

Cultural Grants Application

2022 OPERATING 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



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 Operating Grant. For full application guidelines visit 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



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

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

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)*

List your **Board Members**, including full address and occupation.

Name	Address	Occupation

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 (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 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.
- 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.



What specifically is your organization doing to achieve the impact(s) identified above? (300 words maximum)

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 do volunteers serve in your organization?

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 Operating Budget (Current Fiscal) \$ _____

Total Projected Operating Budget (Next Fiscal) \$ _____

Cultural Grant Amount Requested: \$ _____

REQUEST LEVEL



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.



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. 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 occupations of Board members
- Completed budget using the Cultural Grants Budget Template
- Independently produced financial statements (Notice to Reader) for prior 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 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		