

## Richmond Arts and Culture Grant Program

### OPERATING GRANTS

**Deadline: October 18, 2023**

*This list of questions is a template offered in support of our recommendation to edit and save your grant answers in Word format. Working on the grant in the online portal presents a risk of losing unsaved work, particularly in cases when internet connection unexpectedly ceases. This document only includes long form questions rather than all elements of the online grant.*

*Please note, this is a tool. Your answers must still be copied into the online grant portal. There is additional required information that is not included in this document. **Your grant must be submitted through the online portal, otherwise, your submission will not be eligible.***

*If you have any questions, please email:*

Camyar Chaichian  
Program Manager, Community Cultural Development  
[cchaichian@richmond.ca](mailto:cchaichian@richmond.ca)

### 2024 Richmond Arts and Culture Operating Grant Question Template

#### **Step 1: Society Information**

Society Name:  
Society Number:  
Date of Incorporation:  
Society Website:

#### Contact

First Name:  
Last Name:  
Address:  
City:  
Province:  
Country:  
Postal Code:  
Phone Number:  
Email:

#### Society Details

1. Society Mission/Mandate:
2. Brief history of the Society and its role in Richmond:
3. List all current directors of the Society:

## **Step 2: Program Information**

1. Provide a list of proposed activities (performances, exhibitions, events, fundraisers, etc.) for the upcoming year. Whenever possible, provide dates, locations, expected attendance.
2. What percentage of your activities are created, produced and presented by local artists?
3. Attach any relevant documents such as a program, media coverage or brochure

## **Step 3: Staffing**

Full-time employees:

Part-time employees:

Volunteers (excluding Board members):

Board members:

Number of voting members (excluding board):

1. Does your society provide professional development opportunities for staff or volunteers?
2. If yes, please provide details. If no, please explain why you are not able to provide such opportunities.

## **Step 4: Community Partnerships**

1. Please describe partnerships and collaborations that your society has engaged in. If there is no engagement, what are the barriers or concerns with working with community partners?  
Attach Support Letters or Agreements, if appropriate

## **Step 5: Self Assessment**

2. What are your goals and objectives for the grant year?
3. What are your society's strengths? Share some recent (within last five years) successes that demonstrate this.
4. Has your society engaged in formal self-assessment, strategic planning and/or systems upgrades?
5. What barriers to success does your organization face? What strategies do you have in place to minimize the effects of these barriers?
6. Do you have committees in place to handle specific initiatives or challenges (such as marketing or fundraising)? Please describe.

**Step 6: Audience**

1. What is your approach to welcoming new and diverse participants? If you exist to serve a specific community, what is your rationale and how does this relate to your mission/mandate?
2. How do you plan on marketing/promoting your event or project in order to reach and engage with your intended audience(s)?

**Step 7: Proposed Operating Budget and Step 8 Financial Summary:**