

2021 CULTURAL ANNUAL ASSISTANCE GRANT PROGRAM – INFORMATION GUIDE

Deadline: Wednesday, December 2, 2020 at 4:00pm

This guide provides information about the objectives, criteria and application process for the Cultural Annual Assistance Grant program. Please review this information guide first before starting your application. If you have any questions, please contact staff well in advance of the deadline.

The Annual Assistance Grant program supports a wide range of arts, culture and creative activities in Vancouver delivered by registered non-profit arts and cultural organizations. The City's Cultural Services department offers many other programs, awards and services. Those are detailed on the City's web page at: <http://vancouver.ca/people-programs/arts-and-culture-grants.aspx>

Application Support

Applicants who are Deaf or hard of hearing or live with a disability and need support to complete their grant applications may access support to cover the costs of assistance from service providers. Please contact the program staff lead for more information.

If this guide does not help you with your questions about the application, please contact staff who can work with you to provide additional clarification and guidance.

NEW for 2021 – Streamlined Application & Assessment Process. Described on Page 2.

Contact Information

Staff: Marnie Rice, Cultural Planner, or
Miko Hoffman, Cultural Planner

Address: City of Vancouver Cultural Services
Suite 501 – 111 West Hastings Street
Vancouver, BC V6B 1H4

Tel: 604.871.6634
604.871.6007

Email: marnie.rice@vancouver.ca, or
miko.hoffman@vancouver.ca

Website: vancouver.ca/culture

NEW: 2021 STREAMLINED CULTURAL GRANT APPLICATION & ASSESSMENT PROCESS

Because of the extra-ordinary impact of COVID-19 on cash flow and—in some cases financial viability—in Vancouver’s non-profit arts, culture, and community sector, Cultural Services is streamlining the 2021 Operating and Annual Assistance grant application forms. The goal is to expedite the review process and remit as high a percentage of grant funds as possible, in accordance with the timing of Vancouver City Council’s approval of its 2021 Operating budget.

What is Changing in an Expedited Assessment in 2021

1. All Operating and Annual Assistance grant applicants should budget for the same grant total that was awarded in 2020, provided that there are no concerns (as per program guidelines), and no conditions are placed on the grant (i.e. for missing required information, clarification of information, not in good standing with CRA or BC Registries).
2. Staff will assess short-form grant applications and make recommendations to Council.
3. Key to the expedited assessment will be evidence of continued organizational activity and financial viability throughout calendar year 2021.
4. No new groups will be invited into Operating or Annual Assistance grant steams in 2021.

What Tasks are Required to Complete Your 2021 Application

1. Organizational Information Forms will be pre-populated with 2020 information.
Please make sure all contact information in this form is current.
Note: there is an update to OR 1.7. (Definition of equity-seeking groups is evolving.) You have an option to elaborate why you chose “yes” or “no” that your mission advances the artistic or cultural work of equity-seeking groups.
2. Applications will be pre-populated with the narrative from 2020 submissions.
 - a. At the start of the application, you can toggle the way you view the form (streamlined view or full view). Choose “Streamlined” and it will reveal four data fields that require updates. They are:
 - AN 1.1 (Grant Request Amount)
 - AN 7.2 (Last Actual Budget expenses)
 - AN 7.3 (Last Fiscal Year End)
 - AN 7.4 (Your CADAC ID Number)
3. One new question, AN 5.9, is required:
Describe how, throughout 2020, COVID-19 impacted your ability to deliver artistic programs, services, and/or operate a cultural space, and the impact it has had on the communities you serve. Organize your response using the following categories:
 1. Managing Financial Precarity
 2. Challenging Operational Norms
 3. Supporting and Accommodating Staff and Contractors
 4. Shifting Artistic Programs and Service Delivery
 5. Adapting Community Engagement, Access and ParticipationWhat will be the on-going challenges and opportunities that your organization expects to manage in 2021 within the ongoing context of COVID-19?
4. To submit your application, make sure that all tasks are completed. They are:
 - Update Organizational Information Form. (Required)
 - Submit 2021 Annual Assistance Grant Application Form. (Required)
 - Attach Board of Directors List. (Required)
 - Attach Up-to-Date CADAC Financial Form. (Required)
 - Attach most Recently-Completed Financial Statements. (Required)
 - Sign the Agreement. (Required)

Culture | Shift: Blanketing the City in Arts and Culture. Culture Plan 2019 - 2029

The City's new culture plan for arts, culture and creativity was informed by community input gathered over a two-year process. The aim of the plan is to address current and emerging challenges and opportunities, reflect the culture and history of the city, and connect with other City policies and strategies. Culture | Shift key directions influencing grants and awards are:

Culture | Shift Direction #2

Reconciliation & Decolonization: *Recognize and support Indigenous cultural knowledge and presence through decolonizing practices*

- Centre Musqueam, Squamish, and Tsleil-Waututh visibility and voice on the land and across the city
- Increase investment and leadership opportunities for Musqueam, Squamish, and Tsleil-Waututh, and urban Indigenous arts and culture
- Support right relations between non-Indigenous and Indigenous peoples

Culture | Shift Direction #3

Cultural Equity & Accessibility: *Advance diverse and inclusive leadership and practices by offering equitable and accessible support*

- Advance equitable and accessible funding, leadership, and organizational practices
- Improve access for Vancouver audiences to experience arts and culture
- Prioritize intangible cultural heritage and promote cultural redress

Culture | Shift Direction #5

Collaboration & Capacity: *Strengthen sector resilience through facilitating partnership and leveraging investment*

- Support opportunities to build and strengthen community partnerships within the field
- Work with city partners to align work to leverage investment

Culture | Shift is built upon the understanding and recognition that what is known to many as Vancouver is located on the traditional, unceded territories of the xʷməθkʷəy̓ əm (Musqueam), Sk̓wx̓wú7mesh (Squamish) and səl ilwətaʔt (Tsleil-Waututh) Nations, who have lived throughout this region for thousands of years. Their ancient continuity on these lands is reflected in their oral histories, arts and culture practices, and deep relationships with the lands and waters. The plan offers the chance to be deeply mindful of how arts and culture is conducted upon on these lands, and the opportunities to build shared cultural understanding of these histories and move towards a resilient future.

Read the full culture plan at:

<https://council.vancouver.ca/20190910/documents/ACCS-RTS13175-AppendixC-CultureShift.PDF>

Grants and Awards Guiding Principles

We acknowledge that grants and awards funding programs have historically been informed by a limited world view of arts and culture. This has enabled many organizations to establish and thrive, while simultaneously creating patterns of historic exclusion for many artists and organizations. The City is committed to supporting a broader arts and cultural ecology. The new plan provides an opportunity to address historical inequities, create new frameworks, and set directions for more equitable distribution of support so that all can participate in the shared culture and creative stories of Vancouver.

Our funding through Grants and Awards aims to celebrate and support the range of creative people, projects, and organizations who contribute to Vancouver's diverse creative stories. We envision investments that:

- Support, acknowledge and respect the Musqueam, Squamish, Tsleil-Waututh, and urban Indigenous peoples
- Celebrate and reflect the diversity of the unique creative people who live here
- Build reciprocal and meaningful relations
- Are embedded in community (informed by and led by)
- Centre the artists and people whose stories are being told
- Compensate the artists and people who are involved
- Draw from the depth of local knowledge
- Build leadership, knowledge and resources for artists and cultural leaders across the sector

Annual Assistance Program and Goals

The Annual Assistance Grant program supports Vancouver-based, professional non-profit arts, cultural and creative organizations that have a mission to develop, create, produce, present and disseminate artistic work or provide professional services* or space** for the benefit of the local arts and culture sector, in any artistic discipline (i.e. Indigenous arts and culture, community arts, dance, interdisciplinary, literary, media, multidisciplinary, music, theatre, visual arts, heritage).

This program aims to leverage the collective community efforts of Vancouver's arts and culture sector to provide opportunities where all artists, creators, and cultural workers have the freedom, agency and space to share their stories of the distinct place and diverse cultures of Vancouver. The program is intended to:

- Provide consistent support for the impactful delivery of professional programming, services and activities that advance a particular creative discipline or service, and contribute to the cultural diversity of Vancouver
- Ensure meaningful and broad diverse public participation and access to a range of programs and services for the greater understanding of Vancouver's cultural history and creative stories
- To support the livelihood of local artists and cultural practitioners
- To support healthy leadership and ensure leadership pathways in service to the sector
- To create a more equitable, vibrant, collaborative and sustainable arts and culture sector
- Align with key directions of Culture | Shift and Grants and Awards guiding principles

*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, legal advice, or 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.

Characteristics of an Annual Assistance Organization

An organization funded through this program usually has the following characteristics:

- Is in lifecycle “growth” stage
- Has a clear and relevant mission to deliver annual artistic programs or services
- Has been incorporated for at least three years
- Has high quality programs and services
- Engages with community in ethical and compelling ways
- Has paid professional leadership
- Is strengthening administrative structures and stabilizing financial resources
- Is governed by an engaged Board of Directors who support longer-term planning

Eligibility

To apply to this program the organization should:

- Be a non-profit society or a community service co-op legally registered and in good standing with BC Registries Services, a First Nations Band Council on whose unceded traditional homelands Vancouver sits, or a registered charity with the Canadian Revenue Agency (CRA)
- Have an existing funding relationship with the City of Vancouver and have satisfied 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 deliver programs and services within Vancouver or if led by Musqueam, Squamish or Tsleil-Waututh Nation members – held in their unceded traditional homelands
- Have high quality work or services with a 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 (i.e. BC Societies 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, be willing to engage in longer-term planning, and understand and fulfill their legal and fiduciary responsibilities
- Have evidence of professional paid leadership (either full-time or part-time staff members) in artistic, administrative or engagement roles
- Have growing capacity with administrative systems (communications, financial, human resources)

- Have growing diverse and stable financial resources and practices:
 - Sustained average annual cash budget of generally between \$75,000 and \$300,000 in the past three years
 - Diversified cash resources (earned, private and public)
 - Independently-prepared financial statements (ideally a review engagement)
- Compensate professional artists at minimum standard industry rates¹
- Have commitments to a respectful, equitable and accommodating workplace as demonstrated through Human Resource values, principles and practices, guidelines, and policies
- Provide equitable access to programs and services to diverse audiences or participants

Grant Amounts

Grants will not exceed 50% of an applicant's current revenues. Grants generally range from \$15,000 - \$50,000. Information on previous grant awards and recipients is located at: <https://council.vancouver.ca/20190403/documents/pspc4.pdf>

Ineligible Organizations and Activity

- Organizations that do not have arts and cultural mandates or whose activities do not meet the Program goals and eligibility or align with Culture | Shift key directions
- Public or private educational institutions (public schools, universities, colleges, training orgs)
- Other City of Vancouver departments and branches including community centres
- Social Service, Religious, Sports organizations or clubs
- Core artistic training
- Capital projects
- Deficit reduction
- Third party fundraising activity
- Bursaries or scholarships
- Contests or competitions

Advancing Equitable Funding and Prioritizing Equity-seeking Groups

In order to balance funding investments to support groups, projects and artists that reflect the diversity of Vancouver and the unceded ancestral lands of the Musqueam, Squamish and Tsleil-Waututh peoples, Culture | Shift aims to increase investment to equity-seeking artists and organizations who have been historically discriminated against.

Equity-seeking groups include those that identify barriers to equal access, opportunities, and resources due to disadvantage and discrimination and actively seek social justice and reparation. These are cultural groups who, through their mandate, programs and services, are supporting artists and cultural organizations who may include but are not limited to: people who identify as Indigenous; Black people and people of African descent; people of colour and racialized people; disabled people and people who live with mental health challenges; Deaf and hard of hearing people; LGBTQ2+ and gender diverse people; low-income people; refugees, newcomers, and undocumented people; minority language communities; women and girls; and, youth and seniors.

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

In 2019, approximately 30% of organizations funded by cultural Annual Assistance Grants have a self-declared a mandate to serve equity-seeking artists and communities (data source: the Annual Assistance Grant program applications). By comparison overall, approximately 34% of all grantees in civic cultural grant programs (Operating, Annual Assistance, Projects, and Community Arts) have a self-declared mandate to serve equity-seeking communities. While organizational mandate alone is not a complete and accurate measure, it does demonstrate an organization's core commitment to cultural equity and accessibility.

Culture | Shift commits to developing a more definitive set of measures and targets moving forward. In the interim, grant program objectives and criteria are being updated to better align with Culture | Shift key directions. (Assessment criteria outlined below on page 7.)

Assessment Process

Peer Assessment Committee

Cultural Services uses a blended assessment model where peer members of the arts, cultural and creative community are invited to participate in the assessment process with Cultural Planners. Generally, three to five peers join staff as part of an assessment committee to review applications, participate in discussions, and make funding recommendations for City Council's approval. Peer members include local artists, cultural practitioners and administrators in the field who bring lived and practical experience, knowledge, and expertise gained from their involvement in the Vancouver's diverse arts and cultural communities. Peers assess funding requests from applicant organizations. Staff provide historical knowledge of the applicants' programming, financial, and operational history, and an overview of the local cultural sector.

Commitment to Diverse Representation on Assessment Committees

As a step towards integrating cultural equity and accessibility in the assessment process, Cultural Services has adopted policy to exceed 50% representation of people from equity-seeking communities in all of its assessment bodies for grants and awards.

How to participate in Assessment Committees

We encourage self-nominations from community members year-round through this form: <http://vancouver.ca/people-programs/grant-application-and-assessment-process>. Alternately, you can contact staff to discuss your interest to be included on future committees.

Equity Integrated into Assessment Criteria

Today's assessment criteria for the Annual Assistance grant program reflects a first phase alignment with key directions of Culture | Shift, particularly in the areas of Reconciliation and Decolonization, Cultural Equity and Cultural Redress, and Accessibility. We want to understand your role in supporting the diversity of the local arts and cultural communities. New questions offer additional opportunities to describe your work to advance these areas, though you may include relevant information throughout your responses to any question where appropriate. Through the Culture | Shift engagement process, diverse communities informed the development of the directions, goals and actions. Early definitions of key concepts are shared in the glossary of this guide (See page 15).

Assessment Criteria and Weighting of Scores

The Assessment Committee uses specific criteria to assess requests for funding. A series of questions are posed in the application to assess performance in key areas such as unique purpose, quality and impact of programs or services, level of public access and engagement, quality of leadership and administration, strength of board leadership, financial health and planning, and level of commitments to reflecting the diversity of Vancouver through people, programs and operations. Detailed assessment criteria include:

Purpose, Artistic Programs and Services (29% of total score)

- Clearly defined purpose that expresses why the organization exists
- Unique, relevant, and valuable role in the discipline or practice, and Vancouver's arts and cultural communities
- Programs and services align with the organization's mission
- High quality programs and services are delivered in ethical and compelling ways and respond to a clear creative need in Vancouver
- The artists and creative collaborators involved have the appropriate lived experience, permission, knowledge, skills and expertise to lead and contribute to the work
- Meaningful opportunities and resources are provided for artists to lead, develop, create and present their work
- Programs and services help to diversify creative experiences and expression in Vancouver
- If working with Indigenous artists or content, respectful and informed cultural practices are integrated into co-creation processes in relevant and safe ways

Community Engagement, Access, and Participation (29% of total score)

- Level of commitment to develop and engage audiences and participants that reflect the full diversity of Vancouver
- There are effective strategies in place to build and engage audiences, membership or participants in inclusive and accessible ways that have sufficient resources
- The organization understands the demand and impact of its programs and services and is developing strategies to assess and maintain demand
- There is evidence of returning, consistent or growing participation and understanding of the organization's unique programs and services and people see benefit in their continuance

Leadership and Administration (14% of total score)

- Leadership can articulate specific successes, needs and opportunities and is working towards longer-term goals
- Respectful workplaces are supported through values, practices, guidelines or
- Equity planning initiatives (if not core to the mission) are being developed or are becoming organizational practice and resourced accordingly
- An appropriate level of human resources and structure are in place or being developed to support the organization's programs, services, and engagement
- Leadership has the relevant experience, knowledge, and expertise to manage the organization and is recognized locally as current or future leaders in the sector

Board and Governance (14% of total score)

- The Board's role is clear, and members are actively contributing to the advancement of the organization's mission
- Board membership is moving (or has moved) beyond people with personal connections to the leader or founder to those with appropriate range of skills, abilities, knowledge and lived experience in support of the mission
- Board structure is in place or being developed to support strategic goals and oversight
- Board member representation currently reflects (or recruitment strategies are being developed to reflect) the diversity of Vancouver and advance the organization's mission

Financial Management (14% of total score)

- There is a healthy financial position with diversified revenues (government, private, earned, and in-kind), a positive working capital, and sufficient financial resources to support programs and services
- There are realistic budget projections, an appropriate balance of programming and administrative expenses, with expenses aligned with revenues
- There are appropriate resources budgeted for delivering accessibility and equity plans.
- Artist fees are more consistently paid to professional artists at industry fee standards
- There is financial planning in place and resources to implement programs and services for the request year and if planning for growth, there are realistic and achievable plans to support operations and build working capital
- If in a current deficit position, there are realistic and achievable plans to reduce the deficit while building more sustainable operations

Guidelines and Requirements for Accumulated Surpluses or Deficits

- If the Society carries an unrestricted accumulated surplus greater than 50% of total operating revenue, discuss the plans for its use.
- If the Society carries an accumulated deficit greater than 10% of total operating revenue, submit a deficit reduction plan including targets, timelines, roles and responsibilities.
- Capital assets are not included in the calculation of an accumulated surplus or deficit.

Additional Considerations for Non-Indigenous Groups Proposing to work with Vancouver’s Host Nations or Urban Indigenous Artists and Content

If you are proposing to work with Indigenous artists or content, we ask that you consider and address the four themes below in your submission: The degree to which you have considered and addressed these points will further inform assessment of your proposal.

1. Cultural Protocols – Vancouver Host Nations and urban Indigenous people have diverse protocols that govern how cultural expressions and collaborations are developed, shared, and stewarded. Please describe how you will reach out to understand and respect the specific cultural protocols relevant to your collaborations with Indigenous communities, Nations, or individuals
2. Consent, Credit, Leadership and Compensation – Please describe how you will ensure that Indigenous artists, knowledge keepers, and other collaborators have given consent, are credited appropriately, and are in leadership positions in the development or co-development of the project. Describe how they are being compensated and resourced appropriately for their involvement
3. Cultural Safety – Please describe how you will create or partner to create respectful and safe spaces, venues and programs where Indigenous people’s work and wellness are not compromised by power imbalances, discrimination, stereotypes, and unconscious bias
4. Sites of Cultural Significance – Applicants are advised that culturally-significant areas including Stanley Park, Locarno Beach, Vanier Park, or Jericho Beach and all waterfront sites will not be considered without demonstrated permission from all three Musqueam, Squamish, and Tsleil-Waututh Nations, and with their meaningful involvement

Refer to the Glossary section on Reconciliation and Decolonization for insights from the field.

Recommendation Process – City Council Approval

Assessment Committee recommendations are brought forward in a report to City Council for consideration and approval. Applicants receive an email notification from the City Clerk’s office generally a week in advance of the report going forward for the Council meeting date. The report is also made public on the City’s website at approximately the same time. 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 “Vancouver City Council,” then click on “Council meetings and decisions”
3. At the right, click on “Get agenda and minutes,” then click on “Upcoming Meetings”
4. Find the appropriate Regular Council or City Finance and Services meeting date and click on then click again on “Upcoming Meetings”
5. Scroll down to locate the appropriate Administrative Report – often called 20XX *Cultural Grant Allocations*

Reductions in Grants, Concerns, and Termination Grants

Funding at previous-year levels is not guaranteed. Different variables may result in grants being reduced, held back with specific conditions, requested to be returned, or terminated after opportunities to address outstanding issues are not satisfied.

Peer Assessment Committee – Low Ranking

All applications are assessed by a peer committee against the criteria detailed in this guide. Based on the peer committee assessment, if an organization receives an overall low ranking in comparison to other organizations in the same competitive assessment process, the committee has the ability to recommend a grant reduction of up to 10% of previous-year funding.

Peer Assessment Committee – Concerns

If a peer assessment committee expresses concerns about the on-going viability of an applicant based on current assessment, the committee has the ability to recommend that the organization be put on notice to address the concerns. The Committee can recommend a grant 'subject to' specific conditions being met before the release of the grant, and can recommend a grant reduction of up to 20% of previous-year funding. Staff will follow up with the organization relaying the committee's concerns and request they be addressed prior to any subsequent application to the City for cultural funding. One or more of the following scenarios would be considered a cause for concern:

- Poor financial health and financial management (e.g. accumulated deficit of 15% or more of its annual operating budget with no realistic plans to reduce, evidence of lack of proper systems, controls and oversight, etc.)
- Significant patterns of decline in audience and participation
- Inability to meet minimum terms and conditions in the Cultural Grant Agreement
- Inability to carry out ongoing programs and services
- Inability to comply with all applicable laws, regulations, and bylaws in carrying out its activities

In year two of peer assessment, if an organization has not adequately addressed specific concerns in the application, the committee has the ability to recommend a grant reduction of up to 50% of previous-year funding. The Committee could make two recommendations:

1. Invite the organization to apply to Annual Assistance grants the following year to address the recurring concerns,
2. That staff notify the organization that the current year support is a 'termination' grant. A termination grant will be the final grant to the organization through the cultural Annual Assistance program. The final grant will be released to allow the applicant time to seek replacement resources and to adapt to the loss of funding.

The organization may be eligible to apply to other cultural programs.

Non-compliance – Return of Grant Funds

Once a grant has been awarded, if at any time it is determined that the grant funds are not being used for the activities as described in the application or if the society breaches the terms of the grant agreement with the City of Vancouver or does not comply with all applicable laws, regulations, and bylaws in carrying out its activities, the Society will immediately repay the grant

funds to the City in full. If the activities related to the Application are completed without requiring the full use of the grant funds, the Society will immediately repay the remaining grant funds to the City.

City Budget Process – Reduced Cultural Grants Budget

Reductions may also occur if the City’s Cultural Grants budget has been reduced through the City’s annual budget process. Staff will make every effort to forewarn grantees of pending impacts if a Cultural Grants budget reduction is adopted by Vancouver City Council in advance of the grant submission deadline.

Comments and Reconsideration

Applicants may request additional information on the assessment process including comments and clarification of the peer assessment committee’s recommendation. Where there are specific conditions on a grant, or an organization has received a reduced grant or has been put on notice due to concerns, specific comments and terms will be provided to the organization.

For demonstrated instances where either the financial situation (at the grant submission deadline) or eligibility status was misunderstood by the peer assessment committee, applicants may formally request reconsideration of the recommendation. For eligible formal requests, the recommendation will be withdrawn from the recommendation report to Council and will be reviewed by the Managing 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, visit <http://vancouver.ca/people-programs/request-for-reconsideration>.

Application Process and Timeline (dates subject to change)

Access to applications opens:	Late October
Submission deadline:	December 2, 2020, 4pm
Staff Review:	December-January
Notification of Recommendation:	Mid January
Council Approval:	Late January
Payment (advance grant)*:	Early February
Payment (balance)*:	March

*If Council approves the City’s 2021 budget by December 2020, staff will recommend one payment of 100% of your grant. If the 2021 budget has not been approved by December 2020, budget for two payments in your cash flow (an advance grant of 40%–50%, and a second payment of the balance).

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.

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 submission instructions.

CADAC (Canadian Arts Database)

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

GRANT AGREEMENT

If the applicant organization receives a grant, it must adhere to legal terms and conditions that will form a binding Agreement between the Recipient and the City of Vancouver for the use of funds. The full Agreement is set out in the online submission and should be closely reviewed and signed by a representative of the organization who has the full right, power, and authority to enter into the Agreement and complete the work.

Abridged Summary of Conditions of Assistance

- (a) The Recipient will spend the money from the Grant substantially in accordance with the budget as provided in the grant application.
- (b) The Recipient will only use the Grant for the purpose of doing the Work (the **“Purpose”**). The Recipient will not use the Grant for any purpose other than the Purpose. For example, the Recipient acknowledges and agrees that it will not use the Grant to eliminate financial deficits that the Recipient has accumulated.
- (c) The Recipient will not transfer the Grant or any portion of the Grant to any person, society, company, entity, or legal entity of any kind unless doing so is part of the Work and is described in the grant application.
- (d) If the Recipient has not used any portion of the Grant by the end of the Term, then the Recipient will return the unused portion of the Grant to the City no later than thirty days after the end of the Term.
- (e) During the Term and for two years after the Term, the Recipient will keep accurate records, invoices, and receipts that show how the Recipient has done the Work and used the Grant and, upon request by the City, will make those records, invoices, and receipts immediately available to the City or an agent of the City for the City or its agent to review, copy, and keep.
- (f) If the Recipient or any of its current or former members, employees, agents, contractors, directors, or officers (the **“Recipient Personnel”**) is accused of any act, conduct, or omission that could, in the City’s sole discretion, bring risk of harm or loss, reputational or otherwise, to the City or to any of the City’s events, programs, or services, then the City may terminate this Agreement by providing written notice to the Recipient. If the City terminates this Agreement pursuant to this Section 2.2, then the Recipient will immediately return the Grant to the City. If the Recipient does not immediately return the Grant to the City, then the Recipient acknowledges and agrees that the City may take all lawful actions necessary to recover the Grant and the Recipient will indemnify and hold the City harmless for all of the legal and other costs that the City incurs in connection with the recovery of the Grant.
- (g) Receipt of a grant does not guarantee funding in the future.

Publicity

The Recipient will acknowledge the City's assistance and the Grant in all public communications or materials regarding the Work. However, each Party agrees not to use the name, logo, trademark, or any other identifying mark of the other Party in any advertising or public material, or make any form of representation or statement in relation to the Work that would constitute an express or implied endorsement by the other Party of any product or service, without obtaining the prior written approval of the other Party. Recipients can contact Tyler Fitzwalter at tyler.fitzwalter@vancouver.ca to receive the recognition marks electronically.



Freedom of Information Act

The Parties acknowledge that they are each subject to the *Freedom of Information and Protection of Privacy Act (British Columbia)*, and that all records prepared by either Party may be under the custody and control of that Party for the purposes of the said act and that all records prepared by that Party in the performance of this Agreement are in the custody and control of that Party. Each Party is or will be subject to the access and privacy provisions of the *Freedom of Information and Protection of Privacy Act (British Columbia)*, which creates a right of access to records under the custody and control of public bodies subject to specific limited exceptions.

GLOSSARY

The terms provided here are early definitions that have been drawn from Culture | Shift and informed by the community. They are not definitive and will continue to be modified to reflect current language and evolving forms of expression.

Reconciliation & Decolonization

Reconciliation is about building respectful relationships between Indigenous and non-Indigenous people. This includes recognition of Indigenous rights and titles, as well as restitution and redress for colonial harms. Colonialism has contributed to many forms of exclusion and erasure, limiting Musqueam, Squamish, and Tsleil-Waututh, and Urban Indigenous peoples' involvement in defining and shaping Vancouver. Arts and culture systems are still rooted in the ongoing legacies of colonialism – from policies that guide public art to the naming of places.

Decolonization prioritizes Indigenous self-determination of leadership and land to address dispossession, cultural erasure, and denial of political governance. Decolonization change processes related to arts and culture, involve developing practices that:

- Respect the authority and leadership of Indigenous nations and people and their role in broader decision-making processes that relate to their culture
- Support the cultural visibility of local nations throughout their unceded lands
- Support the cultural, political and economic advancement of Indigenous people
- Determine ways to redress dispossession and cultural erasure

Cultural Equity & Cultural Redress

As a principle, cultural equity promotes fair support for cultural work, so marginalized people can see their stories presented by artists who share their experience. As a practice, cultural equity identifies and addresses the systemic discrimination built into cultural norms and practices within art and culture institutions and systems.

The work of cultural equity is informed by racial equity lens. Racial equity recognizes that the systemic racism, anti-Black racism, and anti-Indigenous racism and the ways whiteness is positioned as the cultural norm have significant impacts. These impacts are larger than individual acts of racism based on consciously or unconsciously held beliefs of racial superiority. Like gender equity, racial equity approaches focus on specific, rather than 'one-size-fits-all' approaches and centres the experiences of Indigenous people, Black people, people of colour and racialized people.

Cultural redress initiatives attempt to repair the harms of systemic exclusion and discrimination, including dispossession of land, forced relocations, internment, race-based taxes, race-based refusal of asylum and immigration, racial segregation, and displacing or demolishing of racialized communities' neighbourhoods. The City of Vancouver has formally acknowledged and apologized for legislated forms of discrimination, such as colonial dispossession of the Musqueam, Squamish, and Tsleil-Waututh Nations, the Chinese Head Tax, internment and forced relocation of Japanese Canadians, the refusal of passengers on the Komagatu Maru, and urban planning regimes that displaced Black Canadians in Hogan's Alley.

Ableism – an ablest society is said to be one that treats non-disabled individuals as the standard of 'normal living', which results in public and private places and services, education,

and social work that are built to serve 'standard' people, thereby inherently excluding those with various disabilities.

Access – is the degree to which all people with a wide range of experiences can fully participate in activities. Access can include many dimensions of accessibility including physical, spatial, financial, linguistic, cultural, social, and geographic. Access measures might include reduced ticket programs, transit vouchers, gender diverse-inclusive washroom and change room spaces, translation services, child care on site, space for spiritual and religious practices.

Accessibility – is a set of equity practices aimed at identifying and reducing barriers that people with disabilities and Deaf and hard of hearing people experience. Accessibility practices advance opportunities for disabled and Deaf creators, and provide accommodations for people protected under the Charter of Rights and Freedoms as disabled and Deaf people. Accessibility practices can include accessibility consultants, American Sign Language (ASL) Consultants, ASL Interpretation, Relaxed Performances, companion seating and tickets, scent-free spaces. It can also include universal design or physical upgrades that allow for people with a wide range of mobility, cognitive and perceptual experiences to easily navigate the space.

Cultural Appropriation – when people take artistic or cultural works or practices from oppressed people without free and informed consent, due credit, and fair compensation.

Cultural Competencies – the understanding of the worldviews, beliefs, protocols, etiquette, and cultural practices that equip people to understand, design, collaborate, communicate and effectively interact with people across cultures in relevant and safe ways. Cultural competence encompasses: being aware of one's own world view; developing positive attitudes towards cultural differences; gaining knowledge of different cultural practices and world views; developing skills for communication and interaction across cultures.

Cultural Protocols – Indigenous people and Nations have diverse protocols that govern how cultural expressions and collaborations are developed, shared, and stewarded. Learning these protocols is the first step towards developing reciprocal relationships between non-Indigenous and Indigenous people as collaborators.

Cultural Safety – the presence of a respectful and relevant space or program where Indigenous people's work and health are not compromised by power imbalances, discrimination, stereotypes, and unconscious bias.

Diversity – is the presence of difference. Diversity initiatives often look at whether leadership and artistic programs reflect the demographics of the communities they serve.

Equity – is the ongoing work to address the systems that privilege dominant groups and disadvantage equity-seeking groups. Cultural equity acknowledges that all people have rights to cultural expression and practice. Equity initiatives first identify the ways that discrimination and unconscious bias gets 'baked into' systems through policy, practices and programs and, together, create 'systemic discrimination'. Systemic discrimination results in persistent disparities in compensation, funding, and exposure for equity-seeking groups. Equity can require different measures to create more fair conditions. Equity initiatives propose and resource actions that integrate equity into existing policy practice and programs as well as develop targeted funds and programs to support equity-seeking groups. An intersectional approach to equity acknowledges that where people experience multiple forms of discrimination, there are compounding effects.

Equity-seeking Groups – those that identify barriers to equal access, opportunities, and resources due to disadvantage and discrimination and actively seek social justice and reparation. These are cultural groups who through their mandate, programs and services are supporting artists and cultural organizations who may include but are not limited to: people who identify as Indigenous; Black people and people of African descent; people of colour and racialized people; disabled people and people who live with mental health challenges; Deaf and hard of hearing people; LGBTQ2+ and gender diverse people; low-income people; refugees, newcomers, and undocumented people; minority language communities; women and girls; and, youth and seniors

Equity & Accessibility Planning Initiatives – the work to integrate proactive equity and accessibility measures to advance the leadership and practices of equity-seeking groups. Multi-pronged, holistic, iterative approaches that are well resourced with the time, money, and leadership to succeed are more effective and may include:

- Commitments – mandates that explicitly name and prioritize advancing artistic or cultural work of equity-seeking artists and people, equity plans, decision-making frameworks, policies and plans for board/staff/artist diversity representation
- Operational Practices – board/staff/artists recruitment, proactive hiring, retention, promotion, succession; equity training – cultural protocols, anti-racism / anti-oppression, cultural competency, gender diverse inclusion; compensation parity; physical space audits
- Programmatic Practices – where the majority of resources and activities are dedicated to activities led by equity-seeking artists and cultural workers, leadership diversity, equitable compensation, ethical collaboration practices, intimacy plans and coordinators when performers perform romantic physical contact, practices to ensure informed consent, due credit, and fair compensation and preventing cultural appropriation
- Evaluation – systematic collection, disaggregation, and analysis of data to identify and address disparities, impact analysis, leadership accountability analysis

Examples of EDI Practices from the field

- Local knowledge: Implementing practices and programming that incorporate knowledge of historical, local, and systemic realities into their work, and prioritize ongoing engagement with community for feedback and future direction
- Equity Practices integrated into operations:
 - Equity in leadership: commitment to organizational leadership representative of the city, or representative of the specific group(s) it serves
 - Equity targets: setting specific measurable representation goals
 - Collaborations and partnerships: ongoing significant engagement with community members and other organizations across cultural differences
 - Organizational development: dedicated work to build cultural competency and increase understanding around specific realities for marginalized communities in order to carve out space for their inclusion

- **Accessibility and Access practices:** Positioning accessibility and access as ongoing learning projects to reduce barriers along multiple dimensions of access
 - **Accessibility:** incorporating physical, cognitive, mental health, and perceptual (auditory and visual) accommodation practices through direct engagement with communities with different abilities and neurodiverse people
 - **Access practices:** adoption of practices that address potential barriers to participation, including income; language; culture; age; gender identity; geography; chemical sensitivity; and childcare
- **Compensation:** Paying above sector standards, when possible, to address the high cost of living in Vancouver
- **Artistic Programs:** Resourcing and prioritizing artistic programs reflecting underrepresented experiences and voices, while avoiding limiting artists' work to the expression of these identities
- **Audience and community programs:** Including targeted programs, community-based or collaborative projects, mentorship programs, community outreach, and traveling programming

Inclusion – is the presence of meaningful contribution and influence in processes and projects. Inclusion is strongest when people have significant, ongoing roles in shaping decisions.

Intersectionality – is a concept that explores how people who experience multiple forms of discrimination experience compounding impacts. For example, a queer, black woman who uses a wheelchair will experience the compounding effects of racism, sexism, homophobia, and ableism. An intersectional approach examines how different forms of discrimination interact and designs equity measures accordingly.

Lived Experience – is the knowledge and understanding you get when you have lived through something – through direct personal participation and observation and firsthand knowledge and contact. People's everyday lives gives them direct, first-hand knowledge of their own cultural context and experiences of structural discrimination which provide cultural competency and valuable professional knowledge and skills.

Reciprocal Relations – is a sustained engagement between people, communities or cultures that is positive, valued, balanced, and mutually supportive where they work together towards common interests and outcomes. With Musqueam, Squamish, and Tsleil-Waututh Nations, it ensures their People are active participants in the social, economic, cultural, and political activities that take place on their lands by building strong relationships based on trust, mutual respect and benefit.

Respectful Workplace – where policies and practices are in place (e.g. anti-harassment, anti-discrimination) to maintain a workplace environment where employees are treated fairly, difference is acknowledged and valued, communication is open and civil, conflict is addressed early, and there is a culture of empowerment and cooperation.

Tokenism – the practice of making only a perfunctory gesture or symbolic effort to do a particular thing, especially by recruiting a small number of people from underrepresented groups in order to give the appearance of fairness or equity.

ENHANCED RESOURCES – IN SUPPORT OF CULTURE | SHIFT

City of Reconciliation Vision and Goals

<https://vancouver.ca/people-programs/city-of-reconciliation.aspx>

Vancouver Park Board report prepared by Kamala Todd, Nov. 2016

[Truth-Telling: Indigenous Perspectives on Working with Municipal Governments](#)

United Nations Declaration on the Rights of indigenous Peoples (UNDRIP)

https://www.un.org/esa/socdev/unpfii/documents/DRIPS_en.pdf

Towards Braiding

For organizations starting this journey

<https://decolonialfuturesnet.files.wordpress.com/2019/02/towards-braiding-handout-1.pdf>

Mis-steps on the path to braiding: opening conversations about inappropriate and appropriative engagements

<https://decolonialfuturesnet.files.wordpress.com/2019/02/towards-braiding-handout-2.pdf>

Indigenous Arts Protocols – Ontario Arts Council

<https://www.youtube.com/watch?v=c6VuHJi6O0Q&feature=youtu.be>

Indigenous Community Resources

<https://vancouver.ca/people-programs/indigenous-communities>

Guide to the Canadian Charter of Rights and Freedoms

<https://www.canada.ca/en/canadian-heritage/services/how-rights-protected/guide-canadian-charter-rights-freedoms.html>

Respectful Workplace in the Arts (Canada Council and Cultural Human Resources Council) <http://respectfulartworkplaces.ca/>

Accessible Events Checklist and Resources

<https://vancouver.ca/people-programs/accessible-events-checklist-and-resources.aspx>

For organizations seeking to make their events more accessible and welcoming to all Vancouverites.

RESOURCES – OTHER CIVIC GRANT AND SUPPORT PROGRAMS

Transit Shelter and Video Screens Outdoor Promotional Programs

<https://vancouver.ca/people-programs/video-screen-advertising-program.aspx>

For organizations looking for a high-profile way to promote their events.

Free Support for City-wide Poster or Brochure Distribution

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

Cultural Infrastructure Grants

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

For organizations planning for or embarking on cultural 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>

For organizations requiring support towards development & building permit fees for cultural space projects.

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.

Small Grants for Cultural Spaces

<https://vancouver.ca/people-programs/small-grants-for-cultural-spaces.aspx>

For organizations requesting support for small and time-sensitive projects related to arts and cultural spaces including planning, research, minor capital, mentorships and capacity building.

Theatre Rental Grants

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

For organizations requesting subsidized access to civic performance venues including the Orpheum, Annex, Queen Elizabeth Theatre and Vancouver Playhouse.

Other Civic Theatre Grants

<https://vancouvercivictheatres.com/about-us/grants/>

For organizations seeking subsidized access to ancillary spaces at the Civic Theatres.

VIVA Vancouver

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

For organizations to transform road spaces into vibrant people spaces.

Greening Your Event

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

For organizations seeking to minimize their event's environmental impact: tools, tips or equipment.

Arts Event Licence

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

For organizations hosting pop-up events in unconventional spaces. One application, one licence, one low fee.