

## Operating Grant 2023 Application

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, Surrey resident organizations that employ and compensate professional staff (i.e. Executive Director and/or Artistic Director) whose role is to enable the organization to plan, develop, and ensure its ongoing resilience, and who pay artists fees meeting national standards (e.g. CARFAC), can apply for up to 25% of their annual operating budget to a maximum of \$25,000 (previously \$15,000)
- Organizations must apply each year.
- A funding approval in any given year should not be viewed as an ongoing source of funding.
- Organizations are encouraged to demonstrate their ability to access provincial and/or federal funding, and to indicate success in receiving provincial and federal funding, as part of their annual operating budgets. This could include funding via the BC Arts Council, Canada Council for the Arts, and other government funding agencies where Surrey-based organizations have not received grants in the previous two years. Additional sources of funding may also include provincial gaming or lottery funding awards that are either new or which increase in level of support year-after-year; foundation funding not previously received in the last two years; the establishment of a new endowment; corporate sponsorships; other forms of reliable funding strategies (e.g. special events, membership drives, crowdfunding, etc.)

### OPERATING GRANTS ELIGIBILITY CRITERIA

To be eligible under this category, the applicant must:

1. Have a clear and relevant mandate with a primary focus on arts and culture programming in Surrey.
2. Demonstrate a significant history of arts and cultural programming in the City of Surrey with proven community impact.
3. Be based in the City of Surrey. Non-resident organizations may be considered for projects that occur within the City of Surrey's municipal boundaries and directly benefit Surrey residents, with priority given to projects that employ and utilize a majority of Surrey-based artists for the project, where there is no comparable organization based in Surrey, and where the project does not duplicate another that can be provided by another organization already offered in Surrey.
4. Deliver a minimum of 75% of their programs to Surrey residents while ensuring programming is accessible to and prioritized for Surrey residents.
5. Have received at least two (2) project grants from the City of Surrey, successfully completed the proposed projects, and submitted all final reports.
6. Be committed to providing arts and culture experiences that are open and accessible to all Surrey residents.
7. Demonstrate financial stability:
  - a. Provide evidence of diversified cash revenue including earned revenue, fundraising, donations, other grants;
  - b. Provide externally-produced financial statements.

8. Demonstrate organizational capacity and sustainability:
  - a. Have been operating for 5 (five) years as registered not-for-profit society in good standing;
  - b. Be supported by an active volunteer Board of Directors;
  - c. Hire experienced and capable creative/artistic senior leadership and senior administrators, at least one of whom must be a paid Artistic Director, Managing Director, Managing Artistic Director, Executive Director or General Manager, compensated at industry standards comparable to similar sized arts and culture organizations, and must maintain effective organizational structures,
9. Demonstrate a commitment to compensating professional artists commensurate with fees that meet national industry standards (e.g. CARFAC).

### **Operating Grant Enhanced Funding Eligibility Criteria:**

In 2022, the City introduced an increased grant amount for eligible organizations applying for operating grants that meet additional criteria with the intention to help support organizations fully based in Surrey, who provide year-round cultural programming to Surrey residents, and are seeking to develop as organizations, to also meet eligibility criteria for BC Arts Council and Canada Council grants for their field of practice.

Not all City of Surrey grants applicants are expected to meet all the criteria for the enhanced amount of the city's operating grants (maximum \$25,000) but may still be deemed eligible for regular operating grant funding (maximum \$15,000) if they meet all but the enhanced grant criteria.

### **In order to meet criteria to receive enhanced operating funding, organizations must meet all of these criteria:**

#### **Have a permanent address in Surrey in which the organization operates from**

This is indicated by the following:

- They operate a permanent facility with a Surrey address
- If they don't operate a facility, the majority of their board have Surrey resident addresses

#### **Demonstrate year-round arts and cultural programming for Surrey audiences**

Programming for Surrey audiences is demonstrated by:

- Where the programming is offered is at a verified Surrey address
- The public is invited – it isn't programming limited to members for example, or limited groups of people
- Programming, with some temporary exceptions (when facilities are closed due to COVID and when programming by necessity needs to be offered only online) is expected to be delivered in person and primarily advertised to Surrey residents
- Year-round programming examples include:
  - monthly programming such as artist talks, or workshops
  - a series of multiple events – for example in performing arts in may be demonstrated by producing a season of performances such as three or more theatre productions within 12 months (not including performances in the portion of a season covered by a previous grant application)
- Programming that is self-funding or profitable and/or comparable to independent businesses (i.e. dance classes and dance schools) may not be considered a priority for cultural grant funding
- Programming that may be considered fund raising for the applicant, or for other organizations or causes (e.g. silent auctions, show and sales of artworks etc.) may not be considered significant arts and cultural programming serving residents

## **Have arts/cultural-based programming that primarily benefits Surrey residents**

- Programming is hosted within a facility / venue with a Surrey address is considered to primarily benefit Surrey residents
- Programming, and/or the invitation to participate in programming is advertised and/or promoted to Surrey residents
- Those organizations offering some or most of their programming in a location outside of Surrey (e.g. in Langley, Delta or White Rock) or online, may not be given preference
- The programming does not present barriers to Surrey residents (e.g. programming is not offered to the public and may be restricted to those with memberships)

## **Employ/compensate professional staff (eg. artistic director, executive director)**

- Professional staff are those who contribute directly to the artistic production and artistic programming, that ensures the organization produces high quality experiences for audiences and contributes to the cultural development of Surrey.
- Professional staff are those whose contributions to programming, including original content (program development, conducting, theatre production) and whose work is primarily credited for additional grants received by the organization (e.g. BC Arts Council or Canada Council)

### **Compensation includes:**

- Hourly wages
- Benefits including EI, insurance, WCB
- Compensation rates to be considered professional are those guided by national guidelines for artistic compensation
- Consideration to be given when this appears to apply: there is demonstrated merit for or a potential conflict of interest for an individual claiming multiple sources of compensation. An example would be a combination of the following
  - board member, and/or:
  - administrator and/or
  - artistic director, and/or
  - performer.
- Those whose paid work is fully dedicated to producing the cultural and artistic events which qualify for cultural grants funding and who are recognized as peers with others in their field of artistic practice, will be considered in the category of professional artistic staff
- Those who serve as staff for an organization, but whose work supports the organization, but who do not directly provide professional artistic services, such as bookkeepers, cleaners, administrative staff, will not be considered in this category

## **Pay national standard artist fees to professional artists (eg.: CARFAC)**

- Artists when they are recognized as professionals by peers within their field of practice, are entitled to receive compensation for the services they provide
- The grant application demonstrates to whom and what fees were paid in the past, and a budget that demonstrates the fees to be paid for proposed programming
- Compensating artists on a sliding scale may be considered, although not as high as full professional fees. For example, lead artists in a theatre production may receive full fee, while those in an intern capacity may receive lower fees.
- While honorariums demonstrate understanding of the importance of paying artists, this will not be scored as high
- Those who serve as staff, on the organization's board or the organizing committees, who receive fees for these services, are not to be included here.

## Receive funding from BC Arts Council and/or Canada Council for the Arts for artistic productions

- The enhanced cultural grants operating funding is intended to further support the capacity and program production of those organizations, and especially to assist them to qualify for artistic grants.
- For example, this additional operating funding may be the catalyst to support a performing arts organization to expand their programming to produce a season to then qualify that organization for other operating grants, or to commission significant new or original artistic programming to qualify for other project grants.

### Learn more about industry standards for artist compensation:

Canadian Artists Representation/ CARFAC: [www.carfac.ca](http://www.carfac.ca)

## SURREY CULTURAL GRANTS PROGRAM GUIDELINES

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, inter-disciplinary, 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 (the "Program") is to support and enhance Surrey's arts and cultural sector through:

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

### General guidelines for the Program include:

- Grants will be awarded annually for Cultural Celebrations, Projects or Operating Support;
- Grants will be awarded based on the 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 by the City as a contingency for extemporaneous grants and as a contingency; and
- City cultural investment strategies as contained in City planning documents will be considered in awarding grants.
- Each successful organization is eligible to receive one grant (Cultural Celebrations, Project or Operating) from the Cultural Grants Program per year.

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

- Educational institutions.
- Student projects.
- Individuals.
- Religious, political, business groups and for profit organizations.
- Activities prior to January 1st of the grant year in which the organization has applied.
- Fundraisers and banquets.
- Travel.
- Deficit reduction.
- Capital projects (equipment, new buildings, facility upgrades).
- Ongoing core operations for Cultural Celebrations and Project grant recipients.
- Projects that, in the opinion of the City, may be contrary to the public interest to approve for financial assistance.
- Activities that principally take place outside the City of Surrey.
- Bursaries, scholarships, or contests.

### **Occupational Health and Safety Guidelines:**

Organizations/artists will be required to familiarize themselves with City of Surrey safety plans, policies, and protocols.

#### **Application Processing Procedures**

The following is a description of the procedure for interested parties to make application under the Program:

Eligible applicants are required to submit a completed program application form to the City which demonstrates that the related eligibility criteria are met.

Eligible applicants will be invited to an information session where application forms will be available, information will be provided about how to fill out the application form, and questions will be answered.

The deadline for applications will be shared. All applications received by that date will be evaluated with the results of the evaluation and the related grants announced.

In order to receive the funding for the year in which the organization is applying for, all prior year(s) final reports must be received and processed to the satisfaction of City staff. Permissible exceptions will be for organizations that have fall/winter event(s) which occur after the grant submission deadline, and that will

require time upon the completion of the event(s) to submit final reports in a timely manner to be mutually agreed upon between the applicant and the City.

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 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.

Applicants are invited to indicate interest in the Surrey Civic Theatres Rental-in-Kind Subsidy by checking the checkbox in either the Project Grant or Cultural Celebrations Grant application form. Eligible applications will be reviewed as part of the evaluation process, and subsidies will be awarded based on availability.

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 (10) 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 Payments

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 full grant amount will be forwarded to the applicant upon grant approval pending receipt and approval of any outstanding grant requirements from previous years.

For grants of \$1,501 or greater, 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 by the City of a final report from the applicant that demonstrates 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 pre-requisite for the applicant to be eligible to apply for any future grants under the Program. Failure to submit final reports may render the applicant ineligible to apply for additional grant support from the City. Permissible exceptions will be for those organizations that have Fall/Winter events which occur after the grant submission deadline, and that will require time upon the completion of the event(s) to submit final reports in a timely manner to be mutually agreed upon between the applicant and the City.

Every organization that receives a grant under the Program is expected to acknowledge the City's support using the following phrase: ***"Funded in part with the support of a City of Surrey Cultural Grant"***

Changes to the scope and scale of proposed projects must be reported to Cultural Grants Staff prior to project being carried out to ensure it meets the City of Surrey Cultural Grants terms and guidelines. Email [CulturalGrants@Surrey.ca](mailto:CulturalGrants@Surrey.ca) for more information.

Organizations may be required to give progress reports and are encouraged to offer site visits to Cultural Grants Staff to demonstrate that the grant is being used for the purpose for which it was awarded.

**\*New for 2023** organizations will be required to provide the following documentation as part of their final report- include 3+ high resolution (.jpeg or .png file types) photos with the signed photo release waiver with your final report package. Photos must be included as attachments, or sent via Dropbox to [CulturalGrants@Surrey.ca](mailto:CulturalGrants@Surrey.ca)

Also include any programs, media coverage, and video links (via YouTube, or from your organization's website or Social Media pages) from your event(s).

Grant recipients must keep all invoices and receipts for goods and services utilized in the delivery of their program for a period of 5 years. From time to time, the City may conduct an audit or other process to verify grant recipients' expenditures and revenues match the project budgets and deliverables as outlined in the application form on which basis the grant was awarded.



CULTURAL GRANTS APPLICATION

## 2023 Operating Grant

### APPLICATION DEADLINE

**Applications must be received by 11:59 pm on October 3, 2022.**

**Please complete and email this form with all attachments in one PDF to [culturalgrants@surrey.ca](mailto:culturalgrants@surrey.ca)**

#### **Eligibility Checklist for NEW Operating Grant Applicants only.**

Please determine your eligibility before proceeding with the application. You must answer 'yes' to the following questions to be eligible to apply for an Operations Grant.

For full application guidelines visit [www.surrey.ca/culturalgrants](http://www.surrey.ca/culturalgrants)

**Does your organization deliver a minimum of 75% of its programs or services to Surrey residents?**

Yes

No

**Have you received at least two project grants from the City of Surrey and successfully completed the proposed projects?**

Yes      In which years?

No

**Can you provide independently produced financial statements (Notice to Reader) showing evidence of diversified cash revenue (including earned revenue, fundraising, donations, and other grants)?**

Yes

No      If no, why not?

**Are you supported by an active volunteer board of directors?**

Yes

No

CULTURAL GRANTS APPLICATION

## 2023 Operating Grant

**NEW! Applications must be received by 11:59 pm on October 3, 2022.**

**Please complete and email this form with all attachments in one PDF to [culturalgrants@surrey.ca](mailto:culturalgrants@surrey.ca)**

To review application guidelines, visit [www.surrey.ca/culturalgrants](http://www.surrey.ca/culturalgrants)

### ORGANIZATIONAL INFORMATION

<b>Organization Name</b> <i>Cheques will be payable to this organization name – Organization's legal name:</i>	
<b>Mailing Address</b> <i>Cheques will be mailed to:</i>	
<b>Primary Contact Name</b>	
<b>Title</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Secondary Contact Name</b>	
<b>Title</b>	
<b>Phone</b>	
<b>Email</b>	
<b>BC Society Registration Number</b>	
<b>Date of Incorporation</b>	
<b>Registered Charity Number</b> <i>(if applicable)</i>	
<b>Website</b>	
<b>Organization Email</b> <i>(if applicable)</i>	
<b>Social Media</b> <i>(specify)</i>	

I would like to be added to the Cultural Grants Newsletter.

*This newsletter is sent out 4-6 times per year, and is the main way of communicating Cultural Grants news, updates, and upcoming events/opportunities.*



## ORGANIZATIONAL PROFILE

Field of Practice \_\_\_\_\_

**Statement of Purpose:** please describe your organization's mandate, mission, and core values.

*400 words maximum*

**Please provide a brief synopsis of your organization's history in Surrey and tell us about the community you serve.** *(400 words maximum)*

**If applicable, what other types of not-for-profit and for profit activities does your organization do?**

## STAFF

Number of paid full-time staff: \_\_\_\_\_

Number of paid part-time staff: \_\_\_\_\_

Number of volunteers: \_\_\_\_\_



**Outline the policies and/or processes in place to support and promote safe and respectful workplaces.**

*(200 words maximum)*

**Outline the plans or policies in place related to current public health restrictions or directives. Include any strategies considered should those protocols change.** *(200 words maximum)*

**What's new, evolving or changing in your organization? Attach your strategic plan if you have one.**

*(300 words maximum)*

### **Programming and Activities**

Please provide a summary of the programs, services, and/or events your organization proposes to present this year including project titles, proposed dates, and any other applicable information. *(500 word maximum)*

## COMMUNITY IMPACT

Investing in the arts strengthens the cultural sector that contributes to a vibrant city and a healthy, inclusive, tolerant, and diverse community.

As outlined in the Surrey *Parks, Recreation and Culture Strategic Plan 2018-2027*, the City of Surrey has focuses on four strategic objectives:

1. Grow the capacity of local artists and arts organizations.
2. Promote learning and engagement with the arts.
3. Support and showcase art and performance.
4. Foster community connections through the arts.

Cultural Grants funding aims to assist organizations that contribute to the City's strategic priorities.

## ORGANIZATION'S IMPACT STATEMENT

Demonstrate your organization's alignment with, and commitment to some, or all, of the strategic directions of the Cultural Grants program.

### Identify the area(s) where your organization is having an impact in the community.

- Identify the area(s) where your organization is having an impact in the community.
- Growing the capacity of local artists and art organizations.
- Promoting learning and engagement with the arts.
- Supporting and showcase art and performance.
- Fostering community connections through the arts.

### What specifically is your organization doing to achieve the impact(s) identified above?

*(300 words maximum)*

### In future grant year(s), would you be interested in mentorship opportunities?

MENTOR

MENTEE

## **Equity and Access**

Operating Grants are available to organizations committed to providing arts and cultural experiences that are open and accessible to all Surrey residents.

Please describe the efforts you make to ensure your programs are accessible to traditionally underserved artists and audiences, including but not limited to Indigenous peoples, people of colour, immigrants and refugees, low-income people, Deaf and hard-of-hearing people and people with disabilities, LGBTQ+ people, youth, and seniors. *(300 words maximum)*

## **How is your impact in the community measured?**

(e.g., Attendance, number of paid employees, ticket sales, training opportunities provided specifically to underserved populations, the local businesses your organization contracts with, and/or the partnerships created.) *(300 words maximum)*

## MARKETING, PROMOTION AND COMMUNICATIONS

How does your organization reach your intended audience/community? Check all that apply:

Social Media

Website

E-Newsletters

Direct Mail

Print

Other (specify) \_\_\_\_\_

**Provide a brief overview of your marketing/promotions plan.** (300 words maximum)

### Projected Participation

Please indicate the expected number of:

Audience members/participants	
Online participants/viewers (optional)	
Professional artists involved**	

\*\*The Canada Council for the Arts defines a professional artist as one who has specialized training in the artistic field (not necessarily in academic institutions), is recognized as a professional by his or her peers (artists working in the same artistic tradition), is committed to devoting more time to artistic activity, if possible, financially, and has a history of public presentation or publication. Artists who meet this description are considered professional whether or not they receive financial remuneration from your organization.

### Volunteers

What roles are volunteers playing in the initiative?

### List volunteer positions

**Projected number of volunteer hours (combined total)** \_\_\_\_\_

## FINANCIAL AND BUDGET INFORMATION

Total Operating Budget (Current Fiscal) \$ \_\_\_\_\_

Total Projected Operating Budget (Next Fiscal) \$ \_\_\_\_\_

Cultural Grant Amount Requested: \$ \_\_\_\_\_

### Request Levels

Note the following maximums as a percentage of operating budget:

Operating Grant: up to 25% of eligible annual operating expenses to a maximum of \$25,000.

Please Use Excel Budget Sheet Provided by City of Surrey Available Online at: <https://www.surrey.ca/arts-culture/cultural-grants>

## APPLICATION SUBMISSION GUIDELINES

Applications must be received by **11:59 pm** on **October 3, 2022**.

- Please complete and email this form with all attachments in one PDF (preferred) to [culturalgrants@surrey.ca](mailto:culturalgrants@surrey.ca)  
The following email attachment file formats are acceptable: PDF (preferred), Word, Excel, PowerPoint. Images in JPG, PNG, or GIF. Hyperlinks to video is preferred. Photographed or scanned applications are not acceptable.
- Submissions should be contained within a single email with the Subject Line: **2022 Grant Application <Organization Name>**

## APPLICATON CHECKLIST

Please ensure your application is complete. We will not contact applicants to address errors or request missing application requirements. INCOMPLETE APPLICATIONS WILL NOT BE ADJUDICATED.

**The following information must be included in/with your application.**

Please check  the boxes below.

Completed application form

Brief biographies of key administrative/artistic staff or contractors

Names, address, and board positions of Board members

Completed budget using the Cultural Grants Budget Template

Independently produced financial statements (Notice to Reader) for most recent fiscal year

Your most recent strategic plan or other planning document(s)

Optional: letters of support (up to 3)

Optional: other relevant support documents (3 page maximum)

## CONFIDENTIALITY OF INFORMATION

The information on this application is collected in accordance with Section 26(c) and (e) of the Freedom of Information and Protection of Privacy Act and will be used for the following purposes: determining suitability for and awarding of funding, tracking and distributing funding, program development and evaluation, and communication and outreach. Information collected through the application process will be disclosed to assessors in order to adjudicate this application. In addition, the applicant's name, location, funded activity and award amount may be made publicly available, by way of the Internet, should funding be awarded.

For questions regarding the collection of personal information, please contact the Manager of Marketing and Communications | 13450 104 Avenue, Surrey, British Columbia, V3T 1V8 | 604-591-4011.

## TO BE CERTIFIED BY TWO SIGNING OFFICERS:

We the undersigned understand and agree to the terms and conditions stated above. We certify that to the best of our knowledge, the information provided in this grant application is accurate and complete and is endorsed by the organization we represent. If our organization receives a grant from the City of Surrey, we agree to the following:

1. If the grant funds are not used for purposes as described in the application, or if there are any misrepresentations in the application, the full amount of the funding will be repaid forthwith.
2. Grant recipients must acknowledge the support of the City of Surrey on all promotional materials related to this funding. Please email [culturalgrants@surrey.ca](mailto:culturalgrants@surrey.ca) to request a City of Surrey logo file. Please email [culturalgrants@surrey.ca](mailto:culturalgrants@surrey.ca) for more information.
3. If there are any changes in the proposed season of activities from those described in the application, the organization will immediately notify City staff.
4. The organization will keep proper books of account for all receipts and expenditures relating to their operations and will make these books available for inspection by the City or its auditors upon request.
5. The organization will submit their event via the City of Surrey events page so it can be marketed City wide. More information can be found here: <https://www.surrey.ca/news-events/events/promote-an-event>.
6. The activities may not be represented as City projects or programs, and the organization does not have authority to hold itself out as an agency of the City in any way, except that the City has granted financial assistance to the organization.
7. Upon completion of the approved activities, the organization agrees to submit a Final Report to City staff to City staff within thirty (30) days following the completion of the initiative as per the proposed or amended dates approved by City staff. Final report forms can be requested by emailing: [CulturalGrants@Surrey.ca](mailto:CulturalGrants@Surrey.ca).

\_\_\_\_\_  
Signature Title Date

\_\_\_\_\_  
Signature Title Date

Thank you for submitting this Application Form. If you have any questions, or need support as you complete this form, please contact us at [culturalgrants@surrey.ca](mailto:culturalgrants@surrey.ca).