

2018 CULTURAL ANNUAL ASSISTANCE GRANTS PROGRAM INFORMATION GUIDE

Deadline: Wednesday, December 6, 2017 at 4:00pm

This guide provides information about the objectives, criteria and process for the Cultural Annual Assistance program.

The Annual Assistance Grants program is one of many programs, awards and services the City offers to advance the vision and goals of the Culture Plan for Vancouver. Other programs, awards and services are detailed on the City's web page at:

<http://vancouver.ca/people-programs/arts-and-culture-grants.aspx>

CULTURE PLAN FOR VANCOUVER

<http://vancouver.ca/culture-plan>

VISION - A diverse and thriving cultural ecology that enriches the lives of residents and visitors.

GOALS

- Diversity, innovation, artistic excellence
- Community engagement and participation
- Vibrant, creative neighbourhoods and public spaces
- Dynamic robust creative economy

STRATEGIC DIRECTIONS 2014-2018

- Foster cultural leadership
- Increase participation and engagement
- Provide sustainable support programs
- Optimize city investment
- Invest in creative economy

If this guide does not help you with your content questions about the application, please contact staff well in advance of the deadline.

CONTACT INFORMATION

Staff: Cheryl Masters, Cultural Planner
Address: City of Vancouver Cultural Services
Suite 501 - 111 West Hastings Street
Vancouver, BC V6B 1H4
Tel: 604.871-6498
Email: cheryll.masters@vancouver.ca
Website: vancouver.ca/culture

OBJECTIVES AND DESCRIPTION

The Annual Assistance Grants program aims to provide consistent and reliable support to professional non-profit arts and cultural organizations in order for them to provide impactful, quality annual programs or services and build or strengthen operational infrastructure to contribute to a dynamic artistic community in a healthy and sustainable manner.

Grant amounts generally range from \$10,000 - \$30,000.

Organizational Profile for Annual Assistance Grants

This program is for Vancouver-based, professional non-profit arts and cultural organizations that have a mission to develop, create, produce, present and disseminate artistic work or who provide professional umbrella services* or space** for the benefit of the arts sector, in any artistic discipline (Aboriginal arts, community arts, dance, interdisciplinary, literary, media, multidisciplinary, music, theatre, visual arts).

The program is for organizations that have a clear and relevant mission to deliver annual artistic programs or services. They generally have been incorporated for at least three years, have impactful annual programs or services that are delivered with consistency and are artistically strong. There is paid professional leadership, emerging administrative and board structures, stabilizing financial resources, emergent longer-term planning, and an engaged Board of Directors.

*Professional Services - the delivery of services or resources in support of artists and arts organizations in the areas of research, information, professional development, networking, administration, audience development, marketing and communications.

**Professional Space - the provision and operation of facilities for professional artists and arts organizations adequately zoned and equipped (box office, technical support) for public assembly, performance, rehearsal, meetings, etc.

Eligibility

To apply to this program the organization must:

- Be a registered non-profit society or a community service co-op registered with BC Registry Services or a registered charity with the Canadian Revenue Agency (CRA) and be registered for at least three years at the time of the application deadline
- Have a track record of receiving at minimum two consecutive grants from Cultural Services through either Projects or Community Arts
- Be physically located, have an active presence and have programs and services delivered within Vancouver
- Have a body of high-quality work or services with a track record of consistent delivery and demand
- Have an active Board of Directors composed of volunteers representative of the mission and people served

- Directors must meet the minimum articles of applicable governing acts (BC Society Act, BC Cooperative Service Act for Community Service Coops, or the Canada Not-for-profit Corporations Act)
- Directors must not be remunerated for services in their capacity as a Director (but may be reimbursed for reasonable expenses incurred) nor hold concurrent staff positions
- Directors must have a clear understanding of their leadership role and be willing to engage in policy, planning, legal and fiduciary responsibilities
- Have evidence of professional and paid leadership (artistic and administrative) generally between 0.5 to 2 Full Time Equivalent (FTE) staff members which may be comprised of several part-time positions
- Have growing capacity with administrative systems (communications, financial, human resources)
- Have growing financial resource diversification
 - Sustained average annual cash budget generally between \$75,000 and \$300,000
 - Diversified cash resources (earned, private and public)
 - Independently-prepared financial statements (ideally a Review Engagement)
- Have demonstrated increasing capacity to consistently pay professional artists at standard industry rates¹
- Be accommodating, welcoming and open to people of all ages, abilities, sexual orientation, gender identities (including trans*, gender-variant and two-spirit people), ethnicity, cultural background, religion, language, socio-economic conditions, in their policies, practices and programs.

Ineligible Organizations and activity

- Publicly funded or private educational institutions (public schools, universities, colleges, training organizations)
- Organizations that do not have arts and cultural mandates or whose proposed activity does not meet the Program Objectives and Eligibility
- Other City of Vancouver departments, branches including community centres
- Social Service, Religious, Sports organizations or clubs
- Core artistic training
- Capital proposals
- Deficits
- Organizations and activity outside Vancouver city limits
- Fundraising activity
- Bursaries or scholarships
- Contests or competitions

¹ 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.cadabc.org;
 Professional Writers Association of Canada: www.pwac.ca; Canadian Artists Representation/Le front des artistes canadiens/CARFAC: www.carfac.ca

Assessment Criteria

Most questions in the Application Form have corresponding criteria displayed directly below the question. Your answers in the Annual Assistance Grant application will be assessed against specific criteria. Where there are no criteria specified for a particular question, they are posed to help you tell your organization's story and for us to collect statistical information that is not already in CADAC data. Questions in the Application Form are organized into the following categories:

- Organizational History and Purpose
- Artistic Programs and Services
- Participation and Impact
- Organizational Structure
- Board Structure
- Financial Management

Criteria within each of these categories reflect characteristics of professional non-profit arts organizations as outlined in the Organizational Profile and Eligibility section of this guide. Organizations will be assessed on how well they meet the criteria according to the narrative response, required additional material, and the financial and statistical data provided.

Application Process and timeline

Application release:	Mid-October
Application deadline:	December 6, 2017
Staff Review:	December - January
Notification of Recommendation:	Early April
Council Approval and Notice:	January
Payment:	Late January - early February

Assessment Committee Peer Review

Cultural Services uses a blended assessment approach where members of the arts and cultural community (peers) are nominated to participate in the assessment process with a Cultural Planner from Cultural Services. The Assessment Committee reviews applications in advance and meet in person to discuss the submissions and make recommendations to City Council for consideration and approval.

Nominations from community members are accepted year-round by completing this form: <http://vancouver.ca/people-programs/grant-application-and-assessment-process>

Recommendations and Report to City Council

Assessment Committee recommendations are brought forward in a report to City Council for consideration and approval. Applicants receive an email notification from City Clerks generally a week in advance of the report going forward for Council's consideration and the meeting date. The report is made public on the City's website generally a week before the Council meeting date. Names of the peer Assessment Committee members are made public in this report.

To find reports online go to:

1. vancouver.ca
2. Under "Your Government", click on "Council meetings and decisions"
3. Click on "Upcoming Meetings"
4. Find the appropriate Regular Council or City Finance and Services meeting date and click on "Agenda and Minutes"
5. Scroll down to locate the appropriate Administrative Report - often called *20XX Cultural Grants Allocations*

Comments, Conditions, Concerns and Reconsideration

All applicants may request additional information on the process including comments and clarification of recommendations. Where there may be conditions on a grant or concerns with an organization, additional specific comments and terms will be provided.

For demonstrated instances where the financial situation or eligibility were misunderstood by the Assessment Committee, applicants may formally request reconsideration of the recommendation. For eligible formal requests, the recommendation will be withdrawn from the report to Council and will be reviewed by the Director of Cultural Services who will make a final recommendation and submission to City Council for their consideration at a later date.

For specific details on the **Request for Reconsideration** policy and process, please visit: <http://vancouver.ca/people-programs/request-for-reconsideration>

Grant Confirmation Notification and EFT Payment

Once the Council report is approved, you will receive a confirmation notification by email. Please retain this notification as your document of record for your Auditor, if required.

NEW! All grant recipients are required to set up direct deposit using an Electronic Funds Transfer (EFT) form with the City's Financial Services Group to expedite payment. If your organization has not been set up for EFT, please contact cultural.services@vancouver.ca for the form and instructions so as not to delay payment.

CADAC

All requested CADAC data must be updated in CADAC and submitted at the time of the deadline. Any outstanding requested changes must also be made. Board-signed financial statements for the most recently completed fiscal year must also be uploaded to the CADAC site.

ANNUAL ASSISTANCE AGREEMENT - CONDITIONS OF ASSISTANCE

If your organization receives an Annual Assistance grant, the following terms and conditions will apply:

- Grant funds must be applied to programs and services as outlined in the application for the request year and in support of the objectives of the Annual Assistance program.
- Grant funds are not to be used retroactively or to reduce or eliminate deficits.
- The Society must meet all eligibility requirements for the Annual Assistance program.
- 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 immediately and will need to approve the changes. 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 Society will appropriately acknowledge the City's support through the Cultural Services Department in all information materials, including online, publications, programs and any other collateral produced related to funded and supported activities. Such recognition must be commensurate with that given to other funding agencies. In 2015 a new recognition mark was introduced. Grant recipients can contact Cultural Services to receive the recognition marks 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.

ADDITIONAL CITY RESOURCES

Capacity Building - Vantage Point

<http://www.thevantagepoint.ca>

The City in partnership with Vantage Point offers leadership development and planning workshops and labs to grantees at no cost. Workshops and advanced learning labs in the areas of leadership development, strategic planning and non-profit lifecycles are available as needed.

Nonprofit Lifecycles: Stage-based Wisdom for Nonprofit Capacity

This book by Susan Kenny Stevens is a lifecycle approach to understanding capacity and how to increase performance. A publication and a summary PowerPoint presentation are available upon request to interested organizations. Contact staff for more information.

Financial Technical and Planning Assistance - Vancity

Financial Fitness workshops are available to grantees at a nominal fee. At times, technical and planning assistance is available for organizations facing significant financial challenges or opportunities. Contact staff for more information.

Promotional Support

<http://vancouver.ca/people-programs/advertising-for-arts-culture-non-profit-groups.aspx>

Communicate your message widely through one of the many opportunities available through the City of Vancouver! These include the popular Outdoor Promotional programs, messaging at libraries and community centres.

Cultural Infrastructure Grants

<http://vancouver.ca/people-programs/cultural-infrastructure-grant-program.aspx>

For organizations planning for or embarking on facility upgrades, renovations or development, this grant program can support both planning and implementation phases.

Permit Fee Assistance

<http://vancouver.ca/people-programs/permit-fee-assistance-for-cultural-spaces.aspx>

Cultural Services will pay up to \$1,500 towards development and building permit fees for cultural space projects. Offered on a first-come, first-served basis until the annual \$10,000 budget is spent.

Critical Assistance Grant

<http://vancouver.ca/people-programs/critical-assistance-grant-for-cultural-spaces.aspx>

For arts and cultural organizations facing a critical situation as a result of a facility emergency or urgent life-safety issue, this grant can help pay for costs associated with emergency repairs or safety upgrades.

Access to Vancouver Civic Theatres Space

<http://vancouver.ca/people-programs/theatre-rental-grant-program.aspx>

<http://vancouver.ca/people-programs/activation-of-underutilized-vancouver-civic-theatres-spaces-grant.aspx>

The Theatre Rental Grant program provides subsidized access to venues owned by the City including the Orpheum, Annex, Queen Elizabeth Theatre and Vancouver Playhouse Theatre. The VCT Underutilized Spaces Grant program offsets the facility rental fee of the Queen Elizabeth Theatre outdoor Plaza, Annex and lobbies at all civic theatres.

VIVA Vancouver

<http://vancouver.ca/streets-transportation/reducing-cars-on-city-streets.aspx>

In collaboration with community groups, local businesses, and regional partners, this program transforms road spaces into vibrant pedestrian spaces through short-term street closures.

Greening Your Event

vancouver.ca/doing-business/greening-your-event

Greenest City 2020 aims to position Vancouver as the greenest city in the world by 2020. The City encourages the cultural community to consider minimizing the environmental impacts of cultural—especially outdoor—events.

Arts Event Licence

<http://vancouver.ca/doing-business/arts-event-licence.aspx>

Host pop-up performances in unconventional spaces including: studios, warehouses, factories, shops and wholesale spaces. Host events at your location up to three days per month for up to 250 people, depending on the size of your venue. One application, one desk, one licence, and one low fee.