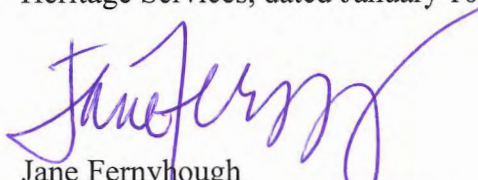




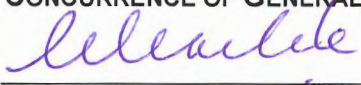

**To:** General Purposes Committee **Date:** January 10, 2017  
**From:** Jane Fernyhough **File:** 11-7000-01/2017-Vol  
 Director, Arts, Culture and Heritage Services 01  
**Re:** **2017 Arts and Culture Grant Program**

**Staff Recommendation**

That the 2017 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$109,754, as outlined in the report from the Director, Arts, Culture and Heritage Services, dated January 10, 2017.

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

Att. 5

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

## Staff Report

### Origin

City Council has the authority to provide financial assistance to community organizations under the Local Government Act.

This report provides information and recommendations pertaining to the 2017 Arts and Culture Grant Program, now in its sixth year.

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

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

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

*2.4. Vibrant arts, culture and heritage opportunities.*

### Findings of Fact

#### 2017 Arts and Culture Grant Budget

The 2017 Arts and Culture Grant Budget is \$109,754 including a 2.1% Cost of Living increase over last year's budget as per the City Grant Policy (3712). The program offers two types of grants:

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

#### Notice Given and Applications Received

Notices were placed on the City Page/City Notice Board in the Richmond News and on the City website in October and November of 2016, advising the community that applications were being accepted for 2017 City Grant Programs until November 18, 2016. 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 350 individual artists and arts/cultural organizations that have opted to receive information from the Cultural Development Manager throughout the year) to announce the grants were online and to remind of upcoming deadlines. On the City website on both the “City Grant Program” and the “Artists’ Opportunities” pages, downloadable Guideline documents were available with links to the online form.

A detailed, custom document for budget preparation was provided online. All previous grant recipients were met with individually over the summer to touch base, review their 2016 application and offer recommendations where appropriate, as well as inform them of updates to the online system.

Twelve applications were received for Operating Assistance and nine for Project Assistance, for a total combined request of \$143,200. Tables outlining requests and recommended allocations for the 2017 Arts and Culture Grant Program are provided in Attachment 1 and Attachment 2. Grant Application Summary sheets, providing key information about each application, are found in Attachment 3. As the contents of the Grant Application Summary Sheets are taken verbatim from the applicants’ submissions, they will replicate any errors or omissions made by the applicant. Staff recommendations and comments are included in the Summary Sheets.

Late Applications

The City Grant Policy indicates that late applications will not be accepted. No late applications were received after the November 18, 2016 deadline. However, a three-day extension was provided for applicants who had experienced technical difficulties with their applications due to the City’s server issues.

New Applications

One new application was received from Vancouver International Sculpture Biennale, an organization that had not previously applied for a City Grant.

Application Review Process

An Adjudication Panel made up of City staff reviewed the applications. They evaluated the applications on three key areas: Merit, Organizational Capacity and Impact (described in the Application Guidelines, Attachments 4 and 5). As per best practices in similar granting programs, for 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

#### 2017 Arts and Culture Grant Program Information

Numbers of applications, allocations and recommendations are:

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

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

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

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

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

COMBINED Arts and Culture Applications, Allocations and Recommendations (2012-2017)						
	2012	2013	2014	2015	2016	2017
Total number of applications	26	22	23	21	16	21
New applicants	n/a	5	6	2	0	1
Grants denied (did not meet criteria)	7	4	2	1	0	3
Partial amount of request recommended	18	9	21	18	4	18
Full amount of request recommended	8	13	0	3	12	0
Total amount requested	\$133,280	\$122,300	\$137,336	\$124,150	\$108,450	\$143,200
Total budget	\$100,000	\$102,020	\$104,040	\$105,080	\$107,497	\$109,754
Total amount allocated   recommended	\$82,300	\$94,300	\$104,040	\$105,080	\$107,497	\$109,754

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

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

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

Staff noted continued improvement in the quality of grant applications and an increase in the number of applications; from 16 total applications in 2016 to 21 applications in 2017. This year, there were more Operating Applications compared to last year: Richmond Potters’ Club, who missed the 2016 deadline, re-submitted an application for 2017; and two former Project Assistance grant clients – Richmond Singers and Canadian Y.C. Chinese Orchestra Association – were approved to apply to the Operating Assistance stream this year.

In this sixth year of the Arts and Culture Grants Program, staff noted an increased self-awareness among many of the applicants regarding the value of professional administrative support. Many also cited increased efforts in financial self-sustainability. Specifically, many are actively

developing new skills to seek out additional sources of funding through sponsorship and other grants. There is also a substantial increase in the reported use of social media to help organizations connect with larger audiences and reduce marketing costs.

This year was notably the first year that the program has received an application for an Artist Residency. Artist Residencies are eligible for funding under the Project Assistance stream and are intended to facilitate learning, development and cultural exchange opportunities between professional artists or artisans, qualified host organizations, and/or the community.

#### Reasons for Partial or No Funding

Due to the increased number of eligible and worthy applications that totalled requests well over the \$109,754 budget, as well as increased competition among the applications, none of the applicants were recommended for the full amount requested this year.

As a result, many of the applicants will note a decrease in funding from the previous year. Staff interprets the increased competition for funding as a reflection of the growing development and capacity of the Richmond arts community, in part, as a result of the success of the Arts and Culture grant program.

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.

#### **Financial Impact**

The 2017 Arts and Culture Grant Program has a budget of \$109,754. The 2017 recommended allocations are itemized in Attachments 1 and 2.

Project Assistance	\$20,300
Operating Assistance	<u>\$89,454</u>
Total	<u>\$109,754</u>
Remaining	\$0

#### **Conclusion**

The 2017 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 is recommending that the 2017 Arts and Culture Grants be allocated as proposed for the benefit of Richmond residents.



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

January 10, 2017

- 7 -

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

## 2017 Arts and Culture Grant Recommendations

### OPERATING ASSISTANCE

Organization	Most Recent City Grant (2016)	2017 Request	2017 Recommend	Comments	Pg
Richmond Music School Society	\$ 10,000	\$ 10,000	\$ 9,000	Operating Assistance is recommended for this leading organization that strives to provide high calibre educational opportunities for youth from all economic backgrounds. The applicant is encouraged to continue to nurture and strengthen its new and existing partnerships and also continue to encourage students and faculty to perform in the community.	1
Richmond Community Orchestra and Chorus Association	\$ 10,000	\$ 10,000	\$ 9,200	Operating Assistance is recommended for this well-established organization that involves a varied range of musicians, reaches diverse audiences, provides education, and partners with a number of charitable organizations and other Richmond-based performing arts groups. The society is to be congratulated for successfully implementing a new digital marketing strategy that helped increase their reach and double their audience size this year.	3
Richmond Singers	\$ 5,000	\$ 10,000	\$ 7,000	Operating Assistance is recommended for this popular, long-standing community choir that pursues new partnerships with other organizations and provides singers with opportunities to perform in Richmond and beyond. The society is to be commended for striving to diversify its fundraising initiatives and seeking out new partnerships. As first-time applicants for Operating Assistance, they are encouraged to increase outreach and continue to develop their programming offerings and partnerships.	5



Organization	Most Recent City Grant (2016)	2017 Request	2017 Recommend	Comments	Pg
Richmond Delta Youth Orchestra	\$ 10,000	\$ 10,000	\$ 9,500	Operating Assistance is recommended for this well-established and forward thinking orchestra that provides high quality music education and consistent performance opportunities for youth age 8 to 25. The society is to be commended for increasing its administrative capacity by hiring a part-time project manager to help them diversify fundraising efforts, while continuing to strategically grow its planned enrollment, which has doubled in the past few years.	7
Canadian YC Chinese Orchestra Association	\$ 5,000	\$ 10,000	\$ 6,000	Operating Assistance is recommended for this unique concert group, known for their presentations of traditional, Chinese instrumental music in Richmond. The society is to be congratulated for their ability to sellout the Gateway for a third time, while still offering a rich array of free performances in the community. As first-time applicants for Operating Assistance, the applicant is encouraged to develop their community partnerships with other organizations, diversify their fundraising efforts, continue to build their membership and increase their capacity.	9
Richmond Potters' Club	\$ 5700*  * 2015 amount. Applicant did not apply in 2016.	\$ 10,000	\$ 5,900	Operating Assistance is recommended for this long-standing organization that provides pottery programs and demonstrations in the community. The club is to be commended for its growth in membership and is encouraged to continue to seek out new partnerships and pursue new outreach opportunities.	11

Organization	Most Recent City Grant (2016)	2017 Request	2017 Recommend	Comments	Pg
Cinevolution Media Arts Society	\$ 10,000	\$ 10,000	\$ 9,500	Operating Assistance is recommended for this unique and innovative society that provides high-quality and multilingual programming that engages professional and emerging media artists, as well as new immigrants and youth. They are to be commended for helping to establish Richmond as a hub for media arts and for expanding their reach through the Digital Karnival and through their year-round programming that often involves community partnerships and collaborations. This year, the society exhibited remarkable stability through the successful handling of their succession plan when their founding board member transitioned out of the organization.	13
Richmond Arts Coalition	\$ 9,950	\$ 10,000	\$ 9,200	Operating Assistance is recommended for this volunteer-run service organization. The applicant is commended for growing its capacity, adjusting operations to reflect their 2016 strategic plan and fostering new partnerships and projects. The society is encouraged to continue to develop its online presence and administrative capacity to continue to meet the needs of the arts community.	15
Richmond Community Band Society	\$ 2,900	\$ 3,000	\$ 2,704	Operating Assistance is recommended for this long-standing, volunteer-run organization that delights audiences at a wide range of year-round community events. The society is to be commended for their focus on developing outreach initiatives that aims to engage youth and for actively seeking out new members. The applicant is, once again, strongly encouraged to review their financial targets and to invest its significant surplus back into the organization.	17

Organization & Project Name	Most Recent City Grant (2016)	2017 Request	2017 Recommend	Comments	Pg
Community Arts Council of Richmond	\$ 9,750	\$ 10,000	\$ 9,200	Operating Assistance is recommended for this long-established organization whose goal is to inspire citizens of all ages and demographics to participate in the arts. They are encouraged to reflect on how to address board fatigue, concerns about dwindling membership and the self-identified challenge of maintaining relevancy in the marketplace.	19
Richmond Youth Choral Society	\$ 10,000	\$ 10,000	\$ 9,500	Operating Assistance is recommended for this growing and forward-thinking organization that provides distinct opportunities for Richmond youth to share their talents locally, nationally and internationally. The society is to be applauded for establishing partnerships and for seeking out new sponsorship opportunities to increase sustainability and capacity.	21
Textile Arts Guild of Richmond	\$ 3,400	\$ 3,300	\$ 2,750	Operating Assistance is recommended for this well-established organization that promotes textile arts as a means of creative expression, social engagement and charitable giving. The applicant is encouraged to invest its financial surplus back into its marketing and outreach initiatives, such as the self-identified need to develop a new website to help increase exposure, participation and awareness of its activities.	23

## PROJECT ASSISTANCE

Organization & Project Name	Most Recent City Grant (2016)	2017 Request	2017 Recommend	Comments	Pg
Vancouver Cantonese Opera: <i>Bamboo Theatre</i>	\$ 3,800	\$ 5,000	\$ 3,800	Funding is recommended for this local celebration of Chinese culture that will bring the unique traditional art form of Cantonese opera to both Chinese and non-Chinese audiences at no cost during the 2017 Richmond World Festival. The society has a proven track record for working cooperatively with local artists and cultural groups and for bringing together diverse cultural groups that facilitates a cross-pollination of audiences. In addition to exposing Richmond residents to this unique art form, a significant portion of the budget goes towards creative fees, which will directly benefit many local artists.	25
Philippine Cultural Arts Society of BC: <i>Kayamanan ...</i>	\$ 4,447	\$ 2,500	\$ 2,100	Project Assistance is recommended for this lively event that seeks to increase the profile of Filipino performing arts in Richmond and provides vital performance opportunities for the society's dancers, musicians and volunteers. The group is to be commended for establishing new partnerships that have increased its public reach and exposure. In future, the project budget should include more diligent financial accounting.	28
Greater Vancouver Historical Performance Soc of BC: <i>La Grande Baroque Canada</i>	n/a	\$ 2,500	\$ -	Funding is not recommended for this project. It is recommended that should the society choose to apply for funding in 2018, that they involve more Richmond artists, as well as articulate how this project would be unique to the community and impact Richmond citizens.	30

Organization & Project Name	Most Recent City Grant (2016)	2017 Request	2017 Recommend	Comments	Pg
Richmond Art Gallery Association: <i>Salon Series</i>	\$ 4,000	\$ 5,000	\$ 3,800	Project Assistance is recommended for this innovative program that supports, engages and mentors local artists through free networking opportunities that meet the needs of the arts community. Building on the success of last year's mentorship program, the project will enable both Chinese and English-speaking artists the opportunity to deepen and strengthen their creative network. The project falls outside of the Gallery's normal operations and fulfills an important role towards community-building and supporting the professional development of Richmond artists.	33
Tickle Me Pickle Theatre Sports Improv Society: <i>TMP Improv Season</i>	\$ 5,000	\$ 5,000	\$ 4,500	Project Assistance funding is recommended for this entertaining, award-winning group's 2017 season that will engage youth, adults and families through affordable theatrical experiences. The society is to be congratulated on their wide appeal and steady audience growth, as well as their charitable giving through their sold-out "Laughter is the Best Medicine" event. The applicant is encouraged to explore new programming opportunities for their upcoming season and continue to expand their reach through social media.	35
Vancouver Tagore Society: <i>West Coast Tagore Festival 2017</i>	\$ 4,250	\$ 5,000	\$ 3,800	Project Assistance is recommended for this established multicultural and multidisciplinary festival that attracts large audiences and integrates a mix of community and professional artists into its program. The society is to be commended for increasing its exposure and extending its reach. The society is encouraged to continue to seek out new sources of diversified funding streams and, in the future, is requested to maintain more diligent financial recordkeeping.	37

Organization & Project Name	Most Recent City Grant (2016)	2017 Request	2017 Recommend	Comments	Pg
True North Performance Society of British Columbia: <i>UBANTU I am because you are</i>	n/a	\$ 1,900	\$ -	Funding is not recommended for this project. While the proposed project is interesting and innovative, the concept and goals of the project need to be further developed and articulated. It is recommended that if the applicant should choose to reapply in 2018, that they could look at engaging a much higher percentage of Richmond-based artists and performers, in addition to setting realistic ticket sales targets.	39
Vancouver International Sculpture Biennale: <i>Big Ideas</i>	n/a	\$ 5,000	\$ -	Funding is not recommended for this project. The Vancouver-based society is to be commended for its ongoing work with young people across the Lower Mainland. Should the applicant choose to apply again in 2018, they should address how this project would be unique to the Richmond community and their application request and budget should be specific to the Richmond program.	41
Richmond Gateway Theatre Society <i>Artistic Residency for Leanna Brodie</i>	n/a	\$ 5,000	\$ 2,300	Project Assistance is recommended for this artist residency project that will support a nationally-recognized Richmond-based playwright to research, develop, script and conduct an initial reading of a new Chinese and English play. The project falls outside of the Gateway's normal operations and it is recommended that the project assistance funds be used to support a portion of the artist's commissioning fees, as well as the public reading and workshop of the new play.	43

## 2017 Arts and Culture Grant Recommendations

<b>OPERATING ASSISTANCE</b>	
<b>Organization</b>	<b>2017 Recommend</b>
Richmond Music School Society	\$ 9,000
Richmond Community Orchestra and Chorus Association	\$ 9,200
Richmond Singers	\$ 7,000
Richmond Delta Youth Orchestra	\$ 9,500
Canadian YC Chinese Orchestra Association	\$ 6,000
Richmond Potters' Club	\$ 5,900
Cinevolution Media Arts Society	\$ 9,500
Richmond Arts Coalition	\$ 9,200
Richmond Community Band Society	\$ 2,704
Community Arts Council of Richmond	\$ 9,200
Richmond Youth Choral Society	\$ 9,500
Textile Arts Guild of Richmond	\$ 2,750

<b>PROJECT ASSISTANCE</b>	
<b>Organization</b>	<b>2017 Recommend</b>
Vancouver Cantonese Opera: <i>Bamboo Theatre</i>	\$ 3,800
Philippine Cultural Arts Society of BC: <i>Kayamanan ...</i>	\$ 2,100
Greater Vancouver Historical Performance Soc of BC: <i>Le Grande Baroque</i>	\$ -
Richmond Art Gallery Association: <i>Salon Series</i>	\$ 3,800
Tickle Me Pickle Theatre Sports Improv Society: <i>TMP Improv Season</i>	\$ 4,500
Vancouver Tagore Society: <i>West Coast Tagore Festival 2017</i>	\$ 3,800
True North Performance Society of British Columbia: <i>UBANTU I am because you are</i>	\$ -
Vancouver International Sculpture Biennale: <i>Big Ideas</i>	\$ -
Richmond Gateway Theatre Society: <i>Artist Residency with Leanna Brodie</i>	\$ 2,300

<b>OPERATING ASSISTANCE SUBTOTAL</b>	<b>\$ 89,454</b>
<b>PROJECT ASSISTANCE SUBTOTAL</b>	<b>\$ 20,300</b>
<b>COMBINED TOTAL</b>	<b>\$ 109,754</b>



**Operating Assistance Application for 2017**

**Arts & Culture Grants Program**

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

**Society: Richmond Music School Society**

**Society Mandate Summary:**

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

**Society History:**

The Richmond Music School was established in February, 1980 as a non-profit organization dedicated to high standards in teaching music, both in private and class settings. Since that time it has come to enjoy a leadership position through Metro Vancouver for its many student performances and innovative programs. There are 23 teachers employed at the school as well as 3 advanced Junior teachers, 5 Junior teachers and 7 Apprentice teachers. The school provides major concert opportunities for its students with faculty and professional performers, community performances, preparation for Royal Conservatory and Associated Board of the Royal Schools of Music examinations, master classes, below-cost group violin classes, a free children's orchestra and professional development experiences for its apprentice and junior teachers, who have their ARCT and/or LRSM certificates. Over 200 public performances are presented by students and faculty in Richmond and Metro Vancouver each year, most of which are free to the public. The School continues with its twin objectives to pursue the highest artistic standards with its performances and teachers and to provide unique opportunities for children to get involved in music whose parents might otherwise find the cost prohibitive. Musical instruction is available for all ages and financial background.

**GRANT REQUEST**

<b>Requested Amount:</b>	<b>\$10,000</b>
<b>Society Operating Budget:</b>	<b>\$407,564</b>

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2016	\$10,000	Operating Assistance
2015	\$7,945	Operating Assistance
2014	\$7,200	Operating Assistance

**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
<b>Total Revenue:</b>	\$412,629	\$418,980
<b>Total Expenses:</b>	\$400,787	\$418,980
<b>Surplus:</b>	\$11,842	\$1
<b>Accumulated Surplus:</b>	(\$1,811)	\$1



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

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$9,000

**Aggregate Score:** 44.8

**Recommendation:**

Operating Assistance is recommended for this leading organization that strives to provide high caliber educational opportunities for youth from all economic backgrounds. The applicant is encouraged to continue to nurture and strengthen its new and existing partnerships and also continue to encourage students and faculty to perform in the community.



**Operating Assistance Application for 2017  
Arts & Culture Grants Program**

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

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

**Society Mandate Summary:**

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

**Society History:**

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

**GRANT REQUEST**

<b>Requested Amount:</b>	\$10,000
<b>Society Operating Budget:</b>	\$120,100

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2016	\$10,000	Operating Assistance
2015	\$10,000	Operating Assistance
2014	\$8,790	Operating Assistance

**FINANCIAL SUMMARY**

<b><u>Most Recently Completed Year</u></b>		<b><u>Proposed Year</u></b>
<b>Total Revenue:</b>	\$124,120	\$124,100
<b>Total Expenses:</b>	\$103,363	\$124,100

**Operating Assistance Application for 2017****Richmond Community Orchestra and****Summary Page 2**


---

<b>Surplus:</b>	\$20,757	\$20,757
<b>Accumulated Surplus:</b>	\$42,181	\$20,757
<b>Other Funders:</b>	BC Gaming \$25,000	

**GRANT RECOMMENDATIONS****Recommended Amount:** \$9,200**Aggregate Score:** 46.5**Recommendation:**

<p>Operating Assistance is recommended for this well-established organization that involves a varied range of musicians, reaches diverse audiences, provides education, and partners with a number of charitable organizations and other Richmond-based performing arts groups. The society is to be congratulated for successfully implementing a new digital marketing strategy that helped increase their reach and double their audience size this year.</p>
--



ATTACHMENT 3  
**Operating Assistance Application for 2017**  
**Arts & Culture Grants Program**

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

**Society: Richmond Singers**

**Society Mandate Summary:**

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

**Society History:**

THE RICHMOND SINGERS is a women's choir with 55 active members and 3 associates who have provided a choral presence in the community for over 45 years. The choir produces two to three major concerts per season often featuring local guest performers, children's choirs and accompanists. We are fortunate to have a faithful audience at our 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 16-member Richmond Singers Ensemble "sing out" at over 45 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 hold auditions in September and /or January when necessary. Membership in the choir is based on space availability and auditions are based on the ability to sing, read music and to blend one's voice within our choir. Our multicultural members range in age from 20's - 70+. We sing a wide variety of music from classical, jazz, and spiritual to modern.

**GRANT REQUEST**

**Requested Amount:** \$10,000  
**Society Operating Budget:** \$53,285

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2016	\$5,000	Project Assistance
2015	\$4,240	Project Assistance
2014	\$2,600	Project Assistance

**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
<b>Total Revenue:</b>	\$67,432	\$69,005
<b>Total Expenses:</b>	\$77,722	\$69,005
<b>Surplus:</b>	(\$10,289)	\$1
<b>Accumulated Surplus:</b>	\$29,175	\$23,885
<b>Other Funders:</b>		

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$7,000

**Aggregate Score:** 44.8

**Recommendation:**

Operating Assistance is recommended for this popular, long-standing community choir that pursues new partnerships with other organizations and provides singers with opportunities to perform in Richmond and beyond. The society is to be commended for striving to diversify its fundraising initiatives and seeking out new partnerships. As first-time applicants for Operating Assistance, they are encouraged to increase outreach and continue to develop their programming offerings and partnerships.

**Operating Assistance Application for 2017****Arts & Culture Grants Program**

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

**Society: Richmond Delta Youth Orchestra****Society Mandate Summary:**

The RDYO provides full-service orchestral preparation for young musicians aged 8 to 25.

**Society History:**

The Orchestra first began rehearsals in September, 1971 in Ladner. With the support of approximately forty players, Harry Gomez formed the Orchestra and became its Conductor and Music Director. The Orchestra first performed at an open rehearsal for Mayor Dugald Morrison at the Ladner Community Centre later that year. Throughout the 1970s and 1980s, the Orchestra underwent tremendous growth, attracting young players from Richmond and the rest of the Lower Mainland. It continued its mission as an orchestral preparation program led by highly qualified musical staff. In 2013, recognizing that the majority of its young musicians are residents of Richmond, the Orchestra officially changed its name to Richmond Delta Youth Orchestra. Since our move to Richmond, our enrolment has almost doubled. The Orchestra currently includes 135 young performers in seven divisions: Symphony, Senior Strings, Intermediate Strings, Junior Strings, Senior Winds, Junior Winds, and Chamber Music divisions. Each year the RDYO performs numerous outreach concerts in Richmond, including (in 2016) at Culture Days, the Richmond Art Gallery, the Richmond Cultural Centre, the annual Richmond Maritime Festival, the Salmon Festival, and Aberdeen Centre. The RDYO is a vibrant and growing part of Richmond's cultural landscape.

**GRANT REQUEST**

<b>Requested Amount:</b>	<b>\$10,000</b>
<b>Society Operating Budget:</b>	<b>\$164,900</b>

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2016	\$10,000	Operating Assistance
2015	\$5,000	Project Assistance
2014	\$2,860	Project Assistance

**FINANCIAL SUMMARY**

<b><u>Most Recently Completed Year</u></b>		<b><u>Proposed Year</u></b>
<b>Total Revenue:</b>	\$156,468.74	\$158,500
<b>Total Expenses:</b>	\$150,334.9	\$167,030
<b>Surplus:</b>	\$613,384	(\$8,530)
<b>Accumulated Surplus:</b>	\$32,884	\$24,354

**Other Funders:**

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$9,500

**Aggregate Score:** 47.5

**Recommendation:**

Operating Assistance is recommended for this well-established, forward thinking orchestra that provides high quality music education and consistent performance opportunities for youth age 8 to 25. The society is to be commended for increasing its administrative capacity by hiring a part-time project manager to help them diversify fundraising efforts, while continuing to strategically grow its planned enrollment, which has doubled in the past few years.



# Operating Assistance Application for 2017

## Arts & Culture Grants Program

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

**Society: Canadian YC Chinese Orchestra Association**

### Society Mandate Summary:

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

### Society History:

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

### GRANT REQUEST

<b>Requested Amount:</b>	<b>\$10,000</b>
<b>Society Operating Budget:</b>	<b>\$27,500</b>

### MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$5,000	Project Assistance
2015	\$4,550	Project Assistance
2014	\$4,160	Project Assistance

### FINANCIAL SUMMARY

Most Recently Completed Year

Proposed Year



**Operating Assistance Application for 2017****Canadian YC Chinese Orchestra Association****Summary Page 2**


---

<b>Total Revenue:</b>	\$22,034	\$34,300
<b>Total Expenses:</b>	\$21,356	\$34,000
<b>Surplus:</b>	\$678	\$300
<b>Accumulated Surplus:</b>	\$1,958	\$2,258
<b>Other Funders:</b>		

**GRANT RECOMMENDATIONS****Recommended Amount:** \$6,000**Aggregate Score:** 41.8**Recommendation:**

Operating Assistance is recommended for this unique concert group, known for their presentations of traditional, Chinese instrumental music in Richmond. The society is to be congratulated for their ability to sellout the Gateway for a third time, while still offering a rich array of free performances in the community. As first-time applicants for Operating Assistance, the applicant is encouraged to develop their community partnerships with other organizations, diversify their fundraising efforts, continue to build their membership and increase their capacity.



**Operating Assistance Application for 2017  
Arts & Culture Grants Program**

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

**Society: Richmond Potters' Club**

**Society Mandate Summary:**

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

**Society History:**

Formed in 1969 the RPC has, as volunteers, organized, administered & provided adult classes. The RPC offers workshops to members & the public, provides in-house education in clay arts, publishes a newsletter, meets monthly, informs members of shows, exhibition & workshop opportunities, puts on 2 sales/year, maintains a website & takes part in Community events with demonstrations & displays. The RPC furnished the studio & currently owns about \$40,000 worth of equipment & materials. It has a large library & subscribes to pottery periodicals. Members have studio access about 29.5 hours/week to create & do the many jobs needed to keep the Club going. We welcome the public into the studio, answer their queries & share our joy in the creative process. We support the children's classes offered by the City, & work collaboratively with the instructors to ensure the studio is well kept. Our well attended twice yearly sales include the Richmond Spinners & Weavers Guild. Sales give us another chance to "talk pots" with the public, & support local artists. The Club offers a scholarship to a graduating Richmond high school student & supports charitable organizations with "gifts in kind" donations created by our members. Over the past 2 years the Club has donated tea bowls (Moon Festival), garlic graters (Garlic Festival), & bowls (Empty Bowl Project). In total, over \$1000 of gifts were donated. The RPC displays & demo's at the City Richmond events - Doors Open, Culture Days, & the Maritime Festival. The Club has provided opportunities to enhance artists' creativity with interesting workshops: workshops with Deborah Schwartzkoff, Laura Vanderlind & Ping Kwong Wong, demonstrations at our meetings with Fredi Rahn, Deborah Sloan, Vince Aurora, and Linda Doherty. Offsite events have included Raku & sawdust firing at the Shadbolt Centre. The RPC hopes to convey to the public its passion for clay work & the joy that comes from creating something beautiful.

**GRANT REQUEST**

<b>Requested Amount:</b>	<b>\$10,000</b>
<b>Society Operating Budget:</b>	<b>\$49,585</b>

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2015	\$5,700	Operating Assistance
2014	\$5,200	Operating Assistance
2013	\$3,000	Operating Assistance

**FINANCIAL SUMMARY**

**Most Recently Completed Year**

**Proposed Year**

**Operating Assistance Application for 2017****Richmond Potters' Club****Summary Page 2**


---

<b>Total Revenue:</b>	\$54,052	\$53,350
<b>Total Expenses:</b>	\$53,035	\$53,350
<b>Surplus:</b>	\$1,017	\$0.01
<b>Accumulated Surplus:</b>	\$1,017	\$0.01
<b>Other Funders:</b>		

**GRANT RECOMMENDATIONS****Recommended Amount:** \$5,900**Aggregate Score:** 41.8**Recommendation:**

<p>Operating Assistance is recommended for this long-standing organization that provides pottery programs and demonstrations in the community. The club is to be commended for its growth in membership and is encouraged to continue to seek out new partnerships and pursue new outreach opportunities.</p>
---

**Society: Cinevolution Media Arts Society**

**Society Mandate Summary:**

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

**Society History:**

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

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

1. Stimulating innovative creation and new ideas - As the only media arts organization in Richmond, for the past years, Cinevolution has not only introduced many new media artists and brought in cutting edge artwork and films, but has also created several signature events, such as Your Kontinent Digital Carnival, Media Cafe, DocuAsia Forum, Art in Containers, Screen Bites, Youth Media Fest, and the Featured Artist Program. These unique events strive to stimulate critical thought and artistic innovation, and contribute to putting Richmond on the map of the art scene in the Lower Mainland.

2. Engaging citizens across generations and cultures - All our signature events are intergenerational and multilingual, and have successfully engaged community members of all ages and cultures.

3. Fostering critical discourse and international cultural exchange by bringing international films and artists to the community.

4. Increasing the community's media literacy by making programs affordable, accessible and

**Operating Assistance Application for 2017****Cinevolution Media Arts Society****Summary Page 2**

educational to the general public.
------------------------------------

**GRANT REQUEST**

Requested Amount:	\$10,000
Society Operating Budget:	\$133,710

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2016	\$10,000	Operating Assistance
2015	\$9,530	Operating Assistance
2014	\$3,640	Project Assistance

**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$72,016	\$91,551
Total Expenses:	\$72,016	\$91,550
Surplus:	\$1	\$1
Accumulated Surplus:	\$1	\$2
Other Funders:	BC Gaming, Metro Vancouver, BC Arts Council: \$54, 000, Canadian Heritage \$36,900	

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$9,500

**Aggregate Score:** 48.5

**Recommendation:**

<p>Operating Assistance is recommended for this unique and innovative society that provides high-quality and multilingual programming that engages professional and emerging media artists, as well as new immigrants and youth. They are to be commended for helping to establish Richmond as a hub for media arts and for expanding their reach through the Digital Karnival and through their year-round programming that often involves community partnerships and collaborations. This year, the society exhibited remarkable stability through the successful handling of their succession plan when their founding board member transitioned out of the organization.</p>
--



**Operating Assistance Application for 2017  
Arts & Culture Grants Program**

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

**Society: Richmond Arts Coalition**

**Society Mandate Summary:**

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

**Society History:**

In 2004, the City developed a formal plan to strengthen its arts community which resulted in the formation of the Richmond Arts Coalition (RAC). In 2008, the City endorsed a "2010 Arts Plan" identifying RAC as the organization responsible for bringing local artists & arts organizations together & leading in the development & advocacy of local community arts & culture. RAC has partnered with the City on the annual Arts Awards & on three Art Symposiums & provides substantial grants to the annual Maritime Festival to support hiring of local artists. In 2013, RAC established an endowment fund with the Richmond Community Foundation to support the Arts Awards & scholarships for Arts students. RAC compiles a monthly list of Arts Events for publication by the local papers & Tourism Richmond. The events are listed on the RAC website & social media & emailed to 300+ subscribers. A 2013 Outreach Project gathered surveys from the Arts & general public on Arts issues in Richmond, which was shared with the City. A 2014/15 Outreach Project gathered numerous ideas for promoting closer connections between Arts and Business. RAC hosted ArtRich 2015 at the Richmond Art Gallery in 2015, which showcased 49 local artists and brought 1627 visitors to the Gallery. RAC hosts a weekly "member feature" on its website and promotes its members through social media. RAC hired an Admin Assistant in 2016. Since its establishment, RAC has played an essential role to advocate for the importance of art in Richmond. Especially after the revisioning in 2015, representatives of RAC have regularly attended the meetings at the City Hall that related to the topic of art to present and speak. We have also actively outreached into other community groups to promote the importance of RAC, such as the 20/20 Group.

**GRANT REQUEST**

<b>Requested Amount:</b>	<b>\$10,000</b>
<b>Society Operating Budget:</b>	<b>\$41,800</b>

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2016	\$9,950	Operating Assistance
2015	\$3,970	Operating Assistance
2014	\$3,750	Project Assistance

**FINANCIAL SUMMARY**

Most Recently Completed Year

Proposed Year

**Operating Assistance Application for 2017****Richmond Arts Coalition****Summary Page 2**


---

<b>Total Revenue:</b>	<b>\$34,068.45</b>	<b>\$83,300</b>
<b>Total Expenses:</b>	<b>\$28,736.8</b>	<b>\$83,300</b>
<b>Surplus:</b>	<b>\$5,331.65</b>	<b>\$0.01</b>
<b>Accumulated Surplus:</b>	<b>\$8,334.48</b>	<b>\$8,334.48</b>
<b>Other Funders:</b>		

**GRANT RECOMMENDATIONS****Recommended Amount:** \$9,200**Aggregate Score:** 46**Recommendation:**

<p>Operating Assistance is recommended for this volunteer-run service organization. The applicant is commended for growing its capacity, adjusting operations to reflect their 2016 strategic plan and fostering new partnerships and projects. The society is encouraged to continue to develop its online presence and administrative capacity to continue to meet the needs of the arts community.</p>
---



**Operating Assistance Application for 2017**

**Arts & Culture Grants Program**

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

**Society: Richmond Community Band Society**

**Society Mandate Summary:**

Mandates:

To provide Richmond - focused musical concerts for the public,

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

**Society History:**

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

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

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

**GRANT REQUEST**

<b>Requested Amount:</b>	\$3,000
<b>Society Operating Budget:</b>	\$30,175

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2016	\$2,900	Operating Assistance
2015	\$2,860	Operating Assistance
2014	\$2,900	Operating Assistance

**FINANCIAL SUMMARY**



**Operating Assistance Application for 2017****Richmond Community Band Society****Summary Page 2****Most Recently Completed Year****Proposed Year**

<b>Total Revenue:</b>	\$12,575.15	\$12,800
<b>Total Expenses:</b>	\$13,212.21	\$16,850
<b>Surplus:</b>	\$636.06	\$4,050
<b>Accumulated Surplus:</b>	\$15,840	\$13,200

**Other Funders:****GRANT RECOMMENDATIONS****Recommended Amount:** \$2,704**Aggregate Score:** 42.8**Recommendation:**

Operating Assistance is recommended for this long-standing, volunteer-run organization that delights audiences at a wide range of year-round community events. The society is to be commended for their focus on developing outreach initiatives that aims to engage youth and for actively seeking out new members. The applicant is strongly encouraged to review their financial targets and invest back into the organization.



# Operating Assistance Application for 2017

## Arts & Culture Grants Program

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

**Society: Community Arts Council of Richmond**

**Society Mandate Summary:**

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

**Society History:**

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

Times, needs and abilities change and we have changed too. Many groups are now better able to fend for themselves, however we still feel it is imperative that we "speak" for the arts and artists, encourage all to participate, use art to build bridges and overcome difficulties. We spend our funds frugally and choose programs and projects that we feel will benefit the highest number of the population including non-artists and artists alike. Our events are held in Richmond and wherever possible we do our best to invite Richmond artists first and the rest of Metro Vancouver and BC latterly. Richmond is our home base and we encourage everyone to come and experience the arts & culture in Richmond when we hold our events and on our website, which has two calendar of events, one for ourselves and one for any non profit to post their event at no cost. We are in the process of creating a article dealing with the new transition of all B.C. societies to a new act. This article will assist other societies in handling this change without the need of high legal bills, and will be written in "plain" speak to be easily understood by all.

**GRANT REQUEST**

<b>Requested Amount:</b>	<b>\$10,000</b>
<b>Society Operating Budget:</b>	<b>\$38,326</b>

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2016	\$9,750	Operating Assistance
2015	\$8,475	Operating Assistance
2014	\$7,700	Operating Assistance

**FINANCIAL SUMMARY**

**Operating Assistance Application for 2017****Community Arts Council of Richmond****Summary Page 2**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$38,326	\$63,663
Total Expenses:	\$38,326	\$63,663
Surplus:	\$1	\$1
Accumulated Surplus:	\$1	\$1
Other Funders:	BC Gaming \$10,000, BC Creative Communities \$7,900	

**GRANT RECOMMENDATIONS****Recommended Amount:** \$9,200**Aggregate Score:** 46**Recommendation:**

Operating Assistance is recommended for this long-established organization whose goal is to inspire citizens of all ages and demographics to participate in the arts. They are encouraged to reflect on how to address board fatigue, concerns about dwindling membership and the self-identified challenge of maintaining relevancy in the marketplace.



**Operating Assistance Application for 2017**

**Arts & Culture Grants Program**

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

**Society: Richmond Youth Choral Society**

**Society Mandate Summary:**

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

**Society History:**

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

**GRANT REQUEST**

**Requested Amount:** \$10,000  
**Society Operating Budget:** \$68,128

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2016	\$10,000	Operating Assistance
2015	\$10,000	Operating Assistance
2014	\$8,790	Operating Assistance

**FINANCIAL SUMMARY**

	<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
<b>Total Revenue:</b>	\$74,180.6	\$81,750

**Operating Assistance Application for 2017****Richmond Youth Choral Society****Summary Page 2**


---

<b>Total Expenses:</b>	\$73,752.7	\$81,700
<b>Surplus:</b>	\$427.9	\$50
<b>Accumulated Surplus:</b>	\$300	\$350
<b>Other Funders:</b>	BC Gaming \$4,200	

**GRANT RECOMMENDATIONS****Recommended Amount:** \$9,500**Aggregate Score:** 48**Recommendation:**

<p>Operating Assistance is recommended for this growing and forward-thinking organization that provides distinct opportunities for Richmond youth to share their talents locally, nationally and internationally. The society is to be applauded for establishing partnerships and for seeking out new sponsorship opportunities to increase sustainability and capacity.</p>
---

---

**Society: Textile Arts Guild of Richmond****Society Mandate Summary:**

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

**Society History:**

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

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

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

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

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

In 2012-13, TAGOR launched and successfully completed its 100 Quilt Challenge for Lion's Manor and won a People First Award from the Vancouver Coastal Health Authority for this project. February 2015 marked TAGOR's 40th year of operation. In 2016 TAGOR added Habitat for Humanity as a community partner and will be creating 12 quilts for the families moving into their Richmond Project houses in 2017.

**Operating Assistance Application for 2017**

Textile Arts Guild of Richmond

Summary Page 2

**GRANT REQUEST**

Requested Amount: \$3,300  
 Society Operating Budget: \$13,147

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
2016	\$3,400	Operating Assistance
2015	\$3,710	Operating Assistance
2014	\$3,500	Operating Assistance

**FINANCIAL SUMMARY**

	<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
Total Revenue:	\$15,208	\$11,200
Total Expenses:	\$15,479	\$11,200
Surplus:	(\$271)	\$0.01
Accumulated Surplus:	\$13,022	\$0.01
Other Funders:		

**GRANT RECOMMENDATIONS**

Recommended Amount: \$2,750  
 Aggregate Score: 42.3

**Recommendation:**

Operating Assistance is recommended for this well-established organization that promotes textile arts as a means of creative expression, social engagement and charitable giving. The applicant is encouraged to invest its financial surplus back into its marketing and outreach initiatives, such as the self-identified need to develop a new website to help increase exposure, participation and awareness of its activities.

**Project Assistance Application for 2017****Arts & Culture Grants Program**

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

**Society:** Vancouver Cantonese Opera**Project Name:** Bamboo Theatre**Dates:** September 2-3, 2017 (Saturday & Sunday)**Project Summary:**

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

**Society Mission/Mandate:**

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

**OUR ARTISTIC VISION & ORGANIZATIONAL OBJECTIVES**

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

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

**Society History:**

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

For the past 16 years, the Vancouver Cantonese Opera has collaborated with international and



**Project Assistance Application for 2017****Vancouver Cantonese Opera****Summary Page 2**

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

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

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

The first Multicultural Heritage Festival was launched in 2012. In 2013, we partnered with City of Richmond in the presentation "Multicultural Heritage" Festival and the event was renamed to Bamboo Theatre in 2016 with an attendance of 25000 people.

**GRANT REQUEST**

<b>Requested Amount:</b>	\$7,000
<b>Project Budget:</b>	\$34,000
<b>Society Operating Budget:</b>	\$130,867

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2016	\$3,800	Project Assistance
2015	\$5,000	Project Assistance
2014	\$3,850	Project Assistance

**FINANCIAL SUMMARY****Most Recently Completed Year****Proposed Year**

**Project Assistance Application for 2017****Vancouver Cantonese Opera****Summary Page 3**


---

<b>Total Revenue:</b>	\$126,408	\$130,867
<b>Total Expenses:</b>	\$143,082	\$129,461
<b>Surplus:</b>	(\$16,322)	\$1,406
<b>Accumulated Surplus:</b>	\$42,467	\$43,873

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

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$3,800

**Aggregate Score:** 42.5

**Recommendation:**

Funding is recommended for this local celebration of Chinese culture that will bring the unique traditional art form of Cantonese opera to both Chinese and non-Chinese audiences at no cost during the 2017 Richmond World Festival. The society has a proven track record for working cooperatively with local artists and cultural groups and for bringing together diverse of cultural groups that facilitates a cross-pollination of audiences. In addition to exposing Richmond residents to this unique art form, a significant portion of the budget goes towards creative fees, which will directly benefit many local artists.

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

**Project Name:** Kayamanan - celebrating the rich Filipino culture through music and dance

**Dates:** September 2, 2017

**Project Summary:**

This project, Kayamanan, will be dedicated in showcasing to the Filipino culture's richness and diversity through music and dance. In the months leading up to the event, new and current performers are encouraged to expand their knowledge on Filipino culture through traditional dance and music. This knowledge will be shared through workshops led by the PhilCAS senior performing group. Through community performances and private events, we will invite Richmond residents and those from the lower mainland to join us in this wonderful adventure throughout the Philippines.

**Society Mission/Mandate:**

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

**Society History:**

Tonette and Nes Gatus envisioned a niche for Filipino-Canadian youth that would give them the opportunity to discover their heritage through dance and music. In the year 2000, the couple shared with the local Richmond community the beauty of Filipino culture which has long been ignored. This was the beginning of the Philippine Cultural Arts Society of British Columbia (PhilCAS of BC). The society started off as a small group of 10 young Filipino-Canadians using the backyard of Tonette and Nes' house, to practice traditional Filipino folk dances. Tonette's pride in traditional folk dance that she had learned from the Philippines reverberated through her pupils and has since then been a source of pride. Her dancers were constantly motivated and inspired each time they were invited to perform at theatres, multicultural festivals, and private events.

Over the years, PhilCAS has grown horizontally and vertically in the age and number of volunteer members. This is due to the passion and commitment of Tonette and Nes' in providing Filipino youth the opportunity to learn their heritage. The society is larger than ever each sharing in the pride and passion that Tonette, Nes, and the rest of the rising leaders within the PhilCAS community continue to exhibit today. Today, both youth and adults make up the Board of Directors, but PhilCAS cannot solely be attributed to its directors and members. Without the support of parents, local businesses, the City of Richmond and the Multicultural organizations across BC, PhilCAS would not hold its place as one of the premier folk dance groups in BC.

**Project Assistance Application for 2017****Philippine Cultural Arts Society of BC****Summary Page 2**

The main performance is titled Kayamanan. This performance will allow the participants to both showcase all they have learned while expressing the beauty of the Philippine culture at the Richmond World Festival 2017, a highly sought after community event. PhilCAS aims to have the audience take this unique journey of Filipino history.

**GRANT REQUEST**

<b>Requested Amount:</b>	\$2,500
<b>Project Budget:</b>	\$6,050
<b>Society Operating Budget:</b>	\$11,500

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2016	\$4,447	Project Assistance
2015	\$2,970	Project Assistance
2014	\$3,120	Project Assistance

**FINANCIAL SUMMARY**

<b><u>Most Recently Completed Year</u></b>		<b><u>Proposed Year</u></b>
<b>Total Revenue:</b>	\$11,840.3	\$11,500
<b>Total Expenses:</b>	\$12,613.46	\$11,500
<b>Surplus:</b>	(\$773.16)	\$0.01
<b>Accumulated Surplus:</b>	\$1,550.55	\$1,550.55

**Other Funders:****GRANT RECOMMENDATIONS****Recommended Amount:** \$2,100**Aggregate Score:** 41.3**Recommendation:**

Project Assistance is recommended for this lively event that seeks to increase the profile of Filipino performing arts in Richmond and provides vital performance opportunity for the society's dancers, musicians and volunteers. The group is to be commended for establishing new partnerships that have increased its public reach and exposure. In future, the project budget should include more diligent financial accounting.

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

**Project Name:** La Grande Baroque Canada

**Dates:** March 1 - July 9

**Project Summary:**

An extravaganza concert of Baroque dance, music, commedia and song in sumptuous garments of the period by western Canada's only Historical Performance Ensemble. As a celebration of the two European founders of Canada, we will present a concert of Baroque arts from England and France 1608 – 1725. Performers will be in accurate period dress, instrumentalists will play on reconstructions of period instruments and dancers will bring to life choreographies brought down to us in the Feuillet notation system. All performers will reconstruct their works with as much attention to period styling as

**Society Mission/Mandate:**

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

The GVHPS artistic mandate includes:

- Promoting research, training, reconstruction & presentation of Historical Performance Arts
- Increasing public education, awareness and understanding of these arts
- Providing hands-on educational, historically-accurate cultural experiences to the general public (particularly children, youth and seniors) & to professionals as cheaply as possible
- Providing consultancy to other performance groups and professionals in film, TV, theatre, dance and opera

Our Operational Commitments include fiscal responsibility and fairness to artists:

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.

**Society History:**

**Project Assistance Application for 2017****Greater Vancouver Historical Performance Soc of BC****Summary Page 2**

Historical Performance Ensemble (HPE) is the name of the professional company hosted by Charitable Society GVHPS, founded 1989, with 3 directors: Artistic, Musical and Wardrobe and currently, a board of six directors.

HPE is one of a handful of companies worldwide dedicated to accurately recreated arts of the past, highlighting the 17th C. The Company consists of highly trained specialists - 4 dancer/actors and 2 musicians, augmented as needed. HPE's market for productions is primarily families, especially children, youth and seniors.

HPE has produced some 400 events in its history, around the GVRD, lower Gulf Islands and Vancouver Island. These include creating highly researched plays and multidisciplinary events, reconstructing dance, music and commedia from both Renaissance and Baroque eras, constructing replicas of all required garments and producing concerts, Soirées, workshops, and educational events. As well, HPE provides consultation, choreography and compositions for films, theatre and opera.

HPE has been active in Richmond since 2000 when the office was moved to Burkeville. Most of our dance concert material begins with rehearsals in the small studio at 2131 Stirling Ave, possible since construction in 2007. We have offered a variety of presentations in Richmond: in 2008 a Soirée at Sea Island Hall; in 2014, 15 and 16 Garment workshops and Renaissance Dance workshops for Culture Days. In November 2014 HPE collaborated with the Richmond Branch of BCRMTA (Music teachers' Association) on rotating workshops and a Soirée (aided by City of Richmond funds). In 2015, HPE contributed 3 characters and their monologues for Richmond's Maritime Festival, public dance instruction for it and for Harvest Moon Festival and in October we produced a major concert of dance, music and song at RCC.

We plan our largest ever concert for July 2017 with at least one night in Richmond.

**GRANT REQUEST**

<b>Requested Amount:</b>	\$2,500
<b>Project Budget:</b>	\$21,600
<b>Society Operating Budget:</b>	\$21,600

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2015	\$1,910	Project Assistance
2014	\$2,080	Project Assistance

**FINANCIAL SUMMARY**

<b><u>Most Recently Completed Year</u></b>		<b><u>Proposed Year</u></b>
<b>Total Revenue:</b>	\$29,393	\$21,600
<b>Total Expenses:</b>	\$31,942	\$21,600

**Project Assistance Application for 2017****Greater Vancouver Historical Performance Soc of BC****Summary Page 3**

---

<b>Surplus:</b>	<b>\$2,022</b>	<b>\$0.01</b>
<b>Accumulated Surplus:</b>	<b>\$2,022</b>	<b>\$0.01</b>

**Other Funders:****GRANT RECOMMENDATIONS****Recommended Amount:** \$0**Aggregate Score:** 30.5**Recommendation:**

Funding is not recommended for this project. It is recommended that should the society choose to apply for funding in 2018, that they involve more Richmond artists, as well as articulate how this project would be unique to the community and impact Richmond citizens.



**Project Assistance Application for 2017  
Arts & Culture Grants Program**

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

**Society:** Richmond Art Gallery Association

**Project Name:** Salon Series

**Dates:** February - November, 2017

**Project Summary:**

RAG proposes Salon, a series of monthly gatherings that seek to foster opportunities and connections among local Richmond artists. Our aim is to nurture local artistic practices. With funding from this Project Grant, we will offer a free series of programs, which will serve as an introduction to the Canadian art system, and provide space for production, presentation, networking and mentorship for local artists.

**Society Mission/Mandate:**

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

**Society History:**

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

**GRANT REQUEST**

<b>Requested Amount:</b>	\$5,000
<b>Project Budget:</b>	\$10,000
<b>Society Operating Budget:</b>	\$226,525

**MOST RECENT PREVIOUS GRANT(S)**

Year	Amount	Grant Program
------	--------	---------------



# Project Assistance Application for 2017

Richmond Art Gallery Association

Summary Page 2

---

2016	\$4,000	Project Assistance
2015	\$5,000	Project Assistance
2014	\$4,680	Project Assistance

## FINANCIAL SUMMARY

### Most Recently Completed Year

### Proposed Year

Total Revenue:	\$186,678	\$226,525
Total Expenses:	\$183,837	\$226,439.41
Surplus:	\$2,841	\$85.59
Accumulated Surplus:	\$41,798	\$5,000

Other Funders: Metro Vancouver \$5,000

## GRANT RECOMMENDATIONS

Recommended Amount: \$3,800

Aggregate Score: 44.5

Recommendation:

Project Assistance is recommended for this innovative program that supports, engages and mentors local artists through free networking opportunities that meet the needs of the arts community. Building on the success of last year's mentorship program, the project will enable both Chinese and English-speaking artists the opportunity to deepen and strengthen their creative network. The project falls outside of the Gallery's normal operations and fulfills an important role towards community-building and supporting the professional development of Richmond artists.

**Project Assistance Application for 2017  
Arts & Culture Grants Program**

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

**Society: Tickle Me Pickle Theatre Sports Improv Society****Project Name: TMP Improv Season****Dates: July 2017-June 2018****Project Summary:**

We wish to continue to provide and perform our brand of improv comedy for our 2017-2018 season. The TMP season includes weekly skill and team development practices, professional development for our performing artists, a large-scale charity event, private and community performances, and four performances at the Performance Hall at the Richmond Cultural Centre. In addition, the TMP troupe continually seeks to develop new ideas of how we can help bring the art of improv to the Richmond Community, and openly seeks collaboration with individuals and groups from the community.

**Society Mission/Mandate:**

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

**Society History:**

Born out of volunteerism, collaboration and innovation, TMP started out as a one-off event for Youth Week in the year 2000. Members of the "Pickle Volunteer Crew" recognized an absence of improvisational theatre in the Richmond community and decided to start up a troupe of youth and young adults who would study, practice and perform the art of improvisational comedy. The Crew soon discovered that there was a healthy appetite for improv, as TMP attracted young artists who were eager to learn and perform improv, and saw a wide range of audience members flock to our events. The concept of TMP Improv has grown, as we have developed improv classes for youth, leadership workshops, high school tournaments, opportunities for volunteerism, private for-hire shows, a regular presence at local charity events, a yearly series of affordable and family-friendly community shows, and an annual charity event of our own. This event, Laughter is the Best Medicine, has raised over \$12,000 for local charities. Now navigated primarily by our core of 8 performing artists, TMP promotes through our website ([www.tmpimprov.com](http://www.tmpimprov.com)), our Twitter account, our Facebook group of over 500 members, and Pickle Jar email newsletter.

**GRANT REQUEST****Requested Amount: \$5,000**

**Project Assistance Application for 2017****Tickle Me Pickle Theatre Sports Improv Society****Summary Page 2**


---

<b>Project Budget:</b>	\$12,260
<b>Society Operating Budget:</b>	\$12,260

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2016	\$5,000	Project Assistance
2015	\$5,000	Project Assistance
2014	\$4,160	Project Assistance

**FINANCIAL SUMMARY**

<b><u>Most Recently Completed Year</u></b>		<b><u>Proposed Year</u></b>
<b>Total Revenue:</b>	\$11,353.2	\$12,260
<b>Total Expenses:</b>	\$11,104.95	\$12,260
<b>Surplus:</b>	\$248.25	\$470.44
<b>Accumulated Surplus:</b>	\$470.44	\$470.44

**Other Funders:****GRANT RECOMMENDATIONS****Recommended Amount:** \$4,500**Aggregate Score:** 43.3**Recommendation:**

Project Assistance funding is recommended for this entertaining, award-winning group's 2017 season that will engage youth, adults and families through affordable theatrical experiences. The society is to be congratulated on their wide appeal and steady audience growth, as well as their charitable giving through their sold-out "Laughter is the Best Medicine" event. The applicant is encouraged to explore new programming opportunities for their upcoming season and continue to expand their reach through social media.

**Society:** Vancouver Tagore Society

**Project Name:** West Coast Tagore Festival 2017

**Dates:** September 8-9, 2017

**Project Summary:**

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

**Society Mission/Mandate:**

The mission of Vancouver Tagore Society is to organize and promote social, cultural and intellectual events which celebrate diversity, intercultural harmony and universalism, and to raise awareness of Eastern philosophies and cultures with special emphasis on and guided by universal humanism, transcendental spirituality, thoughts and philosophy of Rabindranath Tagore, Asia's first Nobel-laureate in Literature, as expressed through his poems, songs, writings, plays, lectures, art, social reforms and other works. Additional mission includes engaging communities in intercultural interactions and development of artists versed in ethnic cultures and heritage, particularly Bengali and South Asian. Guided by Tagore's vision of "confluence of cultures", the Society strives to provide a broad platform for communities and artists/performers to gather together, reach across cultural boundaries and enrich local communities culturally and intellectually. The Society's mandate is to disseminate the profound message of peace, humanity and equality, and wonderfully rich creative works of Rabindranath 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. Over the last 6 years, VTS has organized 6 West Coast Tagore Festivals (3 of them 2-day events) at the Richmond Cultural Center annually from 2011 to 2016. In addition, the Society organized 2 Poetry Events (with music, dances, and refreshments) on the Rooftop Garden at the Cultural Center, and one International Women's Day program at the Councils Chambers. VTS has also participated as contributing partner in events held in Richmond, including the Richmond Multicultural Heritage Festival, International Peace Festival, Multicultural Mothers Day celebration, Autumn Dance Poetry (twice), Annual Literary Festival by WIN Canada, etc. In all the events organized by VTS in Richmond, a number of Richmond artists, poets and volunteers are always involved. Our events were inaugurated and/or graced by the Mayor Malcolm Brodie 3 times, Councillor Linda McPhail 3 times and Councillor Carol Day once.

Outside of Richmond, the Society has organized the "Tagore Spring Festival", a multicultural

**Project Assistance Application for 2017**

Vancouver Tagore Society

Summary Page 2

performing event, in 2015 and 2016, in Surrey with City of Surrey Cultural Grants; and 1 dance-drama and 1 music program at the Roundhouse Community Center, both with paid admissions. The Society has also participated as content partners in programs around the Lower Mainland.

**GRANT REQUEST**

<b>Requested Amount:</b>	\$5,000
<b>Project Budget:</b>	\$15,200
<b>Society Operating Budget:</b>	\$48,640.7

**MOST RECENT PREVIOUS GRANT(S)**

<b>Year</b>	<b>Amount</b>	<b>Grant Program</b>
2016	\$4,250	Project Assistance
2015	\$3,920	Project Assistance
2014	\$3,120	Project Assistance

**FINANCIAL SUMMARY**

<b><u>Most Recently Completed Year</u></b>		<b><u>Proposed Year</u></b>
<b>Total Revenue:</b>	\$24,468.85	\$48,640.7
<b>Total Expenses:</b>	\$23,238.15	\$48,540
<b>Surplus:</b>	\$2,230.7	\$100.7
<b>Accumulated Surplus:</b>	\$2,230.7	\$100.7

Other Funders:

**GRANT RECOMMENDATIONS****Recommended Amount:** \$3,800**Aggregate Score:** 42.3**Recommendation:**

Project Assistance is recommended for this established multicultural and multidisciplinary festival that attracts large audiences and integrates a mix of community and professional artists into its program. The society is to be commended for increasing its exposure and extending its reach. The society is encouraged to continue to seek out new sources of diversified funding streams and, in the future, is requested to maintain more diligent financial recordkeeping.

**Project Assistance Application for 2017  
Arts & Culture Grants Program**

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

**Society:** True North Performance Society of British Columbia**Project Name:** UBUNTU I am because you are**Dates:** May 24, 2017**Project Summary:**

True North will present a fully supported concert of Vocal Body works highlighting a new work called UBUNTU (translates as "I am because you are"), one night of which will be in Richmond at the RCC.

**Society Mission/Mandate:**

**Mission:** to plumb the human spirit and inspire public and participants by supporting and developing to highest possible standards the interdisciplinary art form called Vocal Body.

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

**Operating principles**

Projects are undertaken only when funding is secured - TNPS takes fiscal responsibility seriously –and has never been in debt.

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

Performers of all ages (especially older professionals) are encouraged to perform

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

Artists and technicians are hired at professional rates.

**Society History:**

True North Performance Society of BC (TNPS) is a Registered Charitable Society formed in 1993 with a board of three and up to five artistic collaborators under Artistic Director Catherine Lee. TNPS has never been in debt, nor had a deficit. It has received Gaming Commission funds for 18 yrs. TNPS's office and small studio have been based in Burkeville since 2000. Rehearsals and all administration for the Society are operated from this centre. True North Performance is the project-based company hosted by TNPS.

It is known for its unique professional Vocal Body works presented in unusual spaces, its artistic accessibility and its distinctive inclusivity of both artists and audiences.

True North has fulfilled its mandate since 1993, developing and producing a series of seven evening-length Vocal Body Works, and offering instruction in voice and Vocal Body. Works developed for up to six years are shown in workshop, various drafts and final (premiere)

**Project Assistance Application for 2017**

True North Performance Society of British Columbia

Summary Page 2

productions.

True North has offered workshops here in Richmond for Culture Days 2014, & 15 and presented an open Dress rehearsal of our latest work "Upaya" at RCC in April 2013.

True North represents the truly "contemporary art" end of the performance continuum for Richmondites.

**GRANT REQUEST**

<b>Requested Amount:</b>	\$1,900
<b>Project Budget:</b>	\$15,900
<b>Society Operating Budget:</b>	\$15,900

**MOST RECENT PREVIOUS GRANT(S)**

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

**FINANCIAL SUMMARY**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
<b>Total Revenue:</b>	\$6,500	\$9,400
<b>Total Expenses:</b>	\$5,795	\$15,900
<b>Surplus:</b>	\$6,500	\$0.01
<b>Accumulated Surplus:</b>	\$6,500	\$0.01

**Other Funders:**

**GRANT RECOMMENDATIONS**

**Recommended Amount:** \$0

**Aggregate Score:** 33.3

**Recommendation:**

Funding is not recommended for this project. While the proposed project is interesting and innovative, the concept and goals of the project need to be further developed and articulated. It is recommended that if the applicant should choose to reapply in 2018, that they could look at engaging a much higher percentage of Richmond-based artists and performers, in addition to setting realistic ticket sales targets.

**Project Assistance Application for 2017  
Arts & Culture Grants Program**

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

**Society: Vancouver International Sculpture Biennale****Project Name: BIG IDEAS Projects in Richmond/"BIG IDEAS"****Dates: February, 2017 to June, 2017****Project Summary:**

Annually Richmond schools participate in the Vancouver Biennale BIG IDEAS program which brings local professional multi-disciplinary artists to schools helping learners develop creative and critical thinking skills essential to success in the workplace. Matching program grants are provided to schools. BIG IDEAS is a socially-inclusive program that connects all grades and schools. To date students from 33 Richmond classes (~1,000 students) ranging from kindergarten to Grade 12 has benefited from the program. Since 2014 Richmond is the fastest growing school district re number of participants.

**Society Mission/Mandate:**

The VANCOUVER BIENNALE is a non-profit community-based organization that celebrates art in public space by building community and transforming neighborhoods into an accessible OPEN AIR MUSEUM, where art is the catalyst for learning, community engagement and social action. Our goal is to transform the urban landscape, creating globally inspired cultural experiences where people live, play, work and transit. The Vancouver Biennale's artworks are located in high visibility public spaces that are free and accessible to everyone, via public transit, bike lanes or by car, showcasing the city as a vibrant international destination for the arts, which supports creativity and contributes to the local innovation economy. Our exhibitions integrate museum-calibre art into daily experience and bring a wide audience of people of all ages, cultural backgrounds, educational levels and financial wherewithal together as a community to explore, learn, dialogue and imagine. Our public outreach programs including lectures, talks, gatherings, school education programs, post-secondary learning resources, publications and a strong online digital presence ensure a wide breadth of community engagement.

**Society History:**

The inaugural 2005-2007 Vancouver Biennale exhibition was an 18-month long exhibition featuring 24 international public art installations by 18 artists spread along oceanfront public parks throughout Vancouver and 16 public programs during the exhibition period. As a key exhibition partner of the Vancouver Biennale, Richmond hosted 7 art installations in 2009 – 2011. Richmond Art Gallery hosted 2 North American debut museum shows with community public programs. Aberdeen Centre Mall hosted an artist-in-residence and exhibited an art installation. Richmond also participated in the Bikennale which is a family-friendly bike ride across communities to explore public art installations. Water #10, installed at the River Road location as part of the 2009 -2011 exhibition, was subsequently purchased by Dava Development and donated the artwork to the City of Richmond. The Vancouver Biennale BIG DEAS Education Program provides a framework where public art is an inspiration for cross-curricular project-based learning. BIG IDEAS in-School offers a matching grant bringing local professional artists to schools. The number of participating Richmond schools has steadily grew from 2 classes in 2013 to 3 classes in 2014 to 13 classes (6 schools) in 2015 to 15 classes (6 schools) in 2016.

**GRANT REQUEST**



**Project Assistance Application for 2017****Vancouver International Sculpture Biennale****Summary Page 2**


---

<b>Requested Amount:</b>	<b>\$5,000</b>
<b>Project Budget:</b>	<b>\$127,500</b>
<b>Society Operating Budget:</b>	<b>\$127,500</b>

**MOST RECENT PREVIOUS GRANT(S)**

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

**FINANCIAL SUMMARY****Most Recently Completed Year****Proposed Year**

<b>Total Revenue:</b>	<b>\$111,236</b>	<b>\$127,500</b>
<b>Total Expenses:</b>	<b>\$109,502</b>	<b>\$127,500</b>
<b>Surplus:</b>	<b>\$1,734</b>	<b>\$0.01</b>
<b>Accumulated Surplus:</b>	<b>\$1,734</b>	<b>\$0.01</b>

**Other Funders:****GRANT RECOMMENDATIONS****Recommended Amount: \$0****Aggregate Score: 35****Recommendation:**

Funding is not recommended for this project. The Vancouver-based society is to be commended for its ongoing work with young people across the Lower Mainland. Should the applicant choose to apply again in 2018, they should address how this project would be unique to the Richmond community, and their application request and budget should be specific to the Richmond program.
--

**Project Assistance Application for 2017****Arts & Culture Grants Program**

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

**Society:** Richmond Gateway Theatre Society**Project Name:** Artistic Residency for Leanna Brodie**Dates:** April 1, 2017 - March 31, 2018**Project Summary:**

As Playwright-in-Residence, Leanna would collaborate with Gateway Theatre on the research and creation of a new bilingual drama that Gateway would develop in partnership with the Beijing People's Art Theatre.

**Society Mission/Mandate:**

The Gateway Theatre is a welcoming and inclusive regional theatre for Richmond and its surrounding communities. Encouraging participation and cultural diversity, we strive for excellence and leadership in the development and production of live professional theatre and programs that connect the community.

**Society History:**

The Richmond Gateway Theatre Society was incorporated in 1982 to run the City of Richmond-owned facility called The Gateway Theatre. Under a long-term agreement with the City, the Society manages the building, which comprises a 540 seat MainStage, a 100 seat Studio, a rehearsal room, plus administration and production space.

Gateway's professional activity includes a six-show English-language Signature Series, the Pacific Festival of contemporary theatre in Chinese, and a play development program. In 2012, Jovanni Sy assumed the role of Gateway Theatre's Artistic Director.

The Signature Series (four MainStage and two Studio shows) offers award-winning plays that are authentic, relevant and transformative, bringing stories from across Canada and around the world to Lower Mainland audiences. In recent years, the Series has included co-productions with companies such as Persephone Theatre, Western Canada Theatre, Thousand Islands Playhouse, and Chemainus Theatre Festival.

The Pacific Festival was launched in 2014 to reflect the rich diversity of our community and act as a hub for artistic exchange with the Pacific Rim. Still in its infancy, the program presents high-quality contemporary theatre in Cantonese and Mandarin with English and Chinese surtitles.

The Gateway Academy for the Performing Arts (est. 1991) offers year-round acting, musical

**Project Assistance Application for 2017****Richmond Gateway Theatre Society****Summary Page 2**

theatre, and performance training classes for youth aged 6 – 18. Professional actors, directors, playwrights and choreographers are engaged as instructors, teaching skills that enrich students in performance and in life.

Many community producers also use the Gateway Theatre for their annual performances and events. Their activities are supported and mentored by the professional staff.

**GRANT REQUEST**

<b>Requested Amount:</b>	\$5,000
<b>Project Budget:</b>	\$10,500
<b>Society Operating Budget:</b>	\$1

**MOST RECENT PREVIOUS GRANT(S)**

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

**FINANCIAL SUMMARY**

	<b><u>Most Recently Completed Year</u></b>	<b><u>Proposed Year</u></b>
<b>Total Revenue:</b>	\$2,443,406	\$1
<b>Total Expenses:</b>	\$2,464,635	\$1
<b>Surplus:</b>	(\$21,229)	\$1
<b>Accumulated Surplus:</b>	(\$98,068)	\$1

**Other Funders:**

**GRANT RECOMMENDATIONS**

<b>Recommended Amount:</b>	\$2,300
<b>Aggregate Score:</b>	36.3

**Recommendation:**

Project Assistance is recommended for this artist residency project that will support a nationally-recognized Richmond-based playwright to research, develop, script and conduct an initial reading of a new Chinese and English play. The project falls outside of the Gateway's normal operations and it is recommended that the project assistance funds be used to support a portion of the artist's commissioning fees, as well as the public reading and workshop of the new play.

# Operating Assistance Guidelines



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

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

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

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

Katie Varney, Manager, Community Cultural Development  
TEL 604-247-4941 E-MAIL [kvarney@richmond.ca](mailto:kvarney@richmond.ca)

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

## **UPDATED FOR 2017: Arts and Culture Grants Program Objectives and Description**

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

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

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

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

### **Application Forms**

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

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

## Operating Assistance Eligibility Criteria

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

## Ineligible Organizations

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

## Ineligible Activities

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

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

## Assessment Criteria

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

### Programming/Merit

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

### Organizational Capacity

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

### Impact

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

## Assessment and Awarding of Grants

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

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

Council may:

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

Council has final approving authority.

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

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

## Conditions of Assistance

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

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

## Use of Funds

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

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

#### Attachment 4

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

#### **Confidentiality**

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



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



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

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

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

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

Katie Varney, Manager, Community Cultural Development  
TEL 604-247-4941 E-MAIL [kvarney@richmond.ca](mailto:kvarney@richmond.ca)

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

**UPDATED FOR 2017: Arts and Culture Grants Program Objectives and Description**

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

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

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

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

**Application Forms**

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

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

## **Project Assistance Eligibility Criteria**

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

## **Examples of Eligible Activity**

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

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

### **Ineligible Organizations**

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

### **Ineligible Activities**

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

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

### **Artistic Residencies**

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

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

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

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

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

## **Assessment Criteria**

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

### **Programming/Merit**

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

### **Organizational Capacity**

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

### **Impact**

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

## Assessment and Awarding of Grants

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

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

Council may:

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

Council has final approving authority.

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

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

## Conditions of Assistance

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

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

## **Confidentiality**

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