

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

Application Deadline: Wednesday, March 3, 2021 at 4:00 pm

This guide provides information about the objectives, eligibility, criteria and application process for the Communities and Artists Shifting Culture (CASC) project grant program. 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, [Culture|Shift](#).

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

Application Key Dates (subject to change)

Access to Application Opens	Wednesday, January 20, 2021
Deadline for New Applicant Inquiries	Wednesday, February 17, 2021, 4:00 pm
Applications Due*	Wednesday, March 3, 2021, 4:00 pm
Staff & Assessment Committee Review	March – April 2021
Notification of Recommendation	Mid-May 2021
Payment	Starting in late May 2021
Project Start	March 2021 – December 2021

*CASC will have two intakes in 2021. The next intake will be in Fall 2021 for projects that start between January to June 2022.

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

Contact Information

Organizations with names starting with A-M:

Aliyah Amarshi, Cultural Planner
604.829.9876
aliyah.amarshi@vancouver.ca

Organizations with names starting with N-Z:

Miko Hoffman, Cultural Planner
604.673.8411
miko.hoffman@vancouver.ca

Website: vancouver.ca/culture

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, review draft project descriptions, and provide additional clarification. Please review this entire guide to familiarize yourself with updates to the program and prepare for discussions with staff.

Application Form

Organizations can request a soft copy of the online application form to help with preparing your application. Organizations can also request an example of a successful application from prior years.

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

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

Requests for support in completing applications will be accepted until Wednesday, February 17 at 4:00 pm.

Reference Materials

A glossary and links to additional resources in support of *Culture|Shift* can be found in the application form.

Grants & Awards Guiding Principles

The City's 10-year culture plan, *Culture|Shift: Blanketing the City in Arts and Culture*, 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 this place.

Read the full culture plan at: vancouver.ca/parks-recreation-culture/culture-shift.aspx

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

We seek to invest in projects and organizations that:

- Support and respectfully engage with the cultural work of the xʷməθkʷəy̓əm (Musqueam), Sḵwxwú7mesh (Squamish) and səliłwətał (Tsleil-Waututh) Nations and urban Indigenous peoples
- Celebrate and reflect the diversity of the people who live here
- Build reciprocal and meaningful relations between artists and their audiences
- Are informed and led by community
- Advance equity by centring marginalized and underrepresented artists, communities, and audiences
- Fairly compensate artists and other contributors
- Draw from the depth of local knowledge
- Build leadership, knowledge and resources for artists and cultural leaders across the sector

COMMUNITIES AND ARTISTS SHIFTING CULTURE (CASC) Program Goals

CASC grants provide opportunities for artists*, creators, cultural practitioners, and communities of Vancouver and the xʷməθkʷəy̓əm (Musqueam), Sḵwxwú7mesh (Squamish) and səliłwətał (Tsleil-Waututh) Nations to contribute to and participate in the arts and culture sector.

*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.

The goals of the program are to:

- Create and increase meaningful opportunities for artists, creative leaders and organizations to research, develop, create, and present their work
- Forefront the voices of equity-seeking artists, creative leaders and organizations to research, develop, create and present their work
- Support co-creative projects between communities and artists or cultural practitioners 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

Eligible Organizations

To apply to this program, the organization 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

Groups that are not incorporated as registered non-profits, co-ops, or charities may contact staff to determine if an application in partnership with a registered non-profit society, co-op, charity or First Nations Band council is eligible

- First-time applicants must provide documentation of non-profit, registered or charitable status, e.g., Certificate of Incorporation
- Have an active presence in and deliver programs and services within Vancouver, or if led by either the xʷməθkʷəy̓əm (Musqueam), Sk̓wxwú7mesh (Squamish) and səliłwətał (Tsleil-Waututh) peoples held in their traditional homelands
- Provide equitable access to programs and services
- Provide respectful and safe working conditions for artists, staff, volunteers and contractors
- Have an active Board of Directors comprised of volunteers that are representative of the mission 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 skilled leadership, and be working with artists and creative collaborators 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 (see page 4 for information on and links to artist standard fees)

- 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 completed all previous projects funded through Cultural Services and can report on the most recent City-funded project in the current application OR provide an interim report if the previous project is not complete by the application deadline. If funding for a new project in 2021 is approved, release of funds may be conditional upon confirmation of the 2020 funded project being completed

Note: Final Reports are integrated into the CASC application form, unless an organization is NOT planning to apply for another CASC Grant. In this instance, the organization must request a Final Report form from Cultural Services and file a Final Report within six months of completing the project

Eligible Projects & Activities

CASC grants support projects:

- In any artistic discipline (e.g., Indigenous arts and culture, deaf, disability and mad arts, 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 practitioners, Elders, knowledge-keepers)

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

Projects will involve people with the appropriate lived experience, knowledge and expertise for the subject you are working with, and those people must be compensated fairly for their contributions.

For more information on industry payment standards, please refer to the following organizations: Canadian Federation of Musicians cfmusicians.afm.org/; Canadian Actors Equity Association: caea.com; Canadian League of Composers: clc-lcc.ca; Canadian Alliance of Dance Artists: cadabc.org; Canadian Artists Representation/Le front des artistes canadiens/CARFAC: carfac.ca

PROJECT TYPES	EXAMPLES OF ELIGIBLE ACTIVITIES
<p>Community-engaged art and culture projects</p>	<p>Led by or involving artists, cultural practitioners, Elders, and/or 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>Festivals, celebrations, and parades**</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>Artistic creation or production**</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>
<p>Small public art projects**</p>	<p><u>One-time, non-permanent exterior works led by practicing artists</u>, intended for installation in freely accessible public areas in a wide variety of mediums, artistic disciplines or materials, with appropriate permits. These may include:</p> <ul style="list-style-type: none"> • Free-standing sculpture or other site interventions • Two-dimensional work (murals, mosaics) • Video and LED artworks (digital projections and lighting)

**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 for the foreseeable future, 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. For projects taking place in parks, contact the Park Board Special Events and Film Office at 604-257-8516 or email 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
- Activity taking place before the application deadline (i.e. in January and February 2021)
- Core artistic training and in-class activity
- Fundraising activity
- Commercially oriented activity
- Bursaries or 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 səliłwətał (Tsleil-Waututh) peoples and held on 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 likely only be considered with permission from and meaningful involvement with the xʷməθkʷəy̓əm (Musqueam), Sk̓wx̓wú7mesh (Squamish) and səliłwətał (Tsleil-Waututh) Nations

Individual artists are not eligible to apply unless in partnership with a registered non-profit organizations, societies, charities, registered co-operatives, or Local First Nation Band Council.

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 contribution limits 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 organizations look at previous recommendations to see organizations and grant amounts awarded.

Find March 2020 recommendations here:

council.vancouver.ca/20200331/documents/5.pdf

And July 2020 recommendations here:

council.vancouver.ca/20200721/documents/r2.pdf

Eligible Expenses

- Honoraria for land acknowledgements and consultation with Elders and/or knowledge-keepers
- Accessibility fees and costs to facilitate artist, project contributor and/or audience access
- 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

Advancing Equitable Funding & Prioritizing Equity-seeking Communities

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 səliłwətał (Tsleil-Waututh) peoples, *Culture|Shift* aims to increase investment to equity-seeking artists and organizations, as well as organizations that serve historically marginalized and underrepresented communities, who have experienced barriers to funding from Grants and Awards.

Equity-seeking 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 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.

This program prioritizes applicants who, through their mandate, programs and services, support artists and cultural organizations of equity-seeking communities. *Culture|Shift* commits to developing a more definitive set of measures and targets moving forward.

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 project proposed 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 meaningfully supports the diversity of the local arts and cultural communities. The assessment criteria for the Cultural Project grant program reflects the first phase of alignment with key directions of *Culture|Shift*, particularly in the areas of Reconciliation and Decolonization, Cultural Equity and Cultural Redress, and Accessibility. The

questions offer opportunities to describe your work to advance these areas, though you are encouraged to include relevant information throughout your responses where appropriate.

Assessment Criteria and Weighting of Scores

1. Creative Vision (30%)

- A clear focus on arts and culture that actively involves artists, cultural practitioners, and/or cultural workers
- A response to a need or opportunity in the community that the project will serve

2. Community Participation (25%)

- Marketing, communication and outreach strategies to meaningfully engage diverse audiences are clear, realistic and achievable
- Activities are located within Vancouver unless led by either xʷməθkʷəy̓əm (Musqueam), Sk̓w̓x̓w̓7mesh (Squamish) and səliilwətał (Tsleil-Waututh) peoples and held in their traditional homelands
- Demonstrated support from communities the project will serve
- Where applicable, resourced accommodation and accessibility plans are in place to address any physical, financial, linguistic, cultural, social and geographic barriers to participation for audiences or participants

3. Project Plan & Team (25%)

- Project goals and timeline are clear and feasible
- There are COVID-19 protocols in place
- There are clear ways to evaluate the impact and outcomes of the project
- Project leadership and team have the relevant skills, abilities, knowledge and lived experience necessary to undertake the project
- Where proposed projects engage with or represent Indigenous culture, stories or people, cultural protocols are respected
- Where applicable, accessibility plans are resourced to reduce barriers for project contributors and participants

4. Budget & Financial Need (20%)

- Budget is realistic, balanced, and is sufficient to complete programming and meet goals
- Budget includes other sources of cash revenue and support
- There is a clear need for City support (applicant has not been able to access or cannot easily access support for the project, lack of cash reserves available to fund the project)
- Total combined cash contributions from all City sources, including this grant and Park Board contributions, do not exceed 50% of the proposed total cash budget for request amounts above \$10,000, and 75% for requests of \$10,000 and below
- Budget notes identify project contributors and compensation that at minimum aims to meet industry standard rates for artists, cultural practitioners, and other contributors
- Where applicable, the budget includes costs to provide accommodation and accessibility support for artists and audiences

5. Previous Project – for applicants with projects previously funded by the City (not scored)

- If applicable, the reflective statement on learnings from and impacts of the completed project, final budget and participation statistics will be reviewed
- Organizations that have not completed their 2020 funded project are asked to complete an interim report

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^wməθk^wəyəm (Musqueam), Sk̓wx̓wú7mesh (Squamish) and səliiwətał (Tsleil-Waututh) Nations.

Refer to the **Glossary** sections on *Reconciliation* and *Decolonization* for insights from the field. The glossary and links to additional resources can be found in the application form.

COVID-19 Related Considerations for Proposed Projects

City of Vancouver Cultural Services recognizes the impact the COVID-19 pandemic is having on the local arts and culture sector and that project plans may change in response to public health orders and directives. We ask that applicants put appropriate plans in place to ensure the safety of participants, including audiences. If your application is successful and you need to adjust your project to respond to unforeseen developments due to the COVID-19 pandemic, please contact your Cultural Planner. We are aiming to be as flexible as possible to accommodate solutions that uphold the original intention of your funded project.

We recommend referring to the latest guidelines issued by the Province of BC:

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support>

City of Vancouver and Vancouver Park Board have a joint COVID-19 Frequently Asked Questions resources page for Special Events: vancouver.ca/files/cov/covid-19-special-event-info.pdf

ActSafe BC also has resources specific to the live performing arts: actsafe.ca/covid-19-resources-for-the-arts-and-entertainment-industries/

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 practitioners and administrators in the field who bring lived and practical 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. 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

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

How to Participate in Assessment Committees

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

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
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.

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.**

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.