

SMALL GRANTS FOR CULTURAL SPACES CULTURAL INFRASTRUCTURE GRANT PROGRAM

Deadline: Applications are accepted on a rolling basis.

DESCRIPTION

This new grant stream provides up to \$25,000 of funding for small and time-sensitive projects related to arts and cultural spaces including planning, research, minor capital, mentorships and capacity building. This program intends to complement the existing cultural infrastructure grants, provide timelier support, and improve support to organizations, communities or areas of practice under-represented in the current infrastructure programs (see below).

The overarching goal is to invest in existing and future capital assets consistent with the [Creative City Strategy](#) and [Making Space for Arts and Culture: 2018 Cultural Infrastructure Plan](#).

Related cultural infrastructure grants:

- [Cultural Infrastructure Grant](#) for organizations to buy, build, renovate, or expand a cultural space.
- [Critical Assistance Grant](#) for capital emergency repairs and upgrades.
- [Permit Fee Assistance Grant](#) - funding towards development and building permit fees.

ORGANIZATIONAL ELIGIBILITY

To be eligible for assistance:

1. Your organization must be a Vancouver-based arts and culture non-profit society, non-profit co-operative, or charitable organization with an active volunteer board of directors and a clear arts and culture mandate. Musqueam, Squamish and Tsleil-Waututh Band Councils and Urban Aboriginal organizations are eligible.

Priority consideration will be given to underrepresented groups or areas of discipline, and groups facing significant barriers.

2. For capital projects, you should have a long-term stable tenancy of five years or more. Exceptions will be considered on a case-by-case basis with a focus ensuring grants support long term space for the cultural sector.

PROJECT ELIGIBILITY

1. Projects must be related to arts and cultural spaces and may include, for example:
 - a. Planning studies or research related to the acquisition or development of arts and cultural space.
 - b. Small capital projects (in particular, ones with a focus on sustainability and accessibility.)
 - c. Projects that support capacity development related to spaces.
 - d. Mentorships in partnership with eligible organizations with experience in space acquisition or development.
2. Projects demonstrating time-sensitivity will be given priority.
3. Projects should demonstrate long term impact on cultural spaces in Vancouver.

NOTES:

- 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. In extenuating circumstances, funding beyond 50% may be considered.

HOW TO APPLY

1. Contact a Cultural Planner to discuss your project and confirm your organization's and project's eligibility.

CONTACT INFORMATION

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

Carmut Me, Planning Assistant
Phone: 604-871-6843
Email: carmut.me@vancouver.ca

2. If your organization and project are considered eligible, you will be directed to submit an online application. Be prepared to provide the following supplementary documents:
 - A budget of the proposed work to be done
 - Quotes for all elements of the work
 - Letter of permission from the Landlord (if applicable – capital projects only)
 - Organizational financial statements
 - Signed Agreement by a Board Member
3. A post-project report will be required:
 - Expenditure Report signed by the Board of Directors to include:
 - a summary of the results of the project
 - accounting of the expenditures
 - any other documentation requested

4. Funding may be disbursed in one or two payments and may require confirmation of matching funding prior to payment.
5. Projects must be completed within one year of approval. Any unused funds will return to the funding pool and groups will be required to re-apply.

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 (5-year minimum unless otherwise approved) lease to the non-profit;
- Written approval by the landlord to undertake the work on the premises;
- 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 by Cultural Services staff 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 unless otherwise approved;
- 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.