

2019 CULTURAL PROJECT GRANT PROGRAM INFORMATION GUIDE

Deadline: Wednesday, December 5, 2018 at 4:00pm

This guide provides information about the objectives, criteria and application process for the Cultural Project Grant program.

The Project Grant program supports a wide range of arts, culture and creative activities in Vancouver in support of a diverse and thriving cultural community. The City's Cultural Services department offers many other programs, awards and services. Those are detailed on the City's web page at: <http://vancouver.ca/people-programs/arts-and-culture-grants.aspx>

Creative City Strategy for Vancouver

The City of Vancouver is developing the Creative City Strategy (CCS), for arts, culture and creativity in Vancouver. The aim of this process is to develop a plan and vision for culture and creativity in Vancouver which addresses current and emerging challenges and opportunities, reflects the culture and history of the city, and interfaces with other City policies and strategies. Early findings have been expressed by the community through a pre-engagement phase of the CCS process, and have been identified as follows:

- Reconciliation
- Equity and Access
- Investment and Visibility
- Capacity
- Collaboration

Further details can be found here: vancouver.ca/creative-city-strategy

Application Support

Applicants who are Deaf or live with a disability and need support to complete their grant applications may access support to cover the costs of assistance from service providers. Please contact the program staff lead for more information. If this guide does not help you with your content questions about the application, contact staff.

Contact Information

Staff: Doug Durand, Cultural Planner
Tel: 604.871.6007
Email: douglas.durand@vancouver.ca
Address: City of Vancouver Cultural Services
Suite 501 - 111 West Hastings Street
Vancouver, BC, V6B 1H4
Website: vancouver.ca/culture

Vivian Wong, Cultural Planner
604.871.6236
vivian.wong@vancouver.ca

Objectives and Description

The Project Grant program supports projects in any artistic discipline (Indigenous arts and culture, community arts, dance, interdisciplinary, literary, media, multidisciplinary, music, theatre, visual arts, heritage). Projects contribute to the discourse, practice or art form and can be a one-time, single creative project, a time-limited series or season of activity.

Initiatives supported by a City of Vancouver Project Grant should ideally reach out to well-defined and varied public audiences through some form of presentation or dissemination (e.g., exhibitions, performances, publications, presentations, video, film, new media, radio, audio recordings, web-based creative initiatives, or community-engaged projects led by professional artists).

Applicants are strongly encouraged to have paid professional administration and leadership. All principal professional artists should be compensated for their participation commensurate with arts sector standards.¹

It is recommended that applicants request an amount based on what the organization needs to complete the project. Under normal circumstances, the City can only fund a project up to a maximum of 50% of its cash revenues. Project grant awards generally range from \$1,500 - \$12,000 with a maximum of \$15,000.

Information on previous grant awards and recipients is located on our website:
<https://council.vancouver.ca/20180314/documents/cfsc4.pdf>

Organizational Profile for Project Grants

The program supports Vancouver-based, professional nonprofit arts, cultural and creative organizations that have been incorporated for at least six months at the time of the application deadline, and have a mission to develop, create, produce, present and/or disseminate artistic work, or provide professional services* or space** for the benefit of the arts sector.

These organizations generally work on a project-by-project basis and are led by an arts, cultural or heritage professional who is often the founder of the organization. The organization supports artists and creative personnel, and the artistic programming is often innovative and addresses a need or opportunity in the community or the arts sector. The organization is supported by an active working Board of Directors that often have personal connections to the mission or the founder. Basic financial and administrative systems are in place, and duties are generally performed by one or more paid professional staff, in combination with contract staff and volunteers, including Board members.

* Professional Services - the delivery of services or resources in support of artists and arts organizations in the areas of research, information, professional development, networking, administration, audience development, marketing and communications

* Professional Space - the provision and operation of facilities for professional artists and arts organizations adequately zoned and equipped (box office, technical support) for public assembly, performance, rehearsal, meetings, etc.

¹ For more information on these standards, please refer to the following organizations:
American Federation of Musicians: www.afm.org; Canadian Actors Equity Association: www.caea.com;
Canadian League of Composers: www.clc-lcc.ca; Canadian Alliance of Dance Artists: www.cadabc.org;
Professional Writers Association of Canada: www.pwac.ca; Canadian Artists Representation/Le front des artistes canadiens/CARFAC: www.carfac.ca

Eligibility

To apply to this program, the organization must:

- Be a nonprofit society, a community service co-op legally registered and in good standing with BC Registries and Services, a First Nation Band Council on whose unceded traditional homelands Vancouver sits, or a registered charity with the Canadian Revenue Agency (CRA) for at least six months at the time of the application deadline;
- **First-time applicants must provide evidence of non-profit or registered status e.g., Certificate of Incorporation;**
- Have an active presence and have programs and services delivered within Vancouver, or be led by either Musqueam, Squamish or Tsleil-Waututh Nation members and held in their unceded traditional homelands upon which Vancouver sits;
- Be accommodating, welcoming and open to people of all ages, abilities, sexual orientations, gender identities (including trans, gender diverse, Two-Spirit people), ethnicities, cultural backgrounds, religions, languages, and socio-economic conditions, in their policies, practices and programs;
- Have an active Board of Directors composed of volunteers representative of the mission and people served;
 - Directors must meet the minimum articles of applicable governing acts (e.g., BC Societies Act, BC Cooperative Service Act for Community Service Co-ops, or the Canada Not-for-profit Corporations Act);
 - Directors must not be remunerated for services in their capacity as a Director (but may be reimbursed for reasonable expenses incurred) nor hold concurrent staff positions;
- Have, at minimum, professional leadership; preferably one or more paid staff, in combination with contract staff and volunteers;
- Compensate professional artists; preferably at minimum standard industry rates²;
- Have diverse revenue sources (earned, private and public) for the project;
- Provide financial statements with signatures of two Board members for the most recently completed fiscal year including, **at minimum, a Balance Sheet and Income/Expense Statement**, and preferably independently prepared as a Review Engagement or Notice to Reader;
- Have completed all previous projects funded through Cultural Services and can report on the most recent City-funded project in the current application², or have written approval from a Cultural Planner to submit an application if the previous project is not complete by the time of the application deadline.

² Note that Final Reports no longer need to be submitted separately in advance of a Project Grant deadline, as the Final Report is now integrated into the Project application form, **unless an organization is NOT planning to apply for another Project Grant**. In this instance, the organization must request a Final Report form from Cultural Services and file a Final Report within six months of completing the project.

Examples of Eligible Activity

- A single production, show, or a series of related curated or produced arts and cultural events, performances or programs.
- Collaborative creative initiatives that involve professional artists and community members that innovatively address local interests, concerns or issues.
- Projects related to cultural heritage initiated through museums, archives or other professional heritage organizations.
- Projects that develop distinctive approaches or collaborations to deliver programs or share services and resources.
- Conferences or symposia that offer significant learning and networking opportunities for artists, arts and cultural organizations, and the general public.
- Artistic Residencies that facilitate learning, artistic development and cultural exchange between professional artists and host organizations.
- Artistic or Administrative Mentorships that facilitate learning opportunities for professional artists and administrators wishing to gain experiential training with professionals in host organizations.
- Outdoor projects that have received civic approval from the appropriate departments. Evidence of permits or approvals may be a condition for release of grant funds.³

Ineligible Organizations and Activity

- Organizations that do not have arts and cultural mandates or whose proposed activity does not meet the Program Objectives and Eligibility.
- Organizations that receive ongoing assistance from the City (e.g., Annual Assistance or Operating grants).
- Other City of Vancouver departments and branches including community centres
- Publicly-funded or private educational institutions (public schools, universities, colleges, training organizations).
- Projects where the central focus or theme is not artistic or cultural.
- Social Service, Religious, Sports organizations or clubs.
- Activity taking place before the application deadline.
- Non-Indigenous-led organizations with activity outside Vancouver city limits.
- Core artistic training and in-class activity.
- Ongoing operations, deficit reduction or capital projects.
- Fundraising or commercially-oriented activity.
- Contests or competitions.
- Bursaries or scholarships.

³ For projects taking place on city streets or plazas, contact the City's Film and Special Events Office at 604-257-8850 or email specialevents@vancouver.ca. For projects taking place in parks, contact the Park Board Special Events and Film Office at 604-257-8516 or email parkevents@vancouver.ca.

Assessment Criteria

Most of the answers in the Project Grant application will be assessed against specific criteria which can be found in the Application Form. Criteria follow directly below the corresponding question. Where criteria are not listed, those questions are posed to collect data for reporting purposes. Questions in the Application Form are organized as per the following categories:

- City Support
- Proposed Project
- Participation and Impact
- Board and Finance

The criteria reflect characteristics of professional, nonprofit arts organizations. Organizations will be assessed on how well they meet the criteria according to the narrative responses, required additional material, and financial and statistical data.

Application Process and Timeline (dates subject to change)

Access to applications opens:	Third week of October
Contact staff to determine eligibility:	Up to November 21
Submission deadline:	December 5, 2018, 4pm
Staff and Assessment Committee Review:	January-February
Notification of Recommendation:	Late March
Council Approval and Notification:	Early April
Payment:	Late April

Please review this information guide and contact staff to determine eligibility and to obtain an application form **at least two weeks prior to the deadline.**

Assessment Committee Peer Review

Cultural Services uses a blended assessment approach where members of the arts, cultural and creative community (peers) are invited to participate in the assessment process with Cultural Planners from Cultural Services. The Assessment Committee reviews applications in advance and meet in person to discuss the submissions and make recommendations to City Council for consideration and approval.

For cultural grants assessment processes, Cultural Services aims to convene Assessment Committees with at least 50% representation from Indigenous Vancouverites, People of Colour and representatives from communities who may be under-represented* in our funding programs.

** People who experience systemic barriers to participation may include those who identify as Musqueam, Squamish & Tsleil-Waututh, urban Indigenous Vancouverites, People of Colour, newcomers, refugees and undocumented people, low-income people, Deaf or Hard of Hearing people, people who live with disabilities, people who live with mental health challenges and/or addictions, minority language communities, women and girls, trans, gender diverse, Two-Spirit people, lesbian, gay, bisexual and queer people, youth, and seniors.*

Nominations from community members are accepted year-round by completing this form:
<http://vancouver.ca/people-programs/grant-application-and-assessment-process>.

Recommendations and Report to City Council

Assessment Committee recommendations are brought forward in a report to City Council for consideration and approval. Applicants receive an email notification from the City Clerk's office generally a week in advance of the report going forward for the Council meeting date. The report is also made public on the City's website at approximately the same time. Names of the peer Assessment Committee members are made public in this report.

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 Cultural Grant Allocations*

Comments, Conditions, Concerns and Reconsideration

All applicants may request additional information on the process including comments and clarification of recommendations. Where there may be conditions on a grant or concerns with an organization, additional specific comments and terms will be provided.

For demonstrated instances where either the financial situation or eligibility status was misunderstood by the Assessment Committee, applicants may formally request reconsideration of the recommendation. For eligible formal requests, the recommendation will be withdrawn from the report to Council and will be reviewed by the Managing Director of Cultural Services who will make a final recommendation and submission to City Council for their consideration at a later date.

For specific details on the **Request for Reconsideration** policy and process, please visit <http://vancouver.ca/people-programs/request-for-reconsideration>.

Grant Confirmation Notification and Electronic Funds Transfer (EFT) Payment

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

NEW: All grant recipients are required to set up direct deposit using an Electronic Funds Transfer (EFT) form with the City'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.

Cultural Project Agreement - Terms and Conditions of Assistance

If your organization receives a Project Grant, the following terms and conditions will apply:

- The Society will apply the Grant funding to expenses directly related to the activities as outlined in the application and budget provided by the Society to the City of Vancouver (the “City”).
- The Society will not apply Grant funds retroactively (to activities prior to the application deadline) or to reduce or eliminate deficits.
- The Society must meet all eligibility requirements for the Project Grant program.
- The Society will make every effort to secure funding from other sources as indicated in the application and budget.
- The Society will keep proper books of accounts of all receipts and expenditures relating to the activities outlined in the application and budget, and upon the City’s request, make available for inspection by the City or its auditors all records and books of accounts at any time.
- The Society will carry out the activities as described in the application to the City. If there are any changes in the society’s activities as presented in its application, the Society will immediately notify the City’s Cultural Services department in writing. If the City does not approve the changes, the City may, in its sole discretion, require the Society to immediately return the Grant funds to the City.
- In the event that the Grant funds are not used for the activities as described in the Society’s application or if the Society breaches the terms of the Agreement or does not comply with all applicable laws, regulations, and bylaws in carrying out the activities, the Society will immediately repay the Grant funds to the City in full. If the activities related to the application are completed without requiring the full use of the Grant funds, the Society will immediately repay the remaining Grant funds to the City.
- The Society releases, and agrees to indemnify and save harmless, the City and the City’s officials, officers, employees, and agents for, from, and against any damages, losses, costs, actions, claims, liabilities, and expenses, whether direct or indirect, that the City incurs or is threatened with in connection with or arising out of the existence of this Agreement, including any breach of this Agreement by the Society or any act or omission by the Society or the Society’s officials, officers, or employees. The release and indemnity in this section will survive the expiration or termination of this Agreement.
- The Society will appropriately acknowledge the City’s support through the Cultural Services Department in all information materials, including online, publications, programs and any other collateral produced related to funded and supported activities. Such recognition must be commensurate with that given to other funding agencies. Grant recipients can contact Tyler Fitzwalter at tyler.fitzwalter@vancouver.ca to receive the recognition marks electronically.

- Outdoor projects proposed on City or Park Board property must obtain required permits or approvals, which may be a condition for release of grant funds.
- Receipt of a grant does not guarantee funding in the future.

Confidentiality

All documents submitted by the Society to the City become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained therein 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.

Additional City Resources

City of Reconciliation Vision and Goals

<https://vancouver.ca/people-programs/city-of-reconciliation.aspx>

Indigenous Community Resources

<https://vancouver.ca/people-programs/indigenous-communities>

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.

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 Infrastructure Grants

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

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

Permit Fee Assistance

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

For organizations requiring support towards development & building permit fees for cultural space projects.

Critical Assistance Grant

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

For arts and cultural organizations facing a critical situation as a result of a facility emergency or urgent life-safety issue, this grant can help pay for costs associated with emergency repairs or safety upgrades.

Small Grants for Cultural Spaces

<https://vancouver.ca/people-programs/small-grants-for-cultural-spaces.aspx>

For organizations requesting support for small and time-sensitive projects related to arts and cultural spaces including planning, research, minor capital, mentorships and capacity building.

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 underutilized 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.