

## PERMIT FEE ASSISTANCE PROGRAM

**Deadline: Applications are accepted year-round**

Permit Fee Assistance is a City of Vancouver initiative which will offset up to \$1,500 towards development and building permit fees for cultural space projects. Our goal is to help expand and enhance access to safe and legal cultural spaces.

<http://vancouver.ca/people-programs/permit-fee-assistance-for-cultural-spaces.aspx>

## CULTURE PLAN FOR VANCOUVER

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

### VISION

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

### GOALS

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

### STRATEGIC DIRECTIONS 2014-2018

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

### CULTURAL FACILITIES PLAN: Making Space for Arts and Culture

<http://former.vancouver.ca/ctyclerk/cclerk/20140611/documents/cfsc2presentation.pdf>

If this guide does not help you with your questions about the application, please contact staff as early as possible.

## CONTACT INFORMATION

Staff: Joming Lau, Cultural Planner  
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Suite 501 - 111 West Hastings Street  
Vancouver, BC V6B 1H4  
Tel: 604.829.9259  
Email: [joming.lau@vancouver.ca](mailto:joming.lau@vancouver.ca)  
Website: [vancouver.ca/culture](http://vancouver.ca/culture)

## PERMIT FEE ASSISTANCE PROGRAM INFORMATION GUIDE

This guide provides information about the objectives, criteria and process for the Permit Fee Assistance program.

### OBJECTIVES AND DESCRIPTION

Permit Fee Assistance is a City of Vancouver initiative which will offset up to \$1,500 towards development and building permit fees for cultural space projects. Our goal is to help expand and enhance access to safe and legal cultural spaces.

Permit Fee Assistance is offered on a first come, first served basis, until the annual \$10,000 budget is spent.

### Eligibility

To be eligible for assistance, you need to meet all of the following criteria:

1. You are a Vancouver-based non-profit organization with an arts and culture mandate.
2. You own your space or have a secure rental tenancy.\*
3. You are renovating, constructing, or adapting the use of your cultural space and will be applying for a building/development permit.  
Note: In-progress or completed projects are not eligible.
4. Any permit fees for your project are not already covered by another City of Vancouver grant

\* Secure facility tenure is an eligibility requirement for this grant. To satisfy this grant requirement, your organization needs to provide documentation showing ownership of the space, or secure tenancy. Ownership can be demonstrated with a copy of title search. Secure tenancy can be demonstrated with a copy of the lease, a signed Memorandum of Understanding letter from the property owner, or statements showing an established rental history.

## HOW TO APPLY

1. Visit the Development and Building Services Centre to:
  - Learn what permits you'll need for your project.
  - Get checklists for what documents to submit with your permit applications.
2. Contact Cultural Planner Joming Lau at [joming.lau@vancouver.ca](mailto:joming.lau@vancouver.ca) to apply for permit fee assistance. Be prepared to upload the following supplementary documents to the online application portal:
  - A completed Development or Building Permit Application Form (Step 2);
  - Proof of ownership, lease or rental track record (Step 3); and,
  - For first-time City of Vancouver applicants: A certificate of incorporation (Click “Add Document” button on the right side of the main page).
3. If your organization is eligible, you'll receive a permit fee assistance approval letter outlining the grant amount that will offset your permit fee.
  - A maximum grant of \$1,500 is available per recipient, subject to how much remains in this program's \$10,000 annual budget.
  - If your permit fee exceeds the grant amount, your organization needs to pay the rest.
  - Submit your permit application, permit fee assistance approval letter, and any remaining permit fee balance to Development and Building Services Centre. Your grant amount will be directly transferred between City departments to offset your permit fee.

## CONDITIONS OF ASSISTANCE

If your organization receives a grant, the following conditions will apply:

- The City's support must be acknowledged in any promotions or public materials related to funded activities. Contact [klodyne.rodney@vancouver.ca](mailto:klodyne.rodney@vancouver.ca) or by phone at 604.871.6228 to receive the City's logo electronically.
- Grant funds will be applied to the project permit fee(s) as defined in this application.
- Please note receipt of a grant does not guarantee funding in future.
- Any other conditions put forward by staff or City Council.

## CONFIDENTIALITY

All documents submitted by Applicants to the City become the property of the City. The City will make every effort to maintain the confidentiality of each application. The City will not release any of this information to the public except as required under the Province of British Columbia *Freedom of Information and Protection of Privacy Act* or other legal disclosure process.

## ADDITIONAL CITY RESOURCES

### Capacity Building - Vantage Point

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

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

### Nonprofit Lifecycles: Stage-based Wisdom for Nonprofit Capacity

This book by Susan Kenny Stevens is a lifecycle approach to understanding capacity and how to increase performance. A publication and a summary PowerPoint presentation are available upon request to interested organizations. Contact staff for more information.

### Financial Technical and Planning Assistance - Vancity

Financial Fitness workshops are available to grantees at a nominal fee. Technical and planning assistance is available for organizations facing significant financial challenges or opportunities. Contact staff for more information.

### Cultural Infrastructure Grants

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

For organizations planning for or embarking on facility upgrades, renovations or development, this grant program can support both planning and implementation phases.

### Access to Vancouver Civic Theatres Space

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

The Theatre Rental Grants program provides access to venues owned by the City at reduced costs (Orpheum and Annex, Queen Elizabeth Theatre and Plaza, Vancouver Playhouse Theatre).

### VIVA Vancouver

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

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

### Greening Your Event

[vancouver.ca/doing-business/greening-your-event](http://vancouver.ca/doing-business/greening-your-event)

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

### Arts Event Licence

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

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

### Permit Fee Assistance

<http://vancouver.ca/people-programs/permit-fee-assistance-for-cultural-spaces.aspx>

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