

Project Grant 2023 Application

Under this category, grants will be provided to encourage partnerships and collaborations that result in cultural programs and projects.

Costs funded in this category may include any of the following:

- 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 matching funds/ in-kind contributions.
- Organizations can apply for up to \$10,000 annually for upcoming projects. Grant funding from multiple years cannot be combined to produce a single project.

Learn more about industry standards for artist compensation:

Canadian Artists Representation/ CARFAC: www.carfac.ca

Project Grants Eligibility Criteria

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

1. A not-for-profit organization (registered or non-registered) or individuals partnering with a not-for-profit organization (registered or non-registered).
2. 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.
3. Proposing a project that has a duration of no more than 16 months based on the calendar year.
4. Having matching funds and/or in-kind contributions equivalent to the amount of the grant that is being requested. Matching funds can be a combination of cash and in-kind contributions, with in-kind volunteer hours limited to thirty percent (30%) of the matching fund/ in-kind contributions.
5. Eligibility for returning applicants will be based on the applicant submitting all outstanding final reports from previous years, to the City's satisfaction, prior to applying for the current or upcoming year's Program. Failure to do so prior to the application deadline will render the applicant's application as ineligible. 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 by the applicant and the City.

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.

SURREY CIVIC THEATRES (SCT) RENTAL SUBSIDY

The SCT Rental Subsidy offers up to \$2,000 assistance to non-profit, professional arts and cultural organizations renting the Surrey Civic Theatres (Main Stage at Surrey Arts Centre, Studio Theatre at Surrey Arts Centre, or Centre Stage at City Hall). Based on availability, this subsidy will support performing arts groups by providing access to well-equipped professional venues and to continue to support artists in their creative endeavours.

Surrey Civic Theatres Rental Subsidy Eligibility Criteria

This funding opportunity will prioritize those cultural organizations:

1. Who received a City of Surrey Cultural Grant for the year in which they are applying for the SCT Rental Subsidy.
2. Who have not rented the Surrey Civic Theatres stages (Main Stage at Surrey Arts Centre, Studio Theatre at Surrey Arts Centre, or Centre Stage at City Hall) for their events ever, or in the past three years.
3. Whose organization or artists would benefit from the experience of renting a professional theatre, to develop their art practice, build their audience, and qualify for support to continue their artistic work (i.e., qualify to submit grant applications to other funders, and to be competitive in a peer jury environment).
4. Whose event is primarily presenting artists.

Costs funded in this category may include any of the following:

- Council approved rental rates.
- Front of House labour (Front of House Supervisor, ushers, concession staff).
- Technical labour (Civic Theatres technicians).
- In-house technical equipment.
- Box office staff.

If your organization receives a Surrey Civic Theatres (SCT) Subsidy, the following conditions will apply:

- The requested SCT venue(s) are operational and available on the date requested. For inquiries and to book your venue, please contact SCT venue Staff here:
 - Surrey Civic Theatres Main Stage and Studio Theatre at Surrey Arts Centre: 604-501-5574 or artscentrentals@surrey.ca
 - Surrey Civic Theatres Centre Stage at Surrey City Hall: 604-598-5769 or cityhallrentals@surrey.ca
- The subsidy for the SCT venue is limited to one rental only.
- The organization will be required to enter into a SCT rental agreement setting out the rates and terms of use for the booking.
- The rental agreement will indicate the amount of the subsidy (up to a maximum of \$2,000), and an estimate of anticipated total costs. The estimate will be based on a description of the planned program and a pre-event meeting with SCT staff prior to creating the rental agreement.
- All estimated costs expected to be incurred over and above the subsidy amount must be paid in full to SCT at minimum two weeks prior to the date of the booking.

- Any variations in pre-paid costs with final costs will be invoiced or refunded by SCT as part of a post event final reconciliation which will be provided by SCT to the organization within a minimum of 10 business days following the booking date. If the organization's activities are completed without requiring the full use of the subsidy funds, the remaining funds will remain with the City.
- The organization's program must be compliant with prevailing Provincial Health Orders and the City of Surrey Communicable Disease Plan.
- The artist(s) contracted for the event by the organization agree to participate in accordance with all SCT terms and conditions and facility codes of conduct.

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 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

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 Project 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

To review application guidelines, visit www.surrey.ca/culturalgrants

ORGANIZATIONAL INFORMATION

Organization Name

Cheques will be payable to this organization name – Organization's legal name:

Mailing Address

Cheques will be mailed to:

Primary Contact Name

Title

Phone

Email

Secondary Contact Name

Title

Phone

Email

BC Society Registration Number

Date of Incorporation

Registered Charity Number
(if applicable)

Website

Organization Email
(if applicable)

Social Media (specify)

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.

STATEMENT OF PURPOSE

Please describe your organization's mandate, mission, and core values. (300 words maximum)

Please provide a brief synopsis of your organization's history in Surrey and tell us about the community you serve. (300 words maximum)

If hiring Artists for your Project/ Cultural Celebration, what is their connection to Surrey?

Does your organization pay national standard artist fees to eligible artists? (ex. CARFAC)

Yes No

STAFF

Number of paid full-time staff: _____

Number of paid part-time staff: _____

Number of volunteers: _____

LIST YOUR BOARD MEMBERS AND STAFF MEMBERS INCLUDING CITY OF RESIDENCE AND OCCUPATION.

NAME	CITY OF RESIDENCE	JOB TITLE IN ORGANIZATION / BOARD POSITION	PAID OR VOLUNTEER?

FINAL REPORT INFORMATION

Was your organization awarded a City of Surrey Cultural Grant in 2022? Yes No

If yes, what is the status of your 2022 project?

- It is complete and Final Report has been submitted.
- It is complete and Final Report has not been submitted. (you are eligible to apply for a 2023 Cultural Grant but funds will not be released until the outstanding Final Report has been approved.)
- I plan to complete my project as proposed on _____ (date) and will submit the Final Report within 30-days.

SURREY CIVIC THEATRES (SCT) RENTAL SUBSIDY

Apply for a subsidy for the cost of your SCT rental! A limited number of subsidies are available for projects/ events to take place at Main Stage at Surrey Arts Centre, Studio Theatre at Surrey Arts Centre, or Centre Stage at City Hall. If you plan to host your event at one of the three Surrey Civic Theatre venues (Main Stage at Surrey Arts Centre, Studio Theatre at Surrey Arts Centre, or Centre Stage at City Hall), review application guidelines for the SCT Rental Subsidy on page 5 of the Cultural Grants Program Guidelines at www.surrey.ca/culturalgrants or review appendix I within this application for the guidelines. If you meet the eligibility criteria, please check the box below:

PLEASE CHECK if you would you like to be considered for the Surrey Civic Theatres (SCT) Rental Subsidy:

PROJECT INFORMATION

Project Title: _____

Short description of the initiative. Please summarize your project in 50 words or less.

Event Date(s): _____

Venue/Location: _____ **Is your venue booked?** Yes No

Is this a free or ticketed event? If ticketed, please provide ticket pricing details.

DETAILED PROJECT DESCRIPTION

Describe the initiative for which this grant is requested. *(500 word maximum)*

Provide a summarized project timeline or work plan for your project or event.

How does this your initiative relate to your organization's past activities?

Will this be an expanded service or new service? *(50 word 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)*

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.

Identify the area(s) where your project will benefit the residents of Surrey.

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

Describe how your initiative will achieve the impact(s) identified above? *(300 words maximum)*

Equity and Access

Please describe the efforts you'll take to ensure your initiative is 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 will the impact in the community be 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)*

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

MENTOR

MENTEE

MARKETING, PROMOTION AND COMMUNICATIONS

How do you plan to 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)

[Empty text box for marketing/promotions plan overview]

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?

[Empty text box for volunteer roles]

List volunteer positions

[Empty text box for listing volunteer positions]

Projected number of volunteer hours (combined total) _____

FINANCIAL AND BUDGET INFORMATION

Total Project Budget \$ _____

Cultural Grant Amount Requested \$ _____

Request Levels: *(note the following criteria)*

Cultural Celebration Grants

- Registered not-for-profit organizations are eligible to apply for up to \$3,000 not to exceed 50% of eligible costs.
- Non-registered not-for-profit organizations are eligible to apply for up to \$2,500 not to exceed 50% of eligible costs.

Project Grants

- 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.
- Organizations can apply for up to \$10,000 annually for upcoming projects.

If your initiative is not awarded the full amount requested from the Cultural Grants program, how will it impact your project? What modifications will be made to the project scope?

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

FINANCIAL STATEMENTS

Financial statements must include:

- Balance sheet, income statement, and notes
- An itemized list of grants identified by funder (either confirmed or pending), included in the budget sheet
- A break down of operating net assets, with unrestricted net and capital assets
- Signatures of the preparer and two (2) board members indicating board approval

Financial statements can be internally or externally produced.

Applications that do not include full financial statements will not be considered complete.

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

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: **2023 Grant Application <Organization Name>**

APPLICATION CHECK LIST

Please ensure your application is complete.

We will not contact applicants to address errors or request missing application requirements.

The following information must be included with your application. Please check the boxes below.

Completed application form	Financial statements from most recent fiscal year
Names, address, and Board positions of Board members	Optional: letters of support (up to 3)
Completed budget using the Cultural Grants Budget Template	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 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: 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 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

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.