

## ARTIST STUDIO AWARD PROGRAM (2018-2021) INFORMATION GUIDE

**Deadline: Wednesday, September 13, 2017 at 4:00pm**

This guide provides information about the objectives, criteria and application process for the City of Vancouver's Artist Studio Award program. The Artist Studio Award program is one of many programs, awards and services that the City's Cultural Services department offers to advance the vision and goals of the Culture Plan for Vancouver. Other civic 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 questions about the program or application process, please direct questions to staff well in advance of the deadline.

### CONTACT INFORMATION

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# ARTIST STUDIO AWARD PROGRAM (2018-2021)

## Objectives and Description

The City of Vancouver's Artist Studio Award program aims to support low-income, emerging professional artists working in any artistic discipline at a critical moment in their career. A program goal is to improve opportunities for artists living and working in Vancouver and those who are community members of the Musqueam, Squamish or Tsleil-Waututh First Nations. As a City of Reconciliation and in efforts to promote equity, diversity and inclusion, this program aims to achieve a diverse cohort of artists with priority to members of Indigenous and historically underrepresented communities. Priority for the one-bedroom live-work studio will be given to an artist with a child.

Applicants must be able to demonstrate artistic excellence and financial need. Of the seven (7) studios in the program, five (5) are live-work studios and two (2) are work-only studios. All studios are offered at affordable rents and are available for terms of approximately three years.

The studios are awarded through a peer assessment review process organized by the City of Vancouver's Cultural Services department.

## Terms

Recipients of an Artist Studio Award are required to sign a lease and pay a security deposit. All award recipients are also required to pay all associated occupancy costs such as utilities, phone, insurance (liability and contents), moving expenses and charges, basic maintenance and small repairs. The City will do its best to prepare the studios for the new occupants (i.e. cleaned and made suitable for occupancy) but otherwise all studios will be rented in "as is" condition.

Information on previous grant awards and recipients is located on our website:

<http://council.vancouver.ca/20160406/documents/pspc6.pdf>

## Eligibility

Professional artists who are residents of Vancouver or community members of the Musqueam, Squamish or Tsleil-Waututh First Nations, whose work shows exceptional talent and who can demonstrate financial need are eligible to apply. Artists involved in the production of art, including but not limited to community arts, dance, interdisciplinary, literary, media, multidisciplinary, music, theatre, and visual arts will be considered eligible. Professional artists are defined as those having specialized training or records of accomplishment in their field(s) or who are recognized as artists by artistic peers and other arts professionals. Emerging artists are defined as being in the early stages of their professional career, and having a body of work beyond their educational experience.

### A. Residency or Community Membership

Residents of Vancouver or community members of the Musqueam, Squamish or Tsleil-Waututh First Nations are eligible to apply. Follow instructions for question ASA 1.6 - *Proof of Community Membership or Residency* in the application form.

### B. Financial Eligibility

The studios are only available to artists who can demonstrate financial need. City staff will determine financial need using the City and BC Housing's Housing Income Limits (maximum total annual income from all sources of \$40,000 for the studio-sized and work-only units, and \$45,000 for the one bedroom unit). Applicants are asked to submit financial documentation for the past three years which will then be averaged

to determine the average gross annual income (see *Definitions* below for more details). Acceptable documentation includes either copies of Income Tax Assessments for the past three (3) years or a copy of a recent statement from the Ministry of Social Development showing shelter allowance.

**Suggestion: Vancouver Public Library Free Scanning and Computing**

If you don't have access to your own private computer, we suggest you use the Vancouver Public Library's computers to scan and upload documents. Scanning and computer use are provided to library users at no cost. Any record of your documents is deleted once you log out of the VPL computer.

(See: <https://www.vpl.ca/policy/public-internet-and-computer-usage>)

Please note that the requested financial documents and all supporting confidential documentation will be destroyed after the application review process has concluded.

## Assessment Criteria

Tenancy for all seven studios will be determined through a peer review assessment process.

Applicants will be assessed on the basis of artistic merit by an assessment committee made up of Vancouver-based arts and culture professionals. Responses and examples/documentation of recent work will be assessed against the criteria corresponding to the questions. Applications are assessed in the following four areas:

1. Professional Qualifications/Artistic Excellence (20%)  
Criteria: Evidence of depth and breadth in either formal or informal training; high quality of dissemination of work; evidence of public recognition of work as demonstrated by awards, reviews, critical analyses, etc.
2. Recent Work/Artistic Excellence (40%)  
Criteria: Evidence of how the artist's work contributes to a diverse and thriving cultural ecology; evidence that the artist has embraced innovation and risk-taking that demonstrates a strong artistic vision.
3. Statement of Intent: Impact on Applicant (20%)  
Criteria: Clear articulation of the potential benefits of a studio residency to the artist's specific artistic practice and career development.
4. Statement of Intent: Impact on Community (20%)  
Criteria: Clear articulation of potential benefits of a studio residency on the artist's engagement with and impact on both Vancouver's artistic and broader community, e.g. fostering connection within the artistic community, nurturing of emerging artists, advancing equity and diversity, or improving arts access for new and underrepresented communities.

## Assessment Committee Review

Cultural Services will use a peer review assessment process that relies on members of the arts and cultural community (peers) who assess applications. The Assessment Committee members review applications in advance, meet in person to discuss the applications, and make recommendations for City Council's consideration and approval.

Assessment Committee nominations are accepted year-round from community members who may complete this form: <http://vancouver.ca/people-programs/grant-application-and-assessment-process>.

## Application Process and Timeline

Interested artists should submit an online application form before the deadline with all supporting documents. For the online application and program updates, visit: <http://vancouver.ca/people-programs/artist-studio-award-program.aspx>

Guidelines and Application available:	Early August
Application Walk-through:	August 23 at 10:00 am (registration opens August 10)
Studio Open Houses:	September 7 - 9 (exact schedule TBD)
Application deadline:	September 13, 2017 at 4:00 pm
Assessment Committee Review:	Mid October
Notification of Recommendation:	Mid November
Council Approval and Notification:	Late November/December
Studios Available for Move-in:	March/April 2018

## 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 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. Once the Council report is approved, successful applicants will receive a confirmation notification by email.

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 "Get Agenda and Minutes"
4. Navigate to 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 Grant Allocations*

## About the Studios

All of the studios are approved for the production of dance, music, creative writing, painting, drawing, pottery, sculpture, video and moving or still photography. Welding and glassblowing are not permitted. None of the studios has venting for toxic fumes. Soundproofing varies so the use of amplified music is generally not permitted. All live-work artist studios have a maximum occupancy of two persons including children. For further information including photos of the studios visit:

[vancouver.ca/people-programs/about-the-artist-studios.aspx](http://vancouver.ca/people-programs/about-the-artist-studios.aspx)

## Studio Details

**Studio 1) Artist Live-Work Affordable Rental Award Studio** **Rent: \$215/mo.**  
272 East 4th Avenue (528 square feet), Built: 1995

This third-floor studio in “The Mecca” building is a single-level strata unit with a large northeast-facing window and concrete floors. The studio is equipped with a full four piece bathroom, fridge, stove, and washer/dryer. There is no associated parking stall in the building. There is a common roof deck area and amenity room.

**Studio 2) Artist Live-Work Affordable Rental Award Studio** **Rent: \$375/mo.\***  
485 West 8th Avenue (911 square feet), Built: 2008

The studio (provided for lease to the City by the developer) in “The Rise” building is a split-level, one bedroom strata unit with approximately 235 square feet of deck and balcony space, as well as the use of one parking stall. It is equipped with a full four piece bathroom, fridge, stove and washer/dryer. Amenities include an exercise room and green roof.

This is the only one-bedroom unit in the Studio Award program; priority will be given to an artist with a child.

\* The rental rate for Studio 2 is based on the shelter rate listed by the BC Employment & Assistance’s Income Assistance, currently at \$375/month (note: rental rates are subject to increase in accordance with any increase to the shelter rate).

**Studio 3) Artist Live-Work Affordable Rental Award Studio** **Rent: \$440/mo.**  
1202 East Pender Street (1,075 square feet); Built: 1999

This split-level strata unit in “The Workshop” building includes a 300 square foot loft area, and the use of one parking stall. It is equipped with a fridge, dishwasher, stove, washer/dryer and security alarm.

**Studio 4) Artist Live-Work Affordable Rental Award Studio** **Rent: \$470/mo.**  
#102 - 8031 Nunavut Lane (1,150 square feet); Built: 2016

This large studio includes a 410 square foot loft. Close to major transit lines, it is equipped with a fridge, stove and washer/dryer and has a west-facing garden patio. It also includes self-contained storage and a parking stall.

**Studio 5) Artist Live-Work Affordable Rental Award Studio** **Rent: \$375/mo.**  
#101 - 8031 Nunavut Lane (910 square feet); Built: 2016

This studio is a smaller version of, and adjacent to, Studio 4 above. It includes a 295 square foot loft

**Studio 6) Artist Work-Only Affordable Rental Award Studio** **Rent: \$165/mo.**  
1571 West 6<sup>th</sup> Avenue (400 square feet); Built: 2013

This work-only studio has windows on three sides and is equipped with a two piece washroom, and a slop sink and counter. It has one parking stall.

**Studio 7) Artist Work-Only Affordable Rental Award Studio** **Rent: \$165/mo.**  
1573 West 6<sup>th</sup> Avenue (400 square feet); Built: 2013

Same as Studio 6 above, except it has windows on two sides.

## DEFINITIONS and FREQUENTLY ASKED QUESTIONS

### Definitions

**Housing Income Limits** or **HILs** is the maximum annual gross income below which the provincial government considers a household (including single person households) to be eligible for housing subsidy to occupy a particular type of unit. BC Housing produces annual Housing Income Limit tables for each community. HILs tables set maximum income levels for different sized units in different areas of the province.

**Gross Annual Income** means the total income or payments in your household from all sources received at any time during the previous calendar year regardless of whether taxable including wages, salary, self-employment net income, rents, fees, interest, dividends, pension payments, annuity payments, awards and payments in compensation for lost income, capital gains, bequests, and lottery winnings and winnings from gambling and wagering.

### Frequently Asked Questions (FAQs)

#### **What costs would I be responsible for?**

Recipients of all seven studio awards are responsible for monthly rent, minor repairs and routine maintenance of the unit, and all associated occupancy costs such as heat, hydro, gas, internet, cable, telephone, security system monitoring (optional), a security deposit, and appropriate insurance for liability and contents.

#### **How much is the security deposit?**

The security deposit amount for Studios #2, 6 and 7 is equivalent to a full month's rent, and for Studios #1, 3, 4 and 5 is equivalent to half a month's rent.

#### **Can I see the studios before I submit an application?**

You are welcome to view the studios during the open house only. Open houses will be held on Thursday, September 7<sup>th</sup> from 4 to 8 p.m. and Saturday, September 9<sup>th</sup> from 10 a.m. to 7 p.m. (by appointment only). Please do not disturb the current studio artists by asking to view the studios at any other time. Additionally, photos and floor plans of the studios are available at: [vancouver.ca/artist-studio](http://vancouver.ca/artist-studio)

#### **How many people can live in the studio?**

Occupancy is limited to two persons (including children) in the live-work studios. No one may live in the work-only studios.

#### **What is meant by professional artist?**

Someone who has specialized training in their artistic field (not necessarily in academic institutions), who is recognized as such by their peers (artists working in the same artistic tradition), who is committed to devoting a significant amount of time to their artistic activity if financially feasible, and who has a history of public presentation.

#### **I am a musician. Can I apply?**

Yes, the production of music is permitted in the studios; however, these studios do not have sufficient sound proofing to accommodate loud acoustic or amplified sound.

#### **I don't want to share my financial information with the City. Are there other ways to prove my income level?**

No, copies of income tax assessments or Ministry of Social Development statement are required; however, Privacy Legislation ensures that your financial information will be protected against unauthorized access, collection, use, disclosure or disposal. All financial statements are reviewed by City of Vancouver staff only, and will be destroyed following that review.

#### **My net income is less than \$40,000 per year. Am I eligible?**

Total gross household income from all sources must be \$40,000 or less to be eligible for the six open-plan units and \$45,000 or less for the one bedroom unit. This means the full annual amount earned before expenses for all

wage earners in your household (you, your spouse or partner, etc.) combined must be less than \$40,000 or 45,000.

**I had one “good year” where I made more than \$40,000. Am I no longer eligible?**

You are asked to submit financial information for the past three years. City of Vancouver staff will review and determine if the average annual gross income over the three year period is less than \$40,000 (or in the case of the one bedroom unit, \$45,000).

**Will the jury see my financial information?**

No. Your confidential financial information will be reviewed by City staff only to determine financial eligibility.

**Who is on the jury?**

The jury will be composed of professional artists familiar with the Vancouver arts and culture community selected by staff from the City of Vancouver’s Cultural Services. The names of the jury will be released after the award of the studios is made public.

**Who are the past and current recipients of studio awards?**

(2015-2018) Matthew Brown, Osvaldo Ramirez Castillo, Daelik (Darin) Hackenbrook, Colleen Heslin, Soran Mardookhi, Fiona Rayher, Carol A. Young; (2011-2014) Amiel Gladstone, Kelly Lycan, Sarah Shamash, Elizabeth Zvonar; (2009-2012) Michelle Allard, Josh Beamish, Kristen Roos, Althea Thauberger; (2005-2008) Kevin Schmidt, Rhonda Weppler; (2002-2005) Myfanwy MacLeod, Alex Morrison; (1999-2002) Alison MacTaggart, Steven Shearer; (1996-1999) Teresa Marshall.

**How many artists applied in the last round?**

For the 2015-2018 call, we received 131 applications for 7 studios.

**My partner and I are both artists. Should we submit a joint application?**

Each application is evaluated on its own merits. If you are both eligible artists, you should apply separately.

**I still have questions...**

We would like to share the same information with all applicants, so please email questions to Diana Leung (diana.leung@vancouver.ca) or Doug Durand (douglas.durand@vancouver.ca).

## **CONDITIONS OF ASSISTANCE**

If you receive an Artist Studio Award, the following terms and conditions will apply:

- Enter into a lease agreement that shall include, but not be limited to, the following conditions:
  - To not sublet or assign the studio without prior written approval from the City of Vancouver.
  - To be responsible for all occupancy costs (e.g. utilities, cable, phone, insurance, etc.).
  - To abide by all City and strata council by-laws, and be responsible for any fines levied by the City or strata council for by-law violations.
  - To leave the premises in good condition at the conclusion of the term.
  - To make no structural changes, or cause damage to the unit.
  - To pay the rent in a timely manner.
- 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. Artist Studio Award recipients can contact Cultural Services to receive the recognition marks electronically.
- To participate in an “exit interview” with City staff at the conclusion of the term.



## 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

### Access to Vancouver Civic Theatres Space

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

The Theatre Rental Grant program provides subsidized access to venues owned by the City at reduced costs (Orpheum and Annex, Queen Elizabeth Theatre and Plaza, Vancouver Playhouse Theatre).

### 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, and inclusion of your event(s) in the civic/community on-line calendar.

### Cultural Infrastructure Grant

<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.

### 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.

### 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.

### 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 how to minimize the environmental impacts of cultural—especially outdoor—events.

### 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.