

**Granville Island Cultural Partner Program
2017/18 Application Form**

Deadline: Wednesday, February 22, 2017 at 4 pm

Please email completed application and forms to: jreceveu@cmhc.ca

1. Applicant

Organization Name:	
Society #:	
Event Name:	
Mailing address:	
Contact Person:	
Title:	
Telephone:	
E-mail:	
Fax:	

2. Program Category

- A. Year-Round Programming
- B. Annual Festival/Special Event
- C. Satellite Programming

3. Financial Summary *(from Revenue Budget)*

Last actual operating budget:	\$
Current operating budget:	\$
Last actual budget for Island activity <i>(if substantially different from operating)</i>	\$
Current budget for Island activity <i>(if substantially different from operating)</i>	\$
Fiscal year end <i>(mm/dd)</i> :	
2017-2018 Cultural Partner request:	\$

4. Previous Assistance from Granville Island Cultural Partner Program:

2014/15	\$
2015/16	\$
2016/17	\$

Other assistance: Please complete In-Kind Request included in this application.

5. Organization Summary

Summarize your organization's objectives and history of programming on Granville Island.

- Please include your Vision, Mission and Mandate.
- How long has your organization been programming on Granville Island?

6. Granville Island Activity

a) Summarize programming planned for Granville Island in 2017-2018. Identify venues (indoor/outdoor) and provide a schedule of events with dates and times. Attach any relevant support materials (e.g. calendar).

b) Describe your contribution to Granville Island's profile and recognition as a cultural centre. Please include the following information:

- Print/broadcast media: how do you feature Granville Island in your marketing campaigns?
- Website profile: how do you feature Granville Island in your website and/or social marketing activities?
Unpaid media: to the best of your organization's ability, please summarize the media coverage you receive, and if possible, an estimate of the value of the coverage.

c) What qualities and distinctive features of your programming will contribute to your audience's experience and to Granville Island's reputation as a centre of excellent and diverse cultural activity?

Please describe:

- the reputation of your artists;
- the quality of audience experience based on feedback and repeat visits;
- unique features of your programming including culturally diverse performers, new creation or innovation, or unusual formats.

d) Describe your organization's involvement with and contribution to CMHC-Granville Island and the Granville Island community, including accessible programming, any partnerships or relationships with other organizations and the economic benefits of your activity to the Island.

e) Provide as much information as you can about the audiences your Island event(s) attract, including age, gender, local or tourist, (BC, Canada, International), cultural background, income and consumer spending habits. Attach any relevant support material.

Please include the following information:

- How does your audience overlap with Granville Island's key target markets: local shoppers, families, and out-of-town visitors?
- If you have conducted audience research within the last three years, please include the results.

f) How would you assess the implementation of your event(s) on Granville Island last year in terms of your objectives and operational challenges?

7. Financial Summary

Please provide budget information **relating to your activities on Granville Island, as well as a copy of your current overall operating budget.** Organizations whose events are primarily on the Island should provide their operating budget information in the table below, and do not need to attach it separately. All applicants should also submit their latest audited financial statement and a detailed breakdown of in-kind contributions. *Please use gross budget figures.*

Enter fiscal year end: _____

If any amounts are unavailable, please specify this in the table with "n/a".

Revenues	Last Actual Budget /20__		Current Budget /20__		Projected Budget /20__	
	Cash Only	In-kind	Cash Only	In-kind	Cash Only	In-kind
Fundraising						
Individual donations						
Corporate donations						
Corporate sponsorships						
Foundations						
Endowment income						
Gaming events						
Other (specify)						
Subtotal						
Total Fundraising Revenue						
Earned						
Subscriptions/tickets						
Concessions/sales						
Advertising income						
Facility Rentals						
Other (specify)						
Other (specify)						
Total Earned Revenue						

continued...

7. Financial Summary cont.

Government Grants	Cash Only	In-kind	Cash Only	In-kind	Cash Only	In-kind
City of Vancouver						
Province of BC						
Canada Council						
Government of Canada (specify)						
Other (specify)						
Total Government Grants						
CMHC-Granville Island						
Total CMHC-Granville Island						
Total Revenues						
Expenditures	Last Actual Budget _____ /20__		Current Budget _____ /20__		Projected Budget _____ /20__	
Administrative expenses						
Administrative salaries						
Artist fees/salaries						
Production/technical fees						
Other production expenses						
Facility expenses including rent						
Marketing/publicity						
Other (attach and specify)						
Total Expenditures						
Current Surplus (Deficit)						
Accumulated Surplus (Deficit)						

In-Kind Requests Form

CMHC Granville Island offers benefits, **without charge**, to Cultural Partners including advertising space, parking passes, venues and other resources. In order to request in-kind support, please submit this form including all of your requests with your Cultural Partners Application. If you are requesting venues, please include how they will be used in the Programming section of your application. **Please confirm all requests with the Coordinator of Cultural Programming 6 weeks prior to your event** and include the value of these benefits in the In-Kind Revenue and Expenses section of your next Cultural Partner application.

Administration

		Duration (days)	Total
Event Permit (for use of public spaces)	\$500 (one-time fee)	n/a	
Maintenance Services*	\$325 per day (or portion of day)		

**Includes services such as tent placement, sign placement, equipment use, parking arrangements, etc. Please provide estimated days if applicable.*

Marketing

Media	Value	Quantity	Duration (weeks)
Transit Shelter Posters	\$525/week for 2		
+ Installation	\$300 per event		-
Bridge Banners	\$1,850/week		
+ Installation	\$300 per event		-
Street Pole Banners	\$800/week for 20 sets		
+ Installation	\$300 per event		-

- Display durations are generally 2 weeks for transit posters and a maximum of 3 weeks for bridge banners, however neither duration nor location are guaranteed. If no other advertising space installations are scheduled at the same time, posters and banners will remain up for as long as possible or until the event is over.
- Should your organization require posters and/or banners for numerous events over the year, please indicate the total number requested under 'Quantity' and total length of time under 'Duration'. (For example, theatre companies advertising a play in March and a play in September with a single bridge banner for each production should put '2' under 'Quantity' and '6' under 'Duration'. Same concept applies to one-off events.) Maximum number of posters per event is two, though we cannot always accommodate more than one.
- Please note that you need to submit the appropriate forms including design images with this application in order for banners and posters to be approved and scheduled. Assignment is on a first-come, first-served basis.

Forms can be found at the bottom of our website under **Administrative Forms** or via the following links:

Transit Posters: http://granvilleisland.com/sites/default/files/page_attachment/gitransit_app2016oct19.pdf
 Bridge Banners: http://granvilleisland.com/sites/default/files/page_attachment/gibanner_app2016oct19.pdf

Parking

Some Cultural Partners require temporary event parking spaces and passes in order to facilitate their festivals and/or productions. We will accommodate a limited number of spaces and passes if required and encourage alternate transportation when possible to allow parking spaces for our patrons and visitors.

Type	Value	Location	Quantity	Start Date	End Date
Parking passes	\$149/ Calendar Month	N/A			
Spaces for vehicles	\$15/day				
Spaces for events	\$15/day				

Please attach a map if needed to specify exact parking spaces requested.

Venues

VENUE	Value	Start Date	End Date
Ocean Artworks	\$100/day		
Railspur Alley Park	\$175/day		
Ron Basford Park	\$175/day		
Picnic Pavilion	\$175/day		
Walls on Picnic Pavilion	\$1,000/event		
Public Market Courtyard	\$500/day		
Triangle Square	\$500/day		
Island Plaza	\$250/day		
Festival House Common Area	\$400/day		
Events Green Room	\$350/day		

Please confirm availability of venues with Granville Island Cultural Society and, if rental dates are available, submit an event application to CMHC Granville Island.

Tents

ITEM	Value	Quantity	Start Date	End Date
20x20 Tent	\$700/week			
10x20 Tent	\$300/week			
10x10 Tent	\$300/week			

Other In-Kind

ITEM	Value	Quantity	Start Date	End Date
20x20 Stage	\$250/event			
Risers	\$250/event			
Tables	\$100/event			
Chairs	\$100/event			
Compost Totes	\$7/tip (daily)			
Garbage Totes	\$7/tip (daily)			
Recycling Totes	\$7/tip (daily)			
Sign Posts	\$100/event			
Temporary Power	Varies			
Docks	\$50/day moorage			
Storage	Varies			

8. Attachment Checklist

Please check to ensure that your application includes the following:

- Cover letter
- Certificate of Incorporation (new applicants to the program only)
- Vision, mission and mandate (see question 5)
- List of Board of Directors
- Current operating budget (see question 7)
- Last audited statement

I certify that to the best of my knowledge the information in this application is accurate and endorsed by the organization I represent.

Name/title of person completing form	
Signature	
Date	
Name of Board Member	
Signature	
Date	