

## Cultural Spaces **Capital Grants** - 2025 Information Guide

The City of Vancouver Cultural Spaces Grants include capital grants for eligible Vancouver-based arts and cultural spaces operated by non-profit cultural societies, co-ops, registered charities, xʷməθkʷəy̓əm (Musqueam Indian Band), Skwxwú7mesh (Squamish Nation) and səlilwətał (Tsleil-Waututh Nation) or Urban Indigenous non-profit organizations.

### **CAPITAL GRANTS**

Support for planning and research; or for repair, renovation, expansion, renewal and procurement related to Vancouver-based cultural spaces.

#### **a. Small Grants for Cultural Spaces – see details [below](#)**

**Spring (January/February) Intake \*deadline to apply March 5, 2025\*:** Grants up to \$25,000 for smaller cultural space projects including, for example: space planning, research, building improvements and accessibility upgrades; and mentorships between organizations, or mentorships between organizations and professionals, to support planning, knowledge sharing and capacity building with regards to cultural spaces.

#### **b. Cultural Infrastructure Grants (CIG) – see details [below](#)**

**Spring (January/February) Intake \*deadline to apply March 5, 2025\*:** Matching Grants up to \$250,000 for capital building-based projects including space planning and research; or acquisition (purchase), renovation, or expansion of an arts and cultural facility.

#### **c. Critical Assistance Capital Grants – see details [below](#)**

**Ongoing Intake (subject to available funds):** Grants up to \$25,000 to support urgent building life-safety upgrades and other critical time-sensitive support for cultural spaces.

### **Contact**

Interested applicants must contact Diane Blunt and Minna Schendlinger, Cultural Planners, **at least three weeks prior** to application deadline date: [diane.blunt@vancouver.ca](mailto:diane.blunt@vancouver.ca) 604-829-9307/  
[minna.schendlinger@vancouver.ca](mailto:minna.schendlinger@vancouver.ca) 604-873-7211.

The City's Arts, Culture & Tourism department offers many other programs, grants, awards and services. Those are detailed on the [Grants and Awards](#) page of the City's website.

Applicants who require accessibility supports to complete their grant applications can access up to \$500 towards the costs of assistance from service providers. Please contact the staff for more information.

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## Context

Vancouver is a City of Reconciliation, and the 2019 Culture Plan, [\*Culture|Shift: Blanketing the City in Arts and Culture\*](#) and the more detailed ten-year infrastructure plan [\*Making Space for Arts and Culture\*](#) are built upon the understanding and recognition that what is known to many as Vancouver is located on the traditional, unceded territories of the xʷməθkʷəy̓əm, Skwxwú7mesh and səliłwətał Nations, whose peoples have lived, and continue to live, throughout this region for thousands of years. Since 2022, we also have the [\*UNDRIP Action Plan\*](#) to guide and inform our work.

The plans call for us to be deeply mindful of how arts and culture is conducted upon these lands of the xʷməθkʷəy̓əm, Skwxwú7mesh and səliłwətał Nations, to build shared cultural understanding of these histories, and move towards a resilient future. This grant program seeks to recognize and support projects that align with the plans' guiding principles: Reconciliation, decolonization, cultural equity and accessibility.

Cultural spaces are essential to every community. They serve community residents, attract tourists, enhance the business environment and add to quality of life. Ensuring access to appropriate and affordable facilities in Vancouver's rapidly developing real estate market requires a committed effort and strategic focus. To catalyze this effort, *Making Space for Arts and Culture* provides a framework to support a diverse, thriving cultural space ecology, and directions to support securing affordable, accessible, and safe cultural spaces.

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## Cultural Spaces Grant Program Priorities

The Cultural Spaces Capital Grants priorities build upon *Making Space for Arts and Culture*, to support, strengthen and enable:

- xʷməθkʷəy̓əm, Skwxwú7mesh, səliłwətał and urban Indigenous self-determined cultural spaces;
- accessibility for artists, audiences and cultural workers;
- cultural redress, equity, diversity and inclusion;
- a robust and diverse ecology of cultural spaces including production and presentation spaces, hubs (administration, organizational hubs, shared services) and outdoor spaces;
- planning, development, renovation and acquisition of arts and cultural spaces;
- the community's ability to own, develop, operate and/or sustain arts and cultural spaces;
- upgrades and renewals of both private and City-owned, non-profit operated cultural spaces;
- music spaces as per the [\*Vancouver Music Strategy\*](#), including all-ages venues; and
- greening upgrades and sustainability.

## Capital Grant Streams

Support for planning and research; or for repair, renovation, expansion, renewal and procurement related to Vancouver-based cultural spaces.

### a. Small Grants for Cultural Spaces

Grants up to \$25,000 for smaller cultural space projects including, for example: space planning, research, building improvements and accessibility upgrades; and mentorships between organizations, or mentorships between organizations and professionals, to support planning, knowledge sharing and capacity building with regards to cultural spaces.

### b. Cultural Infrastructure Grants (CIG) *\*Matching\** grants up to \$250,000 for capital building-based projects including space planning and research; or acquisition (purchase), renovation, or expansion of an arts and cultural facility. This includes:

#### Space Planning or research

*\*Matching\** grants are available for planning projects to support the acquisition or development of arts and cultural facilities. Grants may be used for feasibility studies, demand or needs assessment, architectural plans, master planning, and capital campaign assessment. Projects can be focused on pre-design (site selection, building systems assessment, operational/business model, space needs assessment, master plan, renovation planning, accessibility plans, etc.) or later planning stages (site massing and analysis, design concepts, engineering consultations, etc.). The development of historic conservation, maintenance or systems replacement plans for existing facilities are also eligible. **\*\*Please note that organizational/business development may be eligible only if it is directly related to cultural space creation or operation.\*\***

#### Capital Improvement

*\*Matching\** grants for capital improvement or building-based projects to support the acquisition, renovation, expansion, and construction of arts and cultural facilities. Improvements must be of a “built-in” or permanent nature and/or specific to the space and integral to the existence of the facility. Examples include:

- Upgrades or improvements that extend the life of—or increase the capacity or quality of—an existing facility; for example: accessibility improvements; electrical or plumbing upgrades for improved functionality, safety and/or comfort; sprung flooring; soundproofing; lighting grids; expansion of existing spaces; etc.
- Purchase of a new facility for arts and culture use; for example: down payment; costs associated with conversion of the facility to be purchased; independent valuation; closure costs; etc.
- Repairs, replacement, or installation of major systems that are essential to the operation of the facility and permanently integral to the cultural space; for example: heating, ventilation, and air-conditioning systems; boiler systems; plumbing and electrical systems, etc.

*\*For details about “matching” funds, please see “Assessment Criteria” below, in “Organizational and Financial Readiness,” and “Funding.”*

### c. Critical Assistance Capital Grants **\*\*\*ONGOING INTAKE, IF FUNDS ARE AVAILABLE\*\*\***

Grants up to \$25,000 to support urgent building life-safety upgrades, and other critical time-sensitive support for cultural spaces including unforeseen and urgent building systems replacement and repairs, building code consultation, permit fee assistance, and/or life-safety capital infrastructure projects, such as fire/flood damage remediation, compromised security perimeters, post-disaster emergency cleaning.

## Program Eligibility

In order to apply for any Cultural Spaces Capital grant (for further program specific eligibility, see the bottom of this page) the organization will:

- Be a registered Vancouver-based non-profit society or Co-operative in good standing with BC Registry Services\*, a charitable organization, xʷməθkʷəy̓əm, Skwxwú7mesh or səliłwətał First Nations Band Council or Urban Indigenous non-profit society, with an independent, active governing body composed of volunteers (e.g. a Board of Directors/Council);  
*\* please confirm standing through [BC Online](#) prior to submitting application*
- Have a clear arts and culture focus outlined in the organization's vision, mission and mandate\*. Funding is focused primarily on arts and culture spaces for creation/production, presentation, and performance, as well as supporting ancillary spaces that contribute to *Culture|Shift's* directions, goals and actions, including Reconciliation with the xʷməθkʷəy̓əm, Skwxwú7mesh, səliłwətał and urban Indigenous peoples, cultural equity and accessibility.  
*\*Board-approved documents must be supplied on request from Planners*
- Have been operating as a formal organization for at least one full year and able to provide independently prepared financial statements signed by the Board for the most recently completed fiscal year, including a Balance Sheet, Income/Expense Statement and notes that sufficiently explain the organization's financial position;
- Be committed to a respectful, equitable and accommodating workplace as demonstrated through Human Resources values, principles, practices, and/or policies;
- Provide equitable access to a diverse public in practice and policy with Equity and Accessibility Planning Initiatives to address physical, cognitive, financial, linguistic, cultural, social, and geographic barriers to participation for audiences and key contributors. See glossary for definition of Equity and Accessibility Planning Initiatives.
- Be in good standing with any previous or current grant from the City of Vancouver. If your organization has defaulted on a previous grant, has overdue projects, or outstanding final reports, please include an explanation of that default and resolution of any outstanding issues

*If you are applying for funds for capital improvements and/or upgrades, please note these additional eligibility criteria. **These are NOT required for planning projects:***

- Have infrastructure located within Vancouver City Limits or, in the case of xʷməθkʷəy̓əm, Skwxwú7mesh, səliłwətał, on their traditional lands within Vancouver, that is secured for a minimum of 18 months tenancy from the 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 we prioritize supporting long-term secure space for the cultural sector
- If your space is used for multiple functions and/or disciplines (e.g., community centre, cultural centre, etc.), demonstrate that 50% or greater use of the space is dedicated for arts and culture purposes.

## Partnerships & Collaborations

The City of Vancouver encourages the creation of partnerships and collaborations (see [glossary](#) for definition) that enable the development of equitable, accessible, sustainable, affordable arts and cultural spaces.

Non-profit arts and cultural organizations applying in partnership or in collaboration with other non-profits *must designate one organization as the lead applicant*. Applications submitted by arts and cultural non-profits (as lead applicant) in partnership with private/commercial entities working in the creative sector are eligible.

Applications should include the following:

- A Memorandum of Understanding (MOU) or Partnership Agreement (PA) between the partner organizations with clearly defined roles, responsibilities and relationships.
- Evidence that the proposed project is vital to the activities and mandates of each partner organization.
- For non-profit/private partnerships, evidence that the partnership is appropriate, and that the privately-operated facility is vital to the arts and cultural community.

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## What is Not Eligible for Cultural Spaces Capital Grants?

Non-profit organizations that are not based in Vancouver and/or whose primary purpose or program activity is the provision of childcare, education, employment, health care, recreation, religion, social or sport are not eligible to apply for the Cultural Spaces Grant program. Non-profit organizations providing these other services may be eligible for [community grants](#).

We generally do not provide Cultural Spaces grants for:

- Organizations that do not have arts and cultural mandates or whose activities do not meet the [Cultural Spaces Program priorities](#) and [Eligibility criteria](#), or do not align with the *Making Space for Arts and Culture* directions of Reconciliation and decolonization; cultural equity and accessibility; and securing affordable, accessible, and safe cultural spaces.
- Projects or items that would normally be covered by the Landlord under current lease terms.
- Any work that is already underway or completed prior to the application deadline. For Critical Assistance applications, we may consider funding support for work already underway to address life-safety issues.
- Legal Costs (for Critical Assistance Grant projects.)
- Equipment purchase, repair or replacement; including equipment that is presentation or exhibition-related, non-integral portable or temporary lighting/audio/visual/power systems and/or equipment, heaters, tents, pottery wheels, computer or communication systems, furniture, or appliances.
- Projects that are considered regular or routine repair and maintenance or part of ongoing, day-to-day operations.
- Residential housing and/or home-based businesses.
- Strategic planning, capital campaigns, fundraising or marketing activities. See [Cultural Grants Program](#).
- Programming, including artistic research and/or creation. See [Arts and Culture Grants](#).
- Operations or administrative items such as: day-to-day staffing costs, moving expenses, tools, non-space related training, computer software, food and beverages (unless as part of community engagement for space planning project), etc.
- Organizations with three (3) or more open Capital grants for incomplete projects.

## Timing

- For the Spring (February/March) intake, applicants may apply for ONE Capital Project (CIG OR Small) grant.
  - Anytime during the year, if funds are available, applicants may apply for Critical Assistance Capital grants
    - Organizations with any outstanding Capital Project Grants are strongly encouraged to complete their current grant/project prior to applying for further funding. If your project needs have changed, contact planners to discuss.
    - Organizations with more than one outstanding grant with incomplete final reports, may not be recommended to apply to the Cultural Spaces Capital Grants program. Organizations are limited to three consecutive years of successful funding for the Cultural Infrastructure Grant (CIG) program, after which the Organization must sit out one year before applying again.
    - Cultural Infrastructure Grant (CIG) funded projects are expected to be complete within three (3) years of Council approval.
    - Small Grant-funded projects are expected to be complete within one (1) year of Council approval.
    - Critical Assistance-funded projects are expected to be complete within 3-6 months of approval.
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## Assessment Criteria

Applicants are encouraged to provide sufficient detail and context about your projects, along with enough information to address each of the criteria below. Applications will be evaluated against these criteria.

### Prioritizing Equity-deserving 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, Skwxwú7mesh and səliłwətał Peoples, *Culture|Shift* aims to increase investment to equity-deserving artists and organizations who have been most impacted by structural racism and discrimination. Priority will be given to organizations representing equity-deserving artists and communities, and/or organizations who serve them. See [glossary](#) for Equity-deserving definition.

### VISION & PUBLIC BENEFIT

**Vision**: meets a current or future need, is rooted in your organization's mission and long-term goals and supports the ability for your organization to prosper beyond basic functional needs.

**Public Benefit**: contributes to Vancouver's cultural ecology, reflects the directions identified in *Culture|Shift* and *Making Space for Arts and Culture* of securing affordable, accessible, and safe cultural spaces, and aligns with the grant program priorities. The project demonstrates support from the arts and cultural community it is intended to serve. ***You may include up to three (3) letters of support with your application.***

**Partnerships and Collaborations**: demonstrates relationship-building and collaborative development, funding and delivery over the long-term. Partnerships are mutually beneficial and result in broader positive impact for the organization and community.

### RECONCILIATION & EQUITY



**Reconciliation & decolonization**: supports Reconciliation with xʷməθkʷəy̓ əm, Skwxwú7mesh, səliwətał Nations and Urban Indigenous communities, aligns organizational work and operations with City priorities, like the UNDRIP action plan, and actively pursues strategies to decolonize cultural space. This may be demonstrated through Reconciliation and Decolonization initiatives, including but not limited to improved visibility of the local Nations, meaningful participation and access to space for Indigenous peoples, and guidelines and processes to ensure cultural safety. Examples can include space operating practices and policies, facility design, rental rates, facility-related procurement and hiring opportunities and processes.

- An Indigenous Cultural Advisor is recommended for major or large cultural space projects particularly at the demand and needs assessments, planning and architectural stages. It is important to ensure plans for cultural spaces have considered right relations and appropriate grounding in local xʷməθkʷəy̓ əm, Skwxwú7mesh, səliwətał Nation protocols. Reaching out to the protocol offices of local Nations to inform them of planning at early stages is recommended. Reach out to cultural planners for more information and see [glossary](#) for definition of **Indigenous Cultural Advisor**.

See **“Additional Considerations for Non-Indigenous Groups Proposing to work with Vancouver’s Local Nations or Urban Indigenous Artists and Content”** in the Glossary.

**Equity**: demonstrates, reflects and/or integrates principles of equity, accessibility, diversity and inclusion, including an understanding of the factors and elements required to make a space more inclusive and accessible to Vancouver’s diverse population.

**For example** Actions are being taken to support safe cultural spaces for equity-deserving artists, contract workers, staff, volunteers, and audiences.

Demonstration of thoughtful reflection on barriers to access, inclusion, and participation for equity-deserving communities, including artists, contract workers, staff, volunteers, and audiences.

Approximately 1 in 5 Canadians identify with having a disability or barrier to participation, visible or invisible.

## **ORGANIZATIONAL AND FINANCIAL READINESS**

**Financial**: The organization demonstrates fiscal responsibility with respect to project planning and operating budget and balances.

**Leadership**: The organization demonstrates capacity to lead the project, including sufficient human resources.

**Funding**: The organization has a realistic funding plan in place for projects and demonstrates multi-partner funding and/or a diverse range of financial support.

- ***For CIG projects***, total City funds can support up to 50% of eligible project expenses, including CIG contributions, with remaining funds coming from other sources. In exceptional circumstances, total City funds, including CIG, can support up to 75% of eligible project expenses, specifically for projects for under-represented/equity-denied groups and/or Indigenous communities, and any other exceptional cases. \*Please contact planners prior to application deadline for more information about exceptional circumstances.\*
- ***For Small and Critical projects***, total City funds can support up to 100% of eligible project expenses; however, the project should demonstrate exploration of additional funding and/or cost efficiencies.

## **OTHER: Additional assessment criteria for select programs**

### **CIG and Small Grants:**



- Environmental: makes a positive contribution to environmental sustainability, including actively replacing old, unsustainable technology with new, sustainable technology. The project involves or promotes “green” initiatives and practices.
- Public Health and Safety: addresses public health and safety issues, including adherence to Federal, Provincial and Civic legislation including but not limited to City zoning and development by-laws, fire and building codes, and Provincial guidelines for safety (WorkSafe BC requirements).

**Critical Assistance Capital:** The project must demonstrate urgent need, specifically why the project cannot wait the standard grant intake time to be completed.

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## Notes for Applications

### Project Budget

- Projections should be realistic; revenues equal expenses, including in-kind contributions. You may include a contingency of up to 10% of total project budget for Capital grants.
- In-kind contributions *must not exceed 25%* of the total project budget for Capital grants. Include the person or organization making the contribution; what is donated and fair market value.
- Indicate plans and the sources of additional revenues, with the status of each, for instance “plan to submit”, “application submitted” or “funding confirmed”. Note that for Small Grants for Cultural Spaces, projects should be completed within one year of approval, so fundraising plans should also reflect that timeline. ***\*We strongly recommend phasing large capital projects.\****

### Operating Budget – for CIG projects only

- Notable organizational surpluses or deficits should be addressed in notes to the financial statements, detailing how the surplus/deficit came to be and plans to address it.
- Please include your organizational budget for last completed, current and next projected budget years with your request.
- Accumulated Surplus/Deficit for your most recent completed year should align with the financial statements (balance sheet) that you include and should increase or decrease with your current and next year’s budgets accordingly. If you have questions about this, please contact planners.

### Quotes

- For Capital grant requests up to \$25,000, one quote is required for each piece of work; for requests over \$25,000, two quotes are required for each piece of work. Quotes can include itemized costs, total cost, timeframe and experience of contractor. Please align quotes with expenses identified in project budget.

### Permits

- If your capital project requires permits, you will need to confirm that all required permits, including building or development, have been, or will be, obtained prior to initial grant payment. <http://vancouver.ca/home-property-development/permits-and-regulations.aspx>
- You may apply for Permit Fee Assistance through the Critical Assistance Program. If you receive funding through the Permit Fee Assistance Program, you may not claim the same fees through CIG or Small Grants for Cultural Spaces grants.

### Permission from Landlord

- You will need to submit confirmation from your landlord approving any capital/ infrastructure work you are proposing. If your space is leased from the City of Vancouver, contact Mike Thicke at [mike.thicke@vancouver.ca](mailto:mike.thicke@vancouver.ca) or 604-873-7923 *when funding has been approved*.
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## Application Process

1. **Please read the Info Guide and Contact Planners by February 12, 2025** to ensure you are eligible and to access the Statement of Intent to Apply form:

Diane Blunt [diane.blunt@vancouver.ca](mailto:diane.blunt@vancouver.ca) 604-829-9307

Minna Schendlinger [minna.schendlinger@vancouver.ca](mailto:minna.schendlinger@vancouver.ca) 604-873-7211.

\*Applicants to the **Critical Assistance Capital Grant** may complete an application at any time, following consultation with planners.\*

2. **Complete and submit Statement of Intent to Apply** form by February 12, 2025.
3. **Complete and submit an Online Application.** If your proposal is eligible, you will be invited to submit an online application, **due March 5, 2025**. Be prepared to provide detailed information per the list below.

### Required Documents for application\*\*

- British Columbia Certificate of Incorporation *\*new applicants only\**
- Confirm Society in good standing with BC Registry Services *\*note that organizations that are not in good standing will not receive payment until standing is resolved\**
- Project Budget – with revenues identified as “pending,” “approved,” etc and maximum 25% in-kind
- Project timeline and/or Scope of work
- Operating budget – including last actual, current and next years – *for CIG projects only*
- Quotes – 1 per piece of work up to \$25,000; 2 per piece of work over \$25,000
- Last actual completed fiscal year Financial Statements signed by Board *\*note that Financial Statements should include a Balance Sheet, Income/Expense statement and detailed notes explaining financial position\**
- Application approved by Board of Directors
- Lease Agreement – *for projects that will renovate/improve a space*
- Landlord letter of Approval – *for projects that will renovate/improve a space*
- Partnership MOU/Letter of Agreement - *if applicable*

**\*\*include all materials in the online application portal – please do not submit materials separately from the portal.**

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## Review Process

1. **Application Review**  
Eligible applications are reviewed by a committee. Committees may include peer reviewers such as other non-profit space providers or space professionals, and staff.
2. **City Council Approval**  
Most committee grant recommendations require City Council approval and will be presented in a public report to Council

### 3. Notification

For grants requiring Council approval, each applicant will receive a notice of the City Council meeting at which the grants will be considered. Following the City Council meeting, all applicants will be notified of City Council's decision. The report will be available on the City's website on the [Council Meetings](#) page. If Council approval is not required, applicants will receive notice from Cultural Services.

When the recommendations are approved by Council, applicants will receive a confirmation notification by email. Please retain this notification as your document of record for your auditor, if required.

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## Payment and Reporting

From project approval, Cultural Infrastructure Grant funded projects have up to three years to complete. Small Grant funded projects have up to one year to complete. Critical Assistance grant funded projects should be complete within 3-6 months of approval. Any timeline changes must be approved by staff. Unused funds will return to the funding pool to be used for future grants.

To receive your initial payment, you will need to contact staff and meet any terms and conditions that have been applied. Payment of Cultural Infrastructure Grants may be contingent on securing required revenues to complete the project including other sources of funding.

Grant awards up to \$25,000 will likely be disbursed in one payment and grant awards over \$25,000 will likely be disbursed in two or more payments.

For all Capital grants a final report will be available in the application in the Online Grants portal, VanApply, and should be submitted when the project is complete. The final report includes:

- A summary of the project and results
- A final budget with expenditures verified and signed off by the Board
- An electronic copy of any plans or studies completed.

Any final eligible payments will be disbursed upon completion of your project and receipt and approval of final report.

If you need to make changes to approved projects, you must discuss those changes with staff in advance to ensure that project expenses are eligible.

*Please Note: Grant awards are paid by electronic funds transfer (EFT); new recipients will need to register on the [City's Online Supplier Portal \(Jaggaer\)](#) to receive payment. Funds can only be transferred into the non profit society account as approved by staff and, in most cases, Council. Recipients will receive email confirmation of transfer one business day in advance.*

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## Terms & Conditions

Organizations awarded a grant will be required to agree to terms and conditions including:

- The information provided in the application, and related documents, is accurate and complete. Any significant change or any change in scope or deliverables of the project as presented in the application must be discussed with the Planner/s in advance of implementation.
- The organization receiving the funds is registered and in good standing as a non-profit society or a community service co-op with B.C. Registry Services of the Province of British Columbia, as a federal charity with the Canada Revenue Agency, or is a xʷməθkʷəy̓əm, Skwxwú7mesh or səilwətaʔ First Nations Band Council or Urban Indigenous non-profit society with an

independent, active governing body composed of volunteers (e.g. a Board of Directors/Council)

**\*Please login to your BC Registry Services account to verify your organization's status BEFORE you submit your grant application\*;**

- Prior to undertaking any work related to renovations or altering premises of a cultural space, approval has been obtained from the landlord (including the City of Vancouver).
  - All the required permits and approvals are in place and meet all Federal, Provincial and Municipal legislation, guidelines and by-laws. The award of a Grant may in no way be construed as providing for other City approval.
  - Signing the "Cultural Grant Agreement – Cultural Spaces" in VanApply – please review the agreement carefully before submitting application.
  - The City's support must be acknowledged in any promotions or public materials related to funded activities. Contact [anthony.hoang@vancouver.ca](mailto:anthony.hoang@vancouver.ca) to receive the City's logo electronically;
  - The organization must keep proper accounts of all receipts and expenditures relating to the project to make available to the City upon request.
  - Submission to the Planner, upon completion, a final report that includes a final budget signed by the board and an electronic copy of any plans or studies completed.
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## Final Notes

It is the applicant's responsibility to ensure that they have read, understood and responded to the application criteria and that all sections of the application, including the Cultural Spaces Grant Agreement, are complete and all supporting documentation is attached. Incomplete applications may not be forwarded for review. Applicants are cautioned that entering into contractual agreements or beginning projects before receiving written confirmation of a grant is at the applicant's own risk.

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## Confidentiality

All documents submitted to the Cultural Spaces Grant Program become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained within, 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.

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## Online Grant Application System: VanApply

VanApply is the City's current online grants management system using the SurveyMonkey Apply platform.

Login at <https://vanapply.vancouver.ca..>

Before getting started in VanApply

- Avoid creating duplicate profiles as this will delay processing applications
  - Check if your organization already has a current profile. If you are a new user for an existing organization or unsure, please contact your organization's VanApply administrator or send an email to [cultural.services@vancouver.ca](mailto:cultural.services@vancouver.ca)
- Please allow up to 30 minutes to get set up in VanApply
- New organizational profiles may take up to one business day to be registered in the system

Online How-To Guides and Videos Refer to the introductory how-to guides and videos to help you navigate our system. Topics include instructions to set up your organizational profile, add team members to an existing organizational account, and apply for grants. Visit: <https://vancouver.ca/people-programs/vanapply-online-grant-application-system.aspx>

**Please contact planners with any questions or concerns about VanApply registration, login, and/or accessing the application.**

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### 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: Local First Nations and Urban 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: Applicants are advised that culturally significant areas including Stanley Park, Locarno Beach, Vanier Park, Jericho Beach and all waterfront sites will not be considered without demonstrated permission from and meaningful involvement with the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and səliłwətał (TsleilWaututh) Nations.

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

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### Glossary & Resources

The terms provided here are definitions that have been drawn from *Culture|Shift* and informed by the community. They are not definitive and will continue to be updated 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 xʷməθkʷəy̓ əm, Skwxwú7mesh, and səliłwətał, and Urban Indigenous peoples' involvement in defining and shaping Vancouver. The [UNDRIP Action plan](#) is one active tool that we are using to address the ongoing legacies of colonialism.

Decolonization prioritizes Indigenous self-determination of leadership and access to land and cultural spaces to address dispossession, cultural erasure, and denial of political governance. Decolonization changes to respectful processes related to arts and culture involve developing practices that:

- Integrate collaborative work with Indigenous Nations and People, and respect their leadership and authority 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 xʷməθkʷəy̓ əm, Skwxwú7mesh, and səliłwətał, and Urban Indigenous peoples
- 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 xʷməθkʷəy̓ əm, Skwxwú7mesh, and səliłwətał Nations, the Chinese Head Tax, internment and forced relocation of Japanese Canadians, the refusal of passengers on the Guru Nanak Jahaz (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 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/disabled people and Deaf/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.

**Artist** - is defined 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. It is a person who produces art, in any cultural form, including but not limited to studio and visual arts; performing arts, including theatre and dance; Indigenous arts; craft arts; community and/or social practice; Deaf, MAD and disability arts; literature and literary arts; music and sound; film and media arts; multidisciplinary practice.

**Indigenous Cultural Advisor(s) –**

- Maintain good relations with xʷməθkʷəy̓əm, Skwxwú7mesh, and səliłwətał Nations and hold cultural knowledge, lived experience, strong networks, and a vision for the future;
- bring an active and nuanced knowledge of protocols, traditional ceremony, and governance and applies this to the project to ensure culturally responsive planning (e.g. significance of the site and potential space, space planning, design, connections with local Nations and local urban Indigenous peoples, artists, performers, cultural organizations, programming, etc.);
- advance the responsibility of Reconciliation by shifting from the colonial state of erasure and silence to the decolonial state of increasing the visibility of xʷməθkʷəy̓əm, Skwxwú7mesh, and səliłwətał cultural presence

**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 peoples and equity-denied communities' 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-deserving 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-deserving groups. An intersectional approach to equity acknowledges that where people experience multiple forms of discrimination, there are compounding effects.

**Equity-deserving 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-deserving 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-deserving 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-deserving 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 first-hand 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.

**Partnerships** - Partnerships for the purpose of COV Cultural Spaces grants is defined as two Arts & Culture organizations co-leading a mutually beneficial planning or infrastructure project.

**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 xʷməθkʷəy̓əm, Skwxwú7mesh, and səliłwətał 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, antidiscrimination) 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. Provincial regulations are outlined in the B.C. Human Rights Code and WorkSafe BC.

**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>
- **The City of Vancouver's Accessibility Strategy – Phase 1**  
<https://council.vancouver.ca/20220719/documents/ra-plainlanguage.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)
- **City of Vancouver UNDRIP Action Plan**  
<https://vancouver.ca/files/cov/undrip-action-plan-2024-2028.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://respectfulartsworkplaces.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 Grants Programs**  
<https://vancouver.ca/people-programs/cultural-grants-program.aspx>  
For organizations requesting support for a wide range of arts and cultural activity in Vancouver.
- **Communities and Artists Shifting Culture (CASC): Cultural Projects Grants Program**

<https://vancouver.ca/people-programs/cultural-grants-program.aspx>

For organizations supporting a wide range of short-term, one-time, or limited series of arts, cultural, and creative projects.

➤ **Cultural Operating Funding – Annual (COFA)**

<https://vancouver.ca/people-programs/cultural-grants-program.aspx#cofa>

Core funding support for professional non-profit arts and cultural organizations to develop, create, produce, present, and disseminate artistic work or provide professional services or space in an artistic discipline.

➤ **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.