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|  |  | ARTS & CULTURE  CULTURAL GRANTS PROGRAMS  |

**Cultural Operating Funding (COF)**

**2026 Grant Application Form**

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

All questions are mandatory unless otherwise indicated.

COFA 1.0

**CITY SUPPORT**

COFA 1.1

**Grant Request**
$ amount

COFA 1.2

**Which fiscal year are you requesting assistance for?**

* 2026/2027
* 2026
* 2025/2026
* Other

COFA 1.3

**Previous Grant Received**
$ amount

COFA 1.4

**Are you requesting an increase compared to your previous grant?**

* Yes
* No

COFA 1.4.1

**If requesting an increase, please provide details about how the increase would enhance programs or services, or resource strategic goals or plans. What would the funds be used for?**Maximum: 300 words

COFA 1.5

**Previous Other Grants**

If you received other financial assistance from the City of Vancouver last year, please select from the options below and please specify value in the adjacent box.

* Theatre Rental
* Cultural Spaces (Affordable Spaces, Cultural Infrastructure, Small Grant, Critical Assistance)
* Other, please specify

COFA 1.6

**Previous In-Kind Support**

What other assistance did you receive from the City of Vancouver last year? (Please indicate in-kind value if known.)

* Capacity Building/Vantage Point
* City Services
* Venue use (parks, community centres, libraries)
* Transit Shelter Ads / Video Screen Ads
* Other, please specify

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COFA 1.7

**Multi-year Request**

Would you like to be considered for a multi-year grant, with a 3-year funding commitment? (If yes, please complete the Multi-year task following the application form.)

* Yes
* No

Top of FormCOFA 2.0

**ARTISTIC PURPOSE**

CRITERIA

* Clearly defined purpose that expresses why the organization exists, and responds to a clear need in Vancouver’s arts and culture sector.
* There are clear commitments to equity in the mission, vision, and values.

NOTE: Mission and History questions are asked in the Organization Eligibility Profile Form. They are displayed on this page, but cannot be edited here.

COFA 2.1

**Mission, vision and values of the organization.**
Mission, vision, and values as submitted in the Organization Eligibility Profile Form.

COFA 2.2

**Summarize the history of the organization (why was the organization started, by who, and significant milestones to date)**
History as submitted in the Organization Eligibility Profile Form.

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COFA 3.0

**ARTISTIC CONTRIBUTORS AND PROGRAMS**

CRITERIA

* Artists and creative collaborators involved have the appropriate 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 and develop their practice.
* Programs and services advance the organization’s mission, and a particular discipline or practice.
* Programs and services provide opportunities for diverse cultural participation, expression and experiences in Vancouver.
* There are public land acknowledgements of the local First Nations (Musqueam, Squamish, and Tsleil-Waututh) and if working with Indigenous artists or content, respectful and informed cultural practices are integrated into co-creation processes in relevant, safe and well-resourced ways.

COFA 3.1

**Who are the artists and creative collaborators that you work with? What are their roles and why do they choose to work with you? (Invite key artists and creative collaborators to respond or add to this question directly and/or include a few artist testimonials in the Samples of Feedback and Evaluation Summaries).**

Maximum: 300 words

COFA 3.1.1

**Provide artist testimonials and/or survey summaries. (Attachment)**

COFA 3.2

**Summarize your key programs and services. In addition, you can provide an example of work by sharing a link in the text box below, or provide a link to a video in the Upcoming Program Document or Previous Year Program Document.**

Maximum: 300 words

COFA 3.3

**What does it mean to be working on the unceded and ancestral territories of the Musqueam, Squamish, and Tsleil-Waututh Peoples, and how do you acknowledge this? If working with Indigenous artists or content, how do you ensure cultural safety and that cultural protocols (consent, credit, leadership and compensation) are met and that adequate resources are provided to support the success of the staff and projects (Indigenous artists or collaborators may respond to, or add to this question directly).**

City of Vancouver Reconciliation framework: <https://vancouver.ca/people-programs/city-of-reconciliation.aspx>. Additional Considerations for Non-Indigenous Groups Proposing to work with Vancouver’s Host Nations or Urban Indigenous Artists and Content on p. 12 of the information guide.

Maximum: 300 words

COFA 3.4

**Please share artistic achievements and challenges from the past year. What are your plans for the coming year?**Maximum: 300 words

COF 3.4.1

**Previous Year Program Document (Attachment)**

Attach a detailed description of programs and/or services offered in the last year or season. You can use an existing document created for another grant program, but if you are creating a new document, please keep it to five pages maximum. You can also provide a link to a video or a link to a website (attach a document with a web link in it) that shows examples of work from the current or past year or season. Please note that Youtube links must be in this format: [www.youtube.com](http://www.youtube.com/%22%20/t%20%22_blank).

COF 3.4.2

**Upcoming Year Program Document**

Attach a detailed description of programs and/or services proposed for the next year or season. You can use an existing document created for another grant program, but if you are creating a new document, please keep it to five pages maximum.

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COFA 4.0

**PARTICIPATION, ACCESS AND IMPACT**

CRITERIA

* Level of commitment to develop or engage audiences and participants that reflect the diversity of Vancouver.
* Resourced accessibility plans are in place to address physical, cognitive, financial, linguistic, cultural, social, and geographic barriers to participation for audiences and participants.
* The organization understands the impact of its programs and services and has strategies to assess and maintain demand.
* There is returning, consistent or growing participation in programs and services and people see benefit in their continuance.

COFA 4.1

**Who participates in your programs and services? How do you include and engage with them?**Maximum: 300 words

COF 4.1.1

**Attach the CADAC Statistical Form with actual data for the most recent year(s) for which you were funded.**

COFA 4.2

**How do you provide safe and accessible spaces for participants in your programs and services? (Consider physical, cognitive, financial, linguistic, cultural, social, and geographic access.)**

Resources: City of Vancouver Accessibility Strategy<https://vancouver.ca/people-programs/accessibility-strategy.aspx> and Accessible Events Checklist and Resources <https://vancouver.ca/people-programs/accessible-events-checklist-and-resources.aspx>.

Maximum: 300 words

COF 4.2.1

**Attach your Accessibility Policy and/or Plan.**

COFA 4.3

**How do you assess the impact of your programs and services on the people who participate in them?**Maximum: 300 words

COFA 5.0

**LEADERSHIP AND ADMINISTRATION**

CRITERIA

* Leadership has the relevant experience, knowledge and skills to manage the organization and contribute to the advancement of the arts and culture sector.
* Leadership can articulate successes, needs and opportunities and is able to assess impact and plan for adjustments to maintain relevance.
* There are policies and practices in place to ensure a healthy/respectful workplace environment and actionable processes to address conflict should it arise.
* There is an appropriate level of human resources and structure in place or being developed to support the organization’s programs, services, and plans.
* Equity planning initiatives are being developed or are becoming organizational practice and resourced accordingly.
* The Board model is supportive of the mission and work, members are clear on their role and contribute a range of skills, abilities, knowledge and experience to govern the society in advancing its mission.

COFA 5.1

**Who leads the organization (artistic, administrative) and what skills and experience do they bring to advance the mission and work?**Maximum: 300 words

COF 5.1.1

**Attach biographies for key leadership staff with names, positions, skills and experience.**

COF 5.1.2

**Attach a staff list with names and positions, including the following information: full-time/part-time status; employment status (e.g. employee/, contractor, year-round/seasonal).**

COFA 5.2

**Please share some organizational achievements and challenges from the past year? What are your plans for the proposed year with attention to recent achievements and challenges?**Maximum: 300 words

COFA 5.3

**What plans are in place or in development (if not core to the mission and already in embedded in practice) to advance equity in operations and leadership?**

Resources: The City of Vancouver has an Equity Framework <https://council.vancouver.ca/20210720/documents/p1.pdf> and is using the Global Diversity, Equity & Inclusion Benchmarks tool (GDEIB) to assess and develop an action plan <https://globaldeibenchmarks.org/>.

The City of Seattle Arts and Culture department has developed a [self-assessment tool](https://www.seattle.gov/Documents/Departments/Arts/Downloads/Grants/Civic%20Partners/Continuum%20on%20Becoming%20a%20Fully%20Inclusive%20Arts%20and%20Cultural%20Organization.pdf) for arts and culture organizations to plan for being inclusive arts and culture organizations.

COF 5.3.1

**Attach your Equity Policy and/or Plan.**

COFA 5.4

**Does the founder remain in a leadership position?**Choose one:

* Yes
* No

COFA 5.5.1

**If the founder remains in the leadership position, please have them respond to this question:**

**Do you want your organization to continue after you? If yes, what succession planning has taken place, and what actions are you taking to establish a strong organizational foundation to continue the existing mandate?**Maximum: 300 words

COFA 5.5

**Describe the Board model in place to support the mission. What skills and experience do the members bring to advance the mission?**Maximum: 300 words

COF 5.5.1

**Attach the Board of Directors list with names, positions, affiliation / experience, and terms.**

COF 5.5.2

**Attach your Healthy/Respectful Workplace Policy and/or Plan.**

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COFA 6.0

**FINANCIAL MANAGEMENT**

CRITERIA

* There is a healthy financial position with a mix of revenue sources (earned, public sector, private), and achievable budgets in relation to programs, services, operations, and longer-term plans.
* There are realistic budget projections, an appropriate balance of programming and administrative expenses, with expenses aligned with revenues.
* There is a need for public sector assistance and plans in place for use of accumulated surpluses, or to reduce deficits where applicable.

COFA 6.1

**Comment on the financial position of the organization and discuss any financial plans to achieve program and strategic goals or address financial challenges. If applicable discuss plans for accumulated surpluses or deficits as per the guidelines below.**

Maximum: 300 words

**Guidelines for Accumulated Surpluses or Deficits**

* If the Society carries an unrestricted accumulated surplus or has access to unrestricted funds greater than 50% of total operating revenue, discuss the plans for its use and why you need additional funding.
* 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).

COFA 6.2

**Last Actual Budget (revenues)**$ amount

COFA 6.3

**Last Actual Budget (expenses)**$ amount

COFA 6.4

**Last Fiscal Year End**YYYY/MM/DD

COFA 6.5

**Request Year Budget (expenses)**

$

COFA 6.6

**CADAC ID Number**

<http://cadac.ca>

COF 6.7

**Attach the CADAC Financial Form with actual data for the most recent year for which you were funded, projected data for the current year, and projected data for the year for which you are requesting funding  (noting that the latter two may be the same year).**

Note:

* For multi-year requests, you only need to submit a budget for year one of the request.
* Please ensure that your COF grant amount is noted on line 4525, not 4515.

COF 6.8

**Attach the Board-signed, independently-prepared financial statements for the most recently completed fiscal year (in the form of a** [**compilation engagement**](https://www.ggfl.ca/changes-coming-compilation-engagement-reports-replacing-notice-to-reader/%22%20/t%20%22_blank)**, review engagement, or audited statements).**

Note: If your fiscal year ended after June 30, 2025, you can submit the previous year and send the most recent financial statements when available.

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COFA 7.0

Bottom of Form

**ADDITIONAL DOCUMENTS/TASKS**

* Bottom of Form

Bottom of Form

* Neighbourhood Activation map
* Cultural Spaces form
* Supplementary Information: Is there anything else you would like to tell us?
* Cultural Grant Agreement

**APPLICANT CHECKLIST**

**Application Form**

The grant request amount is correct (and matches what is requested in the CADAC Financial Form)

The previous COFA grant amount is correct (and matches what is reported in the CADAC Financial Form)

**CADAC Financial Form**

Includes correct years: last actual budget, current budget, request budget (if different from current)

Includes correct City of Vancouver COF grant amounts for last actual, current, request

Is attached in a readable format (ie, not cut off, columns are visible)

**Financial Statements**

Signed by authorized board members

Correct year (last actual unless fiscal  if year-end is June 30 or earlier)

Includes correct last actual City of Vancouver COF grant amount

**Grant Agreement**

Signed by authorized staff or board member

**Confirmation**

I confirm that the Society is in good standing (e.g., have you filed your annual report? \*Please confirm standing through BC Online prior to submitting application.

**Missing Information**

Please add details here if there is any missing or incomplete information.