

CULTURAL GRANTS PROGRAM INFORMATION GUIDE - PROJECTS - 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, 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.

Telephone: 604.829.2007
Hours: Monday - Friday 8:30am - 4:30pm
Email: 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 the development of new space through zoning incentives with a density bonus program.

Grants, Awards & Support Programs - the 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 and operates 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.

Special Projects - Staff provides project management oversight for projects such as the long-term development of Hastings Park/PNE as a major urban park. The plan will consider the comprehensive use of green space, an annual summer fair, seasonal amusement activities and a mix of community and commercial activities within the Park and buildings.

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

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 grants to support one-time or time-limited project-based initiatives.

Eligibility Criteria

- Applicants 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 6 months at the time of the application deadline.
- Applicants should be located and must be active in Vancouver and provide programming and services that are accessible to citizens of Vancouver and publicized city-wide.
- All principal professional artists should 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
 - Canadian Actors Equity Association: www.caea.com
 - Canadian League of Composers: www.clc-lcc.ca
 - Canadian Alliance of Dance Artists: www.cadadance.org
 - Professional Writers Association of Canada: www.pwac.ca
 - Canadian Artists Representation/Le front des artistes canadiens/CARFAC: www.carfac.ca
- Applicants are strongly encouraged to have paid professional administration and artistic leadership.
- Applicants must have other revenue sources for their projects which may include self-generated revenue (admissions, concessions, fees), 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. These may include one of the following options: an un-audited Notice to Reader (with balance sheet and income statement), a Review Engagement or Audit.
- Applicants must demonstrate a real need for public sector assistance from the City of Vancouver.
- Applicants will have completed and reported out on all previous civic funded projects and activities through Cultural Services, in order to be eligible to apply.
- Only one project application per organization, per year can be considered. If you have multiple projects please contact a Cultural Planner to discuss this further.

Examples of Eligible Activity

- The development, creation and production of work which reflect 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, audio recordings 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.
- 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.
- 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.
- The production of arts and cultural Conferences that offer significant learning and networking opportunities for artists, arts and cultural organizations and the general public.

Please note: Artistic Residencies and Artistic/Administrative Mentorships are no longer available through the Project Grants program as a special request option. If you require further information, please contact staff.

Ineligible Organizations and Activity

- Organizations which do not meet eligibility criteria and requirements
- Projects where the central focus or theme is not artistic or cultural
- Other City of Vancouver departments or branches
- Social Service, Religious or 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

- Quality of the proposed project (strength of the creative intention and rationale, 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 the society's mandate/vision and degree to which the project and its objectives support the mandate/vision.
- Distinctiveness of the proposed project in relation to comparable projects in Vancouver; degree to which the project provides innovative, creative and learning opportunities for artists, arts organizations and the public.

Capacity

- Evidence of appropriate Board governance, administrative structure and personnel involved to support the particular objectives and outcomes of the project.
- Evidence of financial stability and accountability as demonstrated through prior financial performance, achievable and balanced budgets, and financial planning to support the project.
- Evidence of sound logistical planning in place to support the project (as demonstrated by realistic schedules, timelines, planning practices).

Impact

- Level of public access to the work, activities or services by all members of Vancouver's diverse 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 access, awareness, participation and engagement.
- Demonstrated support from the community through partnerships, collaborations, sponsorship support, in-kind support, projected audience figures and/or levels of participation, and volunteers.

APPLICATION PROCESS

Application Forms and Assistance

New applicants are encouraged to read through the Information Guide first to obtain a general understanding of the program and then contact staff at Cultural Services to discuss the proposal, confirm eligibility and request an application form. If eligible, staff will forward the appropriate application forms and guidelines electronically (or in hard copy format if requested).

Organizations who received a Project grant from the City in the previous fiscal year, and who have completed the project and submitted a Final Report, are sent application forms and guidelines automatically.

An applicant 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
- Karen Hasselfelt
Visual Arts (including major exhibiting institutions), Music
604.871.6045
karen.hasselfelt@vancouver.ca
- Cherryl Masters
Visual Arts, Media Arts, Festivals, Community Arts, Theatre Rental
604.871.6498
cherryl.masters@vancouver.ca
- Marnie Rice
Theatre, Literary Arts, Festivals
604.871.6634
marnie.rice@vancouver.ca

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 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 whole Committee's recommendations. Once the meetings are complete, Cultural Planners compile the recommendations from all the Assessment Committee meetings and finalize numbers according to a global budget.

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.

CONDITIONS OF ASSISTANCE

- Future applications will not be considered until previously funded projects through Cultural Services are complete and a Final Report has been submitted.
- Grant funds must be applied to current project expenses, not used to reduce or eliminate accumulated deficits. Projects 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 project 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 project 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 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

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Vancouver, BC V6B 1H4

T / 604.829.2007
F / 604.871.6005
Email / culture@vancouver.ca
Web / <http://vancouver.ca/culture>

Specific Eligibility Criteria for 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.