Music Teacher's Association, their students and families to promote historic performing arts.



**Project Assistance Application for 2014  
Arts & Culture Grants Program**

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

**Society:** The Richmond Singers

**Project Name:** The Richmond Singers Spring 2014 Concert Program

**Dates:** April 12 and 26, 2014, May 31, 2014

**Project Summary:**

We have three major concerts in our Spring 2014 Program. We have a cultural exchange with the Village Voices of Qualicum Beach on Vancouver Island. They will travel here April 12th to perform a joint charity concert with us and we will travel to Vancouver Island April 26, 2014 for a joint concert with them.

We also have our May 31st concert at Broadmoor Baptist Church in Richmond.

**Society Mission/Mandate:**

THE RICHMOND SINGERS is a 55 voice women's choir and began performances in 1971. For the past 40 years this group has been directly involved in offering their musical gifts to the community. The purpose of the Society is "to sing, in harmony, a variety of music for the enjoyment of the members, as well as to give public and private performances for the listening pleasure of others".

**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 40 years. The choir produces two major concerts per season often featuring local guest performers, children's choirs and accompanists. We are fortunate to have a faithful audience at our major concerts and we are also available upon request to sing at various events organized by the City of Richmond, charities, special functions and fundraisers. Our 15-member Richmond Singers Ensemble "sing out" over 25 performances during the season at senior facilities, hospitals and daytime events, receiving little or no remuneration. They perform an interactive program that is very well received by the seniors and many places request them several times a year. We are the longest standing community choir in Richmond. We hold auditions in September and again in January if necessary. Membership to the choir is based on space availability and auditions are based on the ability to sing, read music and to blend your voice within our choir. Our members range in age from 20's - 70+. We sing a wide variety of music from classical, jazz, spiritual to modern.

**GRANT REQUEST**

<b>Requested Amount:</b>	\$5,761
<b>Project Budget:</b>	\$16,261
<b>Society Operating Budget:</b>	\$38,055

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

# Project Assistance Application for 2014

The Richmond Singers

Summary Page 2

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Year	Amount	Grant Program
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## FINANCIAL SUMMARY

	<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
Total Revenue:	\$54,961.84	\$28,185
Total Expenses:	\$48,888.18	\$38,055
Surplus:	\$6,073.66	(\$9,870)
Accumulated Surplus:	\$48,327.62	\$38,457.62

Other Funders:

## GRANT RECOMMENDATIONS

Recommended  
Amount: \$2,600

Aggregate  
Score: 38.0

Recommendation:

Project Assistance is recommended for the Spring concert series of this long standing organization that pursues new partnerships with other choirs in the region and new performance opportunities within Richmond and beyond. The applicant is encouraged to work on improving the presentation of their budget.



**Society:** Tickle Me Pickle Theatre Sports Improv Society**Project Name:** TMP Improv Season**Dates:** September 2014-Aug 2015**Project Summary:**

The TMP Season includes weekly skill and team development practices, performances at the Performance Hall at the Richmond Cultural Centre, a youth and young adult troupe that is open to aspiring improv artists, a yearly charity improv show, "Laughter is the Best Medicine", which raises money for different local non-profits, workshops for the Richmond School District and various collaborations with Richmond organizations and individuals.

**Society Mission/Mandate:**

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

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

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

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

**Society History:**

Tickle Me Pickle is the cornerstone of improvisational comedy in Richmond, born out of volunteerism, collaboration and innovation. Originally a one-off event for Youth Week 2000, youth and young adult members of the "Pickle Volunteer Crew" recognized an absence of improvisational comedy in the Richmond community. The Crew soon discovered that there was a healthy appetite for improv, as TMP attracted young artists who were eager to learn and perform improv, and saw a wide range of audience members flock to Pickle events. The concept of Tickle Me Pickle has grown, as TMP developed improv classes for youth, leadership workshops, high

# Project Assistance Application for 2014

Tickle Me Pickle Theatre Sports Improv Society

Summary Page 2

school tournaments, a younger performance troupe, private for-hire shows, a regular presence at local charity events, an eight year old annual charity event of our own entitled Laughter is the Best Medicine, a continued valuing of volunteerism, and a regular series of community shows.

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

## GRANT REQUEST

Requested Amount:	\$5,000
Project Budget:	\$11,500
Society	
Operating Budget:	\$11,500

## MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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## FINANCIAL SUMMARY

	<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
Total Revenue:	\$3,937	\$11,500
Total Expenses:	\$3,591.34	\$11,500
Surplus:	\$345.66	\$510.91
Accumulated Surplus:	\$510.91	\$510.91

Other Funders:

## GRANT RECOMMENDATIONS

Recommended  
Amount: \$4,160

Aggregate  
Score: 41.3

Recommendation: Project Assistance is recommended for this young, Arts Award winning group that engages youth and families by providing accesible theatrical

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experiences.
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**Project Assistance Application for 2014  
Arts & Culture Grants Program**

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

**Society:** Vancouver Cantonese Opera

**Project Name:** Multicultural Heritage Festival

**Dates:** June.28th, 2014 (Saturday)

**Project Summary:**

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

**Society Mission/Mandate:**

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

**OUR ARTISTIC VISION & ORGANIZATIONZAL OBJECTIVES**

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

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

**Society History:**

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

# Project Assistance Application for 2014

Vancouver Cantonese Opera

Summary Page 2

For the past 12 years, the Vancouver Cantonese Opera has collaborated with international and local artists to create high calibre and engaging Cantonese opera works that have reached audiences in Vancouver, Richmond and Surrey. As we grow artistically and organizationally we continually offer a range of outreach and audience building activities that have included singing/performance technique classes, free singing sessions with seniors and children/youth opera classes and workshops on how to appreciate and understand the art form of Chinese opera. In addition to our annual performances, we have performed at numerous community festivals, multicultural events as well as being one of the official selected partners of the Vancouver Cultural Olympiad. We are a supported company of the Canada Council's Stand firm Network. Plus we collaborate with many stakeholders and local partners as we strive to promote Cantonese Opera and Chinese Canadian heritage throughout the Lower Mainland.

Vancouver Cantonese Opera has been offering Cantonese Opera singing and performance technique classes in Richmond since 2005, and participated in various multicultural events in Richmond community and senior homes. Most recently, we participated in the 2012/2013 Culture Days by offering two Cantonese opera workshops at the Richmond Cultural Centre, and we were invited to perform at the Minoru Chapel Opera Series on October 3rd, 2012.

On June 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:	\$5,000
Project Budget:	\$30,000
Society	
Operating Budget:	\$146,417

## MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

## FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$143,086	\$146,417
Total Expenses:	\$112,792	\$146,417
Surplus:	\$30,294	\$0

# Project Assistance Application for 2014

Vancouver Cantonese Opera

Summary Page 3

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Accumulated Surplus:	\$62,782	\$62,782
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Other Funders: Canadian Heritage \$5,000, BC Gaming \$5,000

## GRANT RECOMMENDATIONS

Recommended  
Amount: \$3,850

Aggregate  
Score: 43.8

Recommendation:

Project Assistance is recommended for this second annual multi-cultural celebration in Richmond. The applicant has a strong programming history and track record working effectively with local artists and cultural groups and is proactive with its community engagement activities. A significant percentage of the budget goes directly to artists.

**Society:** Vancouver Tagore Society

**Project Name:** West Coast Tagore Festival 2014

**Dates:** September 5 and 6, 2014

**Project Summary:**

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

**Society History:**

Vancouver Tagore Society was formed in mid 2011 to celebrate the 150th birth anniversary of great Bengali poet and visionary Nobel-laureate Rabindranath Tagore. On September 8, 2011, the Society organized the "150 Years of Tagore!" event with support from the City of Richmond and in partnership with World Poetry Richmond. Since its inception, the Society has organized a number of events, all but one of those were in the City of Richmond and engaging many Richmond artists. On July 28 2012, the Society with support from City of Richmond, organized "An Afternoon of Bengali Poetry" on the Rooftop Garden of the Richmond Cultural Center. On November 17 2012, it organized the "West Coast Tagore Festival 2012" in the same structure and format of the September 2011 event. This event was also supported by the City of Richmond. Several renowned Richmond artists, including playwright Simon Johnston, Camyar Chaichian, Dr. Sanzida Habib and others, took part in the event along with other performers of various ethnic background. The third installment of this now-annual festival was held on September 13 and 14, 2013 with in-kind supports and \$3000 through the City's Arts and Culture Grant. (Please see the attached report on last year's project.) The Richmond artists were Dr. Sanzida Habib, Mayeesha Haque, Mazhar Haque, Keya Ghosh, Fred Gordo, Alan Hill, etc. While the 2012 Festival was inaugurated by Councillor Linda McPhail, this year's Festival was inaugurated by His Worship the Mayor

# Project Assistance Application for 2014

Vancouver Tagore Society

Summary Page 2

Malcolm Brodie. In addition to organizing events in Richmond, the Society has participated as contributing partner in events held in Richmond, including the International Peace Festival, Multicultural Mothers Day celebration, Autumn Dance Poetry, Annual Literay Festival by WIN Canada, etc. The Society is exploring new partnerships with Richmond artists and groups, and have initiated collaboration with Richmond Multicultural Society, Vancouver Cantonese Opera, etc.

## GRANT REQUEST

Requested Amount: \$5,250  
Project Budget: \$38,360  
Society  
Operating Budget: \$71,470.08

## MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

## FINANCIAL SUMMARY

	<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
Total Revenue:	\$20,832	\$71,470.08
Total Expenses:	\$20,821.92	\$71,435
Surplus:	\$10.08	\$35.08
Accumulated Surplus:	\$10.08	\$35.08

Other Funders:

## GRANT RECOMMENDATIONS

Recommended  
Amount: \$3,120

Aggregate  
Score: 38.5

Recommendation: Project Assistance is recommended for this now established cultural event that has expanded to two days of eclectic multidisciplinary programming with a healthy mix of community and professional level activities. The applicant is highly encouraged to place higher scrutiny on their budget presentation, particularly their in-kind allocations and to seek diversified sources of revenue.



**Society:** Vancouver Tagore Society

**Project Name:** An Afternoon of Bengali Poetry

**Dates:** Saturday in May 2014

**Project Summary:**

An Afternoon of Bengali Poetry is a 2-hour program that presents an anthology of Bengali poetry in a culturally entertaining way. This main segment is preceded by a keynote speech in English on Bengali poetry, and a presentation of a Bengali poem in many different languages. The program is hosted in English. The poetry in the main segment are presented with live background music and some with dances and expressive acting. The event is concluded with a social interaction among the audience engaged in literary and cultural discussion over refreshments.

**Society Mission/Mandate:**

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

**Society History:**

Vancouver Tagore Society was formed in mid 2011 to celebrate the 150th birth anniversary of great Bengali poet and visionary Nobel-laureate Rabindranath Tagore. On September 8, 2011, the Society organized the "150 Years of Tagore!" event with support from the City of Richmond and in partnership with World Poetry Richmond. Since its inception, the Society has organized a number of events, all but one of those were in the City of Richmond and engaging many Richmond artists. On July 28 2012, the Society with support from City of Richmond, organized "An Afternoon of Bengali Poetry" on the Rooftop Garden of the Richmond Cultural Center. On November 17 2012, it organized the "West Coast Tagore Festival 2012" in the same structure and format of the September 2011 event. This event was also supported by the City of Richmond. Several renowned Richmond artists, including playwright Simon Johnston, Camyar Chaichian, Dr. Sanzida Habib and others, took part in the event along with other performers of various ethnic background. The third installment of this now-annual festival was held on September 13 and 14, 2013 with in-kind supports and \$3000 through the City's Arts and Culture Grant. (Please see the attached report on last year's project.) The Richmond artists were Dr. Sanzida Habib, Mayeesha Haque, Mazhar Haque, Keya Ghosh, Fred Gordo, Alan Hill, etc. While the 2012 Festival was inaugurated by Councillor Linda McPhail, this year's Festival was inaugurated by His Worship the Mayor Malcolm Brodie. In addition to organizing events in Richmond, the Society has participated as

**Project Assistance Application for 2014**

**Vancouver Tagore Society**

**Summary Page 2**

contributing partner in events held in Richmond, including the International Peace Festival, Multicultural Mothers Day celebration, Autumn Dance Poetry, Annual Literay Festival by WIN Canada, etc. The Society is exploring new partnerships with Richmond artists and groups, and have initiated collaboration with Richmond Multicultural Society, Vancouver Cantonese Opera, etc.

**GRANT REQUEST**

Requested Amount:	\$1,450
Project Budget:	\$9,050
Society Operating Budget:	\$71,470.08

**MOST RECENT PREVIOUS GRANT(S) (if applicable)**

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

**FINANCIAL SUMMARY**

	<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
Total Revenue:	\$20,832	\$71,470.08
Total Expenses:	\$20,821.92	\$71,435
Surplus:	\$10.08	\$35.08
Accumulated Surplus:	\$10.08	\$35.08

Other Funders:

**GRANT RECOMMENDATIONS**

Recommended  
Amount: \$0

Aggregate  
Score: 19.3

Recommendation:

While this new initiative on the Rooftop Garden would provide a unique opportunity for Richmond residents to experience Bengali art forms, because of concerns about the capacity of the organization, particularly as reflected in their budget presentation, combined with the relatively low community impact, Project Assistance is not recommended for this project at this time; however, it is recommended for this applicant's other project, West Coast Tagore Festival.

**Society:** Writers International Network Canada Society**Project Name:** Third WIN Literary Festival**Dates:** June 13 and 14, 2014**Project Summary:**

Third Literary Festival 2014, will provide an opportunity to local writers, artists and dancers to showcase their creativity and to promote intercultural understanding to make Richmond a better place to live. This festival supports and promotes achievements of every artist and writer and recognizes their accomplishments by empowering them. It's main focus is to make school children and adults aware of diversity in arts around them and inculcate in them appreciation of other literary cultures and arts.

**Society Mission/Mandate:**

The main mission of Writers International Network Canada Society (WIN) is to promote art, culture and literature by:

- Fostering talent through award and recognition
- Encouraging and promoting cultural activities to inspire arts & Creative Writing
- Promote writers by creating networking opportunities among different communities
- Inspiring writers & artists by mentoring.

WIN is founded to discover, nourish, recognize, celebrate and promote poets, writers and artists, dancers of diverse cultural backgrounds & assist them to connect with the community at large.

**Society History:**

WIN was established in 2012. Its brief history is provided by outlining the events held so far:

(1) - Writers International Network Canada Society held its First Literary Festival at Richmond Culture Centre in 2012. It was a full day event attended by 175 people. Poetry reading and story telling were presented to public. Cultural dances of China, India and Bangladesh were presented. Regional finger food snacks were served. Ten writers and poets were recognized for their creative writings and six dancers were awarded also. Day long activities provided lot of networking opportunities to young and old artists and writers of different cultural communities.

(2) Autumn Dance Poetry Festival - was held in October 2012 at Council Chambers, Richmond City Hall. Approximately 55 people attended the event. This was a venue to promote poetry and ethnic dances.

(3) Second Literary Festival – was held at Richmond Culture Centre in March 2013. Dances of Philippines and Nepal were presented. Full day attendance was approximately 180. Ten writers and poets, six dancers and five Community Ambassadors were awarded. Tremendous good will

# Project Assistance Application for 2014

Writers International Network Canada Society

Summary Page 2

was generated through networking opportunities throughout the day.

(4) Second Autumn Dance Poetry Festival - was held in October 2013 at Council Chambers, Richmond City Hall. Approximately 65 people attended the event. This was a venue to promote poetry and ethnic dances.

## GRANT REQUEST

Requested Amount:	\$1,350
Project Budget:	\$2,700
Society Operating Budget:	\$2,700

## MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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## FINANCIAL SUMMARY

	<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
Total Revenue:	\$0.01	\$1,350
Total Expenses:	\$0.01	\$2,750
Surplus:	(\$0.01)	(\$1,350)
Accumulated Surplus:	(\$0.01)	(\$0.01)

Other Funders:

## GRANT RECOMMENDATIONS

Recommended  
Amount: \$0

Aggregate  
Score: 36.0

Recommendation:

While this intercultural and multidisciplinary showcase shows merit, it was unclear if there were any Richmond-based artists involved. As well, there were a number of errors in the application raising questions about the capacity of the organization. Project Assistance is not recommended for this year given budget constraints.

City of Richmond Arts and Culture Grants Program  
**Operating Assistance Guidelines**



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

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

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

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

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

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

## **Arts and Culture Grants Program Objectives and Description**

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

The program provides grants to support organizational capacity through Operating Assistance as well as one-time or time-limited initiatives through Project Assistance. Organizations receiving Operating Assistance may also apply for one Project grant within the same calendar year in which they receive operating funding. Organizations already receiving City funding that represents the equivalent of operating funds are not eligible for Operating Assistance. They are eligible for Project Assistance funding if their project is outside the scope of their normal operations.

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

## **Application Forms**

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

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

## **Operating Assistance Eligibility Criteria**

- Operating Assistance is for established organizations that have an ongoing presence in Richmond and a track record of quality public programs and services. Applicant must be based in Richmond, registered as a non-profit society in good standing with the Province of BC, having been established legally and in operation for at least 2 years prior to the application deadline and have recently received City Grant funding and successfully completed the projects.
- Applicants must be based and active in Richmond and provide programming and services that are open to the public and publicized citywide.
- Applicants must be an independent organization with a clear mandate, which includes the provision of public programs and services with an arts and culture focus. Applicant must produce or present work primarily with and/or by local artists/performers/artisans (amateur and/or professional); activities may include some artists who are not Richmond residents.
- All principal professional artists should be compensated for their participation commensurate with industry standards. For more information about these standards, please refer to the following organizations:
  - American Federation of Musicians: [www.afm.org](http://www.afm.org)
  - Canadian Actors Equity Association: [www.caea.com](http://www.caea.com)
  - Canadian League of Composers: [www.clc-lcc.ca](http://www.clc-lcc.ca)
  - Canadian Alliance of Dance Artists: [www.cadadance.org](http://www.cadadance.org)
  - Professional Writers Association of Canada: [www.pwac.ca](http://www.pwac.ca)
  - Canadian Artists Representation/Le front des artistes canadiens/CARFAC: [www.carfac.ca](http://www.carfac.ca)
- Applicants should have stable administration and artistic leadership, directed by recognized arts/culture professionals and/or experienced volunteers.
- Applicants must operate year-round in a fiscally responsible manner.
- Applicants must have other revenue sources for their activity that may include self-generated revenue (ticket sales, concession, memberships), funding from other levels of government (provincial, federal) and private sector support (fundraising, foundations, sponsorship, cash and in-kind donations).
- Applicants must provide independently prepared financial statements for the most recently completed fiscal year.
- Operating grants are awarded up to a maximum of 30% of the annual operating budget, to a maximum request of \$10,000.

## **Ineligible Organizations**

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

## **Ineligible Activities**

- Fundraisers
- Deficit reduction
- Activity outside of Richmond
- Activity which was started prior to the application deadline
- Capital projects
- Start-up costs
- Seed money for projects or events
- Showcases or recitals for schools/organizations with an educational mandate

## Multiple Applications for Operating and Project Grants

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

### Assessment Criteria

There are three key areas of evaluation that are weighted equally: merit, organizational competence and community impact. The organization's recent activities as well as proposed ones are taken into consideration when assessing an application.

#### Programming/Merit

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

#### Organizational Capacity

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

#### Impact

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

### Assessment and Awarding of Grants

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

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

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

Council may:

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

Council has final approving authority.

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

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

## **Conditions of Assistance**

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

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

## **Use of Funds**

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

- It is expected that applicants will combine the Operating Assistance support they receive with other sources of revenue and financial investment (grants, donations, earned revenues) as well as in-kind support and contributions
- Operating grants are provided to support the annual programming expenses and annual operating costs of the Society
- Eligible use of Operating Assistance funds include, but are not exclusively limited to:
  - Fees and related expenses for artists, musicians, programming staff, cultural workers



- Volunteer expenses (recruiting, training, support, etc.)
- Production expenses (installation of artwork, equipment rental, costumes, sound, lights, etc.)
- Marketing, community outreach and promotional expenses
- Operating overheads (insurance coverage, rent, etc.)
- Ineligible uses of Operating Assistance support include but are not exclusively restricted to:
  - Deficit reduction
  - Capital expenditures (i.e. construction, property renovations, equipment purchase, software, etc.)
  - Organizations that forecast a deficit budget are not eligible for support

## **Confidentiality**

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

City of Richmond Arts and Culture Grants Program

## Project Assistance Guidelines



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

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

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

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

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

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

### Arts & Culture Grants Program Objectives and Description

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

The program provides grants to support organizational capacity through Operating Assistance as well as one-time or time-limited initiatives through Project Assistance. Organizations receiving Operating grants may also apply for one Project grant within the same calendar year in which they receive operating funding. Organizations already receiving City funding that represents the equivalent of operating funds are not eligible for Operating Assistance. They are, however, eligible for Project Assistance if their project is outside the scope of their normal operations.

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

### Application Forms

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

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

## **Project Assistance Eligibility Criteria**

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

## **Examples of Eligible Activity**

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

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

### **Ineligible Organizations**

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

### **Ineligible Activities**

- Core-training, in-class or curriculum-based training, conferences, mentorships
- Bursaries or scholarships
- Contests or competitions
- Fundraisers
- Deficit reduction
- Activity outside of Richmond
- Activity which has started prior to the application deadline
- Capital projects
- Delivery of services and resources by Service Organizations

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

### **Artistic Residencies**

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

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

## **Artistic Residencies (cont'd)**

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

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

## **Assessment Criteria**

There are three key areas of evaluation that are weighted equally: merit, organizational competence and community impact. The organization's recent activities as well as proposed ones are taken into consideration when assessing an application.

### **Programming/Merit**

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

### **Organizational Capacity**

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

### **Impact**

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

## **Assessment and Awarding of Grants**

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

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

Council may:

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

Council has final approving authority.

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

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

## **Conditions of Assistance**

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

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

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

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

## **Confidentiality**

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