



Cultural Spaces Grants

2021 Information Guide

The City of Vancouver Cultural Spaces Grants include the following facility operating and capital infrastructure, planning, and urgent life-safety grants to support Vancouver-based arts and cultural spaces operated by non-profit cultural societies, co-ops, registered charities, xʷməθkʷəy̍əm (Musqueam Indian Band), Sḵwxwú7mesh (Squamish Nation) and səliłwətał (Tsleil-Waututh Nation) or Urban Indigenous non-profit organizations.

Affordable Spaces Grants - *Deadline: Spring 2022*

- Grants up to \$50,000 for facility operating costs for local non-profit space operators who provide subsidized affordable space for Vancouver-based artists and/or cultural organizations.

Cultural Infrastructure Grants - *Deadline: Spring 2022*

- 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.

Small Grants for Cultural Spaces - *Deadline: September 15, 2021, and Spring 2022*

- Grants up to \$25,000 intended to complement the Cultural Infrastructure Grant (CIG) Program by providing improved capital building-based funding support for equity-seeking groups or areas of practice underrepresented in the CIG Program; or time sensitive cultural space planning, research, improvements, accessibility upgrades; or mentorships between organizations or between organizations and professionals to support space planning, knowledge sharing and capacity building.

Critical Assistance Grants - *Deadline: Ongoing (subject to available funds)*

- Grants up to \$25,000 to support urgent building life safety upgrades, and other critical timely support for cultural spaces including unforeseen and urgent replacement, repairs and/or life-safety capital infrastructure projects. Emergency Affordable Spaces operational support may also be available depending on availability of funding for the year.

Contact

Interested applicants should contact: Diane Blunt or Minna Schendlinger, Cultural Planners, at least three weeks prior to application deadline. diane.blunt@vancouver.ca / minna.schendlinger@vancouver.ca

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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](#), is built upon the understanding and recognition that what is known to many as Vancouver is located on the traditional, unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and səliłwətał (Tsleil-Waututh) Nations, whose peoples continue to live and have lived throughout this region for thousands of years.

This grant program addresses three of Culture|Shift's three strategic directions, including Reconciliation and decolonization; cultural equity and accessibility; and [Making Space for Arts and Culture](#), Vancouver's Cultural Infrastructure Plan.

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.

Program Goals

The goals of the Cultural Spaces grants program are to support, strengthen and enable:

- a robust and diverse ecology of cultural spaces including production and presentation spaces, hubs (administration, home-bases, shared services) and outdoor spaces;
- the planning, development, renovation and acquisition of arts and cultural spaces;
- the community's ability to own, develop, operate and sustain arts and cultural spaces;
- xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), səliłwətał (Tsleil-Waututh) and urban Indigenous self-determined cultural spaces;
- accessibility for artists, audiences and cultural workers;
- equity, diversity and inclusion.
- 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.

Grant Streams

Affordable Spaces Grants *****INTAKE IN SPRING ONLY*****

Grants up to \$50,000 for facility operating costs for space operators who provide subsidized affordable space for artists and/or cultural organizations, including support for direct facility costs, with priority for spaces at risk of displacement. For example:

- Rent, lease, or mortgage costs;
- Property tax, utilities, (e.g. heat, hydro, water/sewer), insurance;
- Common area costs and/or strata fees; or
- Rent subsidies for arts and culture subtenants and artists.

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.

Cultural Infrastructure Grants (CIG) *INTAKE IN SPRING ONLY*****

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.

Small Grants for Cultural Spaces *INTAKES IN SPRING AND FALL*****

Grants up to \$25,000 intended to complement the CIG Program by providing improved capital building-based support for equity-seeking groups or areas of practice that are under-represented in CIG Program; or time-sensitive cultural space planning, research, improvements, accessibility upgrades; or mentorships between organizations or between organizations and professionals to support space planning, knowledge sharing and capacity building.

Critical Assistance Grants *INTAKE ONGOING, IF FUNDS ARE AVAILABLE*****

Grants up to \$25,000 to support urgent building life-safety upgrades, and other critical timely support for cultural spaces including unforeseen and urgent replacement, repairs and/or life-safety capital infrastructure projects.

Eligibility

All applicants must meet the minimum eligibility requirements stated below in order to have applications forwarded for review:

- Be a registered Vancouver-based non-profit society*, charitable organization, non-profit cooperative, xʷməθkʷəy̓əm (Musqueam Indian Band), Sk̓wx̓wú7mesh (Squamish Nation) and səliłwətał (Tsleil-Waututh Nation) or Urban Indigenous non-profit society with an independent, active governing body composed of volunteers (e.g. a Board of Directors/Council);

**Society must be in good standing with the B.C. Registrar of Companies*

- Have a clear arts & 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 (Musqueam Indian Band), Sk̓wx̓wú7mesh (Squamish Nation), səliłwətał (Tsleil-Waututh Nation) and urban Indigenous peoples, cultural diversity and accessibility;

**Board-approved documents must be supplied on request from Planners*

- Have infrastructure located within Vancouver City Limits or, in the case of xʷməθkʷəy̓əm (Musqueam Indian Band), Sk̓wx̓wú7mesh (Squamish Nation), səliłwətał (Tsleil-Waututh Nation), on their traditional lands within Vancouver;
- Be committed to a respectful, equitable and accommodating workplace as demonstrated through your Human Resources values, principles, practices, and/or policies;
- Provide equitable access to arts and culture programs and services to a broad diverse public; to accommodate, welcome and actively seek and engage with people of all ages, abilities, sexual orientation, gender identities (including trans*, gender-variant and two-spirit people), ethnicities, cultural backgrounds, religion, language and socio-economic conditions.
- Be operational for at least one full year and provide financial statements signed by the Board for the most recently completed fiscal year, including a Balance Sheet and Income/Expense Statement.
- **For Capital Improvements and Affordable Spaces Grants Requests:** 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 and for larger capital grants requests a minimum of 10 years). Exceptions will be considered on a case-by-case basis, but we focus on supporting long-term space for the cultural sector;
- Be in good standing with any previous or current grant from the City of Vancouver. If your organization has defaulted on a previous grant, please include an explanation of that default and resolution of any outstanding issues; and
- 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.

Timing

For the Spring intake, applicants must choose either Cultural Infrastructure (over \$25,000) **OR** Small Grants (under \$25,000) streams. Applicants may only apply for **1 (one)** project per intake. For the Fall intake, only the Small Grants for Cultural Spaces program will be available.

Organizations may apply for Affordable Spaces grants in the Spring *as well as* a Cultural Infrastructure *or* a Small Grant. Approval of one application does not imply approval of another in any given intake.

Organizations with any outstanding Cultural Spaces Grants for capital or planning projects (Cultural Infrastructure, Small Grants or Critical Assistance 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 may receive Cultural Infrastructure Grants for—at most—three consecutive years after which you must sit out one year before applying again. Organizations with more than one outstanding grant may not be recommended to apply to the program.

Cultural Infrastructure Grant funded projects must be completed within three (3) years of the Council approval date. Small Grants, Critical Assistance and Affordable Spaces grants must be completed within one year of approval.

Partnerships & Collaborations (For CIG and Small Grants only)

The City of Vancouver encourages the creation of partnerships and collaborations 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:

- 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.
- A Memorandum of Understanding (MOU) or Partnership Agreement (PA) between the partner organizations with clearly defined roles, responsibilities and relationships.

What is Not Eligible?

Non-profit organizations that are not based in Vancouver and/or whose primary purpose or program activity is the provision of health care, social, childcare, educational, sport, recreational, employment or religious programs and services are not eligible. Non-profit organizations providing social, childcare, or other services may be eligible for [community grants](#).

We generally do not provide grants for:

- Equipment; including equipment that is presentation or exhibition-related, non-integral portable lighting/audio/visual systems/equipment, heaters, tents, pottery wheels, computer or communication systems, furniture, or appliances.
- Projects that are considered to be regular or routine repair and maintenance or part of ongoing, day-to-day operations, unless space-related and part of the Affordable Spaces grant application.
- Any work that is already underway or completed prior to the application deadline. However, in the context of Affordable Spaces grants, we may consider funding support for space operation deficits that exist prior to application deadlines.
- 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 administration items such as: moving expenses, tools, non-space related training, computer software, food and beverages, etc.
- Organizations with three (3) or more open grants for incomplete projects.

Assessment Criteria

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

VISION AND NEED

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 [CultureShift](#) and [Making Space for Arts and Culture](#) of securing affordable, accessible, and safe cultural spaces, and aligns with the grant program goals. The project demonstrates support from the arts and cultural community it is intended to serve. You may include letters of support with your application.

EQUITY AND RECONCILIATION

Reconciliation: supports reconciliation with xʷməθkʷəy̅əm (Musqueam), Skwxwú7mesh (Squamish), səliłwətał (Tseil-Waututh) and urban Indigenous communities.

Equity, Accessibility, Diversity and Inclusion: 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.

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; people with disabilities, disabled people, and people who live with mental health challenges; Deaf and hard of hearing people; LGBTQ2+ and gender diverse people; low-income people; refugees, newcomers, and undocumented people; minority language communities; women and girls; and youth and seniors; priority will be given to organizations serving and/or representing equity-seeking communities.

Engagement: supports community engagement and participation.

READY

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.

Fundraising: The organization has a realistic fundraising plan in place 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, City of Vancouver funds, including CIG, can support up to 75% of eligible project expenses, specifically for under-represented/equity-seeking groups and/or Indigenous communities, and any other exceptional cases.

For Small and Critical projects, City of Vancouver funds can support up to 100% of eligible project expenses; however, the project should demonstrate exploration of additional funding and/or reduced expenses.

For Affordable Spaces requests, City of Vancouver funds can support up to 100% of eligible expenses; however, the organization should demonstrate exploration of additional funding and/or reduced expenses.

OTHER

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).

Additional Criteria for Critical Assistance: The project must demonstrate urgent need.

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.
- In-kind contributions must not exceed 25% of the total project budget. 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 “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. Consider phasing large capital projects.

Operating Budget

- If your organization is carrying a significant (+/- 15% of total) operating surplus or deficit please provide an explanation of how it came to be and plans to address it.
- Include your current Spaces grant request(s) in your operating budget for applicable year.
- If you are applying for a CIG or Small Grant, include those project revenues and expenses in your Operating budget.
- Please use the same operating budget if you are applying for more than one stream of funding.
- 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 projects** of up to \$25,000 in grant requests, one quote is required; 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 building or development permits have been, or will be, obtained prior to initial grant payment. <http://vancouver.ca/home-property-development/permits-and-regulations.aspx>
- You may apply to the Permit Fee Assistance Program for 100% of the permit fees to a maximum of \$1,500. If you receive funding through the Permit Fee Assistance Program, you may not claim the same fees through this program. <http://vancouver.ca/people-programs/permit-fee-assistance-for-cultural-spaces.aspx>

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 Tara Simmer at tara.simmer@vancouver.ca or 604-871-6692 when funding has been approved.*

Application Process

1. **Confirm Eligibility.** To ensure you are eligible, please read the Info Guide, then reach out to Planners. diane.blunt@vancouver.ca and/or minna.schendinger@vancouver.ca. For Spring intake, you will be asked to complete a Statement of Intent form.
2. Applicants to the **Critical Assistance Grant** may complete an application at any time, regardless of deadline dates. Contact planners directly at emails above.
3. **Complete an Online Application.** If your proposal is eligible, you will be invited to submit an online application. Be prepared to provide detailed information such as financial statements, scope and quotes for proposed work (see table below.)

Required Documents for application	<u>Capital/Planning</u> Cultural Infrastructure Small Grants Critical Assistance	<u>Space Operating</u> Affordable Spaces
British Columbia Certificate of Incorporation (new applicants only)	Yes	Yes
Budget	Yes – project, operating	Yes - operating
Financial Statements	Yes	Yes
Scope of Work	Yes	No
Quote for work	Yes	No
Application Signed by Board	Yes	Yes
Lease Agreements/MOU/Letter (see eligibility)	Yes, for projects that will improve/renovate a space	Yes
Letter of Permission from the Landlord	Yes for projects that will improve/renovate a space	No
Partnership MOU/Letter of Agreement	Yes, if applicable	N/A
Current list of tenants/subtenants (including tenant details, rates, dates, etc.)	No	Yes

include all materials in the “Attachments” tab of the online application portal – please do not submit materials separately from the portal.

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 put forward 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.

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

Payment and Reporting

For capital projects (e.g. Cultural Infrastructure Grants, Small Grants for Cultural Spaces and Critical Assistance), review the information and links on the Cultural Services [Cultural Spaces Grants](#) website.

From project approval, Cultural Infrastructure Grant projects have up to three years to complete. Other projects have up to one year for completion. 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 over \$25,000 will likely be disbursed in two or more payments.

For all grants a [final report](#) should be submitted to Cultural Services staff upon completion of the project. 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 payment will be disbursed upon completion of your project and receipt 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 complete and submit banking forms. 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.

Terms & Conditions

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

- The information provided in the project proposal, 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 grant planner 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 x̣ẉṃə̣θ̣ḳẉə̣ỵə̣ṃ (Musqueam), Sḳẉx̣ẉụ́7̣mesh (Squamish) or sə̣ḷiḷẉə̣ṭə̣ł̣ (Tseil-Waututh) 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);
- 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.
- 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;
- 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 grant 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.

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 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.

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