

## CULTURAL GRANTS PROGRAM INFORMATION GUIDE - OPERATING - 2012

**Deadline: November 18, 2011 at 4:30pm**

This guide is updated annually to provide current information on the Cultural Grants program and application process. Please read this guide first before you make an application.

If this is your first time making an application to the City of Vancouver for Operating assistance or if you require further assistance, we encourage you to speak to or meet with a staff member of Cultural Services to ensure that your proposal is eligible and to assist you with the application process.

Tel: 604.829.2007  
Hours: Monday - Friday 8:30am - 4:30pm  
Email: [culture@vancouver.ca](mailto:culture@vancouver.ca)

This and other information on all of our programs and services are available on our website:

<http://vancouver.ca/culture>

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## CULTURE PLAN FOR VANCOUVER

The Culture Plan 2008 - 2018 was adopted by City Council in June of 2008. The Plan outlines the City's vision, goals and priorities for culture in Vancouver.

### VISION

The City of Vancouver, through Cultural Services, aims to develop, enliven, enhance and promote arts, culture and cultural diversity in the City in ways that benefit its citizens, creative community, cultural entrepreneurs, business sector and visitors.

### STRATEGIC PRIORITIES

- Innovation
- Connecting People, Ideas and Community
- Learning
- Neighbourhoods
- Valued and Valuable

## CULTURAL SERVICES

Cultural Services is a department of the City of Vancouver within the Community Services Group. The department delivers cultural programs and services on behalf of the City in support of the City's cultural goals, as follows:

**Policy Development** - staff work with other civic departments, City Council and the community to ensure cultural priorities are embedded in civic policy wherever possible.

**Public Art** - delivers programs to incorporate contemporary art practices into city planning and development. The program commissions artists to create work to be placed in civic buildings, greenways, parks and other City-owned public places and private locations.

**Facilities** - staff work to develop and sustain cultural infrastructure through City-owned or leased land and buildings, live/work studio spaces, access to venues through community use agreements, a cultural infrastructure grant program, capacity building workshops and development of new space through zoning incentives with a density bonus program.

**Grants, Awards & Support Programs** - Cultural Grants program includes Operating, Project, Theatre Rental and Community and Neighbourhood Arts Development; Arts Awards program includes the Mayor's Arts Awards, Poet Laureate, Artist Live/Work Studios and the Vancouver Book Award; Support Programs include advertising through Transit Shelters and Video Screens.

**Vancouver Civic Theatres** - the City owns three major performing arts venues: Vancouver Playhouse, Queen Elizabeth Theatre and the Orpheum which are home to the city's principal non-profit performing arts organizations and available to other arts and cultural groups to rent.

**Special Projects** - Staff provides project management oversight for projects such as the long-term development of Hastings Park/PNE as a major urban park.

For more information please visit: <http://vancouver.ca/culture>

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## PROGRAM OBJECTIVES and DESCRIPTION

The program supports the development, creation and production of artistic and cultural activity including literary, visual, media, dance, theatre, music, multi-disciplinary, inter-disciplinary, Aboriginal, and community-based arts, reflecting different historic cultural traditions as well contemporary art forms and practises. The program provides ongoing support for established arts organizations.

### Eligibility Criteria

- Organizations must be registered as a non-profit society with the Corporate Registry at the Province of British Columbia, and have been established legally and in operation for at least 2 years prior to the application deadline.
- Organizations must be located in Vancouver, be well established, and have a history of providing ongoing quality programming and services that are open to the public and publicized city-wide.
- Organizations must have recently received, successfully completed, and reported out on at least two Cultural Services Project grants.
- All principal professional artists must be compensated for their participation commensurate with industry standards. For more information on these standards, please refer to the following organizations:
  - American Federation of Musicians: [www.afm.org](http://www.afm.org)
  - Canadian Actors Equity Association: [www.caea.com](http://www.caea.com)
  - Canadian League of Composers: [www.clc-lcc.ca](http://www.clc-lcc.ca)
  - Canadian Alliance of Dance Artists: [www.cadadance.org](http://www.cadadance.org)
  - Professional Writers Association of Canada: [www.pwac.ca](http://www.pwac.ca)
  - Canadian Artists Representation/Le front des artistes canadiens/CARFAC: [www.carfac.ca](http://www.carfac.ca)
- Applicants must have paid professional administration and artistic leadership.
- Applicants must have other revenue sources for their activity which may include self-generated revenue (ticket sales, concession, memberships), funding from other levels of government (provincial, federal) and private sector support (fundraising, foundations, sponsorship, cash and in-kind donations).
- Applicants must provide independently prepared financial statements for the most recently completed fiscal year. This may include a Review Engagement or an Audit.
- Applicants must demonstrate a real need for public sector assistance from the City of Vancouver.
- Only one Operating application per organization can be considered per year.

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## Examples of Eligible Activity

- The development, creation and production of work which reflects cultural traditions or contemporary artistic practices which will ideally result in some form of dissemination or presentation to a broad public audience. Public dissemination may include exhibitions, performances, publications, presentations, video, film, new media, radio, or web-based initiatives (not the development of organizational/program websites).
- Collaborative and creative initiatives between professional artists and community members that will result in some form of public presentation and which clearly express community interests and issues and demonstrate a strong collaborative process.
- Service Organizations: the delivery of services and resources (research, information, professional development, administrative services, audience development, umbrella marketing) to Vancouver-based professional artists and/or non-profit arts and cultural organizations. Please see Specific Eligibility Criteria for Service Organizations appended to this guide.
- Arts and Cultural Facilities: the provision of facilities for professional artists and arts and cultural organizations zoned for public assembly and equipped with professional services (box office, technical support, mentoring opportunities), along with a series of curated and presented arts and cultural programming. Please see Specific Eligibility Criteria for Facilities appended to this guide.
- Theatre Rental: for access to Vancouver's Civic Theatres, this provides assistance to off-set rental costs for established organizations who are regular or occasional users of the Civic Theatres. A separate Booking Request Form is required and will be provided for applicants seeking assistance for theatre rental.
- The production of arts and cultural Conferences that offer significant learning and networking opportunities for artists, arts and cultural organizations and the general public.

In addition to the above activities, Operating organizations may also request assistance for the following opportunities for individual artists:

- Artistic Residencies that facilitate learning, development and cultural exchange between professional artists and qualified Host organizations. See Artistic Residencies appended to this guide.
- Artistic or Administrative Mentorships that facilitate learning opportunities for professional artists and administrators wishing to gain experiential training with qualified professionals. See Mentorships appended to this guide.

*\*\*Please note, for those making special request for a publication, audio recording, film/media/new media project or a conference, please incorporate this into your overall proposal and refer to Support Material for Specific Requests (where applicable) on page 4 of the application form.*

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## Ineligible Organizations or Activity

- Organizations which do not meet eligibility criteria and requirements
- Proposals which are not artistic or cultural
- Other City of Vancouver departments or branches
- Social Service, Religious, Sports organizations, or Clubs
- Core training, in-class or curriculum-based training
- Bursaries or scholarships
- Contests or competitions
- Fundraisers
- Deficits
- Activity outside of Vancouver
- Activity which has started prior to the application deadline
- Capital projects

## Assessment Criteria

There are three key areas of evaluation which are weighted equally: artistic merit, capacity and impact. The organization's recent activities as well as proposed activities are taken into consideration when assessing the application.

### Artistic Merit

- Quality of the organization's creation, production, presentation, dissemination and service activities (strength of the creative intention, effectiveness of how it is put into practice, degree to which it enhances or develops an art form, practice, process or service, and impact on the creative personnel involved).
- Clear articulation of mandate/vision and degree to which the proposal supports the mandate/vision.
- Distinctiveness of the society's activities in relation to comparable activities in Vancouver; degree to which the society provides innovative, creative and learning opportunities for artists, arts organizations and the public.

### Capacity

- Evidence of competent administration, Board governance, and organizational structure in place to support the goals and objectives of the society.
- Evidence of financial stability and accountability as demonstrated through prior financial performance, achievable and balanced budgets, and sound financial structures, practices and planning.
- Evidence of planning in place to support the proposal and/or ongoing organizational capacity (as per realistic schedules, timelines, planning practices).

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## Impact

- Level of public access to the work, activities or services by all members of Vancouver's diverse<sup>1</sup> communities.
- Level of engagement with other arts organizations, artists and community groups from all of Vancouver's diverse communities.
- Evidence of promotional, marketing, distribution, and outreach strategies in place to encourage wide public participation, awareness and engagement.
- Demonstrated support from the community as demonstrated through partnerships, collaborations, sponsorships, in-kind support, projected audience figures and/or levels of participation, and volunteers.

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<sup>1</sup>Diversity is defined as ethnicity, gender, age, ability, sexual orientation, socio-economic status, religious beliefs and other forms of self-identification, for the purposes of this program.

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## APPLICATION PROCESS

### Application Forms and Assistance

Applicants are encouraged to read through the Information Guide first to obtain a general understanding of the program and requirements of the application process. Applicants may also contact staff at Cultural Services in advance of the grant deadline to discuss any questions they may have or update staff on any new information about the organization which may be pertinent to the request. Organizations who received an Operating grant from the City in the previous fiscal year are sent application forms and guidelines automatically.

Applicants may contact any Cultural Planner at Cultural Services; however staff have certain areas of knowledge and expertise which may be helpful in preparing the application.

- Douglas (Doug) Durand  
Dance, Community Arts, Theatre Rental  
604.871.6007  
[douglas.durand@vancouver.ca](mailto:douglas.durand@vancouver.ca)
- Karen Hasselfelt  
Visual Arts (including major exhibiting institutions), Music  
604.871.6045  
[karen.hasselfelt@vancouver.ca](mailto:karen.hasselfelt@vancouver.ca)
- Cherryl Masters  
Visual Arts, Media Arts, Festivals, Community Arts, Theatre Rental  
604.871.6498  
[cherryl.masters@vancouver.ca](mailto:cherryl.masters@vancouver.ca)
- Marnie Rice  
Theatre, Literary Arts, Festivals  
604.871.6634  
[marnie.rice@vancouver.ca](mailto:marnie.rice@vancouver.ca)

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## Assessment

Cultural Services uses a blended assessment approach whereby members of the arts and cultural community (peers) are nominated to participate in the assessment process along with a Cultural Planner from Cultural Services. This approach has been successful in that it allows for practicing artists and administrators to contribute their current and historical knowledge of a particular sector/form, while allowing staff to impart a funding history and a thorough financial and organizational analysis of the applicant and overall knowledge of the sector.

### Assessment Committee Peer Review

A call for nominations is made on an ongoing basis and qualified members of the arts and cultural community are invited to be part of the Assessment Committee. Assessment Committees are often formed around the disciplines of Dance, Visual/Media Arts and Museums, Theatre, Music, Festivals and Special Events, Literary Arts. The Assessment Committee peer members receive copies of all eligible applications well in advance of the meetings and will assess the application based on the specific assessment criteria.

Members of the arts and cultural community are highly encouraged to participate in the assessment process. To nominate yourself or another qualified peer in the community please refer to the Assessment Committee Policy and Nomination Form online at <http://vancouver.ca/culture>.

### Cultural Planner Review

Cultural Planners undertake a preliminary check to ensure a) the proposal meets eligibility criteria and b) there is no missing or unclear information. The Planner will contact the applicant if there is any missing or unclear information and/or to discuss the application further. The applicant is given a deadline to submit any requested revised or missing information. This deadline will be strictly adhered to. The Planner will assess the application based on the specific assessment criteria.

### Assessment Committee Meetings

Cultural Planners and Peer Assessment Committee members meet by discipline to discuss the merits of the proposal and their individual recommendations. The goal of these meetings is to hear all perspectives, collectively assess the applications and arrive at a consensus around the Committee's recommendations. Once the meetings are completed, Cultural Planners compile the recommendations from all the Assessment Committee meetings and finalize numbers according to a global budget.

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## Recommendations and Report to City Council

A report on the Assessment Committee recommendations is written by staff and submitted to City Council for consideration and approval. At the same time, applicants will receive a “Recommendation Letter” from Cultural Services, with the recommendation and amount along with comments from the Assessment Committee. Information on the Request for Reconsideration process is also provided. The report is made public on the City’s website shortly before the Council meeting date. Names of the Assessment Committee members are also made public in this report.

To find reports online go to:

- <http://vancouver.ca>
- Under City Hall, click on “Council Meetings”
- Under Meeting Agendas and Reports, click on “Upcoming Meetings”
- Find the appropriate Regular Council or City Services and Budgets meeting date and click on “Agenda and Minutes”
- Scroll down to locate the appropriate Administrative Report - often called 20XX *Cultural Grants Allocations*

## Request for Reconsideration

For applicants who do not agree with the Assessment Committee’s recommendation to Council, there are two options:

1. Informal request for clarification - an applicant may contact staff to obtain further information on the assessment process (e.g. evaluation criteria, additional comments, overall budget).
2. Formal Request for Reconsideration - if still in disagreement with the recommendation and the Applicant meets specific criteria, they can make a formal submission. This is reviewed by the Manager of Grants, Awards and Support Programs, who will make a final recommendation and submission to City Council for their consideration.

For specific details on the Request for Reconsideration policy and process, please visit <http://vancouver.ca/culture>.

## Results

Once Council approves the report, notification letters are sent to all applicants indicating the result. Successful applicants will receive payment, by separate post, usually within three weeks of the Council meeting date. This entire application process as outlined above takes approximately five months from application deadline to receipt of the grant cheque or direct deposit.

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## CONDITIONS OF ASSISTANCE

Please note that if your organization receives an Operating 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 its application, Cultural 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 to be returned to the City.
- The City of Vancouver requires cultural 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. Grant recipients can contact Klodyne Rodney by email; [klodyne.rodney@vancouver.ca](mailto:klodyne.rodney@vancouver.ca) or by phone at 604.871.6228 to receive the City's logo electronically.
- Receipt of a grant does not guarantee funding in the following fiscal year.

## CONFIDENTIALITY

All documents submitted by Applicants to the City become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained therein except to the extent necessary to communicate information to staff and peer assessment committee members for the purposes 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.

## CONTACT INFORMATION

Cultural Services, City of Vancouver  
Woodward's Heritage Building  
#501 - 111 West Hastings Street  
Vancouver, BC V6B 1H4

T / 604.829.2007  
F / 604.871.6005  
Email / [culture@vancouver.ca](mailto:culture@vancouver.ca)  
Web / <http://vancouver.ca/culture>

## Specific Eligibility Criteria - Facilities and Service Organizations

Specific guidelines apply to Facilities and Service Organizations in addition to the general eligibility criteria.

### Facilities

Professionally-equipped facilities zoned for public assembly and managed by independent, non-profit arts and cultural organizations may qualify for funding. Clubs, schools, churches and community centres are ineligible. To qualify, a facility must:

- Provide a professional level of facility services (e.g., box office, technical).
- Provide a balance of curated arts programming and presentations that involve multiple users, not just one or two resident companies.
- Provide equitable rental access to Vancouver's artists and arts organizations at reasonable rates.
- Primarily serve professional artists and arts and cultural organizations.
- Engage in ongoing umbrella marketing.

### Service Organizations

Organizations whose primary objective is to support the development of one or more art forms through a range of services to professional artists and/or non-profit arts organizations may qualify for assistance. Guilds, trade unions, and professional associations are not eligible. To qualify, an organization must:

- Have designated administrative staff and a high standard of professionalism in its operations.
- Have a membership that is broadly representative of its mandate which includes artists and/or non-profit organizations based in Vancouver.
- Consistently provide a range of services and resources for members, including a number of the following:
  - research;
  - information;
  - professional development;
  - administrative services;
  - audience development; and
  - marketing.

## Artistic Residency

To facilitate learning, development and cultural exchange opportunities between professional artists and qualified Host organizations.

- Residency candidates must be Vancouver-based professional artists. The City's definition of a professional artist is one that has:
  - completed basic training (university or college graduation or the equivalent in specialized training, such as two or three years of self-directed study or apprenticeships)
  - is recognized as such by peers
  - is committed to devoting time to artistic activity, if financially feasible
- Applications may be made by a non-profit organization to either:
  - host a residency, or
  - sponsor a Vancouver-based artist to be hosted by another organization (which may or may not be a non-profit but where the residency supports the program objectives and the Artist's residency objectives).
- Applicants may apply to host consecutive residencies; however, priority will be given to new applicants each year. An applicant may sponsor more than one artist at a time.
- The residency period shall be a minimum of one month up to a maximum of twelve months.
- Applicants must be able to demonstrate the capacity to host or sponsor a residency and must meet the General Eligibility Criteria.
- There must be clear artistic development objectives for both the artist and Host organization.
- The residency should provide opportunities for development and creation of the artist's work and if possible, some form of presentation of the artist's work either in progress or at completion.
- There should be some public engagement component of the work during the residency which would offer learning opportunities for the artist, staff, the arts and cultural community and the general public.
- The residency and work created therein, must be in addition to the regular activities of the Host organization.
- The grant is applicable to artist fees, materials, presentation costs and administration costs born by the Host organization.

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A Residency Proposal should be included, addressing the points below:

*Up to 10 pages max., 8½ x 11, min. 11 pt font*

- Artist's Letter of Intent demonstrating the residency objectives and how it will further the development of the artist or artistic practice
- Organization's Letter of Intent indicating the residency objectives
- A work plan (including timelines, activities, milestone dates)
- The Artist's CV or resumé
- Financial obligations of both parties
- How the project will be evaluated
- A contingency plan (addressing potential changes, conflict or non-compliance)
- Signatures of all parties involved agreeing to the terms
- Separate budget of revenues and expenses for the Artistic Residency

## Mentorship

To facilitate learning opportunities for professional artists and administrators wishing to gain experiential training with qualified professionals.

- Mentorship candidates must be Vancouver-based professionals. The City's definition of a professional artist and administrator is one that has:
  - completed basic training (university or college graduation or the equivalent in specialized training, such as two or three years of self-directed study or apprenticeships)
  - is recognized as such by peers
  - is committed to devoting time to artistic activity, if financially feasible
- Applications may be made by a non-profit organization to either:
  - host a mentorship, or
  - sponsor a Vancouver-based individual to be mentored by another organization (which may or may not be a non-profit but where the mentorship supports the program objectives and the mentorship objectives).
- Applicants may request assistance to host consecutive mentorships; however, priority will be given to new applicants. An organization may sponsor more than one individual at a time.
- Applicants must be able to demonstrate the capacity to host or sponsor a mentorship and provide the necessary training, and must meet the General Eligibility Criteria.
- The mentorship period shall be a minimum of one month up to a maximum of twelve months.
- The grant is applicable to artist/administrator fees, materials, and training costs of the Host organization.

A Mentorship Proposal should be included, addressing the points below:

*Up to 10 pages max., 8½ x 11, min. 11 pt font*

- Mentee's Letter of Intent demonstrating the need for the mentorship and how it will develop the mentee's area of work
- Mentee's CV or resumé
- A work plan addressing the mentorship objectives (including timelines, specific types of training, tasks, mentors)
- Financial obligations of both parties
- How the project will be evaluated
- A contingency plan (addressing potential changes, conflict or non-compliance)
- Signatures of all parties involved agreeing to the terms
- Separate budget of revenues and expenses for the Mentorship proposal