

Cultural Spaces Grants - 2022 Information Guide



The City of Vancouver Cultural Spaces Grants include capital and operating grants for eligible Vancouver-based arts and cultural spaces operated by non-profit cultural societies, co-ops, registered charities, xʷməθkʷəy̓əm (Musqueam Indian Band), Sk̓wx̓wú7mesh (Squamish Nation) and səliłwətał (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.

1. Small Grants for Cultural Spaces

Spring/Fall intake *Applications open August 2022; Deadline: September 21, 2022*

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

2. Cultural Infrastructure Grants (CIG)

Spring Intake

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.

3. Critical Assistance Capital Grants

Ongoing Intake (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, and/or hiring of code consultants for time-sensitive projects, or assistance with City Permit Fee costs.

Operating Grants: Affordable Cultural Spaces Grants

Spring Intake (subject to available funds)

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. Emergency Affordable Spaces operational support may also be available depending on availability of funding for the year.

For more information please see: <https://vancouver.ca/people-programs/cultural-spaces-grant-program.aspx>

Contact

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

The City's Cultural Services department offers many other programs, grants, awards and services. Those are detailed on the City's web page at: <http://vancouver.ca/people-programs/arts-and-culture-grants.aspx>

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 (Musqueam), Skwxwú7mesh (Squamish) and səliłwətał (Tsleil-Waututh) Nations, whose peoples have lived, and continue to live, throughout this region for thousands of years.

The plans call for us to be deeply mindful of how arts and culture is conducted upon these lands, 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 and decolonization and 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.

Program Priorities

As per *Making Space for Arts and Culture* the priorities for the Cultural Spaces grants program include (amongst other priorities identified by the community) supporting, strengthening and enabling:

- xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), səliłwətał (Tsleil-Waututh) 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, 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/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.

Program Eligibility

In order to apply for any Cultural Spaces program grant (for further program specific eligibility refer to pages 6 & 7,) the organization will:

- Be a registered Vancouver-based non-profit society*, charitable organization, non-profit cooperative, xʷməθkʷəyəm (Musqueam), Skwxwú7mesh (Squamish) or səlilwətaʔ (Tsleil-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);
**Society must be in good standing with the B.C. Registrar of Companies*
- 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 xʷməθkʷəyəm (Musqueam), Skwxwú7mesh (Squamish), səlilwətaʔ (Tsleil-Waututh) and urban Indigenous peoples, cultural equity and accessibility;
**Board-approved documents must be supplied on request from Planners*
- 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 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.
- Have been operational for at least one full year and able to provide financial statements signed by the Board for the most recently completed fiscal year, including a Balance Sheet and Income/Expense Statement.
- 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.

Please contact planners with any questions about eligibility criteria:

Diane Blunt: diane.blunt@vancouver.ca / 604-829-9307

Minna Schendlinger: minna.schendlinger@vancouver.ca / 604-873-7211

Capital Grants

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

1) **Small Grants for Cultural Spaces** ***SPRING AND FALL INTAKE***

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 space planning, knowledge sharing and capacity building.

2) **Cultural Infrastructure Grants (CIG)** ***SPRING INTAKE***

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.”*

3) **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 replacement, repairs, hiring of code consultants for time-sensitive projects, permit fee assistance, and/or life-safety capital infrastructure projects, such as replacing damaged rigging or securing loading bay access.

Capital Program Eligibility

If you are applying for funds for capital improvements and/or upgrades, please note these additional eligibility criteria:

- Have infrastructure located within Vancouver City Limits or, in the case of xʷməθkʷəy̓əm (Musqueam Indian Band), Skwxwú7mesh (Squamish Nation), səlilwətał (Tsleil-Waututh Nation), on their traditional lands within Vancouver;
- 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 secure space for the cultural sector.

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.

Operating Grants: Affordable Cultural Spaces Grants ***SPRING INTAKE**

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.

Priority will be given to organizations that:

- have operated space/s for at least one year;
- currently provide subsidized space to artists and/or cultural organizations; and
- are in crisis, facing immediate loss of space and displacement; and

- have little other means of generating income aside from ongoing sublease income, such as artist studio and production and rehearsal space

Operating Program Eligibility

If you are applying for funds to support cultural space operating, please note these additional eligibility criteria:

- Have infrastructure located within Vancouver City Limits or, in the case of x^wməθk^wəy^{əm} (Musqueam Indian Band), Sk^wxwú7mesh (Squamish Nation), sə^lilwəta^ł (Tseil-Waututh Nation), on their traditional lands within Vancouver;
- Have a cultural space secured for a minimum of 18 months tenancy from time of application (it is recommended that the space is secured with long-term stable tenancy of 5 years or more.) Exceptions will be considered on a case-by-case basis, but we focus on supporting long-term secure 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.

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 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 Program goals 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.
- 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 regular or routine repair and maintenance or part of ongoing, day-to-day operations, unless as part of an application to the Affordable Spaces grant program and related to cultural space operations.
- 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 costs for the current year (that exist prior to application deadlines). For Critical Assistance applications, we may consider funding support for work already underway to address life-safety issues.
- 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) and one Operating (Affordable Cultural Spaces) grant.
- For the Fall (August/September) intake, only the **Small Grants** program is available.
- Anytime during the year, if funds are available:
 - Critical Assistance Capital Grants (up to \$25,000)
- Organizations with any outstanding Cultural Spaces Grants for capital or planning projects (Cultural Infrastructure, Small Grants or Critical Assistance Capital 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 Grants program. Organizations are limited to three consecutive years of successful funding for the Cultural Infrastructure Grant program, after which the Organization must sit out one year before applying again.
- Small Grants and Critical Assistance Capital funded projects and Affordable Cultural Spaces grants must be completed within one (1) year of Council approval.
- Cultural Infrastructure Grant funded projects must be completed within three (3) years of Council approval.

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. Applications will be evaluated against these criteria.

Prioritizing Equity-denied 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 (Musqueam), Sk̓wx̓wú7mesh (Squamish) and səliłwətał (Tsleil-Waututh) Peoples, *Culture|Shift* aims to increase investment to equity-denied artists and organizations who have been most impacted by structural racism and discrimination. Priority will be given to organizations representing equity-denied artists and communities, and/or organizations who serve them. See Glossary for Equity-denied definition.

VISION & 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 *Culture|Shift* and *Making Space for Arts and Culture* of securing affordable, accessible, and safe cultural spaces, and aligns with the grant program goals. The project/facility demonstrates support from

the arts and cultural community it is intended to serve. You may include 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 x^wməθk^wəy' əm (Musqueam), Sk̓wx̓wú7mesh (Squamish), səilwətał (Tsleil-Waututh) Nations and Urban Indigenous communities and actively pursues strategies to decolonize cultural space.

- A Coast Salish Indigenous Cultural Advisor is recommended for major or large cultural space projects particularly at the demand and needs assessments, planning and architectural stages. Reach out to cultural planners for more information, and see Glossary for definition of **Coast Salish Indigenous Cultural Advisor**.

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.

ORGANIZATIONAL AND FINANCIAL READINESS

Financial: The organization demonstrates fiscal responsibility with respect to project planning and/or 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.
- **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.
- **For Affordable Cultural Spaces requests**, total City funds can support up to 100% of eligible expenses; however, the organization should demonstrate exploration of additional funding and/or reduced expenses.

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.

Affordable Cultural Spaces: The proposal must demonstrate financial need and priority will be considered for 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 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. Consider phasing large capital projects.

Operating Budget

- 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.
- Include your current Spaces grant request(s) in your operating budget for applicable year, in the “City of Vancouver (Cultural Spaces Grant request)” line.
- If you are applying for a **CIG** or **Small Grant**, include those project revenues and expenses in your Operating budget for the application year/s.
- 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 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 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 contact Diane Blunt or Minna Schendlinger, Cultural Planners, at least three weeks prior to application deadline. diane.blunt@vancouver.ca 604-829-9307/ minna.schendlinger@vancouver.ca 604-873-7211. For the Spring (January – March) intake, you will be asked to complete a Statement of Intent to Apply (SOI) form.

2. Applicants to the **Critical Assistance Capital Grant** may complete an application at any time, regardless of deadline dates. Contact planners directly by email or phone.

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> <i>Small Grants</i> <i>Cultural Infrastructure</i> <i>Critical Assistance Capital</i>	<u>Space Operating</u> <i>Affordable Cultural Spaces</i>
British Columbia Certificate of Incorporation <i>*new applicants only*</i>	Yes	Yes
Confirm Society in good standing with BC Registry Services	Yes	Yes
Budget	Yes – project AND operating	Yes - operating
Scope of Work	Yes	No
Quote for work	Yes	No
Financial Statements signed by Board	Yes	Yes
Application approved by Board	Yes	Yes
Lease Agreement (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.

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.

Payment and Reporting

From project approval, **Cultural Infrastructure Grant** projects have up to three years to complete. Other projects have up to one year to complete. 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 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.

For **Operating** grants, payments will likely be disbursed in one payment following Council approval. A final report will be required one year after grant approval to account for the funds, and include information about facility square footage, number of artists and/or arts organizations served by the facility, and Board-approved financial statements. The final report form will be available in VanApply.

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.

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 (Musqueam), Skwxwú7mesh (Squamish) or səliłwətał (Tsleil-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) ***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.
- The City's support must be acknowledged in any promotions or public materials related to funded activities. Contact 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.

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.

Changes to the Online Application System: introducing VanApply

The City has procured a new system to replace the pilot system (vanculture.smapply.ca) that Cultural Services had been using since 2015.

The new system, called VanApply, still uses the SurveyMonkey Apply platform. This means many of the features of the pilot system will remain the same, and you can use your previous Login ID and Password. If you are a new user, and don't have a previous account, follow the directions on this page: <https://vancouver.ca/people-programs/vanapply-online-grant-application-system.aspx>

New web address: <https://vanapply.vancouver.ca/>

- Login ID: remains the same as the pilot system
- Password: remains the same as the pilot system
Note: If you cannot remember your password, click the 'Forgot your password?' link on the Login page and follow the instructions to create a new password.

***NOTE: DO NOT REGISTER ADDITIONAL ACCOUNTS FOR YOUR ORGANIZATION; DOING SO WILL RISK YOUR APPLICATION SUBMISSIONS, REVIEWS, RECOMMENDATIONS AND PAYMENTS!* Contact Planners for more information if necessary.**

IF THIS IS YOUR FIRST APPLICATION IN VANAPPLY:

Getting Started in VanApply – NOTE: *The new system does not contain any of your past application information, only your login and password.*

- **Add your organization to your account**
 1. Select on your name at Top Right of your screen
 2. Select "My Account" and scroll down to the 'Preferences' section
 3. Select the 'Set up organization' button
 4. Complete the Organization Registration form
 5. You will be returned to the Main Page.
- **Always select Organization account**
 1. To apply for a grant, go to the Top Left of the page
 2. Click on your name and select your Organization
 3. Select 'Programs' from the top of the screen, to the left of "My Applications."
 4. Select 'More' from the Program "card" for the application you want to start.

Eligibility Profile

- **If this is your first application in the new system**, you will be prompted to complete an Eligibility Profile for your organization. It will take about 20 minutes to complete.
- Eligibility Profile replaces the previous Organization Form and you will only need to complete it one time when you first login. You will be able to modify it afterwards.
- Do not choose the option '*I'll do this later*'. (You will not be able to apply.)
- You will be asked **Are you completing an Eligibility Profile as an individual, or on behalf of an organization?**
 - Select 'Organization'
 - Click 'Next'
- You are required to complete all the fields, and upload your organization's Certificate of Incorporation.
- **Questions OR 1.13 Mission, vision and values of the organization and OR 1.14 Summarize the history of the organization**
 - These questions are Required for Cultural Grant applicants
- **Question OR 2.0** Has your organization received support from a City of Vancouver grant program any time in the past two years?
 - For "Yes" you will be provided a list to check; for "No" you will go to OR 3.0
- **Question OR 2.1** Please check all the grant programs you have been funded by:
 - Select all that apply, then proceed to OR 3.0

IF YOU PREVIOUSLY APPLIED FOR A GRANT IN VANAPPLY:

- Go to vanapply.vancouver.ca
- Login to survey monkey apply at top right of screen
- Select organization from drop-down list at top left of screen
 - To make changes to your Eligibility Profile, select “Manage Organization” from top right of screen then select “Eligibility” from top centre of screen, then “Update your Eligibility Profile.”
 - When you have made your changes, you’ll find your available programs on the “Programs” page
- Select the Cultural Spaces program grant that you intend to apply for, and start your application. Remember that in the Fall (August/September intake,) only the Small Grants for Cultural Spaces program is available.
- If you do not see the Cultural Spaces program that you intend to apply for, please contact VanApply support per below, or contact planners Diane Blunt and Minna Schendlinger at diane.blunt@vancouver.ca / 604-829-9307 or minna.schendlinger@vancouver.ca / 604-873-7211

Online How-To Guides and Videos

For more information, visit:

<https://vancouver.ca/people-programs/vanapply-online-grant-application-system.aspx>

Technical Support

Applicants can contact vanapply@vancouver.ca for technical support. We are available Monday to Friday from 9am to 5pm.

Additional Considerations for Non-Indigenous Groups Proposing to work with Vancouver’s Host Nations or Urban Indigenous Artists and Content

Your organization’s activities take place on the unceded and ancestral territories of the xʷməθkʷəy̓əm (Musqueam), Sk̓wxwú7mesh (Squamish) and səliłwətał (Tsleil-Waututh) Nations. Acknowledging what it means to be a guest on these lands and the actions you will take to respect local protocols is a necessary practice. In addition, 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 themes will further inform assessment of your proposal.

1. Cultural Protocols – Vancouver Host 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 reach out to understand and respect the specific cultural protocols relevant to your collaborations with Indigenous communities, Nations, or individuals.
2. Consent, Credit, Leadership and Compensation – Please describe how you will ensure Indigenous artists, knowledge keepers, and other collaborators have given consent, are credited appropriately, and are in leadership positions in the development or codevelopment 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, or Jericho Beach and all waterfront sites will not be considered without demonstrated permission from all three Musqueam, Squamish, and Tsleil-Waututh Nations, and with their meaningful involvement.

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

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 nonIndigenous 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 Musqueam, Squamish, and Tsleil-Waututh, and Urban Indigenous peoples’ involvement in defining and shaping Vancouver. Arts and culture systems are still rooted in the ongoing legacies of colonialism – from policies that guide public art to the naming of places.

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

- Respect the authority and leadership of Indigenous nations and people and their role 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 Indigenous people
- 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 Musqueam, Squamish, and Tsleil-Waututh Nations, the Chinese Head Tax, internment and forced relocation of Japanese Canadians, the refusal of passengers on the 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.

Coast Salish Cultural Advisor(s) –

- are connected to the local Host Nations and holds cultural knowledge, lived experience, current relationships, 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 Host 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 Musqueam, Squamish, and Tsleil-Waututh 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-denied 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-denied groups. An intersectional approach to equity acknowledges that where people experience multiple forms of discrimination, there are compounding effects.

Equity-denied– individuals or groups that have barriers and/or identify barriers to equal access, opportunities, and resources due to disadvantage and discrimination. Organizations or groups that serve equity-denied individuals may actively seek social justice and reparation, and elevate the voices of those who identify as equity-denied artists and cultural workers. Equity-denied individuals may include those 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 barriers; Deaf/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.

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 Non Profit 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 Musqueam, Squamish, and Tsleil-Waututh 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.

Equity & Accessibility Planning Initiatives – the work to integrate proactive equity and accessibility measures to advance the leadership and practices of equity-denied groups. Multipronged, 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-denied 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-denied 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 EDI 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.

Resources – In Support of *Culture/Shift*

The City of Vancouver's Equity Framework

<https://council.vancouver.ca/20210720/documents/p1.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

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://respectfulartworkplaces.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

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.