



Surrey Cultural Grants Program Guidelines

Updated July 24, 2018

The Cultural Grants Program is intended to support a wide range of arts and cultural activity in Surrey, including artistic practices (music, dance, theatre, literary, visual, media, interdisciplinary, community-based and Indigenous arts) and cultural celebrations and events that reflect Surrey's diverse heritage and community.

The vision of the Cultural Grants Program is to support and enhance Surrey's arts and cultural sector by:

- Building organizational capability and sustainability in new and existing local cultural organizations
- Investing in community-based cultural activities that promote awareness, access, participation and appreciation of arts and heritage
- Encouraging collaborative opportunities and partnerships

General guidelines for the Program include:

- Grants will be awarded annually for Capacity, Project or Operating Support
- Grants will be awarded based on number of eligible applicants and available funding in each year
- Up to twenty percent (20%) of available grant funding for the Program may be retained as a contingency for extemporaneous grants and as a contingency
- City cultural investment strategies as contained in City planning documents may be considered in the awarding grants

The following **will not** be funded through the Program:

- educational institutions
- religious, political, and business groups
- fundraisers
- travel (more than 200 kilometres outside the Lower Mainland)
- deficit reduction
- capital projects (equipment, new buildings, facility upgrades)
- activities taking place outside Surrey
- bursaries, scholarships or contests

Grant Categories

Grants may be awarded in each of the following three categories:

1. Capacity Building Grants

Under this category, grants will be provided to qualified groups to support the organizations' development needs, including but not restricted to any of the following:

- training
- workshops and conferences
- applying for registered not-for-profit status
- Board development activities
- marketing
- strategic planning

Funding Levels:

- Registered Not-for-Profit Organizations are eligible to apply for up to \$3,000.
- Non-Registered Not-for-Profit Organizations are eligible to apply for up to \$2,500.

2. Project Grants

Under this category, grants will be provided to encourage partnerships and collaborations that result in cultural programs and initiatives. The grant award may contribute up to fifty percent (50%) of the project budget on a matching basis. Matching funds can be a combination of cash and in-kind contributions, with in-kind volunteer hours limited to thirty percent (30%) of the overall project budget.

Funding Levels:

- Registered Not-for-Profit Organizations with a project budget of \$50,000 or greater are eligible to apply for up to \$10,000.
- Registered Not-for-Profit Organizations with a project budget less than \$50,000 are eligible to apply for up to \$5,000.
- Non-Registered Not-for-Profit Organizations are eligible to apply for up to \$5,000.

3. Operating Grants

Operating grants aim to support and sustain the work of mature, registered not-for-profit arts and cultural organizations that deliver consistent, meaningful, and original local programming, demonstrate sustainable administrative practices and organizational structures, and play a leadership role in enriching and enlivening Surrey's cultural landscape. Under this category, eligible organizations can apply for up to 20% of their annual operating budget, to a maximum of \$15,000. Organizations must apply each year; a funding approval in any given year should not be viewed as an ongoing source of funding.

Eligibility Criteria

The following documents the **eligibility criteria** under each of the above-referenced categories:

1. Capacity Building Grants

To be eligible under this category, the applicant must be:

- a not-for-profit organization (registered or non-registered);
- principally based in Surrey; and
- requesting a grant to address the organizations' development needs, including but not restricted to:
 - attendance at training, workshops and conferences
 - registering for not-for-profit or charitable status
 - board development
 - strategic planning

Organizations must be able to demonstrate how the proposed capacity building initiatives directly benefit the organization.

2. Project Grants

To be eligible under this category, the applicant must be:

- a not-for-profit organization (registered or non-registered) or individuals partnering with a not-for-profit organization (registered or non-registered);
- principally based in Surrey;
- proposing a project that has a duration of no more than 16 months; and
- providing matching funds and/or in-kind contributions equivalent to the amount of the grant that is being requested.

3. Operating Grants

To be eligible under this category, the applicant must:

- Have a clear and relevant mandate with a primary focus on arts and culture programming;
- Demonstrate a significant history of arts and cultural programming in the City of Surrey with proven community impact:
 - Be based in Surrey and deliver the majority of their programs or services in Surrey
 - Have received at least two (2) project grants from the City of Surrey, successfully completed the proposed projects, and submitted all final reports
 - Be committed to providing arts and culture experiences that are open and accessible to all Surrey residents
- Demonstrate financial stability:

- Provide evidence of diversified cash revenue including earned revenue, fundraising, donations, and other grants
- Provide externally-produced financial statements
- Demonstrate organizational capacity and sustainability:
 - Have been operating for 5 (five) years as registered not-for-profit society in good standing
 - Be supported by an active volunteer Board of Directors
 - Have experienced and capable creative/artistic leadership and administrators, and maintain effective organizational structures
- Demonstrate a commitment to compensating professional artists commensurate with industry standards

Application Processing Procedures

The following is a description of the **procedure for application** under the Program:

- Interested parties are required to submit a one page Expression of Interest to the City that describes the reason that an application is being made and demonstrates that the eligibility criteria are met.
- Staff will review the submissions and short-list those that appear to be fully eligible to make application.
- Eligible applicants will be sent an application form to complete and advised of the application deadline.
- Each application will be reviewed by City staff to ensure that it is complete and meets the Program criteria. Each complete and eligible application will then be evaluated by a staff Grant Evaluation Committee comprised of representatives from Arts, Heritage, Library, Economic Development and Finance. The Committee will recommend the grant amount for each eligible applicant that will then be forwarded to Council for approval.
- City staff will notify all applicants of Council's decision, and if applicable will advise them of the Appeal Procedure.

Appeal Procedure

- Appeals will be considered from organizations that have been denied funding and where significant new information is presented that was not available during the original review process.
- Appellants must notify City staff in writing of their intention to appeal within ten business days of the date that they receive notification of the City's decision regarding their application. The appellant must clearly identify the additional information that they view as being important to their appeal of the decision. The Evaluation Committee will review such appeals and where a change in the original recommendation is considered warranted will forward an appropriate recommendation to Council. If the appeal is denied, the applicant will be informed.

Grant Payment

- Where a grant is awarded, grant funding will be forwarded to the applicant once Council has approved the grant.
 - For grants of \$1,500 or less:
 - 100% of the grant amount will be forwarded to the applicant upon approval, pending receipt and approval of any outstanding grant requirements from previous years.
 - For grants of greater than \$1,500:
 - 80% of the grant amount will be forwarded to the applicant pending receipt and approval of any outstanding grant requirements from previous years.
 - The remaining 20% will be forwarded to the applicant upon receipt of a final report demonstrating that the initiative for which the grant was awarded has been fully and properly completed.
- The preparation and submission of a final report related to each grant is a prerequisite for the applicant to be eligible for any future grants under the Program.
- Every organization that receives a grant under the Program is expected to acknowledge the City's support using the City's guidelines for City logo use.
- Significant changes to the scope and scale of proposed projects must be reported to Cultural Services staff.
- Organizations may be required to give progress reports and/or offer site visits upon request to demonstrate that the grant is being used for the purpose for which it was awarded.