

## **2023 Communities and Artists Shifting Culture (CASC) Grant Application Form**

- First Intake – October 2022 (for projects starting January-June 2023)
- Second Intake – March 2023 (for projects starting July-December 2023)

This is a preview of the application form only. Please use the online application portal to submit your application.

### **1.0 GENERAL INFORMATION**

#### CASC 1.1

##### **Grant request amount**

Maximum request is \$20,000

\$ Amount

#### CASC 1.2

##### **Name or title of proposed project**

Provide the proposed project name or title. This may be used for external reporting purposes.

Maximum: 10 words.

#### CASC 1.3

##### **One sentence description of the proposed project.**

This description may be used for external reporting purposes.

Maximum: 25 words

#### CASC 1.4

##### **Mission, vision and values as submitted in the Organization Profile.**

#### CASC 1.5

**Is the core purpose of your organization, as expressed in its mission, vision and values, to create, produce, or present artistic and/or cultural works, or to serve the arts and culture sector?**

Choose one:

- Yes
- No

CASC 1.6

**Organization's last actual budget (expenses)**

\$ Amount

CASC 1.7

**Organization's last fiscal year end**

Date

CASC 1.8

**Board of Directors List**

Attach a list of the organization's Board of Directors, including name, position, start date and experience.

CASC 1.9

**Sponsored Application**

Is this a sponsored application for an individual artist or collective?

- Yes
- No

If yes:

CASC 1.9.1

Name of the sponsored artist or collective

CASC 1.9.2

Discuss the working relationship between the sponsoring organization and artist(s), and whether the sponsor organization has a mandate to serve the same equity-denied community(ies) as the individual artist or collective.

Maximum: 250 words

CASC 1.10

**Project Type**

What type of arts or culture activity are you proposing? Refer to the CASC Grant Information Guide for examples of activities in each project type.

Choose one:

- Community-engaged art and culture project
- Festival, celebration or large-scale parade
- Artistic creation or production

CASC 1.11

**Primary Artistic Discipline**

What is the primary artistic discipline of the activity you are proposing?

Choose one:

- Community Arts/Social Practice
- Cultural Heritage
- Dance
- Deaf, Disability and Mad Arts
- Indigenous Arts
- Interdisciplinary
- Literary
- Media
- Multidisciplinary
- Music
- Theatre
- Visual Arts
- Other, please specify...

CASC 1.12

**Is the proposed project taking place outdoors on City of Vancouver or Vancouver Park Board property?**

Choose one:

- Yes
- No

If Yes:

For projects taking place outdoors on City of Vancouver or Vancouver Park Board property, a permit or approval is required. Evidence of permits and/or approvals may be a condition for release of grant funds. Visit the City's website for more information: <http://vancouver.ca/doing-business/event-permits.aspx>.

## **CASC Program Objectives**

The questions in this part of the application focus on the proposed project. Specific criteria for each section appears at the top of each page.

We want to understand how your project supports equity, access and inclusion in Vancouver's arts and cultural communities. You are encouraged to include information throughout your responses that reflect how your project aligns with the key directions of [CultureShift](#), Vancouver's Culture Plan 2020-2029, particularly in the areas of reconciliation and decolonization, cultural equity and cultural redress, and accessibility.

## **2.0 CREATIVE VISION (25%)**

### **CRITERIA**

- A clear focus on arts and culture that actively involves and provides meaningful opportunities for artists and cultural workers
- A compelling, timely artistic exploration that aligns with the organization's mandate

### **CASC 2.1**

#### **Detailed Project Description**

Describe the proposed project and its context. What is the creative vision? What is the inspiration for this project? Why is this project important in this moment in time?

Maximum: 400 words

### 3.0 COMMUNITY PARTICIPATION & IMPACT (20%)

#### CRITERIA

- Activities are located within Vancouver unless led by either xʷməθkʷəy̓əm (Musqueam), Sk̓wx̓wú7mesh (Squamish) or səliłwətał (Tseil-Waututh) Nation members and held in their traditional homelands
- A clear understanding of and connection with the community the project aims to serve
- Thoughtful community engagement practices
- Effective, realistic and achievable marketing, communication and outreach strategies to promote the project to the intended audience
- Creative methods of evaluating the qualitative and quantitative impacts and outcomes of the project

#### CASC 3.1

##### Location

All activities take place on Musqueam, Squamish and Tseil-Waututh lands. Please select the specific neighbourhood(s) where the project will take place. Select Musqueam, Squamish or Tseil-Waututh traditional lands only if the project is led by members of those Nations.

Select all that apply:

- Online activity or event
- xʷməθkʷəy̓əm traditional lands
- Sk̓wx̓wú7mesh traditional lands
- səliłwətał traditional lands
- Arbutus Ridge
- Downtown
- Downtown Eastside
- Dunbar Southlands
- Fairview
- Grandview Woodland
- Hastings Sunrise
- Kensington Cedar Cottage
- Kerrisdale
- Killarney
- Kitsilano
- Marpole
- Mount Pleasant
- Oakridge
- Renfrew Collingwood
- Riley Park
- Shaughnessy
- South Cambie
- Strathcona
- Sunset

- Victoria Frasersview
- West End
- West Point Grey

### CASC 3.2

#### **Audience**

Who is the primary audience(s) (i.e., general public, members, individuals, communities, artists, organizations) that the project aims to serve? How is this project relevant to the intended audience?

Maximum: 250 words

### CASC 3.3

#### **Community Engagement**

Will there be opportunities for the audience to engage in activities that are complementary to or further explore the artistic work? (i.e., talkbacks, workshops, facilitated discussions, ancillary exhibitions, etc.)

- Yes
- No

If Yes:

#### CASC 3.3.1

Please describe the activity(ies).

Maximum: 250 words

### CASC 3.4

#### **Community Engaged Arts Projects**

Does your project involve co-creating directly with community participants?

Choose one:

- Yes
- No

If Yes:

#### CASC 3.4.1

What is your process or methodology of inviting and engaging community members to work with you on this project? Reflect on previous work that has helped you understand community engagement. What learnings will you implement in this project?

Maximum: 350 words

### CASC 3.5

#### **Promotion**

Describe your marketing, communication and outreach strategies to promote the project to the intended audience.

Maximum: 150 words

CASC 3.6

**Proposed Project Statistics**

Provide the projected statistics for the proposed project.

CASC 3.6.1

Number of artistic works created

CASC 3.6.2

Number of public activities (performances, presentations, exhibitions, workshops, readings, screenings)

CASC 3.6.3

Total attendance at public activities (i.e. paid and unpaid or free using best estimates for unticketed events)

CASC 3.6.4

Number of artists involved

CASC 3.6.5

Number of volunteers involved

CASC 3.7

**Impact and Evaluation**

What do you want to achieve through this project, both qualitative and quantitative? How will you measure success?

Maximum: 200 words

## 4.0 EQUITY, ACCESSIBILITY & INCLUSION (35%)

### CRITERIA

- Project and organizational leadership and team has the relevant skills, permission, knowledge, and lived experience necessary to lead and undertake the project.
- Actions are being taken to support inclusion of underrepresented artists and audiences.
- Thoughtful reflection on barriers to access and participation for artists and audiences.
- Resourced accommodation and accessibility plans are in place to address any physical, cognitive, financial, linguistic, cultural, social, and geographic barriers to participation for audiences and key contributors for both in person and online events.
- Host Nations are acknowledged in a meaningful way.
- Cultural protocols are respected where proposed projects engage with or represent Indigenous culture, stories or people.

### CASC 4.1

#### **Key Contributors**

Tell us about the artists and cultural workers that have leadership, decision-making roles, and creative input in the project. What are their roles in the project? In their own words, why did they choose to participate in this project? What experience(s) do they bring to the project?

Only include the key contributors with decision-making roles (artistic, creative, administrative, community partners). Indicate whether their participation is confirmed or pending.

Maximum: 200 words each

From the task list at the top left, upload Key Contributors List.

*Be sure to click the "Save and continue editing" button at the bottom of the page before opening the task.*

### CASC 4.2

#### **Accessibility**

Approximately 1 in 5 Canadians identify with having a disability or barrier to participation, visible or invisible. How do you create safe(r) spaces for creative expression and participation? How do you determine and respond to the access needs of your key contributors and audience members?

Refer to the **Glossary** in the CASC Information Guide for examples of best practices in *Equity, Access and Inclusion* and definitions of key terms such as *Intersectionality* and *Diversity*.

Maximum: 400 words

### CASC 4.3

#### **Host Nations**

This project is taking place on unceded territories. What is your relationship to and in what ways are you acknowledging Host Nations, xʷməθkʷəyəm (Musqueam), Sk̓wx̓wú7mesh (Squamish) and səliłwətał (Tsleil-Waututh)?

Maximum: 250 words

### CASC 4.4

#### **Working with Host Nations**

Does the proposed project involve working with Indigenous artists or cultural practitioners of the xʷməθkʷəyəm (Musqueam), Sk̓wx̓wú7mesh (Squamish) and səliłwətał (Tsleil-Waututh) and/or is it planned to take place on a site of cultural significance to xʷməθkʷəyəm (Musqueam), Sk̓wx̓wú7mesh (Squamish) and səliłwətał (Tsleil-Waututh), including shoreline areas, Stanley Park, Vanier Park, Locarno Beach, or Jericho Beach?

Choose one:

- Yes
- No

If Yes:

#### CASC 4.4.1

#### **Discuss how you have addressed the following:**

- **Cultural Protocols** – Vancouver’s Host Nations and urban Indigenous people have diverse protocols that govern how cultural expressions and collaborations are developed, shared, and stewarded. How will you respect the specific cultural protocols relevant to your collaborations?
- **Consent, Credit, Leadership and Compensation** – How will you ensure that Indigenous artists, knowledge keepers, and collaborators have given consent, are credited appropriately, and are in leadership positions in the development or co-development of the project? How are they being compensated and resourced appropriately for their involvement?
- **Cultural Safety** – How will you create or partner to create respectful and relevant spaces, venues and programs where Indigenous people’s work and health are not compromised by power imbalances, discrimination, stereotypes, and unconscious bias?
- **Sites of Cultural Significance** – A very limited number of new works will be considered for Stanley Park, Vanier Park, Locarno Beach, or Jericho Beach at this time. Sites of significance to Vancouver’s Host Nations, including shoreline areas, will only be considered with evidence of xʷməθkʷəyəm (Musqueam), Sk̓wx̓wú7mesh (Squamish) and səliłwətał (Tsleil-Waututh) support.

Maximum: 250 words

## 5.0 PROJECT PLAN & BUDGET (20%)

### CRITERIA

- Project plan is clear and feasible
- Budget is realistic, balanced, and is sufficient to complete programming and meet goals
- Budget includes other sources of cash revenue and support in addition to this grant request
- There is a clear need for City support
- Total combined cash contributions from all City sources, including this grant and Park Board contributions, are as follows:
  - Projects with cash budgets over \$10,000 (not including in-kind goods and services) can request up to 50% of the cash budget, to a maximum of \$20,000.
  - Smaller projects with cash budgets up to \$10,000 (not including in-kind goods and services) can request up to 75% of the cash budget.
- Budget notes provide detail on compensation for artists and other project contributors that aims to meet industry standard rates
- Budget includes costs to provide accommodation and accessibility support for artists, project contributors and audiences

### CASC 5.1

#### Project Plan

List the key project activities and estimated dates for the phase of the project you are applying for. Examples include research, workshops, readings, rehearsals, promotion, exhibition/performance/publication dates.

Use the chart below

- OR -

From the task list at the top left, use the Project Support Materials task to upload your own document.

*Be sure to click the "Save and continue editing" button at the bottom of the page before opening the task.*

	Key Activities	Date From	Date To	Location
CASC 5.1.1				
CASC 5.1.2				
CASC 5.1.3				
CASC 5.1.4				
CASC 5.1.5				
CASC 5.1.6				

### CASC 5.2

#### Proposed Project Budget

From the task list at top left, upload a projected budget to the task "Proposed Project Budget".

You may use the template “Proposed Project Budget Form” that can be downloaded from the task list

- OR -

upload your own document.

Please ensure that your budget balances.

*Be sure to click the "Save and continue editing" button at the bottom of the page before opening the task.*

### **ADDITIONAL DOCUMENTS**

- Financial Statements: at minimum a Balance Sheet and Income Statement, signed by two Board members
- Optional support material that shows recent work of key collaborators on the project: up to five minutes of video or 5 images
- Final or interim report on previously funded project