

# Corporation of the City of New Westminster

## Arts and Culture Grant Program – Terms of Reference

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### Purpose:

The purpose of the Arts and Culture Grant Program is to identify and recommend to City Council, through the Arts and Culture Grant Committee, appropriate arts related community-based projects to receive funding on a yearly basis.

### Definitions:

“City” means the Corporation of the City of New Westminster.

“Arts” are defined in the City’s “Arts and Culture Policy” as:

**Visual Arts:** all visual representations of the community’s creativity, such as painting, drawing, sculpture, crafts, print making, graphics, fabric arts.

**Literary Arts:** the written record of the community’s creativity, including creative writing, poetry, prose.

**Performing Arts:** the public performance of the community’s creativity, including music, drama, dance, theatre, opera.

**Media Arts:** creative expression using all available forms of technology, including photography, publishing, TV, radio, film, video and audio recording, digital and computer graphic arts.

“Arts and Culture Grant Committee” refers to a committee appointed by the Mayor which recommends to Council appropriate arts related community-based projects to receive funding on a yearly basis from the Gaming Endowment Fund.

“Arts Council” refers to the Arts Council of New Westminster.

### Principles:

The Terms of Reference for projects to receive funding from the Arts and Culture Grant Program are based on the following principles:

- supporting the City’s Arts Strategy
- providing assistance to undertake projects and activities which would contribute to the artistic and cultural life of the City
- promoting access, awareness and excellence in the arts
- enhancing community partnerships to encourage the development of arts and culture in New Westminster

- facilitating a balance of opportunity for participation for residents and visitors as supporting partners
- encouraging sound management and financial stability by registered non-profit societies in support of the arts

### **Objectives:**

The Arts and Culture Grant Committee, through the Arts and Culture Program, recommends to City Council and staff, on a yearly basis, appropriate arts related community-based projects and initiatives to receive funding. These projects and initiatives would support the principles outlined in the City's Arts Strategy and meet these objectives:

- to ensure that arts organizations in the City have a unified approach to planning and programming
- to support initiatives that plan and provide for funding for arts organizations in the City
- to assist in ensuring that facilities are available for the creation, presentation and preservation of arts and cultural events within the City
- to assist in ensuring that a wide range of arts activities are available to all residents of the City
- to support the enhancement of the physical environment through public art
- to promote public awareness of and participation in the arts in New Westminster

### **Arts and Culture Grant Committee:**

The Arts and Culture Grant Committee shall be composed of three voting members appointed by the Mayor and one non-voting staff liaison person. The three voting members shall represent the broader interests of the community as opposed to a single discipline or organization.

Members shall be appointed by the Mayor for a two year term. In the event of a vacancy, the Mayor may appoint a person to fill the vacant position for the remainder of the term.

When appointing members the Mayor would consider the interests, skills and experience necessary to carry out the Terms of Reference of the Arts and Culture Grant Program. Although members may also be involved in specific arts and cultural organizations in the City, they should serve the broader interests of the entire community. All members shall serve without remuneration.

### **Meetings:**

The Mayor shall appoint a Chair from one of the three voting members. Regular meeting procedures of the City of New Westminster will apply to meetings of the Arts and Culture Grant Program Committee.

Grant allocations are made on recommendations to City Council.

### **Eligible Applicants:**

The Arts and Culture Grant Committee would consider applications from registered societies or community organizations who currently are members of the Arts Council of New Westminster or whose projects fall under the principles of the New Westminster Community Arts Strategy. These include arts programs, projects or special events. City committees and commissions would not be eligible for funding under the Arts Grant Program.

### **Eligible Projects:**

In order to be eligible for consideration for funding from the Arts and Culture Grant Program, the project must:

- contribute to the artistic life of the City
- show specific benefit to the City and its residents
- be completed within the year funding is approved
- be cost shared with the balance of funding coming from partnerships and fund raising activities undertaken by the applicant
- funding will be forwarded upon completion of the project upon receipt of acceptable verification of payment of expenses along with a brief report/evaluation
- acknowledgement of the City of New Westminster's financial support in the organization's literature/brochure/programme.

Examples of projects eligible for consideration:

- new or special programs, events or festivals
- workshops or seminars
- seed money for new initiatives
- specialized equipment/instruments
- costumes/uniforms
- public art

Projects and expenses NOT eligible for consideration would include:

- ongoing operating expenses
- music/performance rights
- travel
- direct grants to individual artists
- for-profit organizations
- projects based in other municipalities

## **City of New Westminster Arts and Culture Grant Program**

### **Application Deadline: September 30**

Submit completed applications to City Hall - Attn: Parks, Culture & Recreation Department

### **Eligible Applicants:**

- Registered arts societies or community organizations who currently are members of the Arts Council of New Westminster
- and/ or
- Registered arts societies or community organizations whose projects fall under the principles of the New Westminster Community Art Strategy.

### **Eligible Projects:**

- the project or activity must contribute to the artistic life of the City
- the project or activity must show specific benefit to the City and its residents
- the project or activity must be completed within the year funding is approved
- funding will be provided on a cost shared basis with the balance of funding coming from partnerships and fund raising activities undertaken by the applicant
- funding will be forwarded upon completion of the project upon receipt of acceptable verification of payment of expenses along with a brief report/evaluation
- acknowledgement of the City of New Westminster's financial support in the organization's literature/brochure/programme.

#### Examples of eligible projects

- new or special programs, events or festivals
- workshops or seminars
- seed money for new initiatives
- specialized equipment/instruments
- costumes/uniforms
- public art

#### Examples of projects that are NOT eligible

- ongoing operating expenses
- music/performance rights
- travel
- direct grants to individual artists
- for-profit organizations
- projects based in other municipalities

Revised: August 30, 2010