

2021/2022 THEATRE RENTAL GRANTS (TRG) INFORMATION GUIDE

Grant Application Deadline: Wednesday, March 24, 2021 at 4:00pm

This guide provides information about the objectives, eligibility, criteria and application process for the Theatre Rental Grant (TRG) program. The TRG program supports a wide range of arts, culture and creative activities in Vancouver delivered by registered non-profit arts and cultural organizations and Local First Nation Band Councils that advance the goals of the City's 10-year culture plan, [Culture|Shift](#).

Contact Information

Staff: Peter Kendall, Theatre Rental Grant Administrator

Tel: 604.665.3028

Email: peter.kendall@vancouver.ca

Website: vancouver.ca/culture

Application Support

Staff Support

Applicants are encouraged to contact staff to discuss their proposed project. Staff can answer questions related to eligibility, venue availability, and application requirements, and provide additional clarification. Please review this entire guide to familiarize yourself with updates to the program and prepare for discussions with staff.

Application Form

Organizations can request a soft copy of the online application form to help with preparing your application.

Application Assistance Funds – Deaf, Hard of Hearing, or Applicants with Disabilities

Applicants who are Deaf, hard of hearing, or live with a disability and need support to complete their grant applications can apply for up to \$500 to cover the costs of assistance from service providers.

Grants & Awards Guiding Principles

The City's 10-year culture plan, *Culture|Shift: Blanketing the City in Arts and Culture*, calls for us to address historical inequities, create new frameworks, and set directions for more equitable distribution of support so that all can participate in the cultures and creative stories of this place.

Read the full culture plan at: vancouver.ca/parks-recreation-culture/culture-shift.aspx

Our funding aims to celebrate and support the range of creative people, projects and organizations who contribute to art and culture in Vancouver.

We seek to invest in projects and organizations that:

- Support and respectfully engage with the cultural work of the xʷməθkʷəy̍əm (Musqueam), Sk̓w̓x̓w̓ú7mesh (Squamish) and səliłwətał (Tsleil-Waututh) Nations and urban Indigenous peoples
- Celebrate and reflect the diversity of the people who live here
- Build reciprocal and meaningful relations between artists and their audiences
- Are informed and led by community
- Advance equity by centring marginalized and underrepresented artists, communities, and audiences
- Fairly compensate artists and other contributors
- Draw from the depth of local knowledge
- Build leadership, knowledge and resources for artists and cultural leaders across the sector

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Deadline has two steps: Confirmation of Dates and Grant Application

This guide provides information about the objectives, criteria and process for the TRG program.

OBJECTIVES AND DESCRIPTION

The TRG program is an in-kind grant stream and offers assistance to non-profit professional arts and cultural organizations for some of the costs when using the Vancouver Civic Theatres. Examples of these costs include Council approved rental rates, Front of House labour, in-house technical equipment, and some Technical labour (Head Carpenter, Head Electrician, and Head Sound). These grants support performing arts groups by providing access to well-equipped professional venues and to continue to support artists and bring content to the public in new ways (various access to VCT facilities, activating non-theatre space including lobbies and ʂxwʁ exən Xwtl'a7shn, and digital performance experiences).

Organizational Profile for Theatre Rental Grants (TRG)

This program is for Vancouver-based, professional non-profit arts and cultural organizations that have a mission to develop, create, produce, present and disseminate artistic work for the benefit of the arts sector, in any artistic discipline (i.e. Indigenous arts, community arts, dance, interdisciplinary, literary, media, multidisciplinary, music, theatre, visual arts).

The program is for organizations that have a clear and relevant mission to deliver annual public artistic programs. These producing and presenting organizations range from community-based to professional. They have identified that their performance requirements and audience estimates are a right fit with the available Civic Theatre spaces. They may be recently-incorporated (minimum 6 months before grant deadline) or long-standing societies. They have demonstrated capacity to produce in a professional venue, deliver artistically-strong work, and promote the events to a broad Vancouver audience.

There are three categories of cultural non-profit organizations eligible for the program.

1. Seasonal (large-scale) renters using the Civic Theatres as their primary venue.
2. Regular (generally mid-sized and small-scale) seasonal and festival renters using the Civic Theatres for annual/consistent uses as their primary or secondary venue.
3. Occasional renters using a Civic Theatres facility for their presentation or production two times per year or less.

Please note: TRG requests often exceed available resources. As a result, grants can range from 0 to 100% of any applicant's request. Unless otherwise specified, grant recipients should budget to pay for some labour expenses above what is included in the guidelines. Contact Civic Theatres to assist with cost estimates.

Eligibility

To apply to this program, the organization 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 that are not incorporated as registered non-profits, co-ops, or charities may contact staff to determine if an application in partnership with a registered non-profit society, co-op, charity or First Nations Band council is eligible

- 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, or if led by either the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and səilwətał (Tsleil-Waututh) peoples held in their traditional homelands
- Provide equitable access to programs and services
- Provide respectful and safe working conditions for artists, staff, volunteers and contractors
- Have an active Board of Directors comprised of volunteers that are representative of the mission 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 skilled leadership, and be working with artists and creative collaborators with the relevant lived experience, permission, knowledge, skills, and expertise to lead and contribute to the work
- Aim to compensate artists, cultural practitioners, and project contributors at standard industry rates
- Have a mix of revenue sources (earned, private and public) for the project
- Provide financial statements signed by the Board for the most recently completed fiscal year, including a Balance Sheet and Income/Expense Statement

Ineligible Organizations, costs, and activity

- Events where the central focus or theme is not artistic or cultural
- Events that do not meet the program goals and eligibility criteria
- Events that have taken place prior to September 1, 2021
- Other City of Vancouver departments and branches including community centres.
- Social Service, Religious, Sports organizations or clubs.
- Administrative charges (insurance, licenses)
- Technical service charges above what is included (e.g. IATSE Local 118 stage crew wages, dance floor installation, piano tuning)
- Taxes (GST)
- Charges for merchandising, licensing and commission
- Third-party fundraisers, event reception costs, and events not aligned with the society's mandate

Individual artists are not eligible to apply unless in partnership with a registered non-profit organizations, societies, charities, registered co-operatives, or Local First Nation Band Council.

Eligible costs

- Venue rental fees
- The services of IATSE/City of Vancouver Technicians at regular rates only
- VCT Installed Camera, recording, and IMAG rental package (where available)
- VCT Installed Projection system rental package (if necessary and where available)
- Audience Services Staff for Live Stream/Recording events (subject to PHO and VCT approval)
- Ancillary space staff costs - REF, COV Tech and Audience Services (Plaza, lobbies, rehearsal halls, salons)

Rental Information and Rates for Vancouver Civic Theatre Spaces

<https://vancouvercivictheatres.com/plan-an-event/>

Application Process

1. All applicants must contact the Theatre Rental Grant (TRG) Administrator to confirm eligibility, reserve applicable uses and date(s), discuss your requirements, indicate your interest in applying for a grant.
2. Ensure that you have a confirmed date at Vancouver Civic Theatres with the TRG Administrator, by the deadline.
3. Once you have secured a date with the Civic Theatres, request an application from the TRG Administrator, Log in information will be emailed to you and the application is to be submitted online.

4. Submit the TRG application by the deadline.
5. **Please note** that changes to your grant request including additional uses or addition of dates (subject to venue availability) are welcome up to March 24, 2021. After March 24, 2021 at 4:00 pm we will not be able to accept any changes to the application.

Assessment Process

Vancouver Civic Theatres and Cultural Services staff evaluate requests against the criteria which consider each proposal's relative merits (supporting the organization's mission, aligning with the goals and principles of Grants and Awards as per *Culture|Shift*), the organization's capacity to produce the proposed event(s), and whether or not the proposed event can comply with [VCT re-opening plans](#), which include the necessary adjustments to be able to program events in a safe way from a health and safety perspective. Requests are cross-checked against booking dates and theatre availability.

Please note that recommendations are made within established budget limits that are set each year by City Council. As requests for assistance typically exceed the available budget, the process is competitive and not every grant can be funded or funded to the full request amount.

COVID-19 Related Considerations

The City of Vancouver recognizes the impact the COVID-19 pandemic is having on the local arts and culture sector and that conditionally confirmed VCT events may change in response to public health orders and directives. We ask that applicants put appropriate plans in place to ensure the safety of artists, audiences, and staff. If your application is successful and you need to adjust your event to respond to unforeseen developments due to the COVID-19 pandemic, please contact the TRG Administrator. We are aiming to be as flexible as possible, within the City's and VCT's established timelines, terms, and conditions, to accommodate solutions whenever possible, that uphold the original intention of your funded event. To obtain VCT client safety plan requirements and information please contact the TRG Administrator.

We recommend referring to the latest guidelines issued by the Province of BC:

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support>

City of Vancouver and Vancouver Park Board have a joint COVID-19 Frequently Asked Questions resources page for Special Events: vancouver.ca/files/cov/covid-19-special-event-info.pdf

ActSafe BC also has resources specific to the live performing arts: actsafe.ca/covid-19-resources-for-the-arts-and-entertainment-industries/

Recommendations and Report to City Council

A report on the recommendations is written by staff and presented to City Council for consideration and approval. Applicants receive an email notification from City Clerks generally a week in advance of the report going forward for Council's consideration and the meeting date. The report is made public on the City's website shortly before the Council meeting date.

To find reports online go to:

1. vancouver.ca
2. Under “Your Government”, click on “Council meetings and decisions”
3. Click on “Upcoming Meetings”
4. Find the appropriate Regular Council or City Finance and Services meeting date and click on “Agenda and Minutes”
5. Scroll down to locate the appropriate Administrative Report – often called *20XX Theatre Rental Grant Allocations*

Results

Assuming Council approves the report, notification letters are sent to all applicants indicating the result. Successful applicants will receive a credit note on their Civic Theatres account to offset rental charges for their eligible performance dates. This application process as outlined above takes approximately three months from application deadline to notification of any allocated grant.

Any change to grant allocations (i.e. postponed performances, cancellations, change of dates) must be communicated to the TRG Administrator.

CONDITIONS OF ASSISTANCE

If your organization receives a Theatre Rental Grant, the following conditions will apply:

- Grant funds must be applied to rental uses as outlined in the Grant application and on the Booking Request form.
- **The Society will comply with all Eligibility requirements**
- The event date(s) must fall within the eligible period of September 1, 2021 – August 31, 2022
- The requested VCT venue(s) or associated ancillary space(s) are operational and available (**note - some but not all VCT spaces may be operational at any given time, and is subject to change**)
- Prevailing Provincial Health Orders and the City Safety Plan
- Adherence to VCT Health and Safety Plan requirements
- The organization having their own Health and Safety Plan for VCT events, subject to VCT approval.
- The artist(s) contracted for the event agree to participate in accordance with all VCT terms and conditions.

- The Society will be required to enter into a Theatre License Agreement in the City's standard form, setting out the terms of use of the Vancouver Civic Theatres.
- The Society will pay for all Vancouver Civic Theatres rental usage amounts, or portions thereof, including goods and services tax, to the City, that were not recommended for funding
- The Society will make every effort to secure funding from other sources. It will keep proper books of accounts of all receipts and expenditures relating to its activities and, upon the City's request, make available for inspection by the City or its auditors all records and books of accounts.
- If there are any changes in the organization's activities as presented in its application, Vancouver Civic Theatres must be notified in writing of such changes immediately. In the event that the organization's activities as described in the application are completed without requiring the full use of the City funds, the remaining City funds will remain with the City.
- The Society will appropriately acknowledge the City's venue support in all information materials, including publications and programs related to funded activities. Such recognition must be commensurate with that given to other funding agencies and venues.
- Receipt of a grant does not guarantee funding in the following fiscal year.

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.