



**City of Richmond**  
**Arts & Culture Operating Assistance**

**City Grants Web-based System**  
**Grant Applicant User Guide**

**REVISION CONTROL**

<b>Reference Document(s)</b>	<b>REDMS # 3995758</b>	<b>City Grants Web-based System – User Guide for Arts &amp; Culture Project Assistance</b>

<b>Version #</b>	<b>Date</b>	<b>Prepared By</b>	<b>Date Reviewed</b>	<b>Summary/Description</b>
1	Sept 23, 2013	Evelyn Dawson		Initial document creation
2	Sept 9, 2014	Evelyn Dawson		Changes for 2015 Grant Year

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## 1. Introduction

The City of Richmond supports the enhancement of a positive quality of life for all its residents. City Council recognizes that one means of helping to achieve this goal is through annual Grant Programs to support the work of non-profit community service organizations.

A City Grants Web-based System was created, at stakeholders' request, to provide an integrated, user-friendly, efficient and effective on-line system for applicants. Some of the tangible benefits to having an online grant application system include:

- Reducing paperwork and eliminating unnecessary duplication from year to year;
- Enabling applicants to copy and revise their previous application rather than start each application anew;
- Providing the ability to access, save and review applications at any time from commencement to submission;
- Ensuring the completion of all mandatory fields before submission; and
- Establishing a database of application information for both the applicant and the City.

This City Grants Web-based System User Guide is designed for applicants to the **Arts & Culture Operating Assistance Grant Program**. Prior to application, please read the Program Guidelines found at [www.richmond.ca/citygrants](http://www.richmond.ca/citygrants).

The City also has Health, Social & Safety; Parks, Recreation & Community Events; and Child Care Grant Programs. For further information, please see the City website at [www.richmond.ca/citygrants](http://www.richmond.ca/citygrants).

## 2. Account

### *a. Account Registration*

City Grants are awarded to non-profit societies. To apply for a City Grant, a representative of the society must register by entering the society number (assigned by the BC provincial government), the society name, attaching two documents and choosing a password for the system. The two documents required are the Society's Certificate of Incorporation and its Constitution and bylaws.

An email address must be supplied to receive correspondence from the City.

### First time applying online?

#### Account Registration

Society Number:

Society Name:

Email:

Certification of Incorporation:

Browse...

Add File

Constitution / Bylaws:

Browse...

Add File

Password:

(minimum 8 characters)

Confirm Password:

(Password entries must match)

REGISTER

**b. Log In**

Please log into the system by entering your society number and password. Then click the “Log In” button. As a Grant Applicant, you will have used the Account Registration function first, to create your account.

Trails & Cycling | Recreation & Community Centres | Sport & Event Hosting

g, Building & Development | Sustainability & Environment | Business & Local Eco

Social Planning > City Grant Program > Grant Application

GRANT APPLICATION

## Log In or Register

Welcome to the City of Richmond's Web-based Grant Application System, designed to streamline the application process for non-profit organizations seeking to improve the quality of life for Richmond residents. Once you have registered, you will be asked to select a grant program: Health, Social and Safety; Parks, Recreation and Community Events; Arts and Culture; or Child Care. Before beginning your application, please review the relevant [Program Guidelines](#) and Web-based System [User Guides](#) to gain an understanding of program criteria and the application system.

### Already have an account?

#### Log In

Society Number/User Name:

Password:

**LOG IN**

Forgot password? [Reset Password.](#)  
Email changed? [Email the Administrator](#) or call 604-247-4692.

*c. Change Password*

Once your account is set up, you can change your password anytime by clicking the “Change Password” link on the right of the screen, under the yellow “LOG OUT” button.

Social Planning > City Grant Program > Grant Application

GRANTS APPLICATION

# Grants

[CREATE NEW GRANT APPLICATION](#)

You can sort the information below by clicking on the table headings.

**Welcome**  
[Redacted] Society  
[Redacted]  
[Certification of Incorporation 173759\\_constitution-and-bylaws.doc](#)  
[Redacted].ca  
Grant Applicant

[LOG OUT](#)  
[Change Password](#)

<a href="#">Year</a>	<a href="#">Grant Program</a>	<a href="#">Date &amp; Time Submitted</a>	<a href="#">Requested Grant Amount</a>	<a href="#">Amount Awarded</a>	<a href="#">Grant Status</a>
----------------------	-------------------------------	---	--	--------------------------------	------------------------------



Once in the “Change Password” tool, enter a new password and repeat the password in the “Confirm Password” field. Then click the “Change Password” button at the bottom to save the new password.

The screenshot shows a web form titled "GRANT APPLICATION" with a sub-header "Change Password". Below the title is a message: "Please change your password by using the form below." The form contains two input fields: "New Password" and "Confirm Password". The "New Password" field has a note below it: "(minimum 8 characters)". At the bottom of the form are two buttons: "CHANGE PASSWORD" (highlighted with a green border) and "CANCEL".

GRANT APPLICATION

## Change Password

Please change your password by using the form below.

### Change Password

New Password

(minimum 8 characters)

Confirm Password

**CHANGE PASSWORD** CANCEL

#### d. *Reset Password*

If you forgot your password, or if your account gets locked out<sup>1</sup>, you may generate a new temporary password. Go to the Log In page and click on the Reset Password link. This will take you to the “Reset Password” page.

Trails & Cycling | Recreation & Community Centres | Sport & Event Hosting

Planning, Building & Development | Sustainability & Environment | Business & Local Economic Development

Social Planning > City Grant Program > Grant Application

### GRANT APPLICATION

## Log In or Register

Welcome to the City of Richmond's Web-based Grant Application System, designed to streamline the application process for non-profit organizations seeking to improve the quality of life for Richmond residents. Once you have registered, you will be asked to select a grant program: Health, Social and Safety; Parks, Recreation and Community Events; Arts and Culture; or Child Care. Before beginning your application, please review the relevant [Program Guidelines](#) and Web-based System [User Guides](#) to gain an understanding of program criteria and the application system.

### Already have an account?

#### Log In

Society Number/User Name:

Password:

[LOG IN](#) | [Forgot password? \*\*Reset Password\*\*](#)  
Email changed? [Email the Administrator](#) or call 604-247-4692.

<sup>1</sup> If someone tries to access your account and enters the wrong password more than four times, the account is locked out for your protection.

Enter the Society Number that is registered with the system and click the “RESET PASSWORD” button.

GRANT APPLICATION

## Reset Password

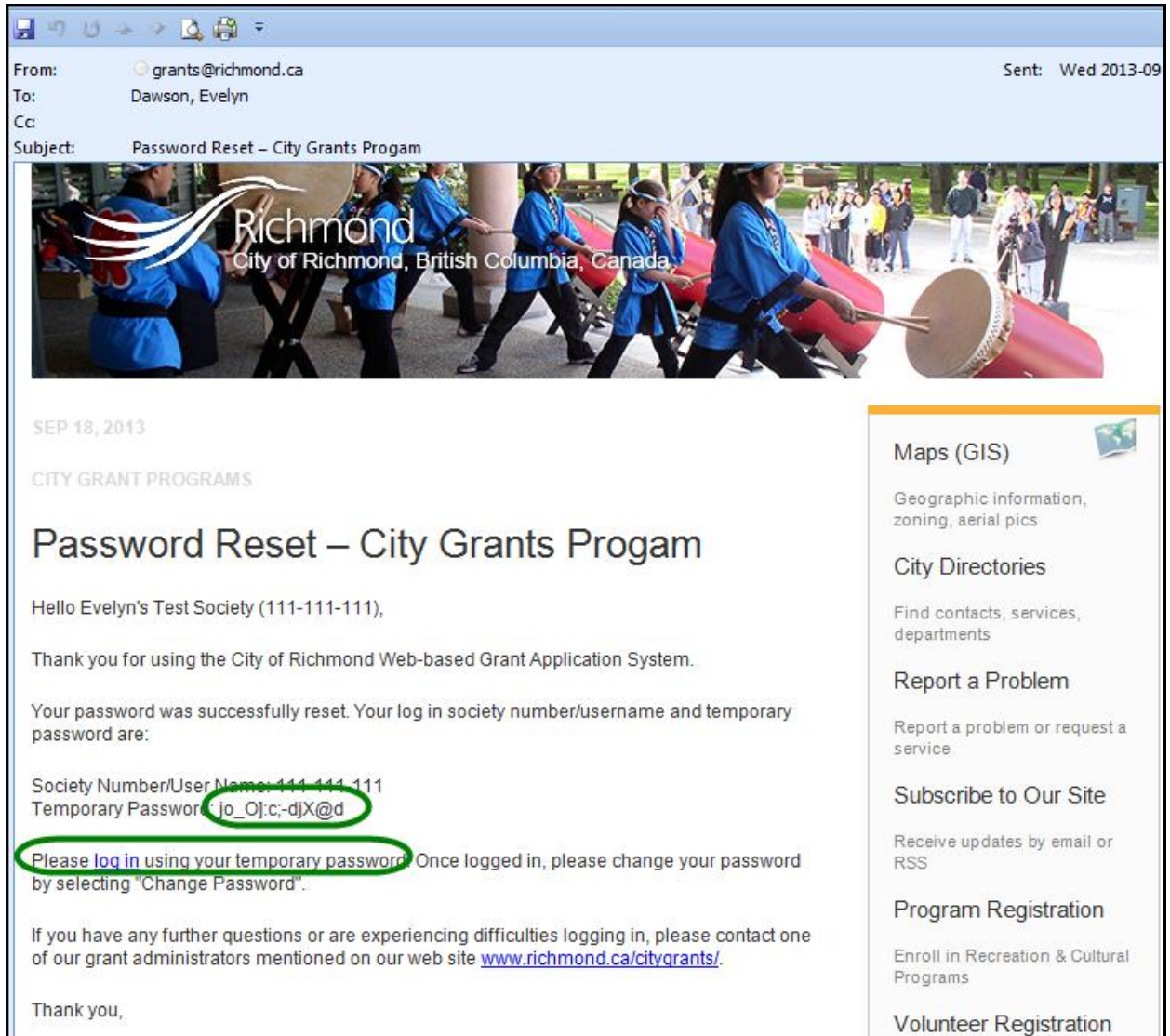
If you forgot your password, please enter your society number below and we will reset it by emailing a temporary password to you.

### Reset Password

Society Number:

**RESET PASSWORD** RETURN TO LOGIN

The system will email you a temporary password. Click on the link in the email to go to the Log In page.



Enter your society number and the temporary password to log in.

You will then want to use the Change Password function to create a password that you can remember.

Trails & Cycling | Recreation & Community Centres | Sport & Event Hosting

g, Building & Development | Sustainability & Environment | Business & Local Eco

Social Planning > City Grant Program > Grant Application

## GRANT APPLICATION

### Log In or Register

Welcome to the City of Richmond's Web-based Grant Application System, designed to streamline the application process for non-profit organizations seeking to improve the quality of life for Richmond residents. Once you have registered, you will be asked to select a grant program: Health, Social and Safety; Parks, Recreation and Community Events; Arts and Culture; or Child Care. Before beginning your application, please review the relevant [Program Guidelines](#) and [Web-based System User Guides](#) to gain an understanding of program criteria and the application system.

#### Already have an account?

##### Log In

Society Number/User Name:

Password:

**LOG IN**

Forgot password? [Reset Password.](#)  
Email changed? [Email the Administrator](#) or call 604-247-4692.

### 3. Grants List Options

#### a. Grant List

Once logged in, all of your Grants are listed on the page, and show the following information:

- Year
- Grant Program
- Date & Time Submitted
- Requested Grant Amount
- Amount Awarded
- Grant Status

GRANT APPLICATION

## Grants

[CREATE NEW GRANT APPLICATION](#)

The deadline for all grants for the 2014 grant year is November 22, 2013.

You can sort the information below by clicking on the table headings.

Year	Grant Program	Date & Time Submitted	Requested Grant Amount	Amount Awarded	Grant Status
2014	<a href="#" style="color: #0070C0; text-decoration: underline;">AC: Arts &amp; Culture Operating Assistance</a>		\$5,000.00	\$0.00	DRAFT

**Welcome**  
 Evelyn's Test Society 1  
 111-111-111  
[Certification of Incorporation 25481\\_test.txt](#)

Grant Applicant

[LOG OUT](#)

[Change Password](#)

***b. Navigate to a Grant Application***

On the Grant list, click on the Grant Program for the application you wish to review.

This will take you to the Grant Application Details page.

<u>Year</u>	<u>Grant Program</u>	<u>Date &amp; Time Submitted</u>	<u>Requested Grant Amount</u>	<u>Amount Awarded</u>	<u>Grant Status</u>
2014	<a href="#">AC: Arts &amp; Culture Operating Assistance</a>		\$5,000.00	\$0.00	DRAFT

Grant Application Details page:

GRANT APPLICATION: ARTS & CULTURE PROGRAM

## Grant Application Details

### Application for Arts & Culture Operating Assistance

**Evelyn's Test Society 1**  
 Society #: 111-111-111  
 Status: **DRAFT**  
 Date of Incorporation: Sep 26, 1972  
[Certification of Incorporation 25481\\_test.txt](#)

**List of all current directors of the Socitey:**  
 Cornelius Brown, President Fred Felton, Treasurer Susan Spelton, Secretary Albert Draftspeller, Member at Large

Cornelius Brown President 604-555-9999 <a href="mailto:cbrown@test.ca">cbrown@test.ca</a>	6911 No. 3 Road Richmond, British Columbia Canada, V6Y 2C1
--	--

**Requested Grant Amount: \$5,000.00**

**Mandate Summary**  
 To involve as many City of Richmond citizens as possible in unique cultural experiences.

**Full Society Mission/Mandate**  
 We, as a society, endeavour to identify, develop and offer unique cultural experiences to the general public where we operate. We have many artists, musicians and others who belong to our organization.

**Brief history of the Society and its role in Richmond**  
 We have done many, many projects over the years.

**Proposed Activites for the Upcoming Year**  
*Community Engagement, Lots of activities*

**Welcome**  
 Evelyn's Test Society 1  
 111-111-111  
[Certification of Incorporation 25481\\_test.txt](#)  
 [REDACTED]  
 Grant Applicant

LOG OUT

[Change Password](#)

---

- ✓ [Step 1 - Society Information](#)
- ✓ [Step 2 - Program Information](#)
- ✓ [Step 3 - Staffing](#)
- ▶ [Step 4 -Community Partnerships](#)
- ✓ [Step 5 - Self Assessment](#)
- ✓ [Step 6 - Audience](#)
- ▶ [Step 7 - Proposed Operating Budget](#)
- ▶ [Step 8 - Financial Summary](#)
- ▶ [Step 9 - Declarations](#)
- ▶ [Review Application](#)
- ▶ [Submit Application](#)

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- ▶ [New Grant Application](#)
- ▶ [Return to Grants](#)



**c. Enter Your Final (Grant Use) Report**

Before you can apply for a grant, you must have completed the Final (Grant Use) Report for any previous grant you received.

Navigate to your Approved grant from a preceding year and press the link to **Final Report**.

Year	Grant Program	Date & Time Submitted	Requested Grant Amount	Amount Awarded	Grant Status
2014	<a href="#">AC: Arts &amp; Culture Operating Assistance</a>	Nov 20, 2013 2:48 PM	\$10,000.00	\$7,200.00	APPROVED <a href="#">DUPLICATE</a>

GRANT APPLICATION - ARTS & CULTURE PROGRAM

## Grant Application Details

### Application for Arts & Culture Operating Assistance

[PDF Report](#)

Society #: [REDACTED]

Status: **APPROVED** (on February 12, 2014) [Final Report](#)

Date of Incorporation: Feb 05, 1980

[Certification of Incorporation](#)  
252336\_rms-constitution-and-bylaws.pdf

Council Decision

Status: **APPROVED** | \$7,200.00

Decision date: Feb 11, 2014

**Decision:**  
Operating Assistance is recommended for this strong organization that serves

GRANT APPLICATION - ARTS & CULTURE PROGRAM

# Final Report

## Final Report for Arts & Culture Operating Assistance

Society #: [REDACTED]

Grant Amount Approved: \$7,200.00

[Application Review](#)

Treasurer Signature: ([download form](#))

No file chosen

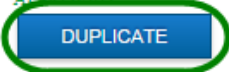
Brief summary of the project: (max. 2000 characters)

Indicate any significant changes between your actual activities and your original plans as outlined in your grant application. (max. 1600 characters)

Indicate the key goals achieved and partnerships involved. (max. 1200 characters)

**d. Duplicate a Grant Application**

To create a new Grant Application from a previous application, you will find the “Duplicate” button in the Grant Status column for Grants that have been **Approved**, **Reporting Complete** on the Grants Listing page. Click on the “Duplicate” button to create a copy of your Grant in **DRAFT** mode.

Year	Grant Program	Date & Time Submitted	Requested Grant Amount	Amount Awarded	Grant Status
2014	<a href="#">AC: Arts &amp; Culture Operating Assistance</a>	Nov 20, 2013 2:48 PM	\$10,000.00	\$7,200.00	APPROVED 

The duplicated Grant application will appear on the Grants List in Status **DRAFT**.





GRANT APPLICATION

## Grants

**Application Duplicated**

Your previous year’s application was successfully duplicated. Click the new DRAFT application now listed below to proceed.

**Note:** Not all information is duplicated. Where numbers (for example, budget) are not duplicated, it is your responsibility to ensure that that all information is updated and accurate before submitting the new application. For information that is duplicated, please review it and make sure that it still applies for the upcoming application.

Year	Grant Program	Date & Time Submitted	Requested Grant Amount	Amount Awarded	Grant Status
2014	<a href="#">AC: Arts &amp; Culture Operating Assistance</a>	Nov 20, 2013 2:48 PM	\$10,000.00	\$7,200.00	APPROVED 
			\$0.00	\$0.00	

### 3. Grant Status

#### a. Grant Status

The Grant Status is located at the top of the Grant Application. When you submit your application, and when your interim/final report is accepted, the system will send you an automatically generated email to notify you.

GRANT APPLICATION: ARTS & CULTURE PROGRAM

## Grant Application Details

### Application for Arts & Culture Operating Assistance

Evelyn's Test Society 1  
Society #: 111-111-111  
Status: **DRAFT**  
Date of Incorporation: Sep 26, 1972  
[Certification of Incorporation](#)  
[25481 test.txt](#)

**List of all current directors of the Socitey:**  
Cornelius Brown, President Fred Felton, Treasurer Susan Spelton, Secretary Albert Draftspeller, Member at Large

Cornelius Brown President 604-555-9999 <a href="mailto:cbrown@test.ca">cbrown@test.ca</a>	6911 No. 3 Road Richmond, British Columbia Canada, V6Y 2C1
--	--

**Requested Grant Amount: \$5,000.00**

Below are the different Grant statuses:

- DRAFT
- **SUBMITTED**
- **UNDER REVIEW**
- **APPROVED**
- **REPORTING COMPLETED**
- **DECLINED**

***b. Draft***

The Grant Applicant is entering and adding to the application. The Grant Administrator may view the information.

***c. Submitted***

When the application is in the Submitted status, no further edits can be done to the application by the Applicant. The Grant Administrator may ask for additional information from the Applicant and attach it to the application under the title of 'Additional Information'.

***d. Under Review***

When the application is in the Under Review status, it is being reviewed by the Grant Administrator and Grant Reviewers. They will assess the application and make recommendations to Council. Then Council will make the final decision.

***e. Approved***

A grant is awarded by Richmond City Council. The applicant may enter their (results of use of the grant) interim or final report, when ready.

***f. Reporting Completed***

For grant recipients, an interim or final grant use report must be provided by the next year's grant application deadline if the society wishes to apply for a grant the following year. If not re-applying, a final report must be submitted by the end of the society's fiscal year. Your society will be notified by e-mail once the report has been accepted.

***g. Declined***

This status is set if Council declines the grant application.

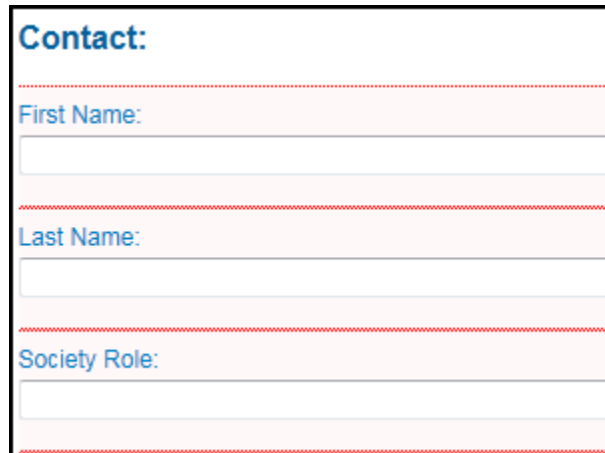
**4. Create a Grant Application*****a. General Tips***

You can create a new Grant Application either from scratch, or from having the system duplicate one of your previous Grants (See "Duplicate a Grant Application" for instructions).

Below are some tips to assist you when creating a Grant Application from scratch:

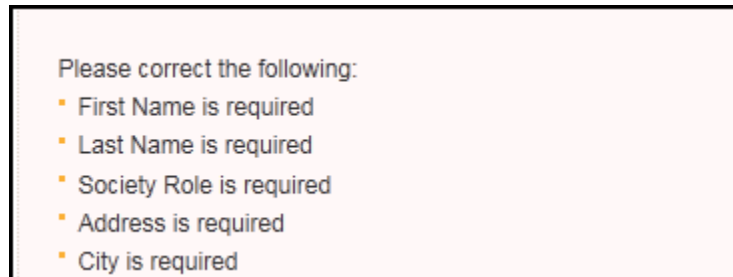
- 1) There is a navigation menu on the right hand side that allows you to go directly to the different parts of the application.
- 2) All fields are required unless marked "(optional)".

- 3) To attach a document to the application, first click 'Browse' and locate the document on your computer, then click 'ADD' to add the document to your application.
- 4) Missing information or errors are highlighted with pink:



The screenshot shows a contact form with three sections: 'First Name:', 'Last Name:', and 'Society Role:'. Each section has a text input field. The entire form area is highlighted with a light pink background, indicating that the information is missing or incorrect.

A summary of these issues will also be displayed in an error message at the top of the page:

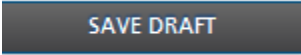


The screenshot shows an error message box with a light pink background. The text inside reads: 'Please correct the following:' followed by a bulleted list of requirements: 'First Name is required', 'Last Name is required', 'Society Role is required', 'Address is required', and 'City is required'.

- 5) Steps completed with all required information receive a green checkmark ✓ in the navigation menu on the right of the screen.
- 6) The system allows you to upload up to 3 documents for each question and accepts any combination of the following file formats:
  - PDF
  - DOC
  - DOCX
  - JPEG
  - JPG
  - GIF
  - TIFF
  - PNG
  - XLS
  - XLSX

- BMP

- 7) If you have uploaded a wrong file or wish to update an existing file, please remove the unwanted file by clicking the **Remove** link to the right of the file.
- 8) At any given point during the application process, you can click the “Save Draft” button at the bottom of the page and log out of the system. If you use the “Save Draft” button, be assured that all information you have entered has been saved in the database.



- 9) To proceed through the steps in order, click the “Save & Proceed to Next Step” button at the bottom of the page for each step. All edits will be re-checked when the Grant Application is Submitted.



**b. Creating your Grant Application**

To create a new Grant Application from scratch, you will find the “Create New Grant Application” button at the top of the Grants Listing page. Click on the button to go to **Select a Grant Program**.

GRANT APPLICATION

## Grants

CREATE NEW GRANT APPLICATION

The deadline for all grants for the 2014 grant year is November 22, 2013.

You can sort the information below by clicking on the table headings.

Year	Grant Program	Date & Time Submitted	Requested Grant Amount	Amount Awarded	Grant Status
2014	<a href="#">AC: Arts &amp; Culture Operating Assistance</a>		\$5,000.00	\$0.00	DRAFT

Welcome  
Evelyn's Test Society 1  
111-111-111  
[Certification of Incorporation 25481 test.txt](#)

[blurred]

Grant Applicant

LOG OUT

[Change Password](#)

### c. *Select a Grant Program*

This step asks you to choose a grant program. This selection must be made before you continue onto the next step. Complete this information and press Save and Proceed to Next Step.

GRANT APPLICATION

## Select a Grant Program

The City of Richmond provides a range of grant programs. To make an online application, please select one of the grant programs below.

### Select a Grant Program

- Health, Social & Safety
- Parks, Recreation & Community Events
- Arts & Culture Project Assistance
- Arts & Culture Operating Assistance
- Child Care Capital Grant
- Child Care Professional & Program Development Grant

As you fill in your application, please be sure to use one of the following options before exiting each page.

**Save Draft** - This will save any changes made to the current application and will remain on this page.

**Save & Proceed to Next Step** - This will save any changes made to the current application and take you to the next page.

[START APPLICATION](#)

### d. *Step 1: Society Information*

This step allows you to enter general information on the organization and contact information. Complete this information and press **Save and Proceed to Next Step**. Remember, you may press **Save Draft** at any time and your application will be saved so that you may return to it later.



GRANT APPLICATION: ARTS & CULTURE OPERATING ASSISTANCE

## Step 1: Society Information

**IMPORTANT:** Operating Assistance applicants must have either previously applied for Operating Assistance or have confirmed their eligibility for Operating Assistance with city staff, prior to their application.

By proceeding with this application, you are agreeing to the above terms. Applicants who have not first received staff approval will be deemed ineligible for Operating Assistance.

The following section includes questions about the Society. For further information, please refer to the [Grant Program Guidelines](#).

---

**Society Name:**  
Evelyn's Test Society 1

**Society Number:**  
111-111-111

**Date of Incorporation:**

**Society Website:**

**Contact:**

**First Name:**

**Last Name:**

---

### Society Details

Please summarize your Society mandate in 30 words or less:

Full Society Mission/Mandate: (max. 1200 characters)

**Welcome**  
Evelyn's Test Society 1  
111-111-111  
[Certification of Incorporation 25481 test.txt](#)

Grant Applicant

**LOG OUT**

▶ Change Password

▶ **Step 1 - Society Information**  
▶ Step 2 - Program Information  
▶ Step 3 - Staffing  
▶ Step 4 -Community Partnerships  
▶ Step 5 - Self Assessment  
▶ Step 6 - Audience  
▶ Step 7 - Proposed Operating Budget  
▶ Step 8 - Financial Summary  
▶ Step 9 - Declarations  
▶ Review Application  
▶ Submit Application

▶ New Grant Application  
▶ Return to Grants

**e. Step 2: Program Information**

This step requests information about your proposed project. Complete this information and press **Save and Proceed to Next Step**.

GRANT APPLICATION: ARTS & CULTURE OPERATING ASSISTANCE

## Step 2: Program Information

The following section includes general questions about your society's activities. Please answer the questions with as much information as possible. For further information, please refer to the [Grant Program Guidelines](#).

**Program Information:**

What were the primary areas of activity for your organization?:  
(Check as many as apply)

- Community Engagement
- Dance / Performing Arts
- Festival
- Music
- Visual Arts
- Design / New Media
- Multidisciplinary
- Education
- Literary Arts
- Theatre
- Other (if checked, additional field will appear)

Please describe:

Provide a list of proposed activities (performances, exhibitions, events, fundraisers, etc.) for the upcoming year. Whenever possible, provide dates, locations, expected attendance. (max. 2000 characters)

What percentage of your activities are created, produced and presented by local artists?

Attach relevant documents such as a program, media coverage or brochure:  
(optional)

**Welcome**  
Evelyn's Test Society 1  
111-111-1111  
[Certification of Incorporation 25481 test.txt](#)

XXXXXXXXXXXX

Grant Applicant

**LOG OUT**

- ▶ Change Password

---

- ▶ Step 1 - Society Information
- ▶ **Step 2 - Program Information**
- ▶ Step 3 - Staffing
- ▶ Step 4 -Community Partnerships
- ▶ Step 5 - Self Assessment
- ▶ Step 6 - Audience
- ▶ Step 7 - Proposed Operating Budget
- ▶ Step 8 - Financial Summary
- ▶ Step 9 - Declarations
- ▶ Review Application
- ▶ Submit Application

---

- ▶ New Grant Application
- ▶ Return to Grants

*f. Step 3: Staffing*

This step collects more information about your proposal.

GRANT APPLICATION: ARTS & CULTURE OPERATING ASSISTANCE

## Step 3: Staffing

The following section includes questions about your organization. Please answer the questions with as much information as possible. For further information, please refer to the [Grant Program Guidelines](#).

### Staffing Details:

Staff	Number of Staff	Avg. Hours/Week
Full Time Employees	<input type="text"/>	<input type="text"/>
Part Time Employees	<input type="text"/>	<input type="text"/>
Volunteers (excluding board members)	<input type="text"/>	<input type="text"/>
Board Members	<input type="text"/>	<input type="text"/>

Number of Voting Members (excluding board):

Does your society provide any professional development opportunities for staff or volunteers?

Yes  No

If yes, please provide details: (max. 1200 characters)

**Save Draft** - This will save any changes made to the current application and will remain on this page.

**Save & Proceed to Next Step** - This will save any changes made to the current application and take you to the next page.

SAVE DRAFT

SAVE & PROCEED TO NEXT STEP

### Welcome

Evelyn's Test Society 1  
111-111-111

[Certification of Incorporation 25481 test.txt](#)

Grant Applicant

LOG OUT

▶ Change Password

- ▶ Step 1 - Society Information
- ▶ Step 2 - Program Information
- ▶ **Step 3 - Staffing**
- ▶ Step 4 -Community Partnerships
- ▶ Step 5 - Self Assessment
- ▶ Step 6 - Audience
- ▶ Step 7 - Proposed Operating Budget
- ▶ Step 8 - Financial Summary
- ▶ Step 9 - Declarations
- ▶ Review Application
- ▶ Submit Application

- ▶ New Grant Application
- ▶ Return to Grants

***g. Step 4: Community Partnerships***

This step collects more information about your proposal.

GRANT APPLICATION: ARTS & CULTURE OPERATING ASSISTANCE

## Step 4: Community Partnerships

For further information, please refer to the [Grant Program Guidelines](#).

**Community Partnerships:**

Please describe partnerships and collaborations that your society has engaged in:  
(max. 1600 characters)

Please attach Support Letters or Agreements, if appropriate: (Optional)

**Save Draft** - This will save any changes made to the current application and will remain on this page.

**Save & Proceed to Next Step** - This will save any changes made to the current application and take you to the next page.

SAVE DRAFT

SAVE & PROCEED TO NEXT STEP

**Welcome**  
Evelyn's Test Society 1  
111-111-111  
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### *h. Step 5: Self Assessment*

This step collects more information about your proposal.

GRANT APPLICATION: ARTS & CULTURE OPERATING ASSISTANCE

## Step 5: Self Assessment

Please answer the questions with as much information as possible. For further information, please refer to the [Grant Program Guidelines](#).

**Self Assessment:**

What goals and objectives did your organization have for the previous year and what are your objectives for the coming year? Please describe your progress in fulfilling these objectives. (max. 2000 characters)

What are your society's strengths? Share some successes that demonstrate this: (max. 2400 characters)

Has your society engaged in professional development, strategic planning, or analysis?

Yes  No

If yes, from this analysis, where do you think your society can improve? (max. 1200 characters)

What challenges or obstacles does your society face? How do you minimize the impact of these threats? (max. 2000 characters)

Do you have committees in place to handle specific initiatives or challenges (such as marketing or fundraising)? Please describe. (max. 2000 characters)

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*i. Step 6: Audience*

This step collects more information about your proposal.

GRANT APPLICATION: ARTS & CULTURE OPERATING ASSISTANCE

## Step 6: Audience

The following section includes general questions about your grant. Please answer the questions with as much information as possible. For further information, please refer to the [Grant Program Guidelines](#).

**Audience:**

Discuss the intended public audience you wish to engage (e.g. diverse communities, neighbourhoods, artists, residents, visitors, cultural tourists, etc.)

Please describe the ways in which you will reach and engage them.  
(max. 2000 characters)

**Save Draft** - This will save any changes made to the current application and will remain on this page.

**Save & Proceed to Next Step** - This will save any changes made to the current application and take you to the next page.

SAVE DRAFT

SAVE & PROCEED TO NEXT STEP

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**j. Step 7: Proposed Operating Budget**

This step collects more information about your proposal.

GRANT APPLICATION: ARTS & CULTURE OPERATING ASSISTANCE

## Step 7: Proposed Operating Budget

The following section is your proposed balanced Operating Budget. For further information, please refer to the [Grant Program Guidelines](#).

Not all categories will be relevant to your society's budget and some lines may be left as zero.

---

### Revenues

Earned	
Admissions / Box Office / Sales	\$0.00
On-site Cash Donations	\$0.00
Concessions / Merchandising	\$0.00
Memberships	\$0.00
Other, provide details	\$0.00
<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	
<b>Total Earned Revenue:</b>	<b>\$0.00</b>

Fundraising	
Individual Donations	\$0.00
Contributions Sponsorships	\$0.00

Government	
City of Richmond Project Grant (the amount you are requesting)	\$5,000.00
Province of BC including Gaming or BC Arts Council (specify)	\$0.00

### Expenses

Programming	
Commissioning Fees	\$0.00
Creative Fees or Honoraria (ie artists, speakers or community facilitators)	\$0.00

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**k. Step 8: Financial Summary**

GRANT APPLICATION: ARTS & CULTURE OPERATING ASSISTANCE

## Step 8: Financial Summary

The following section includes general questions about your grant. Please answer the questions with as much information as possible. For assistance in filling out this section of the form, please refer to the [Grant Program Guidelines](#).

### Financial Summary

Total Project Budget:	\$0.00
Requested Grant Amount:	\$5,000.00
(Up To a max. of 30% of annual operating budget, to a maximum request of \$10,000)	
Fiscal Year End Date:	

Last Year Total Operating Budget:	\$0.00
Last Year Actual Total Revenue:	\$0.00
Last Year Actual Total Expenses:	\$0.00
Last Year Surplus (Deficit):	\$0.00
Last Year Accumulated Surplus (Deficit):	\$0.00
Other Sources of Revenue (max. 150 characters):	\$0.00

Proposed Year Total Operating Budget:	\$0.00
Proposed Year Total Revenue:	\$0.00
Proposed Year Total Expenses:	\$0.00
Proposed Year Surplus (Deficit):	\$0.00
Proposed Year Accumulated Surplus (Deficit):	\$0.00
Other Sources of Revenue (max. 150 characters):	\$0.00

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## I. Step 9: Declarations

GRANT APPLICATION: ARTS & CULTURE OPERATING ASSISTANCE

# Step 9: Declarations

### Declarations

**CONDITIONS OF ASSISTANCE**

Please note that if your organization receives a civic grant, the following conditions will apply:

- Grant funds must be applied to current expenses, not used to reduce or eliminate accumulated deficits. Activities cannot be funded retroactively.
- The Society will make every effort to secure funding from other sources as indicated in its application. It will keep proper books of accounts of all receipts and expenditures relating to its activities and, upon the City's request, make available for inspection by the City or its auditors all records and books of accounts.
- If there are any changes in the organization's activities as presented in this application, Arts, Culture and Heritage Services must be notified in writing of such changes immediately. In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining City funds are also returned to the City.
- The City of Richmond requires organizations receiving a civic grant to appropriately acknowledge the City's support in all their information materials, including publications and programs related to funded activities. Such recognition must be commensurate with that given to other funding agencies. If the logos of other funders are used in an acknowledgement, the City should be similarly represented. Successful applicants will be provided with further information.
- Recipients of funds will be required to submit a final report that highlights qualitative and quantitative performance indicators gauging the impacts of the project.

**CONFIDENTIALITY**

All documents submitted by Applicants to the City of Richmond become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained within except to the extent necessary to communicate information to staff and peer members of the Assessment Committee for the purpose of evaluation and analysis. The City will not release any of this information to the public except as required under the Province of British Columbia Freedom of Information and Protection of Privacy Act or other legal disclosure process.

To complete your application, please download, sign and attach the [Declarations and Signatures Document](#)

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## 5. Review Application

### *a. General*

Once you have completed the application, the system will take you to the “Review Application” page where you can review all your information and view any uploaded documents. If you need to make any changes, you may click on the link from the right column menu or click the “Make Changes” button at the bottom of the page.

The right column menu will also indicate if you have provided all required information. If any of the steps doesn't have the  next to it, you will need to go back to that step and review the information.

GRANT APPLICATION: ARTS & CULTURE PROGRAM

## Grant Application Details

### Application for Arts & Culture Operating Assistance

**Evelyn's Test Society 1**  
Society #: 111-111-111  
Status: **DRAFT**  
Date of Incorporation: Sep 26, 1972  
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**List of all current directors of the Society:**  
Cornelius Brown, President Fred Felton, Treasurer Susan Spelton, Secretary Albert Draftspeller, Member at Large

Cornelius Brown President 604-555-9999 <a href="mailto:cbrown@test.ca">cbrown@test.ca</a>	6911 No. 3 Road Richmond, British Columbia Canada, V6Y 2C1
--	--

**Requested Grant Amount: \$5,000.00**

**Mandate Summary**  
To involve as many City of Richmond citizens as possible in unique cultural experiences.

**Mission/Mandate**

Staff	Number of Staff	Avg. Hours/Week
Full Time Employees	3	35
Part Time Employees	3	15
Volunteers (excluding board members)	50	.5
Board Members	4	10
# of Voting Members (excluding Board)	645	

**Professional Development Opportunities:** Yes

### Proposed Operating Budget

**REVENUES**

Earned	Amount
Admissions / Box Office / Sales	\$0.00
Cash Donations	\$0.00
Merchandise	\$0.00

### Financial Summary

Total Project Budget:	\$0.00
Requested Grant Amount:	\$5,000.00
(Up To a max. of 30% of annual operating budget, to a maximum request of \$10,000)	

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**b. Print Application**

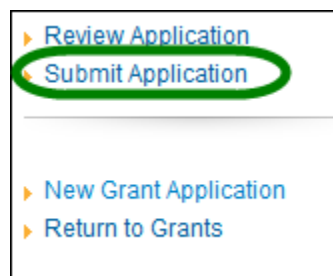
You can print your application at any time by using the print button at the bottom of the page.



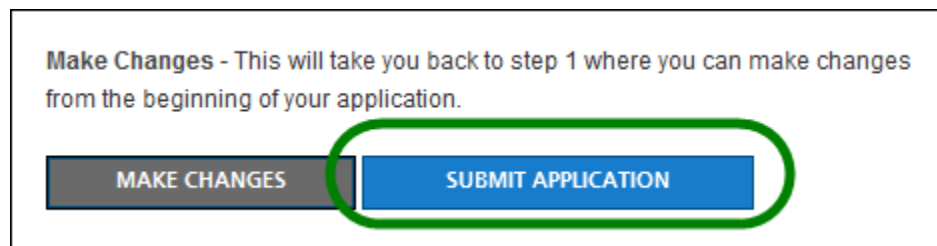
**c. Submit Application**

If you are satisfied with your answers and are ready to submit the application, there are two ways to do this.

On the right menu, you may click Submit Application:



Or, at the bottom of the Review Application page, click the button that says Submit Application:



If you have not fully completed the application, the system will list the unfinished step(s) on the page.

See following. You may click on the link provided on the list to return to that specific section, review your answer and complete the application.

GRANT APPLICATION: ARTS & CULTURE OPERATING ASSISTANCE

## Grant Application Submission

Please review your application thoroughly and be sure that all sections have been filled out completely and accurately. If any required fields are left blank, your application cannot be submitted for review.

**You have not fully completed the application.**

Following is a list of steps that have not been completed. You must complete these steps before submitting your application. Please click on the links below to complete each unfinished step(s).

- [Step 4 -Community Partnerships](#)
- [Step 7 - Proposed Operating Budget](#)
- [Step 8 - Financial Summary](#)
- [Step 9 - Declarations](#)

#### ***d. Terms & Conditions***

If all answers are in order, the system will take you to the final step: “Terms & Conditions”.

Please read through the document carefully.

You must answer “Yes” at the bottom of the page before you can submit the application successfully.

Once it is submitted, the system will send you an email confirming your application.

**Since this is a competitive process, please note that once the application is submitted, you will no longer be able to make changes. Please review your application thoroughly before pressing Submit.**