Richmond Arts and Culture Grant Program

PROJECT 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:

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2024 Richmond Arts and Culture Project 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: Project Summary

Project Name:
Project Date(s):
Project Location(s):
Project Website:
Project Category: (Check as many as apply within system)

1. Brief Project Summary:

2. What are your project goals, and how do these goals fulfill your mission/mandate?

3. Is this an existing project?
   If yes, what years has this project been active?

Step 3: Project Details

1. Describe the key event/activities of your project and the artists leading the event/activities:
   Any relevant documents and additional materials (i.e., program guide, media clippings, catalogue, examples of work, etc.)

2. Provide a timeline for the project including key milestones dates.

3. How does your project/event enhance community connections and are there any aspects of your project/event that make it accessible and inclusive?

4. Describe planning for volunteers. Include number of volunteers, their roles and plans for volunteer recruitment.

Partnership Information

1. Are there any community partners contributing to your project or event? If yes, please describe who they are and what the relationship is. (e.g. another arts organization, non-profit, artist, producer, facilitator, sponsor)

2. Describe how the key contributors (listed above) will contribute to the project's goals.

3. Please provide a brief biographical summary (max. 200 words per person) for each of the key project contributors.

Step 4: Project Audience

1. What is the intended public audience you wish to engage (e.g. diverse communities, neighbourhoods, artists, residents, visitors, cultural tourists)?
2. How many Richmond artists will be involved with this project and please describe their involvement

Projected Number of Participants (those involved in creating the project)
Projected Number of Attendees
Number of Participants* in previous similar projects (if applicable)
Number of Attendees in previous similar projects (if applicable)
Cost of Admission for Attendees

Step 5: Proposed Project Budget