

CRITICAL ASSISTANCE FOR CULTURAL FACILITIES GUIDELINES CULTURAL INFRASTRUCTURE GRANT PROGRAM

Deadline: Applications are accepted year-round

DESCRIPTION

Critical Assistance for Cultural Facilities is a City of Vancouver pilot project which will provide funding towards unforeseen and urgent replacement, repairs, or life-safety upgrades within a cultural facility in the City of Vancouver. Our goal is to ensure continued access to safe and legal cultural spaces. The results of the pilot project will be evaluated in 2019.

- Critical Assistance funding is offered on a first come, first served basis, until the annual \$100,000 budget is spent.
- A maximum grant of \$25,000 (up to 50% of total project costs) is available per recipient organization/project per year, subject to available funding.

OBJECTIVES

- To assist cultural non-profits in facility-related emergency or life/safety situations
- To provide funding in situations that are not normally supported, made available at the time of need
- To help avoid exacerbated costs should critical situations be left unattended or if infrastructure systems are allowed to fail
- To invest in existing assets co-existent with culture policies.

ORGANIZATIONAL ELIGIBILITY

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

1. You are a Vancouver-based non-profit society, co-operative or charitable organization, with an active volunteer board of directors, having a clear arts and culture mandate and have been operating for a minimum of one year.
2. You are able to demonstrate financial and operational stability and sound administration, and the capacity to undertake this project.
3. You own your space or have a minimum 10-year lease.

PROJECT ELIGIBILITY

1. Urgent, unforeseen facility situations as a result of
 - a. loss or failure of existing infrastructure, or
 - b. urgent life-safety requirements.
2. The project must be critical enough that it cannot wait until the next Cultural Infrastructure Grant intake; funds are required now.
3. Examples of eligible projects: water damage, fire damage, results of vandalism, post-disaster emergency cleaning; purchase of infrastructure caused by failure, damage or loss; urgent life-safety issues as per City requirements.
4. Potential for major systems or structural failure if the situation is not addressed immediately.

Note: If a building permit is required, you may apply for 100% of the cost of the permit up to \$1500 through the Permit Fee Assistance Program. For more information, visit:

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

INELIGIBLE PROJECTS

1. Projects or items covered by insurance or expenses for which funding has already been granted by the Cultural Infrastructure Grant
2. Projects or items that would normally be covered by the Landlord under current lease terms
3. Projects that are deemed not urgent and can be funded at a later date through the regular annual Cultural Infrastructure Grant intake (i.e. issues that are non-urgent to the ongoing functionality of the organization and its programs or issues that do not have significant health and safety implications for the organizations or service users)
4. Regular or scheduled maintenance
5. Programming, operational or administrative expenses
6. Movable equipment repair or replacement
7. Legal costs

HOW TO APPLY

You may apply for funding to be disbursed pre-project or post-project. Note that submission requirements are different for each.

1. You **must** contact Cultural Planner Debra Bodner **prior to** commencing the work. Work already completed that has not been discussed in advance may be considered at the discretion of the Planner within one year of the project's completion. The Cultural Planner will:
 - confirm your organization's eligibility
 - confirm your project's eligibility
 - confirm availability of funding
 - provide access to the application form or reporting form

CONTACT INFORMATION

Staff: Debra Bodner, Cultural Planner
Phone: 604-873-7211
Email: debra.bodner@vancouver.ca
Website: vancouver.ca/culture

Facilities: Steve Dosanjh
Phone: 604-654-0960
Email: steve.dosanjh@vancouver.ca

2. If your organization and project are considered eligible, you may choose to apply pre-project or post-project. You'll be directed to submit an online application. Be prepared to upload the following supplementary documents to the online application:

Pre-Project Application

- A budget of the proposed work to be done
- A comparison of two quotes for all elements of the work
- A completed Building Permit Application Form (if applicable)
- Signed Agreement
- Any other documentation the Cultural Planner may request for evaluation purposes – ie. insurance documents, lease or ownership documents, financial statements, quotes, permission/letter from Landlord.

Post-Project Application

- Expenditure Report including:
 - a summary of how the situation was remedied and a description of the results of the project;
 - accounting of the expenditures

- Building Permit (if applicable)
 - Signed Agreement
 - Any other documentation the Cultural Planner may request for evaluation purposes – i.e. insurance documents, lease or ownership documents, financial statements, permission or letter from Landlord, proof of payment or receipts.
3. Staff reserves the right to issue funds in one or two payments.
 4. Projects must be completed within six months of approval.

TERMS AND CONDITIONS OF ASSISTANCE

If your organization is approved for funding, the following conditions will apply:

- Signing and submission of your Agreement by a Board Member;
- Confirmation that the cultural facility is owned by, or on a long term (10-year minimum) lease to the non-profit;
- Written approval by the landlord to undertake the work on the premises. (City of Vancouver tenants contact: Pasquale Pucci pasquale.pucci@vancouver.ca or 604-654-0953);
- Project must not be represented as a City project;
- The City's support must be acknowledged in any promotions or public materials related to funded activities. Contact culture@vancouver.ca to receive the City's logo electronically;
- Grant funds will be applied to the expenses associated with the work as defined in your application; any changes to the accepted plan must be approved prior to commencement of the work; failure to contact staff prior to changing the scope of the project may result in changed elements of the project not being funded;
- Funding from all City sources is not to exceed 50% of the project budget;
- The organization must keep proper accounts of the project;
- The Board of Directors endorses the project and the application/report;
- 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.