

## 2019 CULTURAL ANNUAL ASSISTANCE GRANTS PROGRAM INFORMATION GUIDE

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

This guide provides information about the objectives, criteria and process for the Cultural Annual Assistance program.

The Annual Assistance 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](http://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

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## Objectives and Description

The Annual Assistance Grants program aims to provide consistent and reliable support to professional nonprofit arts and cultural organizations in order for them to provide impactful, quality annual programs or services and build or strengthen operational infrastructure to contribute to a dynamic artistic community in a healthy and sustainable manner.

Grant amounts generally range from \$10,000 - \$30,000.

## Organizational Profile for Annual Assistance Grants

This program is for Vancouver-based, professional nonprofit arts, culture and creative organizations that have a mission to develop, create, produce, present and disseminate artistic work or who provide professional umbrella services\* or space\*\* for the benefit of the arts sector, in any artistic discipline (Indigenous arts, community arts, dance, interdisciplinary, literary, media, multidisciplinary, music, theatre, visual arts).

The program is for organizations that, generally, are in growth in their lifecycle stage, have a clear and relevant mission to deliver annual artistic programs or services. They generally have been incorporated for at least three years, have impactful annual programs or services that are delivered with consistency and are artistically strong. There is paid professional leadership, emerging administrative and board structures, stabilizing financial resources, emergent longer-term planning, and an engaged Board of Directors.

\* 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.

## 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 Registry and Services, or a registered charity with the Canadian Revenue Agency (CRA).
- Have a track record of receiving at minimum two consecutive grants from Cultural Services through either Projects or Community Arts from the City of Vancouver and have responded to questions to determine eligibility and readiness. All requests will be considered on a case by case basis.
- Be physically located, have an active presence and have programs and services delivered within Vancouver.
- Have a body of high-quality work or services with a track record of consistent delivery and demand.

- 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 Co-operative 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;
  - Directors must have a clear understanding of their leadership role and be willing to engage in policy, planning, legal and fiduciary responsibilities.
- Have evidence of professional and paid leadership (artistic and administrative) generally between 0.5 to 2 Full Time Equivalent (FTE) staff members which may be comprised of several part-time positions.
- Have growing capacity with administrative systems (communications, financial, human resources)
- Have growing financial resource diversification:
  - Sustained average annual cash budget generally between \$75,000 and \$300,000;
  - Diversified cash resources (earned, private and public);
  - Independently-prepared financial statements (ideally a Review Engagement).
- Have demonstrated increasing capacity to consistently pay professional artists at standard industry rates<sup>1</sup>.
- 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.

### **Ineligible Organizations and Activity**

- Publicly funded or private educational institutions (public schools, universities, colleges, training organizations).
- Organizations that do not have arts and cultural mandates or whose proposed activity does not meet the Program Objectives and Eligibility.
- Other City of Vancouver departments, branches including community centres.
- Social Service, Religious, Sports organizations or clubs.
- Core artistic training.
- Capital projects.
- Deficits.
- Fundraising activity.
- Bursaries or scholarships.
- Contests or competitions.

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

## Assessment Criteria

Most of the responses to the questions in the Annual Assistance 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 information that is not already in CADAC. Questions in the Application Form are organized as per the following categories:

- History and Purpose
- Artistic Programs and Services
- Participation and Impact
- Organizational Structure
- Board Structure
- Financial Management

The criteria reflect characteristics of growing or stable, mid-sized, professional nonprofit arts organizations. Organizations will be assessed on how well they meet the criteria according to the narrative response, required additional material, and financial and statistical data.

*NEW:* Based on the early findings of the Creative City Strategy, and actions taken to lower barriers to participation as part of the **2018 Creative City Strategic Grants** program, Cultural Services is committed to centering equity, diversity, and inclusion in its programs and policies, and to building a culture of reconciliation. This is embedded within the program criteria where applicants can speak to their commitment to working with underrepresented\* voices and communities within their programs, services, structure, and policies.

*\* 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.*

## Application Process and Timeline (subject to change)

Access to applications opens:	Third week of October
Submission deadline:	December 5, 2018, 4pm
Advance grant payment:	Mid-February
Staff and Assessment Committee Review:	January-February
Notification of Recommendation:	Late March
Council Approval and Notice:	Early April
Payment:	Late April

### 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 other communities who have been under-represented\* (refer to P. 4) in our funding programs.

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 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 generally a week before the Council meeting date. Names of the peer Assessment Committee members are made public in this report.

To find reports online go to:

1. [vancouver.ca](http://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 Grants 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](mailto:cultural.services@vancouver.ca) for the form and instructions so as not to delay payment.

## CADAC (Canadian Arts Database)

All requested CADAC data must be updated in CADAC and submitted at the time of the deadline. Any outstanding requested financial or statistical data changes must also be made prior to the release of any grant funds. Board-signed financial statements for the most recently-completed fiscal year must also be uploaded to the CADAC site at the time of application.

## Annual Assistance Agreement - Terms and Conditions of Assistance

If your organization receives an Annual Assistance 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 or to reduce or eliminate deficits.
- The Society must meet all eligibility requirements for the Annual Assistance 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](mailto:tyler.fitzwalter@vancouver.ca) to receive the logo recognition marks electronically.



## 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 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

<http://vancouver.ca/people-programs/advertising-for-arts-culture-non-profit-groups.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](http://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.