

Cultural Infrastructure Grant Program Guidelines

In 2008, the City of Vancouver Cultural Services completed a long range master plan for cultural spaces in Vancouver. The 2008 - 2023 Cultural Facilities Priorities Plan includes a number of strategies and tactics for improving the climate for cultural spaces creation and operation. One of the key strategies is the new Cultural Infrastructure Grant Program. This Program provides for support for cultural space planning, acquisition, renovation and development. Grants are made to Vancouver-based non profit cultural groups to undertake projects that strengthen their ability for space development and operation.

The maximum level of support from all City of Vancouver sources (including sources such as the Park Board) is 50% of total project cost. Vancouver-based, registered, non-profit cultural societies in good standing with the Province of British Columbia Registrar of Companies may apply. Societies must have been in existence delivering programs and services for a minimum of one fiscal year. Existing cultural space, as applicable, must be owned by the organization, or secured through a long term lease (minimum 10 years which may include renewable terms totalling 10 years).

Deadline: June 30, 2011, 4:30 pm
Award: September/October 2011 (pending date of City Council Approval)
Project Window: Projects cannot begin until after the date of City Council Approval and must be completed within three years of approval.

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Context

Cultural facilities (places and spaces) are essential to every community. They serve a community's residents, attract tourists, enhance the business environment and add to quality of life. Ensuring access to appropriate and affordable facilities in Vancouver's rapidly-developing real estate market requires a committed effort and strategic focus. To catalyze this effort, the 2008 - 2023 Cultural Facilities Priorities Plan proposes an enabling environment for developing and operating creative places and spaces in Vancouver.

As part of this plan, the Cultural Infrastructure Grant Program provides for: increased levels of support; a greater breadth in project eligibility; consistent assessment criteria to evaluate all requests for planning and capital funding; and a blended staff peer review adjudication process.

THE 2008 - 2023
CULTURAL FACILITIES
PRIORITIES PLAN PROVIDES
A STRATEGIC FRAMEWORK
FOR DEVELOPING AND
ANIMATING CREATIVE
PLACES AND SPACES IN
VANCOUVER.

Vision & Goals

The Cultural Infrastructure Grant Program is intended to enable arts and culture organizations to thoughtfully consider and plan for the creation of successful places and spaces and to produce sustainable, affordable facilities that support the work of Vancouver's arts and culture community. Non-profit arts and culture societies – in good standing with the Registrar of Companies of British Columbia – that are intending to plan for, purchase, construct, renovate or expand a cultural space can apply for funding in support of their facility project. Organizations must have existed and delivered programs and services for one full fiscal year and have demonstrated a strong record of cultural excellence.

The Cultural Infrastructure Grant Program encourages innovative and best practices, and the leveraging of strong collaborative partnerships with funders, developers, cultural groups, and other stakeholders in creative space development. For example, cultural facility projects may result in (but not be limited to):

- **Improved inventory:** protected and increased number of cultural creation, production, presentation, preservation, and living spaces;
- **Facility renewal and preservation:** improved quality and standards of existing cultural facilities and infrastructure;
- **Organization sustainability:** greater investment in community-owned/operated facilities;
- **Facility lifecycle planning:** enhanced long-term capital planning and facility reinvestment.

Project Categories

There are three categories of Cultural Infrastructure Grants:

A. Planning Projects

Planning projects for the development or acquisition of cultural facilities to a maximum of \$35,000. This includes pre-planning, needs assessment and feasibility studies, building program plans, master planning, and fundraising and capital campaign assessment.

B. Minor Capital Improvements

Building-based projects involving the purchase, construction, renovation, or expansion of a cultural facility to a maximum of \$35,000. This includes projects involving the purchase or installation of equipment that is integral to the existence of the facility. *(See notes regarding eligible equipment.)*

C. Major Capital Improvements

Building-based projects involving the purchase, construction, renovation, or expansion of a cultural facility over \$35,000 to a maximum of \$150,000. This includes projects involving the purchase or installation of equipment that is integral to the existence of the facility. *(See notes regarding eligible equipment.)*

TIP

POTENTIAL APPLICANTS MUST CONTACT A STAFF MEMBER TO DISCUSS THEIR PROJECT, WELL IN ADVANCE OF SUBMISSION. APPLICANTS WHO DO NOT CONSULT WITH STAFF PRIOR TO SUBMISSION WILL BE DEEMED INELIGIBLE.



THE PERFORMING ARTS LODGE (PAL)—INSIDE THE THEATRE

Eligibility Requirements

The Cultural Infrastructure Grant Program is administered through an annual open call for applications. All applicants must meet minimum eligibility requirements in order to have their application forwarded for adjudication.

Please read the eligibility requirements carefully.

Applicant Eligibility

At minimum, all applicants must:

- Be registered non-profit societies* that are Vancouver-based and have an independent, active governing body composed of volunteers (i.e. the Board of Directors). Voting members of the Board of Directors of a society receiving funds from the City of Vancouver may not concurrently hold a paid staff position with the society, and may not be paid for services to the society (excluding reimbursement for expenses). ** First Nations Band Councils interested in applying for an Infrastructure Grant should contact Cultural Services Staff to discuss eligibility.*
- Non-profit societies must be in good standing with the B.C. Registrar of Companies and have operated for at least one fiscal year prior to application.
- Provide cultural services to Vancouver residents without exclusion to anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability or income.
- Have a clear cultural focus in their vision and mandate that is reflected in the by-laws or other governance documents.
- Be able to demonstrate financial stability, sound administration and the organizational capacity necessary to carry out the project.
- Demonstrate a proven track record of public service and excellence in programming and cultural production.
- Demonstrate strong community ties and relationships.

Partnerships & Collaborations

The City of Vancouver encourages the creation of meaningful, intentional partnerships and collaborations to enable the development of sustainable, affordable cultural spaces and places.

Non-profit organizations

Non-profit cultural organizations applying in partnership or as a collaborative with other non-profits should designate one organization as the lead applicant. A detailed memorandum of understanding (MOU) or partnership agreement between the non-profit organizations with clearly defined roles, responsibilities and relationships must be provided with the application. Evidence must also be provided that the proposed project is vital to the activities and mandates of each partner organization, as well as the wider arts and culture community.

Private/Commercial Cultural Facilities

The City of Vancouver acknowledges the value of private/commercial cultural facilities and supports partnerships between private/commercial and non-profit organizations that result in meaningful, collaborative relationships that enhance and improve cultural practice, activity and spaces.

Applications submitted by non-profits on behalf of private/commercial entities working in the creative sector are eligible. However, a detailed memorandum of understanding (MOU) or partnership agreement between the non-profit organization and the private/commercial cultural entity, with clearly defined roles, responsibilities and relationships, must be provided. Evidence that the private/commercial facility is vital to the wider arts and culture community must also be provided.

Who Is Not Eligible?

- Non-profit organizations that are **not** based in Vancouver and whose primary purpose or activity is the provision of health care, educational, sport, recreational, or religious programs and services are **not** eligible. (Non-profit organizations providing social, child care, or other services are referred to the [City's Social Planning Department](#).)
- Organizations currently being considered or recently approved for a City cultural amenity space are **not** eligible. A period of twelve months' residency within the amenity space is required prior to application to the Cultural Infrastructure Program.

TIP

MULTI-PURPOSE SPACES (I.E. SPACES THAT ARE USED FOR MULTIPLE FUNCTIONS AND DISCIPLINES, INCLUDING CULTURAL) MUST DEMONSTRATE 50% OR GREATER USE FOR CULTURAL PURPOSES IN ORDER TO BE ELIGIBLE FOR THE CULTURAL INFRASTRUCTURE GRANT.

Project Eligibility

Cultural capital projects located in Vancouver that involve planning studies, or the purchase, construction, renovation, or expansion of a facility, are eligible to apply for a Cultural Infrastructure Grant. Proposed projects are evaluated on the applicant’s vision for the facility using a values-based assessment criteria. (See *Assessment Criteria* on page 9).

A. Planning Projects

Funds of up to \$35,000 are available for planning projects for the development or acquisition of cultural facilities. Grants may be used for overall plan development or specific components such as feasibility studies, demand or needs assessment, building program plans, master planning, short term consultancies, and fundraising or capital campaign assessment. Projects can be focused on pre-design (site selection, building systems assessment, operational/business model, needs assessment, master plan, etc.) or later planning stages (site massing and analysis, design concepts, engineering consultations, etc.). All proposals for planning projects **must** include a detailed terms of reference / scope of work and two comparative and competitive quotes from prospective consultants or contractor. If a consultant or contractor (architect, structural engineer, etc.) has been chosen prior to the grant application, an explanation and rationale for why and how they have been chosen must be included. Quotes and/or explanations must clearly list: itemized costs related to the scope of work; total cost of study; timeframe for study; expertise of consultants or contractors.

B. Minor Capital Improvement or Building-Based Projects

C. Major Capital Improvement or Building-Based Projects

There are two categories for Capital Improvement or Building-based projects support: up to \$35,000 (minor) and from \$35,001 up to \$150,000 (major). Funds are available to support the acquisition, renovation, expansion, and construction of cultural facilities. Improvements must be of a “built-in” or “permanent” nature and specific to the space. Examples include:

- Upgrades or improvements that extend the life of—or increase the capacity or quality of—an existing facility (accessibility improvements; electrical or plumbing upgrades for improved functionality, safety and comfort; sprung flooring; soundproofing; lighting grids; expansion of existing spaces; etc.).
- Purchase of a new facility for arts and culture use (down payment; costs associated with conversion of the facility to be purchased; independent valuation; closure costs; etc.).

TIP

PROJECT CATEGORIES & MAXIMUM GRANT AWARDS:

A. PLANNING PROJECTS UP TO \$35,000

B. MINOR CAPITAL PROJECTS UP TO \$35,000

C. MAJOR CAPITAL PROJECTS OVER \$35,000 TO A MAXIMUM OF \$150,000

BE SURE TO INCLUDE THE REQUIRED SUPPORT MATERIAL FOR YOUR PROJECT CATEGORY (SEE CHECKLIST).

TIP

QUOTES RELATED TO THE SCOPE OF WORK ARE REQUIRED WITH EACH APPLICATION. IF A CONSULTANT, CONTRACTOR, ARCHITECT, CONSTRUCTION TEAM ETC., HAS ALREADY BEEN CHOSEN APPLICANTS MUST PROVIDE AN EXPLANATION OF THE SELECTION PROCESS AND RATIONALE FOR THE SELECTED CONSULTANT.

All proposals for capital projects **must** include a detailed terms of reference or scope of work and **two** (for minor capital) or **three** (for major capital) comparative and competitive quotes from prospective consultants or contractors. If a consultant or contractor (architect, structural engineer, etc.) has been chosen prior to the grant application, an explanation and rationale for why and how they have been chosen must be included. Quotes and/or explanations must clearly list: itemized costs related to the scope of work; total cost of the project; timeframe for the project; expertise of consultants or contractors.

For capital improvements to existing facilities, the cultural space must be owned by, or on a long term (ten year minimum) lease to the non-profit. Organizations with multi-year, renewable leases that total a minimum of ten years are also eligible. Organizations with less than ten years remaining on their lease must provide a letter signed by both the tenant and the landlord indicating commitment and intent to renew the lease for the minimum period (ten years).

Facilities that are owned by cultural organizations have 10 years of continuous cultural use. Applicants are expected to maintain the facility for future cultural purposes for a period of not less than ten years.

Equipment that is essential to the operation of the facility and integral to the cultural space is eligible within the Cultural Infrastructure Program. Examples include: heating, ventilation, and air-conditioning systems; boiler systems; plumbing and electrical systems; lighting systems; etc.

What We Do Not Fund

- Equipment that is presentation or exhibition-related (individual lights, sound systems, projectors, etc.) or that is artifact-related (historical objects or antiquities, monuments, works of art, etc.)
- Furniture and other depreciable assets
- Projects that are considered to be regular or routine repair and maintenance or part of ongoing, day-to-day operations
- Any work that is already underway or completed
- Administrative costs **not** directly related to the project
- Operating expenses
- Deficit coverage or reduction, or start-up/seed money for new organizations
- Renovation or construction projects **not** located in Vancouver

TIP

ORGANIZATIONS SHOULD DEMONSTRATE INTENT TO USE THE FACILITY FOR CULTURAL PURPOSES FOR THE LONG TERM (MINIMUM OF TEN YEARS).

TIP

CONTINGENCIES ARE ELIGIBLE BUT MUST BE REALISTIC AND ACCOMPANIED BY A CLEAR EXPLANATION AND RATIONALE.

Assessment Process & Criteria

Assessment Process

Note that announcement of grant awards may take up to four months from the application deadline. Projects cannot begin before awards have been approved by City Council.

Completed applications are assessed through the following process:

1. Application Eligibility

Applications are checked by City staff for eligibility. Incomplete or ineligible applications will not be forwarded to the Assessment Committee.

2. Application Review

Eligible applications are forwarded to an Assessment Committee of City staff and cultural community peers for review. Peers are independent arts and culture and facility planning/design professionals in various disciplines and fields specifically engaged to assess Cultural Infrastructure Grant applications. Assessment Committee members change each year; their names remain confidential until grants are approved by City Council.

3. Funding Recommendations

Based on an evaluation of the applications, the Assessment Committee makes recommendations for project funding and grant amounts.

4. City Council

Assessment Committee recommendations are subject to approval by City Council and require eight affirmative votes by Council. Recommendations are presented to City Council by staff in the form of a report.

5. Notification

Each organization's jury recommendation will be sent to them, along with a notice of the City Council meeting at which the grants will be considered. Those applicants wishing to speak to the recommendations in the Council Report may contact the City Clerk's office. Following the City Council meeting, all applicants will be notified of City Council's decision. The report can be accessed through the City's website by going to the [Council meetings page](#).

TIP

THE CULTURAL SERVICES [SELF-ASSESSMENT CHECKLIST](#) HAS A SERIES OF QUESTIONS THAT ENABLE SELF-ASSESSMENT BY ORGANIZATIONS THINKING ABOUT OR PREPARING FOR CULTURAL FACILITY DEVELOPMENT. IT CAN BE FOUND ON THE CULTURAL SERVICES WEBSITE AT VANCOUVER.CA/COMMSVCS/CULTURAL/.

Request for Reconsideration

Under specific conditions, applicants may appeal the Assessment Committee recommendation to Council through a two-step process:

1. An applicant may contact Cultural Services staff for an informal request for clarification and to obtain further information on the assessment process (e.g. evaluation criteria, additional comments, ranking).
2. If still in disagreement with the recommendation, an applicant may make a formal request for reconsideration. The request must meet specific criteria and is then subject to a formal review. (see [Review Process](#))

Assessment Criteria

Cultural Infrastructure Grants are discretionary and will only be awarded to projects that meet high standards of quality and excellence in the provision of cultural services to the residents of Vancouver. The criteria used to evaluate infrastructure proposals were developed in collaboration with the arts and culture community in 2008 and serve as a tool for the City in the evaluation and prioritization of all infrastructure project funding. These criteria have been adapted into a [Self-Assessment Checklist](#) which may be used to assist organizations in developing capital projects as well as preparing for this grant.

The City of Vancouver is committed to an open and transparent assessment process. Eligible applications are assessed against six broad assessment criteria that are weighted and broken down into more detailed considerations. The Assessment Committee applies its expertise and judgement and the evidence presented in the application to assess the degree to which the projects meet or exceed the following criteria:

VISION, IMPACT & KEY GAPS (15%)

Vision: the proposed facility project is rooted in a strong organizational vision and a larger shared vision that contributes to Vancouver's cultural space ecology. The project should be consistent with the organization's mission and strategic plan.

Impact: The project addresses the City's Cultural Strategic Directions of Innovation; Learning; Connecting People Ideas and Communities; Neighbourhoods; Valued and Valuable. (see [2008-2018 Culture Plan](#))

Addressing Key Gaps: The project addresses one or more of the nine key gaps identified in the 2008-2023 Cultural Facilities Priorities Plan or presents a compelling rationale for a cultural space not listed here by way of demonstrated and substantiated need/demand.

- Development of live presentation facilities that address demand in the 400-seat to 600-seat range.
- Addressing the demand for high-quality, dedicated performance spaces under 250 seats to ensure ongoing incubation of emerging organizations.
- Strategic public space improvements to address outdoor festival demand.
- Improvements to existing performance spaces including enhancements to key multi-functional facilities with potential to deliver high quality presentation opportunities.
- Stabilization and enhancement of key collections through modernized preservation, exhibition, and engagement infrastructure.
- Development of co-location facilities that are accessible, safe, and stable for large format storage/production workshop activities.
- Development of organizational co-location facilities that integrate multiple functions in one location (e.g. rehearsal/production/administration activity).
- Development of multi-tenant, artist workspaces that provide supportive opportunities for cross-fertilization, collaboration and incubation through a mix of cultural, civic, and entrepreneurial uses and tenures.
- Maximization of opportunities to maintain and develop affordable Artist Live/Work Studios in the core neighbourhoods.

ORGANIZATIONAL CAPACITY & SUSTAINABILITY (15%)

Leadership: the facility project demonstrates effective organizational leadership necessary to deliver the project.

Organizational Sustainability: the facility project is being developed by an established, stable and sustainable organization with active involvement of relevant board and staff.

Financial Sustainability: the facility project sets out realistic projections of project capital costs and operating revenues and expenses and is viable in relation to the organization's financial capacity.

SCOPE OF WORK, PROCUREMENT PROCESS, & PROJECT MANAGEMENT (25%)

Scope of Work: the facility project is guided by a detailed and methodical scope of work that outlines the full complexity of the project and its phases (as appropriate).

Procurement Process: procedures to recruit consultants and contractors are fair, open and directly related to the scope of work, and clearly articulated by applicant. Details of the procurement process (tendering and selection) for all parts of the project are clear, transparent and directly related to the scope of work. Competitive and comparative quotes and explanations have been provided.

Project Management and Project Schedule: the facility project demonstrates evidence of effective and knowledgeable project management. The project schedule is realistic; the start date is scheduled after City Council Approval, and can be completed within 3 years of that date.

Project Expense Budget: the project expense budget is realistic and related to the scope of work, procurement process and pricing provided in quotes. Contingencies are realistic and accompanied by a detailed explanation. Administration costs do not exceed 5% of budget.

Project Revenue Budget: City funding from all sources (including, for example, Vancouver Parks Board) does not exceed 50%. In-kind contributions are itemized, documented and determined at fair market value and do not exceed 25%. Confirmed funding sources are documented.

FUNDRAISING CAPACITY, FUNDING DIVERSITY, & FUNDING PARTNERSHIPS (10%)

Fundraising: the facility project has a realistic fundraising plan in place and the expertise to undertake fundraising for the project.

Funding Diversity: the project demonstrates multi-partner funding and/or a diverse range of financial support.

STAKEHOLDER SUPPORT, ENGAGEMENT & DEMAND (15%)

Partnership and Collaboration: the application demonstrates the extent to which partnership and collaboration play a role in the development, funding and delivery of the facility project.

Sector Support and Engagement: the facility project demonstrates support from the arts and cultural community it is intended to serve.

Audience/Public Engagement and Demand: the facility project demonstrates, or intends to demonstrate through the planning process, evidence of support and/or demand from the wider community and potential audiences through surveys, demand analysis, etc.

ENVIRONMENTAL, ADAPTABLE, ACCESSIBLE & PUBLIC HEALTH AND SAFETY (20%)

Environmental Sustainability: the facility project makes a positive contribution to environmental sustainability.

Adaptability: the facility project is fit for current needs and has the capacity to adapt to changing audience/cultural needs and changing cultural practice in the future.

Diversity (Access): the facility project makes a contribution to increasing access to and participation in arts and culture at all levels and across all areas of practice for Vancouver’s diverse communities, including audience, staff, technicians and artists with disabilities and underserved communities.

Public Health and Safety: the facility project addresses public health and safety issues, including adherence to zoning, development, fire and building codes and by-laws.

Application Process

Complete the Cultural Infrastructure Grant Checklist, Application Form, Application Narrative, and Budget Template. The application form is in Microsoft Word format and can be completed on your computer using MS Word. The Budget Template is in Microsoft Excel format.

The application must be signed by two signing officers of your Board of Directors.

Preparing your Application

1. Read through the guidelines and make sure that both your organization and your project meet all of the eligibility requirements.
2. Contact the City staff representative to discuss your project well in advance of the application deadline date. Applications from organizations who do not contact City staff prior to submission will be deemed ineligible.
3. Review the Assessment Criteria before drafting the Application Narrative. Ensure that you provide adequate detail and context about your project and enough information to address each of the criteria.

TIP

INCOMPLETE APPLICATIONS WILL NOT BE FORWARDED TO THE ASSESSMENT COMMITTEE. BE SURE TO THOROUGHLY PREPARE YOUR APPLICATION. INCLUDE ALL REQUIRED SUPPORT MATERIAL AS LISTED ON THE APPLICATION CHECKLIST.

TIP

ASSESSMENT COMMITTEE MEMBERS MAY NOT BE FAMILIAR WITH YOUR ORGANIZATION OR PROJECT SO BE SURE TO PROVIDE DETAILED AND COMPLETE INFORMATION.

4. In addition to the Application Form and Narrative, applicants must provide all the necessary support material—with the requested number of copies, in the order indicated—as required by the [Application Checklist](#). Submit the Application Checklist as your cover sheet.
5. The Application Narrative allows you to describe your proposed project. The Guide utilizes questions to assist you. Please adhere to the maximum length limitations.
6. The Assessment Committee carefully reviews all budget information. The following points will assist with providing the necessary information to evaluate your proposal:
 - a. Facility Projects must show a balanced budget, that is, revenues must equal expenses.
 - b. Be as detailed as possible in explanatory Notes attached to your budget and explain how numbers were arrived at. For example, a Budget Note for a line item on consultant fees can explain the number of hours of consultant work and at what cost per hour or per deliverable.
 - c. On the Project Budget Form, each line item is numbered. Please ensure that the numbers of your Budget Notes correspond with the line item numbers on the Project Budget form.
 - d. If significant in-kind support is shown, discuss this in your Budget Notes. Sources of in-kind contributions must be itemized and documented at the time of application. (*See notes re: In-kind support page 15*).
 - e. Indicate plans and sources for obtaining additional financial support for the project (indicate “requested,” “pending,” or “confirmed”). Enclose letters of confirmation from funding sources indicating confirmed or pending funding.
7. Once the Application Checklist, Application Form, Application Narrative, Budget and support material are complete, submit the signed original plus FIVE (5) copies to Cultural Services. All applications must be received by Cultural Services by 4:30 p.m. on the day of the deadline.
Be sure to keep a copy for your records.

TIP

IN-KIND CONTRIBUTIONS MAY NOT EXCEED 25% OF THE TOTAL PROJECT BUDGET. ITEMIZED IN-KIND CONTRIBUTIONS MUST INCLUDE THE FOLLOWING: NAME OF CONTRIBUTOR; DESCRIPTION OF GOODS AND SERVICES DONATED; FAIR MARKET VALUE OF THE CONTRIBUTION, INCLUDING A TOTAL VALUE OF THE GOODS AND SERVICES, AMOUNT TO BE DONATED, AND THE BASIS FOR THE DETERMINATION.

TIP

PLACE THE APPLICATION CHECKLIST AS THE FIRST PAGE OF YOUR SUBMISSION. DO NOT BIND OR STAPLE YOUR APPLICATION. CLIP EACH COPY TOGETHER.

8. Changes or updates, including further developments in project design, updates about pending funds, changes in personnel, etc., must be reported to City staff.

Confidentiality

All documents submitted 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 within 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.

Funding

The maximum level of support from all City sources is 50% of total project costs. However, as the Cultural Infrastructure Grant program is expected to be in high demand, projects that demonstrate multi-partner and diverse financial support will have a competitive advantage. Payment of Cultural Infrastructure Grants will be contingent on securing all project revenues including funding from other sources.

- Organizations may receive Cultural Infrastructure Grants for—at most—three consecutive years after which they must sit out one year before applying for another Infrastructure Grant.
- Organizations must be in good standing with any previous or current grant from the City of Vancouver. If a grant has been defaulted, the applicant must include an explanation of that default.
- Applicants receiving funds from multiple City of Vancouver grant programs or departments towards the same project must ensure the total City contribution does not exceed 50% of eligible project costs. This includes support from Vancouver Park Board and any programs of the City of Vancouver.
- Applicants may not submit more than one application to A/ Planning or B/C Capital Program in any given program year. Two separate applications, one each to Planning and Capital are permissible.

TIP

DEMONSTRATION OF SIGNIFICANT COMMUNITY SUPPORT IS AN ASSET IN THE EVALUATION OF A PROJECT. CONSIDER QUALITY VERSUS QUANTITY WHEN SUBMITTING LETTERS OF SUPPORT FOR YOUR PROJECT.

- In-kind contributions are permitted but may not exceed 25% of the total project budget. Itemized in-kind contributions must include the following information: name of person or organization making the in-kind contribution; description of goods and services donated; fair market value of the in-kind contribution, including a total value of the goods and services, amount to be donated, and the basis for the determination of the value of the contribution.
- Only those administrative costs directly related to the project are eligible to a maximum of 5% of total project budget.

Fiscal Responsibility

Organizations are expected to demonstrate fiscal responsibility. Any accumulated surpluses or deficits must be explained in audited statements or operating budget notes detailing how the surplus/deficit came to be, and plans for addressing it. Organizations with outstanding loans or who have defaulted on loans must provide budget notes which detail the terms of the loan repayment or circumstances of the default.

Award of Grants

Terms & Conditions

All organizations awarded a Cultural Infrastructure Grant must agree to the following terms and conditions and provide as appropriate, the required documentation in order to receive grant funds.

- Confirmation of total project funding received and in place prior to release of City funding.
- Written approval by landlord, where the existing space is not owned by the applicant, to undertake renovations or work on the premises.
- The organization is to keep proper accounts of all receipts and expenditures relating to the project and make available for inspection by the City or its auditors all records and books of accounts of the organization upon request of the City.
- Any changes in the funding of the project as presented in the application, to be discussed with Cultural Services staff in advance of implementation.
- The organization may not represent projects as City projects or represent itself publicly as an agency of the City in any way.

- Appropriate acknowledgement of the City of Vancouver's support in all information materials, including publications and programs related to infrastructure project activities. Such recognition to be commensurate with the value of the grant given and with that of other funding agencies. If the logos of other funders are used in an acknowledgement, the City should be similarly represented.

It is the responsibility of the applicant to ensure their project has all the required permits and approvals in place and meets all Federal, Provincial and Municipal legislation, guidelines and bylaws. The award of a Cultural Infrastructure Grant may in no way be construed as providing for other City approval beyond the jurisdiction of the Grant Program.

Payment & Reporting

Cultural Infrastructure Grant payments will be based on an approved grant application subject to confirmation of total project financing and completion of project "subject to"s as applicable.

In addition to the previous terms and conditions, City council requires the following of all civic capital grant recipients:

- City funding to be released in two payments: the first 50% of the Grant upon project start up and fulfillment of relevant conditions; the remaining 50% of Grant upon receipt of project final report including financial accounting and copies of relevant invoices and, where applicable, occupancy or other permits.
- Grant recipients are required to report back by the following year's Grant application deadline on any outstanding work including a timeline for completion.
- In situations where Grants have been approved but where conditions have not been met and therefore, City funds not advanced within three years from the original application deadline, the Grant will be rescinded.
- In situations where grants have been approved but the proposed project has not commenced or not completed and City funds remain on hand within three years of approval date, or if the project is completed without requiring full use of the City funds, such funds to be returned to the City of Vancouver.

Important Notes

It is the applicant's responsibility to ensure that they have read, understood and responded to the application criteria and that all sections of the application are complete and all supporting documentation is attached. Incomplete applications or applications missing supporting documentation will not be forwarded to the Assessment Committee.

APPLICANTS ARE CAUTIONED THAT ENTERING INTO CONTRACTUAL AGREEMENTS OR BEGINNING INFRASTRUCTURE PROJECTS BEFORE RECEIVING WRITTEN CONFIRMATION OF GRANT AWARD IS AT THE APPLICANT'S OWN RISK. EVEN IF FUNDING FOR A PROJECT IS AWARDED, THE CULTURAL INFRASTRUCTURE GRANT PROGRAM DOES NOT FUND EXPENSES INCURRED BEFORE THE AWARD APPROVAL DATE.

Contact

We are anticipating a high demand for Cultural Infrastructure Grants with an extremely competitive selection process. Potential applicants **MUST** contact a staff member to discuss their project, well in advance of submission. Applicants who do not consult with staff prior to submission will be deemed ineligible.

Please contact Debra Bodner, Cultural Planner
604-873-7211 or debra.bodner@vancouver.ca

Deadline and Address

Cultural Infrastructure Grant applications must be received by **June, 30, 2011 by 4:30 p.m.** In fairness to others, **late and/or incomplete applications will not be accepted.**

Include the completed Application Checklist, Application Form, Application Narrative, Budget and Support Material. Submit the signed original, plus FIVE (5) other copies.

Submit by mail*, courier or drop-off in person:

Attention: Cultural Infrastructure Grant
Cultural Services, City of Vancouver
5th Floor, Woodward's Heritage Building
501 - 111 West Hastings Street
Vancouver, BC, V6B 1H4

* Applications must be received by, not postmarked by, 4:30 pm, June 30, 2011.