

COVID-19 Cultural Impact Critical Assistance (CICA) Grants Cultural Spaces Program Guidelines

KEY DATES FOR 2020

Applications available:	September 23, 2020	
EOI submission deadline:	November 04, 2020	
Application submission deadline:	November 18, 2020	
Urgent Life Safety submission deadline*:	Ongoing: contact Cultural Services staff directly	

NOTE:

***Urgent Life Safety project applications have an ongoing intake until funds are no longer available. For all other projects, deadlines apply. If funds remain after the deadline, projects may be considered.** Dates are subject to change.

DESCRIPTION

The Cultural Spaces Program of the COVID-19 Cultural Impact Critical Assistance (CICA) Grant is a grant stream in response to the COVID-19 pandemic. Funding is intended to support timely critical cultural space projects that address urgent life safety issues, equity, accessibility, COVID-19 pandemic restart and recovery and sector resilience. This includes capital projects as well as operational funding for non-profit space operators who provide subsidized affordable space for professional artists and cultural organizations. The program will fill funding gaps as well as leverage landlord contributions and other private and public support currently available.

The total 2020 program budget is \$500,000: \$280,000 for capital grants and \$220,000 for space operating grants. Staff are authorized by Council to distribute these grants throughout the year.

The overarching goal is to ensure access to and the sustainability of affordable, accessible, secure cultural spaces consistent with [Culture | Shift: Blanketing the City in Arts and Culture](#), Vancouver’s Culture Plan for 2020-2029, and [Making Space for Arts and Culture](#) Vancouver’s Cultural Infrastructure Plan.

The CICA Cultural Spaces program supports cultural space operators and cultural organizations that provide access to equitable, safe, legal, affordable, and fully functioning cultural spaces in Vancouver. These groups provide space for community and/or professional artist use including theatres, concert halls, rehearsal, exhibition, cinema, studio, workshop, storage, office/administration, and other spaces for cultural use.

The CICA Cultural Spaces Program will support four major project areas including one project stream for space operating and three streams that support capital projects:

Space Operating Projects:

1. **Restart:** Support for facility operating costs for space operators who provide subsidized affordable space for artists and cultural organizations, and who are at risk of losing space due to COVID-19

Capital Projects:

1. **Rebuild:** Capital projects for improvements/upgrades for community arts and cultural space
2. **Resilience:** Capital planning projects, including studies, research or mentorships
3. **Urgent Life Safety Upgrades:** unforeseen and urgent replacement, repairs and/or life-safety capital infrastructure projects

Maximum grant amount:

In most situations \$25,000 will be the maximum grant, although there may be some exceptions for applications, where an applicant can apply up to a maximum of \$25,000 for a Space Operating Project and up to \$25,000 for Capital Projects, for a maximum of \$50,000 for the Cultural Spaces Program for CICA. For the entire CICA Grant program that includes non-space related projects, an organizational request cannot exceed a total of \$75,000. **Organizations who want to apply for more than one project stream with total grant requests for more than \$25,000 are required to discuss projects with Cultural Services staff prior to submission.**

Applicants will be required to demonstrate exploration of additional funding and/or a reduction of expenses (i.e. rent deferrals, etc.). Funding beyond 50% may be considered, when alternative sources of funding are not available or have been exhausted.

ORGANIZATIONAL ELIGIBILITY

To be eligible for assistance, the organization must:

1. be an arts and culture non-profit society or community service co-op legally registered and in good standing with BC Registries Services, a local First Nations Band Council , or a registered charity with the Canadian Revenue Agency (CRA);
2. be located or have an active presence and deliver programs and services within Vancouver, or if led by either Musqueam, Squamish or Tsleil-Waututh Nations, programs and services held in their unceded traditional homelands upon which Vancouver sits;
3. have commitments to a respectful, equitable and accommodating workplace as demonstrated through Human Resources values, principles, practices, or policies;
4. provide equitable access to programs and services to a broad diverse public;
5. contribute to the cultural diversity of Vancouver and the unceded homelands of the Musqueam, Squamish or Tsleil-Waututh peoples and align with key directions of *Culture/Shift*;
6. be operational for at least one full year and be able to provide a set of financial statements or review engagement for the most recently completed fiscal year; and
7. have a cultural space secured for a minimum of 18 months tenancy from time of application (it is recommended that the space is secured with long-term stable tenancy of 5 years or more). Exceptions will be considered on a case-by-case basis, but focus will be concentrated on supporting long-term space for the cultural sector.

PROJECT ELIGIBILITY:

Funding is intended to support:

Space Operating Projects:

1. **Restart:** Support for facility operating costs for space operators who provide subsidized affordable space for artists and cultural organizations, and who are at risk of losing space due to COVID-19, including:
 - a. Support direct facility costs for related restart, recovery and resilience needs, for example:
 - i. Rent, lease, or mortgage costs for cultural spaces;
 - ii. Rent subsidization for arts and culture subtenants and artists;
 - iii. Property tax, utilities, (e.g. heat, hydro, water/sewer), insurance; or
 - iv. Common area costs and or strata fees.
 - b. Submissions may also come from eligible organizations interested in providing bursaries/grants directly to local Vancouver artists and musicians to support direct studio, cultural facility costs as detailed above. This funding would be subject to Cultural Services staff review and approval of bursary/grant criteria and selection processes.

Capital Projects:

1. **Rebuild:** Capital projects for improvements/upgrades for community arts and cultural space supporting community space and/or responding to equity* needs in response to COVID-19 including:
 - a. Timely building-based projects involving the purchase, construction, renovation, or expansion of an arts and cultural facility and essential equipment; or
 - b. Crisis funding for specialized equipment may be considered given the pandemic.
2. **Resilience:** timely critical cultural space planning projects strengthening resilience of organizations affected by COVID-19 including:
 - a. Planning and studies related to acquisition, construction, renovation, or expansion of arts and cultural facilities, such as pre-planning, needs assessments and feasibility studies, building program plans, master planning, fundraising/capital campaign assessment, accessibility audits, etc. This includes upgrades for accessibility, safety, trans-inclusivity, environmental sustainability, and usability of spaces; or
 - b. Research projects and mentorship programs in partnership with organizations who are experienced in space development with a focus on community space, equity, recovery, rebuilding and resilience.
3. **Urgent Life Safety Upgrades:** capital infrastructure projects for unforeseen and urgent replacement, repairs, and/or life-safety upgrades within a cultural facility to ensure continued access to safe and legal cultural spaces.

Definition:

* Equity-seeking groups are 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.

Funding is not intended for:

- Ongoing **non-space related** operations including programming, production costs, fundraising.
- Ongoing non-COVID-19 related or non-emergency capital costs or capital planning costs. Visit here for capital funding programs:
 - [Cultural Infrastructure Grant Program](#)
 - [Permit Fee Assistance for Cultural Spaces](#)
- Pre-COVID-19 (March 2020) deficits or capital purchases

EVALUATION CRITERIA:

Demonstrated alignment with [Making Space in Arts and Culture](#) directions of securing affordable, accessible, and safe cultural spaces including:

Impact and Vision

- affordable and accessible space provision for professional artists, artist collectives and coops, cultural workers, and/or cultural non-profits; and
- long-term impact on and sustainability of Vancouver's arts and culture community.

Equity

- space projects that contribute to the livelihood of equity-seeking artists.

Capacity and Financial Need:

- plan in place, including sufficient financial and human resources to successfully complete the project, and use of funds as described;
- need (including financial), and urgency for support; and
- fiscal responsibility, including exploration of additional funding and/or a reduction of expenses (i.e. rent deferrals for Restart Projects), etc.

Additional Criteria for Restart Projects only (not Criteria for Capital Projects):

- Priority will be given to Organizations in crisis that face immediate loss of space and displacement, and which have little other means of generating income aside from ongoing sublease income, for example: artist studio and production and rehearsal space.

APPLICATION PROCESS

1. Make sure you are eligible and are a strong candidate for consideration by reading through this information and related links and/or by contacting Cultural Services staff.
2. NEW groups who have not previously applied for support from Cultural Services are asked to contact staff to confirm eligibility, and to be registered in the online system by emailing: culture@vancouver.ca.

3. RETURNING groups who have previously applied for support from Cultural Services and are registered in the online system can login and apply at: <http://vanculture.smapply.ca>.
4. Complete an Expression of Interest form by November 4th, 2020 (Urgent Life Safety applicants may contact Cultural Services staff directly at any time, regardless of deadline dates).
5. If your organization and project are considered eligible and appropriate to this grant, you will be invited to submit an online application for the November 18th, 2020 deadline. Be prepared to provide the following required supplemental documents:

Supplemental Documents	Required for Capital Projects: Rebuild, Resilience and Urgent Life Safety:	Required for Restart projects:
Budget	Yes	Yes
Financial Statements	Yes	Yes
Signed Agreement by Board Member	Yes	Yes
Lease Agreements/MOU/Letter (identifying security of space for 18 months minimum, or recommended 5 years+)	Yes	Yes
Scope of Work	Yes	No
Quote for work	Yes	No
Letter of permission from the Landlord (for capital or infrastructure projects only)	Yes	No

6. Your application will go through a review by staff and will compete for limited funds with other applicants. If you are successful during this review, Cultural Services staff will notify applicants of the results, and projects can commence. Some projects may be eligible for retroactive payment (i.e. Urgent Life Safety, and Restart projects, from March 2020 onwards)—such projects need to be discussed with Cultural Services staff prior to Application Submission to determine eligibility.
7. Funding for Restart projects will likely be disbursed in one payment, while funding will most often be disbursed in two payments for all Capital projects (Rebuild, Resilience and Urgent Life Safety). To receive your initial payment, you will need to sign a Letter of Agreement that will be emailed to you, and request your first payment. Other requirements may be necessary depending on your project. The final payment will be disbursed upon completion of your project.

8. Should you wish to make changes to your approved project, you must receive staff approval in order to ensure your project expenses are eligible.
9. Once your project is completed, a Final Report will be required and will include:
 - A summary of the results of the project
 - Accounting of the expenditures, including receipts (for Rebuild, Resilience and Urgent Life Safety projects)
 - Any other documentation requested
 - Verification and signatures by the Board of Directors
10. Projects should be completed within one year of approval, unless otherwise approved by staff. Any unused funds will return to the funding pool to be used for future grants.

TERMS AND CONDITIONS

If your organization is approved for funding, the following conditions will apply:

- Submission of your Agreement signed by a Board Member;
- Confirmation that the cultural facility is owned by, or has a lease, letter of agreement or memorandum of understanding from owner or landlord, ;
- Written approval by the landlord to undertake capital work on the premises;
- The City's support must be acknowledged in any promotions or public materials related to funded activities. Contact tyler.fitzwalter@vancouver.ca to receive the City's logo electronically;
- Grant funds will be applied to the expenses associated with the work as defined in your application; any changes to the accepted plan must be approved by Cultural Services staff prior to commencement of the work; failure to contact staff prior to changing the scope of the project may result in changed elements of the project not being funded;
- The organization must not represent projects as City projects or represent itself publicly as an agency of the City in any way;
- The organization must keep proper accounts of all receipts and expenditures relating to the project and may be requested to make available for upon request of the City;
- The Board of Directors endorses the project and the application/report;
- Please note receipt of a grant does not guarantee funding in the future;
- Any other conditions put forward by staff or City Council.

CONFIDENTIALITY

All documents submitted by Applicants to the City become the property of the City. The City will make every effort to maintain the confidentiality of each application. The City will not release any of this information to the public except as required under the Province of British Columbia *Freedom of Information and Protection of Privacy Act* or other legal disclosure process.