



## 2019 COMMUNITY ARTS GRANTS INFORMATION GUIDE

**Deadline: Wednesday, March 6, 2019 at 4:00pm**

Purpose.....	2
Creative City Strategy for Vancouver .....	2
Application Support .....	2
Objectives and Description .....	2
Grant Amounts .....	3
Eligibility .....	3
Application Process .....	4
Assessment Process .....	5
Assessment Criteria .....	5
Community Arts Agreement - Terms and Conditions of Assistance.....	7
Confidentiality .....	8
Additional City Resources .....	9
Public Art Projects .....	11

### Application Process and Timeline (dates subject to change)

Access to applications opens:	Mid-January
Contact staff to determine eligibility:	Up to February 20
Submission deadline:	March 6, 2019, 4pm
Staff and Assessment Committee Review:	March-April
Council Approval and Notice:	May
Payment:	June*

*\*Payment times will vary for public art projects, see page 11 for details*

### Contact Information

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Address:	City of Vancouver Cultural Services Suite 501 - 111 West Hastings Street Vancouver, BC, V6B 1H4	
Website:	<a href="http://vancouver.ca/culture">vancouver.ca/culture</a>	

## Purpose

This guide provides information on objectives, criteria and application for the Community Arts Grant program.

The Community Arts 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>

First time applicants or returning applicants with a new project are advised to contact staff at least two weeks prior to the deadline to determine eligibility and obtain an application form.

## 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.

## Objectives and Description

The Community Arts Grant program supports a wide variety of publicly accessible arts and cultural activities celebrating Vancouver's diverse communities and neighbourhoods. The program aims to support projects that:

- Increase public participation and engagement in arts and culture
- Recognize and strengthen the role of artists in our communities
- Activate Vancouver neighbourhoods, communities and public spaces
- Strengthen community connections and celebrate Vancouver's diversity

## Project Examples

Projects can range from amateur to professional activity, small to large-scale, in any artistic discipline, in which communities and artists are actively engaged. Some project examples include:

- Community-engaged art projects led by artists with community participation and collaboration
- Arts festivals in any creative discipline, ethno-cultural celebrations and major parades with a strong arts or cultural focus/theme, which are open and broadly accessible to the public
- Small-scale public art projects in the public realm (see page 11 for details)

## Grant Amounts

Grants can be used to pay artist fees, programming expenses, equipment rental, space rental and promotion. The City can only fund a project up to a maximum of 50% of its cash revenues. Please follow the guide below to determine an appropriate grant request amount:

- From \$1,000 to \$3,000 for a small one-day neighbourhood based arts and cultural event or celebration
- Between \$3,000 and \$10,000 for a community arts project
- Up to \$10,000 for multi-day arts and cultural festivals, events or major parades that can demonstrate the ability to attract a city-wide audience of over 10,000, have a cash budget of over \$15,000, with multiple organizations and artists involved
- Up to \$10,000 for a small-scale public art project (see page 11 for details)

It is strongly recommended that professional artists be compensated for their work. (See links to Professional Artist Standard Fees on page 9 for more information.)

## 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, 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. Applicants do not need to have an arts and cultural mandate;
- **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, whose members must not be remunerated for services in their capacity as a Director (but may be reimbursed for reasonable expenses incurred), nor hold concurrent paid staff positions;
- 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 Audit;
- Have completed the previous project funded through Cultural Services and can report on the most recent previous project in the current application<sup>1</sup>, 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;
- Projects must have other sources of revenue.

### Ineligible Organizations and Activity

- Organizations and activities eligible for or receiving funds through City of Vancouver Cultural Operating, Annual Assistance, Project grants, or whose proposed activity does not meet the program Objectives or Eligibility Criteria.
- Organizations that receive ongoing assistance from the City (e.g., Annual Assistance or Operating grants).
- Core artistic training and in-class activity.
- Projects where the central focus or theme is not artistic or cultural.
- Ongoing operations, deficit reduction or capital projects.
- Activity taking place before the application deadline.
- Non-Indigenous-led organizations with activity outside Vancouver city limits.
- Fundraising or commercially-oriented activity.
- Demonstrations, marches, rallies, award shows or competitions.
- Bursaries or scholarships.

## Application Process

**Note: First time organizations and returning organizations proposing a different project are advised to contact a Cultural Planner (see front page for contact details) to discuss the proposed project and eligibility at least two weeks prior to the application deadline, i.e., February 20, 2019. General questions regarding a proposed project or the application form can also be directed to a Cultural Planner.**

Eligible and returning projects will be provided with a link to an on-line application form and submission requirements.

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<sup>1</sup> Note that Final Reports no longer need to be submitted separately in advance of a Community Arts Grant application deadline, as the Final Report is now integrated into the application form, **unless an organization is NOT planning to apply for another Community Arts**. 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.

## Assessment Process

Applications will be assessed on how well they meet the criteria, quality and completeness of the application responses, required additional material, financial and statistical data provided. Most of the written responses to the application questions will be assessed against specific criteria displayed directly below the question.

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 meets in person to discuss the submissions and make recommendations to City Council for consideration and approval. For the Community Arts Grant program, two Assessment Committees, one made up of City staff, and a second committee made up of staff and community members will review applications and provide grant recommendations.

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\* 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>.

## Assessment Criteria

As in any competitive granting process with limited available funds, not all applications will be recommended for support. Grant recommendations will vary depending on the type, scope and scale of the projects proposed and how well the project aligns with the program objectives and criteria as detailed in the table below.

<b>Program Objectives</b>
<ul style="list-style-type: none"><li>• Recognize and strengthen the role of artists in our communities.</li><li>• Increase public participation and engagement in arts and culture.</li><li>• Activate Vancouver neighbourhoods, communities and public spaces.</li><li>• Strengthen community connections and celebrate Vancouver's diversity.</li></ul>
<b>Project vision, goals and activities</b>
<ul style="list-style-type: none"><li>• Project has a clear arts and cultural focus. Artists are actively involved in the project.</li><li>• Vision is compelling and has artistic merit.</li><li>• Goals are clear, realistic and achievable.</li></ul>
<b>Community Impact and Participation</b>
<ul style="list-style-type: none"><li>• Events and activities are located in Vancouver and open to the public.</li><li>• Evidence of local support is provided, participants are identified and project will provide a public benefit.</li><li>• Plans are in place to ensure the public is aware of the project and how to participate.</li><li>• Events are accessible and welcoming to a diverse public.</li></ul>

<b>If Previous Project Was Funded By City</b>
<ul style="list-style-type: none"> <li>• The previous project was completed and had a positive community impact.</li> <li>• There is a demonstrated need for continued support of the project.</li> </ul>
<b>Planning</b>
<ul style="list-style-type: none"> <li>• A realistic and achievable plan is in place to complete the project and reach its goals.</li> <li>• The staff, volunteers and artists have experience and skills required to successfully complete the project.</li> <li>• Evaluation is in place to assess the success of project.</li> <li>• Appropriate permits and approvals have been or will be obtained.</li> </ul>
<b>Organizational and Financial Capacity</b>
<ul style="list-style-type: none"> <li>• Budget is realistic and balanced, and sufficient to achieve the project and its stated goals.</li> <li>• Budget includes other sources of revenue and support, with at least 50% of the total cash revenue from non-City and non-Park Board sources.</li> <li>• An active Board of Directors is in place to support the mission. The organization is in a healthy financial position and has the required capacity to complete the project.</li> </ul>
<b>For Public Art Projects (see page 11 for additional criteria)</b>

## Recommendations and Report to City Council

Assessment Committee recommendations are brought forward in a staff report to City Council for consideration and approval. Applicants receive an email notification generally a week in advance of 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](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 Community Arts Grants Allocations

Once Council approves the recommendations in the report, successful applicants will receive a confirmation notification by email. Payment usually follows within three weeks of the Council meeting date (except for Public Art projects which have phased payments; see page 11 for details).

**NEW:** All grant recipients are required to be set up for direct deposit by completing an Electronic Funds Transfer (EFT) form. 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.

## Community Arts Agreement - Terms and Conditions of Assistance

If your organization receives a Community Arts 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 Community Arts Grant program.
- The Society will make every effort to secure funding from other sources as indicated in the application and budget. Receipts and expenditures relating to the project will be tracked and a summary provided in a report back at the end of the project, or in the next year’s grant application.
- 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 Cultural Services in all information materials, including online, publications, programs and any other collateral produced related to funded activities. Such recognition will 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 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 future.

## 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

**Professional Artist Standard Fees** - 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-icc.ca](http://www.clc-icc.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)

### 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.

### Greening Your Event

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

The City encourages the cultural community to consider minimizing the environmental impacts of cultural—especially outdoor—events.

### Permits

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

Learn more about information on required permits for projects taking place on City streets, plazas or parks.

### VIVA Vancouver

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

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

### Free Support for City-wide Poster or Brochure Distribution

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

### For organizations with arts and culture mandates and programming:

#### Transit Shelter and Video Screens Outdoor Promotional Programs

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

Communicate your message widely through one of the many opportunities available through the City of Vancouver! These include the popular Outdoor Promotional programs, messaging at libraries and community centres.

#### 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. Learn more about the spaces here:

<https://vancouvercivictheatres.com/venues/>

#### 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.

### **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.

### **Cultural Infrastructure Grants**

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

For organizations who are planning for or embarking on 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.

## Public Art Projects

Community Arts Grants can support small-scale public art projects in the public realm with amounts up to \$10,000. This is an opportunity for organizations to engage in public art projects with the community that also support and strengthen artistic outcomes.

**Program requirements, eligibility and criteria as stated in previous sections still apply. Below is information for public-art related projects only.**

Public art projects can be temporary or permanent exterior works and are defined as creations or collaborations led by practicing artists, intended for installation in freely accessible public areas.

Organizations without an arts mandate are encouraged to partner with arts organizations or artists as a way to bring a strong artistic vision to the project. However, public art projects are technical in nature, and applicants need to consider the additional planning and design processes required to work in the public realm.

For example, applicants must outline within their application, how the proposed public artwork will be fabricated, and how it will be maintained over time.

Images and support material are required to help illustrate the design and artist's capacity for the project. This includes artist sketches and samples of past work that can demonstrate experience working in the public realm.

Eligible Public Art Projects	Ineligible Public Art Projects
<p>Projects can be in a range of mediums and artistic disciplines, including socially-engaged practices, the use of physical structures/surroundings, electronic elements, or any material appropriate to an artwork. This can include but is not limited to:</p> <ul style="list-style-type: none"><li>• Two-dimensional work (murals, mosaics)</li><li>• Free-standing sculpture or other site interventions</li><li>• Video and LED artworks (digital projections and lighting)</li><li>• Artist-designed exceptional site elements (pavement patterns, walls, gateways, place markers)</li><li>• Unique functional art (light standards, streetscape amenities)</li></ul>	<p>This includes but is not limited to:</p> <ul style="list-style-type: none"><li>• Bike racks and benches</li><li>• Public art plans</li></ul>

### What to Consider for Public Art Projects

Public art projects must consider the physical, technical, and process-driven nature of working, creating and simply being in a public area. This is in addition to the planning of the arts, cultural and community-focused components of the project.

Applicants must think of the project as a whole within the timeline, budget and personnel needed beyond community groups. These include but are not limited to:

### Technical or Production:

- Fabrication or installation: who will create and install the public artwork? Are there suppliers, contractors or engineering fees involved?
- Permits: beyond approval to use the site, what types of permits would your project require? Trades, development, building, etc.?
- Maintenance plan: how long will the artwork stay up for? Is there a plan in place to maintain or de-install the artwork? Is maintenance included in the budget?

### Administrative:

- Insurance: is there insurance for artists, contractors or others who may be liable for this project?
- Documentation of process: how will you document the creation or installation of the artwork?

Other potential costs to consider are community notifications, site preparation, site restoration after project completion, and anti-graffiti treatments. As a general rule, a contingency of 10-15% should be included in the initial budget.

If you have any questions, be sure to contact a Cultural Planner on the front page of this guide to discuss your eligibility, scope and planning for public art projects.

### Assessment Criteria (Additional)

Public Art Projects Only
• Proposed project meets the definition of public art and practicing public artists are involved.
• Project has relevance and significance to the proposed site and/or community.
• Demonstrated understanding of and capacity to undertake future maintenance needs for intended duration of public artwork.
• Proposed project is safe, vandal resistant, and technically feasible.
• A practicing public artist is leading the project or has been selected, or a clear plan for artist selection has been demonstrated.

### Assessment Committee Review

All public art applications will go through a technical review by City staff. Depending on the number of applications, an additional adjudication committee may be convened for the intake. Otherwise, applications will be reviewed within the Two Adjudication Committees: one with staff and the other with staff & community members (see page 5 for reference).

### Funded Projects and Payment

Please note that grant amounts can be less than what was requested. If your application is successfully recommended and approved by City Council, grant payments will typically follow three or four phases:

- Phase 1 - Concept design
- Phase 2 - Detailed design approval
- Phase 3 - Fabrication and Installation
- Phase 4 - Launch and Documentation

Funded projects will be required to:

- Provide required permits and/or written approval from the site owner (for example, community centre, school board, or a private property owner), including agreements or understandings regarding the duration of the project and responsibilities for maintenance. (Note that mural commitments are usually for two years.) The approval can be in the form of a letter of support or property use agreement.
- Provide a maintenance plan. Successful applicants must submit a plan that outlines how the public artwork will be cared for after it has been installed.
- Demonstrate that the artwork is safe, vandal-resistant and technically feasible.
- Provide a final report including project documentation and final budget.

Community notification or consultation and permits may be required. Note that Development and/or Building Permits are required for artwork on private property. More information on permits can be found online at:

**Building and Development Permits:** <http://vancouver.ca/home-propertydevelopment/apply-for-and-manage-your-permit.aspx>

**Mural Guidelines:** <http://vancouver.ca/parks-recreation-culture/create-and-place-publicart.aspx>