

Cultural Grants Application

2022 PROJECT GRANT

2022 CULTURAL CELEBRATION GRANT



new Application Deadline:

Applications must be received by 11:59 pm on September 30, 2021.

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



PLEASE CHECK which grant you are applying for.

Choose one only.

Project Grant Cultural Celebrations Grant

ORGANIZATION INFORMATION

Organization Name – *Cheques will be payable to this organization 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: _____

Email: _____

Social Media (specify): _____



ORGANIZATIONAL PROFILE

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)*

FINAL REPORT INFORMATION

Was your organization awarded a City of Surrey Cultural Grant in 2021? Yes No

If **yes**, what is the status of your 2021 project?

- It is complete and Final Report has been submitted.
- It is complete and Final Report has not been submitted. (you are not eligible for a 2022 Cultural Grant until the Final Report has been approved.)
- I plan to complete my project as proposed on _____(date) and will submit the Final Report within 30-days.
- I plan to change my project.
- I plan to cancel my project.
- I plan to defer my project to 2022 (you are not eligible for a 2022 Cultural Grant)

SURREY CIVIC THEATRES RENTAL-IN-KIND SUBSIDY GRANT

- I would like to be considered for the Surrey Civic Theatre (SCT) Rental-in-Kind Subsidy Grant. A limited number of subsidies are available. Please review application guidelines at www.surrey.ca/culturalgrants

PROJECT INFORMATION

Project Title: _____

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

Event Date(s): _____

Venue/Location: _____

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 initiative relate to your organization's past activities? Will this be an expanded service or a 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 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 showcasing art and performance.
- Fostering community connections through the arts.



Describe how your initiative will achieve the impact(s) identified on the previous page. (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)



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)



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

Be sure to include budget details using the **Cultural Grants Budget Template** at the end of the application form.

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?



APPLICATION SUBMISSION GUIDELINES

Applications must be received by 11:59 pm on September 30, 2021.

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: **2022 Grant Application- <Organization Name>**



APPLICATION CHECKLIST

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 in/with your application. Please check ✓ the boxes below.

- Completed application form.
- Names, address, and occupations of Board members
- Completed budget using the Cultural Grants Budget Template
- Financial statements from last year
- 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 to request a City of Surrey logo file.
3. If there are any significant 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 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.
6. Upon completion of the approved activities, the organization agrees to submit a Final Report to City staff.

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 culturalgrants@surrey.ca.



Cultural Grants Application Budget



Organization:

REVENUES: Earned and Contributed	Projected	Status Confirmed (C) or Pending (P)	NOTES: Provide details for all relevant revenue
Applicant cash contributon			
Box Office, Admissions, Ticket sales			
Subscriptions, Memberships			
Workshop Fees, Tuition, Registration			
Concession, Shop, Merchandise (Specify in Notes)			
Rental Income			
In-kind Earned and Contributed Revenues (Specify in Notes)			
Other Earned Income (Specify)			
Total Earned + Contributed Revenues			

REVENUES: Private Sector	Projected	Status Confirmed (C) or Pending (P)	NOTES: Provide details for all relevant revenue
Individual Donations			
Corporate Donations + Sponsorship			
Fundraising			
Foundations (Specify in Notes)			
Other Private Sector (Specify in Notes)			
Total Private Sector Revenues			

Cultural Grants Application Budget



REVENUES: Public Sector	Projected	Status Confirmed (C) or Pending (P)	NOTES: Provide details for all relevant revenue
City of Surrey Cultural Grants Program: This request			
Government of BC: BC Arts Council, Community Gaming Grants (Specify in Notes)			
Government of BC: Other (Specify in Notes)			
Canada Council (Specify in Notes)			
Government of Canada: Dept of Canadian Heritage (Specify in Notes)			
Other Federal (Specify in Notes)			
Local Government (incl. Municipal and Regional Governments, Trusts, Band Councils, Regional Districts (Specify in Notes)			
Employment Programs (Specify in Notes)			
Public Post-Secondary Institutions (Specify in Notes)			
Other Public Sector (Specify in Notes)			
In-kind Public Sector (Specify in Notes)			
Total Public Sector Revenues			
Total Revenues			

Cultural Grants Application Budget



EXPENSES: Artistic + Production	Projected	Status Confirmed (C) or Pending (P)	NOTES: Provide details for all relevant expenses
Salaries: Artistic Design, Curatorial, Editorial and Production Staff			
Contract Fees: Contributors, Artistic, Design, Editorial and Curatorial Personnel			
Contract Fees: Technicians and Production Personnel			
Benefits, Contributions and Dues			
Artistic, Curatorial and Professional Fees - Other (Specify in Notes)			
Honoraria (Specify in Notes)			
Materials and Supplies (Specify in Notes)			
Technical Expenses (Specify in Notes)			
Advances, Royalties, Copyright, Reproduction Fees (Specify in Notes)			
Production, Exhibition, Program, Rehearsal Space and Venue Rentals			
Box Office, Ticketing, Admissions Expenses			
Protocols and Hospitality			
Concession, Shop, Merchandise Expenses			
Other Artistic, Exhibition, Presentation and Production Expenses (Specify in Notes)			
In-kind Artistic, Exhibition, Presentation and Production Expenses (Specify in Notes)			
Co-production Expenses, as applicable			
Distribution: Mailing, Courier, Distributor Fees			
Accessibility and Accommodation Supports			
Other (Specify in Notes)			
Total Artistic and Production Expenses			

Cultural Grants Application Budget



EXPENSES: Administrative Expenses	Projected	Status Confirmed (C) or Pending (P)	NOTES: Provide details for all relevant expenses
Salaries: Administrative Staff			
Salaries: Marketing + Development Staff			
Contract Fees: Administrative Staff			
Contract Fees: Marketing + Development Staff			
Benefits, Contributions and Dues			
Office Rent or Mortgage			
Office Supplies			
Office Equipment Purchase/ Rental			
Accounting/Legal Fees			
Promotional Materials and other Marketing Costs			
Advertising Costs			
Insurance			
Fundraising Costs			
Communications/IT			
Other (Specify in Notes)			
Total Administrative Expenses			
Total Expenses			

Summary	Projected	NOTES
Total Revenues		
Total Expenses		
Surplus/ (Deficit) - Enter notes if not balanced		