

**COMMUNITIES AND ARTISTS SHIFTING CULTURE (CASC) INFORMATION GUIDE  
OCTOBER 2021 INTAKE**

**Application Deadline: Wednesday, October 20, 2021 at 11:59 pm**

This guide provides information about the objectives, eligibility, criteria and application process for the Communities and Artists Shifting Culture (CASC) project grant program. Please review this information guide first. If you have any questions, please contact staff well in advance of the deadline.

CASC provides project support for arts, culture and creative activities in Vancouver delivered by registered non-profit organizations, societies, charities, registered co-operatives, and Local First Nation Band Councils that advance the goals of the City’s 10-year culture plan, [CultureShift](#).

Grant amounts range from \$1,000-\$20,000.

**Application Key Dates** (subject to change)

Access to Application Opens	Thursday, September 9, 2021
Deadline for New Applicant Inquiries*	Wednesday, October 6, 2021, 4:00 pm
Applications Due	Wednesday, October 20, 2021, 11:59 pm
Staff & Assessment Committee Review	November – December 2021
Notification of Recommendation	Mid-January 2022
Payment	Starting in late January 2022
Project Start	January 2022 – June 2022

\*New Applicants are those that have not previously applied to CASC in 2021 or to Cultural Project or Community Arts grants prior to 2021.

The City’s Cultural Services department offers many other programs, awards and services, which you can learn about at: [vancouver.ca/people-programs/arts-and-culture-grants.aspx](http://vancouver.ca/people-programs/arts-and-culture-grants.aspx)

**Contact Information**

Organizations with names starting with A-M:

Aliyah Amarshi, Cultural Planner  
[aliyah.amarshi@vancouver.ca](mailto:aliyah.amarshi@vancouver.ca)

Organizations with names starting with N-Z:

Miko Hoffman, Cultural Planner  
[miko.hoffman@vancouver.ca](mailto:miko.hoffman@vancouver.ca)

Website: [vancouver.ca/culture](http://vancouver.ca/culture)

## How To Apply

### For Applicants New to Cultural Services Grant Programs

1. Review the Information Guide for eligibility and evaluation criteria.
2. If you determine that your project is a fit, contact a Cultural Planner (contact information on page 1) to discuss your project and get access to the online application.
3. Set up a profile in the online application system and proceed with the application. See [How To Apply for a Cultural Grant Online](#) for tips on how to navigate the application portal.
4. Contact your Cultural Planner for support in advance of the deadline. Available application supports are detailed below.

### For Previous Applicants to CASC, Projects or Community Arts Grants

1. Review the Information Guide for eligibility and evaluation criteria. **NEW** indicates sections where there are changes from the March 2021 Intake of the CASC pilot program.
2. Login to the application portal at <https://vanculture.smapply.ca>, select “Programs” from the top right of your screen, and select “Communities and Artists Shifting Culture” to begin your application.
3. Contact your Cultural Planner for support in advance of the deadline. Available application supports are detailed below.

## Application Support

### Staff Support

Applicants are encouraged to contact staff to discuss their proposed project. Staff can answer questions related to eligibility and application requirements and review draft project proposals. Please review this entire guide to familiarize yourself with updates to the program and prepare for discussions with staff.

### Application Form

To help with preparing your application, a copy of the application form is available [here](#). Applicants can also request an example of a successful application from prior years from their Cultural Planner.

### Application Assistance Funds – Deaf/deaf, Hard of Hearing, or Applicants with Disabilities

Applicants who are Deaf/deaf, Hard of Hearing, or live with a disability and need support to complete their grant applications can apply for up to \$500 towards the costs of assistance from service providers.

**Requests for support in completing applications will be accepted until Wednesday, October 6 at 4:00 pm.**

## Technical Support

Applicants can refer to the guide: [How to Apply for a Cultural Grant Online](#) for tips on how to navigate the online portal or contact [culture@vancouver.ca](mailto:culture@vancouver.ca) for technical support before the deadline.

## Reference Materials

A glossary and links to additional resources in support of *Culture|Shift* can be found at the end of this guide.

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

*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 xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and səliłwətaʔt (Tsleil-Waututh) Nations, who have lived throughout this region for thousands of years. The plan calls for us to be deeply mindful of how arts and culture is conducted upon on these lands, to build shared cultural understanding of these histories, and move towards a resilient future.

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 are:

- Arts and Culture at the Centre of City Building
- Reconciliation & Decolonization
- Cultural Equity & Accessibility
- Making Space for arts and culture
- Collaboration & Capacity

Read the full culture plan at: <https://vancouver.ca/files/cov/vancouver-culture-shift.pdf>

## **Grants & 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. *Culture|Shift* calls for us to address historical inequities, create new frameworks, and set directions for more equitable distribution of support so that all can participate in the cultures and creative stories of Vancouver.

Our funding through Grants and Awards aims to celebrate, elevate, and support the range of creative people, projects and organizations who contribute to art and culture in Vancouver.

These investments will:

- Uphold, recognize, and support Musqueam, Squamish, Tsleil-Waututh and urban Indigenous artists and cultural practitioners, grounded in inherent and constitutionally protected Indigenous Rights.

- Elevate racialized artists and cultural practitioners and support work to dismantle racism in the arts and culture sector.
- Provide accessible opportunities for diverse public participation in arts and cultural activities.
- Build reciprocal and meaningful relations.
- Be embedded in, informed and led by community.
- Centre the artists and people whose stories are being told.
- Fairly compensate artists and creative people involved.
- Draw from the depth of local knowledge.
- Build leadership, knowledge and resources for artists and cultural leaders across the sector.

## ABOUT COMMUNITIES AND ARTISTS SHIFTING CULTURE (CASC)

CASC grants provide opportunities for artists<sup>1</sup>, cultural workers, and communities of Vancouver and the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and səliwətaʔ (Tsleil-Waututh) Nations to contribute to and participate in the arts and culture sector.

The goals of the program are to:

- Centre the voices of underrepresented, marginalized, and racialized artists, cultural practitioners, and organizations to research, develop, create and present their work.
- Provide meaningful opportunities where artists and cultural workers have the freedom, agency, and safe spaces to share their stories.
- Support co-creative projects between communities and artists or cultural workers that build and strengthen connections across and between diverse communities.
- Expand public access to culturally relevant and diverse work, programs and services to broaden understanding of Vancouver’s cultural history and creative stories.
- Amplify cultural life throughout Vancouver neighbourhoods, communities and public spaces.
- Create a more equitable, collaborative, vibrant and sustainable arts and culture sector.

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<sup>1</sup> \*This grant program defines “artist” as someone that has an active artistic practice, is recognized by their peers, has specialized training in their practice (not necessarily in academic settings), seeks compensation for their work, and has a history of public presentation or production.

## Intakes

CASC has two intakes per year. The October intake is for projects that start between January and June 2022. Funding recommendations will be published in mid-January 2022.

The March intake will open in January 2022 for projects that start between July and December 2022. Funding recommendations will be published in mid-May 2022.

An applicant can apply for one project or phase of a project per intake.

## Eligible Applicants

To apply to this program, the applicant must:

- Be a non-profit society, a community service co-op legally registered and in good standing with BC Registries and Services, a First Nations Band Council on whose unceded traditional homelands Vancouver sits, or a registered charity with the Canada Revenue Agency (CRA).

OR

**NEW:** Groups and individuals from equity-denied communities that are not incorporated as registered non-profits, co-ops, or charities may submit an application via a partner or sponsor organization that is a registered non-profit society, co-op, charity or First Nations Band council. The partner or sponsor organization must have a mandate to serve the same equity-denied community(ies) as the group or individual.

- First-time applicants must provide documentation of non-profit, registered or charitable status, e.g., Certificate of Incorporation

**NEW:** Organizations that are currently receiving City of Vancouver Cultural Operating or Annual Assistance funding are **not** eligible to apply **unless** they are a partner or sponsor organization of an individual artist or non-registered collective and fulfill the mandate criteria noted above.

- Have an active presence in and deliver programs and services within Vancouver, or if led by either the xʷməθkʷəy̓əm (Musqueam), Sk̓wx̓wú7mesh (Squamish) and səliłwətał (Tsleil-Waututh) peoples, held in their traditional homelands.
- Be working with artists and creative collaborators and have leadership with the relevant lived experience, permission, knowledge, skills, and expertise to lead and contribute to the work.
- Aim to compensate artists, cultural practitioners, and project contributors at standard industry rates.<sup>2</sup>

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<sup>2</sup> For more information on industry payment standards, please refer to the following organizations: Canadian Federation of Musicians [cfmusicians.afm.org/](http://cfmusicians.afm.org/); Canadian Actors Equity Association: [caea.com](http://caea.com); Canadian League of Composers: [composition.org/](http://composition.org/); Canadian Alliance of Dance Artists: [cadawest.org](http://cadawest.org);

- Provide respectful and safe working conditions for artists, staff, volunteers and contractors.
- Have accessibility and inclusion policies and practices in place.
- Have a mix of revenue sources (earned, private and public) for the project.
- Provide financial statements signed by the Board for the most recently completed fiscal year, including a Balance Sheet and Income/Expense Statement.
- Have a Governance model that is supportive of the mission, a healthy and inclusive work place, and the staff and people served.
- Comply with all applicable laws, governing acts, regulations, bylaws and guidelines, including obtaining any necessary licenses, permits or approvals required for the project.
- Have completed all previous projects funded through Cultural Services and can report on the most recent City-funded project in the current application.

OR

Can provide an interim report if the previous project is not complete by the application deadline. If funding for a new project is approved, release of funds will be conditional upon receipt of an interim report.

## Eligible Projects & Activities

CASC grants support projects:

- In any artistic discipline (e.g., Indigenous arts and culture, community-engaged arts, dance, literary, media, music, theatre, visual arts, multidisciplinary, interdisciplinary, cultural heritage)
- In any phase of a project, from research and development through to presentation
- In all forms (e.g., exhibitions, performances, publications, presentations, video, film, media, radio, audio recordings, virtual, online-based creative initiatives, or community-engaged art or cultural projects led by professional artists, cultural workers, Elders, knowledge-keepers)

Prospective applicants are encouraged to contact staff to discuss projects that may differ from those listed.

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Professional Writers Association of Canada: [pwac.ca](http://pwac.ca); Canadian Artists Representation/Le front des artistes canadiens/CARFAC: [carfac.ca](http://carfac.ca)

PROJECT TYPES	EXAMPLES OF ELIGIBLE ACTIVITIES
<p><b>Community-engaged art and culture projects</b></p>	<p>Led by or involving artists, cultural workers, Elders, knowledge-keepers that engage or collaborate with communities through:</p> <p><u>Collaborative creative initiatives</u> that address local interests or concerns</p> <p><u>Neighbourhood-based projects</u> that offer opportunities to participate in cultural life or produce creative work</p>
<p><b>Festivals, celebrations, and parades**</b></p>	<p><u>Free public festivals</u> including celebrations of cultural heritage</p> <p><u>Arts festivals</u> in any creative discipline</p> <p><u>Large-scale parades</u> with a strong arts or cultural focus that can demonstrate the ability to attract a city-wide audience of over 10,000</p>
<p><b>Artistic creation or production**</b></p>	<p><u>Research, development, or staging</u> of a single production or a series of related curated or produced arts and cultural events, exhibitions, performances, residencies, publications, or programs</p>

\*\*For outdoor projects, evidence of permits or approvals received from the appropriate civic departments will be a condition for release of grant funds. Note that due to COVID-19, public health guidelines, directives and orders may impact the feasibility of projects that involve outdoor gatherings, and thereby the issuance of permits or approvals. Please see <https://vancouver.ca/doing-business/organize-a-special-event.aspx> for up-to-date information on City requirements to receive permits and approvals.

For projects taking place on city streets or plazas, contact the City’s Film and Special Events Office at 604-257-8850 or email [specialevents@vancouver.ca](mailto:specialevents@vancouver.ca). For projects taking place in parks, contact the Park Board Special Events and Film Office at 604-257-8516 or email [parkevents@vancouver.ca](mailto:parkevents@vancouver.ca).

**Ineligible Activities**

- Projects where the central focus or theme is not artistic or cultural
- Projects that do not meet the program goals and eligibility criteria
- Ongoing operations, deficit reduction or capital projects
- **NEW:** Activity taking place before January 2022
- Core artistic training and in-class activity
- Fundraising activity
- Commercially oriented activity
- Scholarships

- Contests or competitions
- Demonstrations, marches or rallies
- Monuments or permanent built structures
- Activity taking place outside Vancouver city limits, unless led by either xʷməθkʷəy̓əm (Musqueam), Sk̓wx̓wú7mesh (Squamish) and səliwətaʔ (Tsleil-Waututh) peoples and held in their traditional homelands upon which Vancouver sits
- Sites of significance to Vancouver's Host Nations, including shoreline areas, Stanley Park, Locarno Beach, Vanier Park or Jericho Beach, will only be considered with permission from and meaningful involvement with the xʷməθkʷəy̓əm (Musqueam), Sk̓wx̓wú7mesh (Squamish) and səliwətaʔ (Tsleil-Waututh) Nations

## Grant Amounts and Matching Resources

CASC grant awards range from \$1,000 to \$20,000. The City aims to join other funders and sponsors in the contribution and success of a project. Through this grant program, the total combined cash contributions from all City sources, including this grant request and Park Board contributions, are as follows:

- Projects with **cash** budgets up to \$10,000 (not including in-kind goods and services) can request up to 75% of the cash budget.
- 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.

We suggest applicants look at previous recommendations to see the range of grant amounts awarded.

Find CASC March 2021 recommendations here:

<https://council.vancouver.ca/20210518/documents/r5.pdf>

Community Arts 2020 recommendations here:

[council.vancouver.ca/20200721/documents/r2.pdf](https://council.vancouver.ca/20200721/documents/r2.pdf)

And Cultural Projects 2020 recommendations here:

<https://council.vancouver.ca/20200331/documents/5.pdf>

## Eligible Expenses

- Honoraria for Host Nation welcomes, land acknowledgements and consultation with Elders, knowledge-keepers
- Accessibility fees and costs to facilitate artist, project contributor, participant, audience access and inclusion
- Artist fees
- Technician fees
- Programming and production expenses including venue and equipment rental, materials, supplies, ceremony requirements, childcare and hospitality costs (excluding alcohol), permits
- Technical equipment and space rental
- Communications, outreach, promotion costs and fees
- Cultural worker, administrative and professional fees



- **NEW:** organizations that are partnering or sponsoring an individual artist, collectives, or other non-registered groups and meet the mandate criteria noted above may include an administration fee of up to 10% of the base grant request as part of the total grant request amount

## Advancing Equitable Funding

### Prioritizing Equity-denied Artists and Organizations

In order to balance funding investments to support organizations, projects and artists that reflect the diversity of Vancouver and the unceded ancestral lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and səliwətał (Tsleil-Waututh) peoples, *Culture|Shift* aims to increase investment to equity-denied artists and organizations who have been discriminated against and most impacted by structural racism.

Equity-denied individuals and groups are those that identify barriers to equal access, opportunities, and resources due to disadvantage and discrimination and actively seek social justice and reparation. They include but are not limited to: people who identify as Indigenous; Black people and people of African descent; people of colour and racialized people; people with disabilities/disabled people, and people who live with mental health barriers; Deaf/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.

We recognize and acknowledge the compounding effects of different systems of marginalization and strive to apply an intersectionality lens.

### Assessment Process & Criteria

As with any competitive granting process with limited available funds, not all applications will be recommended for support. Grant recommendations will vary depending on the type, scope and scale of the proposed project and how well the project aligns with the program objectives and criteria. Assessment committees use the criteria listed below to assess how well projects meet the program objectives. Within the application, there are questions that correspond with the outlined criteria. There are also questions to gather data for reporting purposes only. Applications will be assessed on how well they meet the criteria according to the narrative responses, required additional material, and financial and statistical data.

We want to understand how your project supports equity, accessibility 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 *Culture|Shift*, particularly in the areas of reconciliation and decolonization, cultural equity and cultural redress, and accessibility.

## Assessment Criteria and Weighting of Scores

### 1. Creative Vision (25%)

#### Questions

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

#### Criteria

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

### 2. Community Participation & Impact (20%)

#### Questions

- Where will the artistic activity and event(s) take place?
- Who is the primary audience(s) (i.e., general public, individuals, communities, artists, organizations) that the project aims to serve? How is this project relevant to the intended audience?
- Does your project involve co-creating directly with community participants? If yes, 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 to understand community engagement. What learnings will you implement in this project?
- Describe your marketing, communication and outreach strategies to promote the project to the intended audience.
- Provide the projected statistics for the proposed project.
- What do you want to achieve through this project, both qualitative and quantitative? How will you measure success?

#### Criteria

- Activities are located within Vancouver unless led by either xʷməθkʷəy̓ əm (Musqueam), Sḵw̓x̓ wú7mesh (Squamish) or səlilwətał (Tsleil-Waututh) Nation members and held in their traditional homelands
- A clear understanding of and connection with the community that 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

### 3. Equity, Accessibility & Inclusion (35%)

#### Questions

- 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?
- 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?

- This project is taking place on unceded territories. In what ways are you acknowledging Host Nations, xʷməθkʷəy̓əm (Musqueam), Skwx̱ wú7mesh (Squamish) and səliłwətat (Tsleil-Waututh), in this project?
- If the project involves working with Indigenous artists or cultural practitioners of the Host Nations and/or is planned to take place on a site of cultural significance, discuss how you have addressed: Cultural Protocols, Consent, Credit, Leadership and Compensation, and Cultural Safety (see section on Additional Considerations for Non-Indigenous Groups Proposing to Work with Indigenous Artists and Content)

#### 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

#### 4. Project Plan & Budget (20%)

##### Questions

- 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/performances/publication dates.
- Provide a balanced projected budget.

##### 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 up to \$10,000 (not including in-kind goods and services) can request up to 75% of the cash budget.
  - 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.
- 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

Scores are allocated based on the following rubric:

Very Good	Exceptional, meets all criteria and program objectives
Good	Meets criteria with few concerns
Average	Meets some criteria, with concerns
Poor	Meets minimal criteria, with significant concerns
Very Poor	Does not meet criteria or program objectives

### **Additional Considerations for Non-Indigenous Groups Proposing to Work with 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*: Indigenous people have diverse protocols that govern how cultural expressions and collaborations are developed, shared and stewarded. Please describe how you will respect cultural protocols in 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*: A very limited number of new works will likely be considered for Stanley Park, Locarno Beach, Vanier Park, or Jericho Beach at this time. Sites of significance to Vancouver's Host Nations, including shoreline areas, will likely only be considered with permission from and meaningful involvement with the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), Sk̓wx̓wú7mesh (Squamish) and səliiwətał (Tsleil-Waututh) Nations.

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

### **Peer Assessment Process**

Cultural Services uses a blended assessment model where three to five peer members of the arts, cultural, and creative community are invited to participate in the assessment process with Cultural Planners. The assessment committee reviews applications, participates in discussions, and makes funding recommendations for City Council's approval. Peer members are local artists, cultural workers and administrators in the field who bring professional experience, knowledge and expertise gained from their involvement in Vancouver's arts and cultural communities.

Because this grant program receives applications from a vast range of organizations both with and without a core arts and culture mandate, every effort will be made to assess applications within the context of their core work and activities. Peers contribute current knowledge and understanding of artistic and organizational practices through their active work in the sector. Staff provide historical knowledge of the applicants' programming, financial, and operational history (where applicable), and an overview of the local cultural sector.

### **Commitment to Diverse Representation on Assessment Committees**

Cultural Services has adopted policy to exceed 50% representation of people from equity-denied communities in all of its assessment bodies for grants and awards.

### **Orientation, Group Agreements, and Unconscious Bias Training**

Assessment Committee members participate in an orientation session in advance of the assessment meetings. The goal of this is to allow members to get to know each other, to meet staff, to learn more about the goals of the program and *Culture|Shift*, to understand the assessment process, and to clarify roles. It is also a place for staff to learn what else may be needed to support the members throughout the process.

Each time a new committee is struck, members and staff will establish an agreement for how they will work together throughout the assessment meetings. This agreement will set shared expectations, establish pathways for conflict and resolution, ensure a solid understanding and affirmation of the City's Cultural goals, program guiding principles and objectives, and establish what is needed to ensure a safe space based on trust, consent and mutual accountability.

To understand how bias shows up in the room and in decision-making processes, we ask that members do online unconscious bias training prior to the assessment meetings.

### **How to Participate in Assessment Committees**

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

## **Funding Recommendation Process**

### **City Council Approval**

Funding recommendations from the assessment committee 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 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](https://vancouver.ca)
2. Under "Your Government", click on "Vancouver City Council," then click on "Council meetings and decisions"

3. Scroll to and 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 Agenda and Minutes
5. Scroll to locate the appropriate Administrative Report, often called *20XX Cultural Grant Allocations*

## Assessment Feedback and Reconsideration

Every effort is made to use a clear and informed assessment process to ensure recommendations achieve the goals of the City’s culture plan and contribute to a vibrant and culturally diverse community. Given the rich cultural activity in the city, demand exceeds the available resources and not all applications can be funded or funded to their full request amount. 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 specific comments to be shared, they 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 [vancouver.ca/people-programs/request-for-reconsideration](https://vancouver.ca/people-programs/request-for-reconsideration).

## 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. **If you wish to review the agreement prior to submitting an application, you may request to do so by contacting Staff.**

## Final Reporting

**NEW:** Final Reports are required to be submitted within 1 month of project or phase completion. The Final Report Form will be available on the application portal following approval of grant recommendations by City Council.

If an applicant wishes to apply for another CASC grant before the completion of a previously funded project, the applicant must complete an Interim Report using the final report form on the application portal.

Final or interim reports are required in order for subsequent grant funds to be released.

## Freedom of Information

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 & RESOURCES

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 individuals without disabilities as the standard, which results in public and private places and services, education, and social work



that are built to serve individuals without disabilities, thereby inherently excluding people with disabilities/disabled people.

**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 pricing programs, transit vouchers and other transportation support, gender neutral and accessible washroom and change room spaces, translation services, active listeners, 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 creators with disabilities/disabled creators, Deaf/deaf or Hard of Hearing creators, and provide accommodations for people protected under the Charter of Rights and Freedoms as people with disabilities/disabled people and Deaf/deaf people. Accessibility practices can include accessibility consultants, American Sign Language (ASL) Consultants, ASL Interpretation, Vlogs, description, sighted guides, 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-denied 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-denied 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-denied groups. An intersectional approach to equity acknowledges that where people experience multiple forms of discrimination, there are compounding effects.

**Equity-denied 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-denied 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-denied 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-denied 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 Equity, Diversity, Inclusion, and Accessibility 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 of people with disabilities/disabled people and Deaf/deaf and Hard of Hearing 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, anti-racism) 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.

## RESOURCES – IN SUPPORT OF *CULTURE|SHIFT*

### **The City of Vancouver’s Equity Framework**

<https://council.vancouver.ca/20210720/documents/p1.pdf>

### **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](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>

### **First Peoples’ Cultural Council – Working with Elders**

<https://fpcc.ca/resource/working-with-elders/>

### **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/>

### **City of Vancouver Human Rights and Harassment Policy**

<https://policy.vancouver.ca/AE00205.pdf>

### **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](http://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.