

## 2018 CULTURAL OPERATING GRANT PROGRAM INFORMATION GUIDE

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

This guide provides information about the objectives, criteria and process for the Cultural Operating Grant program.

The Operating Grant 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](mailto:cheryll.masters@vancouver.ca)  
Website: [vancouver.ca/culture](http://vancouver.ca/culture)

## OBJECTIVES AND DESCRIPTION

The Operating Grant program aims to provide consistent and reliable support to professional established non-profit arts and cultural organizations in their program and operational development in order for them to provide impactful, quality programs or services which contribute to a dynamic artistic community, in a healthy and sustainable manner.

Grant amounts generally range from \$20,000 - \$100,000.

### Organizational Profile for Operating Grants

This program is for Vancouver-based, established 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 are mature in their lifecycle stage, have a clear and relevant mission guided by long-term goals and strategies. They generally have been incorporated and operating for at least five years, have well-established programs or services that are well-developed and delivered with consistency and are artistically strong with proven impact in the community. There is full-time paid professional leadership (artistic and administrative), well-developed administrative structures, stable financial resources and planning, and a Board of Directors who set direction, are policy-oriented, and support management to lead operations.

\*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 five years at the time of the application deadline
- Have a track record of receiving two consecutive years of core support outside of project-based support (e.g., Annual assistance) from the City of Vancouver and have responded to questions to determine eligibility and readiness. All requests will be considered on a case by case basis
- Be physically located, have an active presence and have programs and services delivered within Vancouver
- Have an established 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 function in a governance role, be active in setting direction, policy, longer-term planning, and understand and fulfill their legal and fiduciary responsibilities
- Have full-time professional and paid leadership in artistic and administrative roles (at min. 1 FTE)
- Have well-developed administrative systems (communications, financial, human resources)
- Have diverse and stable financial resources and practices
  - Sustained average annual cash budget of generally over \$300,000 in the past three years
  - Diversified cash resources (earned, private and public)
  - Independently-prepared financial statements (audit or review engagement)
- Compensate professional artists at minimum standard industry rates<sup>1</sup>
- 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 and 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

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<sup>1</sup> 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.cadabc.org](http://www.cadabc.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)

## Assessment Criteria

Most of the answers in the Operating Grant application will be assessed against specific criteria which can be found in the Application Form. Criteria follow directly below the corresponding question in the Application Form. Where criteria are not listed, those questions are posed to collect information that is not already in CADAC data. Questions in the Application Form are organized into categories familiar to Operating organizations:

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

The criteria reflect characteristics of mature, professional, non-profit arts organizations. Organizations will be assessed on how well they meet the criteria according to the narrative responses, required additional material, and financial and statistical data.

## Application Process and timeline

New applicant inquiries and transition process:	May – mid-September
Application release:	Mid-October
Application deadline:	December 6, 2017
Staff Review:	December – January
Advance Grant Payment:	January
Assessment Committee Peer Review:	Early February
Notification of Recommendation:	Early April
Council Approval and Notice:	April
Payment:	Late January – late April

### 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](http://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](mailto: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.

## OPERATING AGREEMENT - CONDITIONS OF ASSISTANCE

If your organization receives an Operating 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 Operating 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 Operating 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](http://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. Hold 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.