

COVID-19 Cultural Impact Critical Assistance (CICA) Grants Theatre Rental Grant Guidelines

Key Dates for 2020

Applications available:	September 23, 2020
EOI submission deadline:	November 04, 2020
Application submission deadline:	November 18, 2020

Dates are subject to change.

DESCRIPTION

The Theatre Rental Grants program of the COVID-19 Cultural Impact Critical Assistance (CICA) Grant is an in-kind grant stream in response to the COVID-19 pandemic and offers assistance to non-profit professional arts and cultural organizations for some of the costs when using the Vancouver Civic Theatres. These grants will support performing arts groups to continue to support artists and bring content to the public in new ways (various access to VCT facilities, activating non-theatre space including lobbies and *šxʷł exən Xwtl'a7shn*, and digital performance experiences).

This program is for Vancouver-based, professional non-profit arts and cultural organizations that have a mission to develop, create, produce, present and disseminate artistic work for the benefit of the arts sector, in any artistic discipline (i.e. Aboriginal arts, community arts, dance, interdisciplinary, literary, media, multidisciplinary, music, theatre, visual arts).

The program is for organizations that have a clear and relevant mission to deliver annual public artistic programs. These producing and presenting organizations range from community-based to professional. They have identified that their performance requirements are a right fit with the available Civic Theatre spaces. They may be recently-incorporated (minimum 1 year before grant deadline) or long-standing societies. They have demonstrated capacity to produce in a professional venue, deliver artistically-strong work, and promote the events to a broad Vancouver audience.

Maximum grant amount:

In most situations \$25,000 will be the maximum in-kind grant and unless otherwise specified, grant recipients should budget to pay for some labour expenses above what is included in the guidelines. Contact Civic Theatres to assist with cost estimates.

Eligibility

To apply to this program the organization must:

- Be a non-profit society or a community service co-op legally registered and in good standing with BC Registries Services, a First Nations Band Council on whose unceded traditional homelands Vancouver sits, or a registered charity with the Canadian Revenue Agency (CRA)
- Be physically located, have an active presence and deliver programs and services within Vancouver or if led by Musqueam, Squamish or Tsleil-Waututh Nation members – held in their unceded traditional homelands
- Have an established body of high quality work or services with a record of consistent delivery and demand
- Have an active Board of Directors composed of volunteers representative of the mission and people served:
 - Directors must meet the minimum articles of applicable governing acts (i.e. BC Societies Act, BC Cooperative Service Act for Community Service Coops, or the Canada Not-for-profit Corporations Act)
 - Directors must not be remunerated for services in their capacity as a Director (but may be reimbursed for reasonable expenses incurred) nor hold concurrent staff positions
 - Directors must function in a governance role, be active in setting direction, policy, longer-term planning, and understand and fulfill their legal and fiduciary responsibilities
- Have well-developed administrative systems (communications, financial, human resources)
- Have diverse and stable financial resources and practices:
 - Diversified cash resources (earned, private and public)
 - Independently-prepared financial statements (audit or review engagement)
 - Have demonstrated capacity to pay professional artists at standard industry rates or community artists with fairly-negotiated honorariums
- Have commitments to a respectful, equitable and accommodating workplace as demonstrated through Human Resources values, principles and practices, guidelines, or policies
- Provide equitable access to programs and services to a broad diverse public

Ineligible Organizations, costs, and activity

- Organizations that do not have arts and cultural mandates or whose proposed activity does not meet the Program Objectives and Eligibility.
- Other City of Vancouver departments and branches including community centres.
- Social Service, Religious, Sports organizations or clubs.
- Non-Indigenous-led organizations and activity outside Vancouver city limits.
- Administrative charges (insurance, licenses)
- Technical service charges above what is included (e.g. IATSE Local 118 stage crew wages, dance floor installation, piano tuning)
- Taxes (GST)
- Charges for merchandising, licensing and commission
- Third-party fundraisers and events not aligned with society's mandate

Eligible costs

- Venue rental fees
- The services of IATSE/City of Vancouver Technicians at regular rates only
- Orpheum Installed Camera, recording, and IMAG rental package
- Orpheum Installed Projection system rental package (if necessary)
- Audience Services Staff for Live Stream/Recording events (subject to PHO and VCT approval)
- Ancillary space staff costs - REFM, COV Tech and Audience Services (Plaza, lobbies, rehearsal halls, salons)

Rental Information and Rates for Vancouver Civic Theatre Spaces

<https://vancouvercivictheatres.com/plan-an-event/>

Application Process

1. All applicants must contact Peter Kendall, Theatre Rental Grant Administrator at Civic Theatres, 604.353.4971 or peter.kendall@vancouver.ca to confirm eligibility, reserve applicable uses and date(s), discuss your requirements, indicate your interest in applying for a grant.
2. Complete an Expression of Interest found here by November 4, 2020
3. If your organization is considered eligible and appropriate to this grant, your organization will be invited to submit an application for the November 18th, 2020 deadline.

Assessment Process

A staff review is used for this program. Vancouver Civic Theatres and Cultural Services staff evaluate requests against the criteria which consider each proposal's relative merits, the organization's capacity to produce the proposed event(s) and whether or not the proposed event can comply with VCT re-opening plans, which include the necessary adjustments to be able to program events in a safe way from a health and safety perspective. Requests are cross-checked against booking dates and theatre availability.

Please note that recommendations are made within established budget limits that are set each year by City Council. As requests for assistance typically exceed the available budget, the process is competitive and not every grant can be funded or funded to the full request amount.

Recommendations and Report to City Council

A report on the recommendations is written by staff and submitted to City Council for consideration and approval. Applicants receive an email notification from City Clerks generally a week in advance of the report going forward for Council's consideration and the meeting date. The report is made public on the City's website shortly before the Council meeting date.

To find reports online go to:

1. vancouver.ca

2. Under “Your Government”, click on “Council meetings and decisions”
3. 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 down to locate the appropriate Administrative Report – often called *20XX Theatre Rental Grant Allocations*

Results

Assuming Council approves the report, notification letters are sent to all applicants indicating the result. Successful applicants will receive a credit note on their Civic Theatres account to offset rental charges for their eligible performance dates.

Any change to grant allocations (i.e. postponed performances, cancellations, change of dates) must be communicated to the Civic Theatres TRG Administrator.

CONDITIONS OF ASSISTANCE

If your organization receives a Theatre Rental grant, the following conditions will apply:

- The Society will be required to enter into a Theatre License Agreement in the City’s standard form, setting out the terms of use of the Vancouver Civic Theatres.
- The Society will pay for all Vancouver Civic Theatres rental usage amounts, or portions thereof, including goods and services tax, to the City, that were not recommended for funding
- The Society will make every effort to secure funding from other sources. It will keep proper books of accounts of all receipts and expenditures relating to its activities and, upon the City’s request, make available for inspection by the City or its auditors all records and books of accounts.
- If there are any changes in the organization’s activities as presented in its application, Vancouver Civic Theatres must be notified in writing of such changes immediately. In the event that the organization’s activities as described in the application are completed without requiring the full use of the City funds, the remaining City funds will remain with the City.
- The Society will appropriately acknowledge the City’s venue support in all information materials, including publications and programs related to funded activities. Such recognition must be commensurate with that given to other funding agencies and venues.
- Receipt of a grant does not guarantee funding in the following fiscal year.

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 and the information contained therein except for the purposes of evaluation and analysis. 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.