

2018 CULTURAL PROJECT GRANT PROGRAM INFORMATION GUIDE

Deadline: Wednesday, December 6, 2017 at 4:00pm

This guide provides information about the objectives, criteria and application process for the Cultural Project Grant program. The Project Grant program is one of many programs, awards and services that the City's Cultural Services department offers to advance the vision and goals of the Culture Plan for Vancouver. Other civic programs, awards and services are detailed on the City's web page at: <http://vancouver.ca/people-programs/arts-and-culture-grants.aspx>

CULTURE PLAN FOR VANCOUVER

<http://vancouver.ca/culture-plan>

VISION

A diverse and thriving cultural ecology that enriches the lives of residents and visitors.

GOALS

- Diversity, innovation, artistic excellence
- Community engagement and participation
- Vibrant, creative neighbourhoods and public spaces
- Dynamic robust creative economy

STRATEGIC DIRECTIONS 2014-2018

- Foster cultural leadership
- Increase participation and engagement
- Provide sustainable support programs
- Optimize city investment
- Invest in creative economy

If this guide does not help you with your content questions about the application, please contact staff well in advance of the deadline.

CONTACT INFORMATION

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CULTURAL PROJECT GRANT PROGRAM

Objectives and Description

The Project Grant program supports projects in any artistic discipline (Aboriginal arts, community arts, dance, interdisciplinary, literary, media, multidisciplinary, music, theatre, visual arts, heritage or arts services sector). Projects contribute to the discourse, practice or art form and can be a one-time, single creative project, or a time-limited series or season.

Initiatives supported by a City of Vancouver Project Grant should ideally reach out to well-defined and varied public audiences through some form of presentation or dissemination (e.g. exhibitions, performances, publications, presentations, video, film, new media, radio, audio recordings, web-based creative initiatives, or community-engaged projects led by professional artists).

Applicants are strongly encouraged to have paid professional administration and leadership. All principal professional artists should be compensated for their participation commensurate with arts sector standards.¹

It is recommended that applicants request an amount based on what the organization needs to complete the project. The City can only fund a project up to a maximum of 50% of its cash revenues. While the Program budget varies from year to year, Project grant awards generally range from \$1,500-\$12,000 with a maximum of \$15,000. Information on previous grant awards and recipients is located on our website: <http://council.vancouver.ca/20170329/documents/pspc4.pdf>

Organizational Profile

This program supports Vancouver-based, professional non-profit arts and cultural organizations that have been incorporated for at least six months at the time of the application deadline, and have a mission to develop, create, produce, present and/or disseminate artistic work for the benefit of the public and the arts sector.

These organizations generally work on a project-by-project basis and are led by an arts or heritage professional who is often the founder of the organization. The organization supports artists and creative personnel, and the artistic programming is often innovative and addresses a need or opportunity in the community or the arts sector. The organization is supported by an active working Board of Directors that often have personal connections to the mission or the founder. Basic financial and administrative systems are in place, and duties are generally performed by one or more paid professional staff, in combination with contract staff and volunteers, including Board members.

¹ For more information on these standards, please refer to the following organizations:
American Federation of Musicians: www.afm.org; Canadian Actors Equity Association: www.caea.com;
Canadian League of Composers: www.clc-lcc.ca; Canadian Alliance of Dance Artists: www.cadabc.org;
Professional Writers Association of Canada: www.pwac.ca; Canadian Artists Representation/Le front des artistes canadiens/CARFAC: www.carfac.ca

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 Registry Services, or a First Nations Band Council, or a registered charity with the Canadian Revenue Agency (CRA), for at least six months at the time of the application deadline. **First-time applicants must provide evidence of non-profit or registered status e.g. Certificate of Incorporation;**
- Be accommodating, welcoming and open to people of all ages, abilities, sexual orientation, gender identities (including trans*, gender-variant and two-spirit people), ethnicity, cultural background, religion, language, socio-economic conditions, in their policies, practices and programs;
- 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 (BC Society 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
- Have, at minimum, professional leadership; preferably one or more paid staff, in combination with contract staff and volunteers;
- Compensate professional artists; preferably at minimum standard industry rates;
- Have an active presence in Vancouver and provide arts and cultural opportunities that are accessible and benefit the citizens of Vancouver. The Project must be located within Vancouver city limits;
- Have diverse revenue sources (earned, private and public) for the Project;
- Provide financial statements with signatures of two Board members for the most recently completed fiscal year including, at minimum, a Balance Sheet and Income/Expense Statement, and preferably independently prepared as a Review Engagement or Notice to Reader;
- Have completed all previous projects funded through Cultural Services and can report on the most recent previous project in the current application², or have written approval from a Cultural Planner to submit an application if the previous project is not complete by the time of the application deadline; and

² Note that Final Reports no longer need to be submitted separately in advance of a Project Grant deadline, as the Final Report is now integrated into the Project application form, **unless an organization is NOT planning to apply for another Project 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.

- Have received no other applications for Project, Operating or Community Arts grants for the same calendar year.

Examples of Eligible Activity

- A single production, show, or a series of related curated or produced arts and cultural events, performances or programs.
- Collaborative creative initiatives that involve professional artists and community members that innovatively address local interests, concerns or issues.
- Projects related to cultural heritage initiated through museums, archives or other professional heritage organizations.
- Projects that develop distinctive approaches or cultural coalitions to deliver programs or share services and resources.
- Conferences or symposia that offer significant learning and networking opportunities for artists, arts and cultural organizations, and the general public.
- Artistic Residencies that facilitate learning, artistic development and cultural exchange between professional artists and host organizations.
- Artistic or Administrative Mentorships that facilitate learning opportunities for professional artists and administrators wishing to gain experiential training with professionals in host organizations.
- Outdoor projects that have received civic approval from the appropriate departments. Evidence of permits or approvals may be a condition for release of grant funds.³

Ineligible Organizations 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
- Publicly funded or private educational institutions (public schools, universities, colleges, training organizations)
- Core artistic training and in-class activity
- Projects where the central focus or theme is not artistic or cultural

³ 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.

- Social Service, Religious, Sports organizations or clubs
- Ongoing operations, deficit reduction or capital projects
- Activity taking place before the application deadline
- Activity outside Vancouver city limits
- Fund raising or commercially-oriented activity
- Bursaries or scholarships
- Contests or competitions

Assessment Criteria

Applicants will be assessed on how well they meet the criteria, required additional material, and financial and statistical data. The criteria reflect characteristics of professional, non-profit arts organizations, and written responses to the application questions will be assessed against specific criteria directly below the corresponding question in the Project Grant Application Form. Where criteria are not listed, those questions are posed to collect data for reporting purposes. Questions in the Application Form are organized into the following categories:

1. City Support
2. Proposed Project
3. Participation and Impact
4. Board and Finance

Application Process and Timeline

New Applicant inquiries:	Up to November 17 th
Application available:	Mid-October
Application deadline:	December 6, 2017
Staff Review:	December - January
Assessment Committee Peer Review:	Early February
Notification of Recommendation:	Early April
Council Approval and Notification:	April
Payment:	Mid-late April

Assessment Committee Peer Review

Cultural Services uses a blended assessment approach where members of the arts and cultural community (peers) are nominated to participate in the assessment process with a Cultural Planner from Cultural Services. The Assessment Committee reviews applications in advance and meets in person to discuss the applications and make recommendations for City Council's consideration and approval.

Nominations from community members are accepted year-round by completing this form: <http://vancouver.ca/people-programs/grant-application-and-assessment-process>.

Recommendations and Report to City Council

Assessment Committee recommendations 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 approximately 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 "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 Cultural Grant Allocations*

Comments, Conditions, Concerns and Reconsideration

All applicants may request additional information on the process including comments and clarification of recommendations. Where there may be conditions on a grant or concerns with an organization, additional specific comments and terms will be provided.

For demonstrated instances where the financial situation or eligibility were misunderstood by the Assessment Committee, applicants may formally request reconsideration of the recommendation. For eligible formal requests, the recommendation will be withdrawn from the report to Council and will be reviewed by the 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, please visit <http://vancouver.ca/people-programs/request-for-reconsideration>.

Grant Confirmation Notification and EFT Payment

Once the Council report is approved, you will receive a confirmation notification by email. Please retain this notification as your document of record for your Auditor, if required.

NEW! All grant recipients are required to set up direct deposit using an Electronic Funds Transfer (EFT) form with the City's Financial Services Group to expedite payment. If your organization has not been set up for EFT, please contact cultural.services@vancouver.ca for the form and instructions so as not to delay payment.

PROJECT GRANT - CONDITIONS OF ASSISTANCE

If your organization receives a Project Grant, the following terms and conditions will apply:

- Grant funds must be applied to programs and services as outlined in the application for the request year.
- Grant funds are not to be used retroactively or to reduce or eliminate accumulated deficits.
- The Society must meet all eligibility requirements for the Project Grant program.
- The Society will make every effort to secure funding from other sources as indicated in its application. 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, Cultural Services must be notified in writing immediately and approve changes. In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining City funds are also to be returned to the City.
- The Society will appropriately acknowledge the City's support through the Cultural Services Department in all information materials, including online, publications, programs and any other collateral produced related to funded and supported activities. Such recognition must be commensurate with that given to other funding agencies.

Grant recipients can contact Cultural Services to receive the recognition mark below electronically.



- Receipt of a grant does not guarantee funding in the future.

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 to the extent necessary to communicate information to staff and peer Assessment Committee members 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.

ADDITIONAL CITY RESOURCES

Access to Vancouver Civic Theatres Spaces

<http://vancouver.ca/people-programs/theatre-rental-grant-program.aspx>

<http://vancouver.ca/people-programs/activation-of-underutilized-vancouver-civic-theatres-spaces-grant.aspx>

The Theatre Rental Grant program provides subsidized access to venues owned by the City including the Orpheum, Annex, Queen Elizabeth Theatre and Vancouver Playhouse Theatre. The VCT Underutilized Spaces Grant program offsets the facility rental fee of the Queen Elizabeth Theatre outdoor Plaza, Annex and lobbies at all civic theatres.

Promotional Support

<http://vancouver.ca/people-programs/advertising-for-arts-culture-non-profit-groups.aspx>

Communicate your message widely through one of the many opportunities available through the City of Vancouver! These include the popular Outdoor Promotional programs, messaging at libraries and community centres.

Cultural Infrastructure Grant

<http://vancouver.ca/people-programs/cultural-infrastructure-grant-program.aspx>

For organizations planning for or embarking on 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>

Cultural Services will pay up to \$1,500 towards development and building permit fees for cultural space projects. Offered on a first-come, first-served basis until the annual \$10,000 budget is spent.

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.

Arts Event Licence

<http://vancouver.ca/doing-business/arts-event-licence.aspx>

Host pop-up performances in unconventional spaces including: studios, warehouses, factories, shops and wholesale spaces. Hold events at your location up to three days per month for up to 250 people, depending on the size of your venue. One application, one desk, one licence, and one low fee.

Capacity Building - Vantage Point

<http://www.thevantagepoint.ca/>

The City in partnership with Vantage Point offers leadership development and planning workshops and labs to grantees at no cost. Workshops and advanced learning labs in the areas of leadership development, strategic planning and non-profit lifecycles are available as needed.

VIVA Vancouver

<http://vancouver.ca/streets-transportation/reducing-cars-on-city-streets.aspx>

In collaboration with community groups, local businesses, and regional partners, this program transforms road spaces into vibrant pedestrian spaces through short-term street closures.

Greening Your Event

vancouver.ca/doing-business/greening-your-event

Greenest City 2020 aims to position Vancouver as the greenest city in the world by 2020. The City encourages the cultural community to consider how to minimize the environmental impacts of cultural—especially outdoor—events.