

## How to Apply



- 1 Applicants **MUST** discuss eligibility with a funding representative prior to making an application. (see *Contact Us*)  
This will save you time and assist in making your case effectively.
- 2 Obtain an application form from a funding representative.
- 3 Submit 7 copies of the completed application and necessary attachments, postmarked by the deadline date to:

## ArtSPoD

1200 – 555 W. Hastings Street  
Box 12132, Harbour Centre  
Vancouver, BC  
V6B 4N6

Please note that we cannot  
accept faxed, e-mailed, late, or  
incomplete applications.

For more information,  
visit our website at  
[www.artspod.ca](http://www.artspod.ca)

## Contact Us

Contact one of the following funding representatives to discuss your proposed application.

All Areas of BC (including Vancouver & Capital Regional District)

British Columbia Arts Council  
Tel: 250-356-1718  
Fax: 250-387-4099  
E-mail: [bcartsCouncil@gems2.bc.ca](mailto:bcartsCouncil@gems2.bc.ca)

Valerie Hunter, Vancouver Foundation  
Tel: 604-688-2204  
Fax: 604-688-4170  
E-mail: [valerie@vancouverfoundation.bc.ca](mailto:valerie@vancouverfoundation.bc.ca)

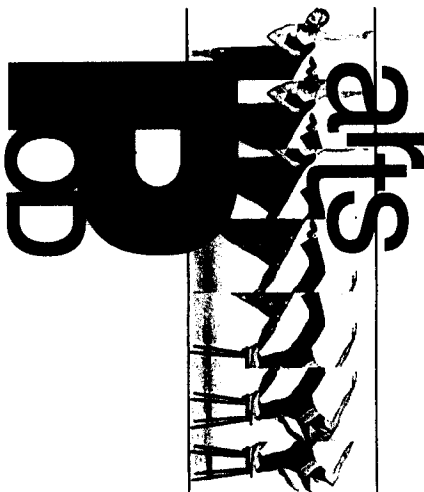
Vancouver Only  
Lorenz von Fersen, Office of Cultural Affairs  
City of Vancouver  
Tel: 604-871-6005  
Fax: 604-871-6048  
E-mail: [lorenz\\_von\\_fersen@city.vancouver.bc.ca](mailto:lorenz_von_fersen@city.vancouver.bc.ca)

Capital Regional District (Vancouver Island) Only  
James Lam, Arts Development Office  
Tel: 250-360-3205  
Fax: 250-360-3023  
E-mail: [jlam@crd.bc.ca](mailto:jlam@crd.bc.ca)

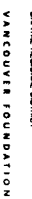
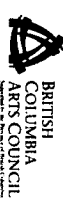
## 2003-04 Application Deadlines

September 19, 2003  
March 5, 2004

Please note that applications must be  
post-marked by the deadline date.



Arts Partners in  
Organizational  
Development



# ARTSPOD

HELPING TO BUILD  
A STRONG FUTURE FOR  
ARTS AND HERITAGE  
ORGANIZATIONS



- Program Goals**
- To assist arts and heritage organizations in BC to achieve long-term sustainability by:
- Strengthening management and governance practices
  - Assessing strategic needs
  - Increasing planning capacity and building planning info ongoing operations
  - Improving operations
  - Meeting the challenges of a changing environment

# ARTSPOD COMPONENTS

## ARTSPOD Funding



**A Problem Definition**

Provides assistance to organizations requiring independent expertise to define or address critical, time-sensitive issues. Offered on a limited basis, this component provides support to engage a consultant for up to two days. The project must be completed within 60 days of application.



**C Planning**

For organizations that have completed the ArtsPOD *Organizational Assessment Guide* or a strategic plan, using an outside consultant, within the last three years. This component provides funding for a consultant to assist with further development in the priority areas of:

- B Organizational Assessment**
- Helps organizations examine their current situation, assess key planning and development issues, and identify priority actions in their strategic development. This component includes:
- Up to three days with a consultant knowledgeable in the arts or heritage sectors.
  - Facilitated completion of ArtsPOD's *Organizational Assessment Guide* by staff and volunteers.
  - Team review of planning goals and current documents, that focuses on areas of strategic concern and identifies next steps.

- Strategic or business planning
  - Marketing
  - Fundraising/development strategies
  - Cultural diversity
  - Board regeneration
  - Human resources planning
- Grant amounts vary depending on the proposal, up to a maximum of \$10,000.
- Reporting**
- All ArtsPOD grant recipients are required to submit an evaluation report, and to provide a copy of the *Organizational Assessment* or other report generated by the planning process.

- ArtsPOD provides grants to engage planning consultants for short-term organizational development assistance.
- Funding covers only the consultant's professional fee and travel costs for out-of-town consultants.**
- Approved "B" grants are reimbursed after the organization has paid the consultant and upon receipt of the paid invoice.
- Eligibility**
- Funding is available to arts and heritage organizations incorporated as nonprofit societies in the province of British Columbia.
- Organizations must have been in existence for at least two years.
- Funding is NOT available for:**
- Planning initiatives already receiving support from the Vancouver Arts Stabilization Team, the Strategic Initiatives Program of the BC Arts Council, or the Capacity-Building Program of Canadian Heritage.
  - Implementation of plans (as opposed to plan development)
  - Ongoing operational costs
  - Board retreats
  - Mentoring individual artists
  - Retroactive projects