



REGIONAL DISTRICT
of Fraser-Fort George

CORPORATE POLICY

No.: RD-12-17

Date Approved: June 15, 2017

Date Revised: April 21, 2022

February 22, 2024

Name: Cultural Endowment Fund Grants

Purpose:	To provide grants for the benefit of arts, culture and heritage programs and services within the Regional District
Authority:	<i>Local Government Act</i> , Section 263 Regional District of Fraser-Fort George Cultural Endowment Fund Establishment Bylaw No. 3039, 2017.
Scope:	This policy shall apply to those organizations as defined under Bylaw No. 3039, 2017, who are seeking financial assistance from the Regional District under the Emergency Funding Grant Program and the Arts, Culture, Heritage Project Grant Program, as established under Bylaw 3039, 2017.

Definitions:	“Board of Directors”	means	the Regional District of Fraser-Fort George Board of Directors
	“Arts, Culture, Heritage Project Grant Program”	means	the grant program established under Bylaw 3039, 2017, to provide grants for special projects that support the vision and/or goals of the Regional Cultural Plan,
	“Arts, Culture Heritage Project Grant Program application form”	means	the application form attached as Appendix “B” and forming part of this policy
	“Cultural Endowment Fund”	means	the Regional District of Fraser-Fort George Cultural Endowment Fund established under Bylaw No. 3039, 2017
	“Cultural Services Advisory Standing Committee”	means	a standing committee of the Board of Directors that provides advice to the Board of Directors on local and regional cultural priorities and goals and makes recommendations regarding the Cultural Endowment Fund and recipients of funding
	“Emergency Funding Grant Program”	means	the grant program established under Bylaw 3039, 2017, to provide emergency funding to the cultural sites supported by the Regional Cultural Plan
	“Emergency Funding Grant Program application form”	means	the application form attached as Appendix “A” and forming part of this policy

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“Member Funded Society”	means	a society as defined as “member funded” under the <i>Societies Act</i> of BC
“Regional District”	means	Regional District of Fraser-Fort George
“Regional Cultural Plan”	Means	the strategy document approved by the Board of Directors, from time to time, that defines the cultural vision, goals and objectives for the Regional District of Fraser-Fort George.
“Society”	means	a society as defined under the <i>Societies Act</i> of BC
“Special Events”	means	an arts or cultural event hosted by an organization that falls outside of its normal daily programming.
“website”	means	the registered website domain of the Regional District of Fraser-Fort George

Policy: Grant funding shall be provided in accordance with this policy for the benefit of arts, culture and heritage within the communities of the Regional District.

General:

1. Funding shall be provided in accordance with this Policy from either the:
 - a. Emergency Grant Program; or
 - b. Arts, Culture, Heritage Project Grant Program

as established by Cultural Endowment Fund Establishment Bylaw No. 3039, 2017.

Grant Applications:

1. All applications for grant funding must be submitted as follows:
 - a. Emergency Funding Grant Program – on the application form per Appendix “A” attached to and forming part of this Policy.
 - b. Arts, Culture, Heritage Grant Program – on the application form per Appendix “B” attached to and forming part of this Policy.
2. The Manager of External Relations may amend Appendices “A” and “B” as required.
3. Completed Application Forms shall be submitted to the Manager of External Relations.
4. The Manager of External Relations shall review all applications to determine eligibility based on the criteria outlined in this Policy.
5. The Manager of External Relations shall submit for consideration to the Cultural Services Advisory Committee all applications for the Emergency Funding Grant Program that meet the eligibility criteria outlined in this Policy.
6. The Cultural Services Advisory Standing Committee shall make recommendations to the Regional Board for the granting of Emergency Funding grants on eligible applications.
7. The Manager of External Relations shall submit for consideration to the Select Committee on Arts, Culture, Heritage Grants all applications for the Arts, Culture, Heritage Grants that meet the eligibility criteria outlined in this Policy.
8. The Select Committee on Arts, Culture, Heritage Grants shall make recommendations to the Regional Board for the granting of the Arts, Culture, Heritage Grants
9. Approved applicants must report back to the Regional District within one year of receiving the grant detailing how funds were expended.

Criteria: The criteria for grant funding shall be as follows:

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Emergency Funding Grant

1. Applicant must demonstrate:
 - a. they meet the requirements of Cultural Endowment Fund Establishment Bylaw No. 3039, 2017; and
 - b. they have an unplanned or emergency capital project to repair sudden damage to their site as a result of fire, flood, weather events, vandalism, HVAC, electrical or plumbing failures and other situations deemed to damage their property.
2. Emergency Funding grant funding is not permitted to be applied against the following expenses:
 - a. regular and routine maintenance;
 - b. annual operating expenses;
 - c. remuneration including wages and consulting fees;
 - d. non-emergent capital projects such as renovations or expansion of premises;
 - e. private enterprise;
 - f. operating or capital deficits; and
 - g. tax payments.
3. There shall be no timeframe or deadline for funding applications.

Arts, Culture, Heritage Project Grant

1. Applicant must demonstrate:
 - a. they meet the requirements of Cultural Endowment Fund Establishment Bylaw No. 3039, 2017; and
 - b. they have an arts, cultural or heritage-type project that supports the Regional District's cultural vision, which may include but is not limited to public art, special events, displays, exhibits, regional traveling programs, curatorial or archiving support projects.
2. Multiple applicants may apply under one application for a grant.
3. Funds may be used for project expenses, including but not limited to the following:
 - a) to leverage funding from other grant programs for projects that fit within this criteria;
 - b) Indigenous honourariums and artist commissions;
 - c) administration and operating costs specific to the project, including wages not exceeding more than 20% of the grant.
 - d) Minor capital works
4. Funding from the Arts, Culture and Heritage Grant is not permitted to be applied against the following expenses:
 - a. regular and routine maintenance;
 - b. private enterprise;
 - c. operating or capital deficits; and
 - d. tax payments.

The annual deadline for applications shall be April 1.

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Cultural Endowment Fund – Emergency Funding

NAME OF ORGANIZATION		AMOUNT REQUESTED
MAILING ADDRESS		
POSTAL CODE	CONTACT PERSON	
EMAIL ADDRESS	TELEPHONE NUMBER	

IS YOUR ORGANIZATION CURRENTLY SUPPORTED BY THE REGIONAL CULTURAL PLAN?	YES ____	NO ____
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[illegible]

PLEASE INCLUDE INFORMATION ABOUT THE OVERALL COST OF THE PROJECT. WHAT OTHER REVENUE, RESERVES AND/OR IN-KIND WORKS IS AVAILABLE TO BE PUT TOWARDS THIS PROJECT/PURCHASE?

HAS AN INSURANCE CLAIM BEEN FILED REGARDING THIS EMERGENCY?

YES ____

NO ____

HAVE YOU BEEN PROVIDED WITH AN ESTIMATE FOR THE REPAIR. (If yes, please attach)

YES ____

NO ____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The information required by this form and the documents you provide with it are collected for the purpose of an application for Cultural Endowment Fund – Emergency Fund within the Regional District of Fraser-Fort George. Information pertaining to this application will be available for review by any member of the public and will be subject to the Freedom of Information and Protection of Privacy Act.

If you have any questions about the collection or use of this information, please contact the General Manager of Corporate and Legislative Services at 250-960-4400.

I understand this application and the information or documents provided in support of the application are part of the public record and therefore routinely available upon request.

SIGNATURE

DATE

Please ensure that you have answered all sections on this form, and have provided all requested information along with any additional information with your application.

SUBMIT TO: Regional District of Fraser-Fort George

155 George Street, Prince George, BC V2L 1P8 Email district@rdffg.bc.ca
Attention: Manager of External Relations



**Cultural Endowment Fund –
Arts, Culture, Heritage Project Grant**

NAME OF ORGANIZATION		AMOUNT REQUESTED
MAILING ADDRESS		
POSTAL CODE	CONTACT PERSON	
EMAIL ADDRESS	TELEPHONE NUMBER	

IS YOUR ORGANIZATION A NOT-FOR-PROFIT SOCIETY, NON MEMBER-FUNDED, AS DEFINED BY THE BC SOCIETIES ACT?	YES	NO
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COPY OF YOUR ORGANIZATION'S REGISTRATION OR INCOPORATION ATTACHED	YES	NO
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[illegible]

PROVIDE INFORMATION ABOUT YOUR ORGANIZATION, AND THE EVENT OR INITIATIVE YOU ARE PLANNING (attach additional information if necessary)

PROVIDE DETAILS ABOUT HOW YOUR EVENT OR INITIATIVE SUPPORTS THE REGIONAL DISTRICT'S CULTURAL VISION.

WILL FUNDS FROM THIS GRANT BE USED TO LEVERAGE FUNDING FROM OTHER GRANT PROGRAMS?

YES

NO

PROVIDE A PROJECT BUDGET, DETAILING ALL REVENUE AND EXPENSES RELATED TO YOUR PROJECT. (attach additional information if necessary)

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The information required by this form and the documents you provide with it are collected for the purpose of an application for Cultural Endowment Fund – Arts, Culture, Heritage Project Grant within the Regional District of Fraser-Fort George. Information pertaining to this application will be available for review by any member of the public and will be subject to the Freedom of Information and Protection of Privacy Act.

If you have any questions about the collection or use of this information, please contact the General Manager of Corporate and Legislative Services at 250-960-4400.

I understand this application and the information or documents provided in support of the application are part of the public record and therefore routinely available upon request.

SIGNATURE	DATE

Please ensure that you have answered all sections on this form, and have provided all requested information along with any additional information with your application.

Completed applications must be received by April 1.

SUBMIT TO:

Regional District of Fraser-Fort George
 155 George Street
 Prince George, BC V2L 1P8
 Email district@rdffg.bc.ca
 Attention: Manager of External Relations