2023 CULTURAL LEARNING AND SHARING (CLS) GRANT PROGRAM INFORMATION GUIDE

Program Description and Purpose

This program provides up to $20,000 to non-profit arts and cultural organizations to access or deliver learning opportunities that will build and strengthen skills, knowledge, relationships and experience in order to enhance organizational, sectoral or individual practices. The program is open to a wide array of learning methods and is intended to support the arts and culture sector in ways that build knowledge and resources as well as strengthen communities of practice, with a focus on underrepresented artists and cultural workers.

CLS supports equity-deserving arts and cultural leaders and artists and non-equity led or mandated arts and culture organizations’ leaders, artists and staff in their pathways to becoming more equitable.

Individual artists and cultural leaders may apply via a sponsor non-profit arts and cultural organization.

Application Deadline

Applications are accepted on a rolling basis until all funds have been allocated.

How To Apply

- Discuss your proposal with a staff member
- Once your proposal has been discussed and considered eligible, submit an application through VanApply

Program Contact Information

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Application Support

Application Assistance Funds: Deaf/deaf, Hard of Hearing, or Applicants with Disabilities

Applicants who are Deaf/deaf, Hard of Hearing, or live with a disability and need support to complete their grant applications can apply for up to $500 towards the costs of assistance from service providers.

The City’s Cultural Services department offers many other programs, awards and services, which you can learn about at: http://vancouver.ca/people-programs/arts-and-culture-grants.aspx
Background and Context

Culture|Shift: Blanketing the City in Arts and Culture. Culture Plan 2019 - 2029

This program supports the following key actions of Culture|Shift: Blanketing the City in Arts and Culture:

- Increase knowledge, and share knowledge and resources across the cultural sector
- Increase leadership opportunities for Musqueam, Squamish, Tsleil-Waututh, and Urban Indigenous artists, and cultural leaders and artists from priority equity-deserving* communities
- Support the development and facilitation of organizational learning opportunities to advance equity and accessibility
- Support Indigenous-led development of cultural protocols, resources and training to support non-Indigenous cultural organizations to build collaboration with Indigenous artists and organizations

*Priority equity-deserving artists and cultural leaders are those who identify as:

- Musqueam, Squamish, Tsleil-Waututh, Urban Indigenous
- Black or of African descent
- People of Colour
- Deaf/deaf, Hard of Hearing
- Living with a disability/disabled people
- LGBTQ2+ and gender diverse

Program Guiding Principles

Based on community input throughout the consultation process of Culture|Shift and feedback from individuals and organizations surveyed about their capacity needs, the program is guided by the following principles:

- Centre voices from non-mainstream perspectives
- Support peer to peer learning
- Invest in opportunities that are timely and urgent
- Draw from the depth of local knowledge
- Encourage broad rippling sectoral impact
- Support practical and immersive learning experiences
- Support learning that is arts and culture-centered
- Support self-determined opportunities
- Facilitate network or cohort learning
Eligibility Criteria

Eligible Applicants

To apply to this program, the applicant must:

- Be a non-profit society, a community service co-op legally registered and in good standing with BC Registries and Services, a First Nations Band Council on whose unceded traditional homelands Vancouver sits, or a registered charity with the Canada Revenue Agency (CRA).

OR

Groups and individuals from equity-deserving communities that are not incorporated as registered non-profits, co-ops, or charities may submit an application via a sponsor organization that is a registered non-profit society, co-op, charity or First Nations Band council.

- First-time applicants must provide documentation of non-profit, registered or charitable status, e.g., Certificate of Incorporation

- Have an active presence in and deliver programs and services within Vancouver.

- Be working with artists and creative collaborators with the relevant lived experience, permission, knowledge, skills, and expertise to lead and contribute to the work.

- Compensate artists, cultural practitioners, and project contributors at standard industry rates.¹

- Provide respectful and safe working conditions for artists, staff, volunteers and contractors.

- Have accessibility and inclusion policies and practices in place.

- Provide financial statements signed by the Board for the most recently completed fiscal year, including a Balance Sheet and Income/Expense Statement.

- Have a Governance model that is supportive of the mission, a healthy and inclusive work place, and the staff and people served.

- Comply with all applicable laws, governing acts, regulations, bylaws and guidelines, including obtaining any necessary licenses, permits or approvals required for the project.

- Have completed all previous projects funded through Cultural Learning and Sharing and can provide a Final Report OR can provide an interim report if the previous project is not complete by the application deadline. If funding for a new project is approved, release of funds will be conditional upon receipt of an interim report.

¹ For more information on industry payment standards, please refer to the following organizations: Canadian Federation of Musicians: cfmusicians.afm.org; Canadian Actors Equity Association: caea.com; Canadian League of Composers: composition.org; Canadian Alliance of Dance Artists: cadawest.org; Canadian Artists Representation/Le front des artistes canadiens/CARFAC: carfac.ca
Eligible Activity

- Paid mentorships or residencies that provide pathways to permanent leadership positions within the applicant organization or other organizations in the arts and culture sector
- Gatherings, convenings, or conferences for the purpose of sharing critical knowledge and resources for artists\(^2\), cultural workers and leaders in the arts and culture sector
- Workshops or courses that further the artistic practice of an individual artist or group of artists, or develop skills for cultural workers
- Organizational planning that strengthens the health of an equity-mandated or led organization or if non-equity mandated or led, strengthens equity, accessibility, or healthy workplace practices
- Other self-determined learning opportunities in line with program purpose

Examples of Previously Funded Projects

- Creation of The Matriarch’s Circle within an Indigenous-led organization to support the development and maintenance of culturally safe, respectful, and responsible events, and provide intergenerational youth mentorship.
- An international gathering of Latinx artists focused on knowledge-sharing to enhance creative practice
- Emerging artist residency focused on documenting the experiences of racialized Vancouver performance artists and sharing learnings with other racialized emerging artists.
- Supporting a cohort of BIPOC arts workers engaged in an applied learning opportunity to develop a collaborative leadership and skill-sharing model for artistic production within the theatre sector
- Organizational planning to embed JEDI (Justice, Equity, Diversity, Inclusion) throughout operations, values, and strategic directions of non-equity led organizations

Ineligible Organizations and Activity

- Organizations that do not have an arts and/or cultural mandate
- Projects that do not meet the program goals and eligibility criteria
- Projects that do not involve artists, cultural practitioners or cultural administrators
- Core artistic training or workshops and training geared to non-artists/general public
- Activity taking place before the application is submitted
- Programs, services or activity already supported through a Cultural Services project or operating grant
- Other City of Vancouver departments and branches

\(^2\) This grant program defines “artist” 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.
Application Questions & Criteria

Questions

**Project Description**: what is the learning opportunity, who developed it, what gap is it meeting, who is leading/delivering it, who is participating, how will it benefit the organization or individual(s) or sector? If this is a sponsored application, this should be in the artist/cultural worker(s)’ own words. Attach bios of project leadership/key participants, max 200 words each.

**Alignment with Culture|Shift actions and guiding principles**: what priority groups are supported, which goals and actions will the project advance, and how?

**Accessibility and Healthy Workplace**: if delivering or hosting the learning opportunity, how will you determine and respond to the access needs of participants, how are you ensuring an inclusive and healthy workplace/safe space for the participant(s)? Attach healthy workplace/safe spaces plans/policies. If applying for mentorship or residency support, attach partnership/mentorship agreements.

**Detailed Program**: list key activities, workshop or details on learning content, dates and locations associated with the learning opportunity, or timeline of the project.

**Budget & Financial Statement**: provide a budget with all expenses and any other revenue in addition to this grant request, and a board-signed financial statement for the most recently-completed year end - at minimum a balance sheet and income statement.

Assessment Criteria

- The learning opportunity is led by individuals who have the relevant lived experience, permission, skills, knowledge and expertise to deliver the material
- The learning opportunity is timely and there is a strong need to support it at this time
- The learning opportunity will greatly benefit the individual, organization, or broader cultural sector
- The learning opportunity strongly aligns with one or more of the Culture|Shift actions and guiding principles
- The learning opportunity offers meaningful opportunities to underrepresented artists, cultural leaders in a healthy workplace, or advances equity in the sector
- Resourced accessibility and healthy workplace/safe space conditions are in place
- The proposed budget and project plan is feasible
Assessment and Notification Process

This program uses a staff-driven assessment process based on priorities and criteria informed by the arts and cultural community. Staff assessors may include Cultural Planners from Grants & Awards, Cultural Services’ Equity and Accessibility Planner and Indigenous Arts and Culture Planner.

Once the grant is approved, you will receive a confirmation notification by email from VanApply. Please retain this notification as your document of record.

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

Final Report

Final Reports are required to be submitted within 1 month of project completion. The Final Report Form is available on VanApply, appended to your application.

If funding for a new Cultural Learning and Sharing project is approved prior to the completion of a previously funded Cultural Learning and Sharing project, release of new funds will be conditional upon receipt of an interim report.

Freedom of Information

The Parties acknowledge that they are each subject to the Freedom of Information and Protection of Privacy Act (British Columbia), and that all records prepared by either Party may be under the custody and control of that Party for the purposes of the said act and that all records prepared by that Party in the performance of this Agreement are in the custody and control of that Party. Each Party is or will be subject to the access and privacy provisions of the Freedom of Information and Protection of Privacy Act (British Columbia), which creates a right of access to records under the custody and control of public bodies subject to specific limited exceptions.