



CITY OF VANCOUVER

## CITY OF VANCOUVER

### ADMINISTRATIVE REPORT

Report Date: April 1, 2008  
Author: Cherryl Masters  
Phone No.: 604.871.6498  
RTS No.: 07233  
VanRIMS No.: 05-5000-10  
Meeting Date: April 15, 2008

TO: Vancouver City Council

FROM: Co-Director, Office of Cultural Affairs  
(Grants, Awards and Support Programs)

SUBJECT: 2008 Cultural Operating and Project Grants Allocation

#### RECOMMENDATIONS

- A. THAT Council approve 92 Operating Grants for a total of \$2,463,700 and 27 Project Grants for a total of \$215,750 as listed in Appendix A, for a total of \$2,679,450 including 3 conditional grants as noted. Source of funds to be the 2008 Cultural Grants budget.
- B. THAT Council approve 83 Operating supplemental grants for a total of \$300,000 and 19 Project supplemental grants for a total of \$50,000. Source of funds to be the 2008 Cultural Grants budget.

#### GENERAL MANAGER'S COMMENTS

The General Manager of Community Services recommends approval of the foregoing.

#### COUNCIL POLICY

City Council established the annual civic grant programs, including Cultural Grants, in March 1978. The current Operating and Project Grant categories were approved on December 14, 1989. A second deadline for Project Grants was established in 1999.

On November 22, 1994, Council approved the two-step grant approval process for Operating and Project Grants, whereby undisputed staff recommendations are approved first (and are the subject of this report), while applications eligible for reconsideration are given a second review and are presented to Council at a later date.

Approval of grant recommendations requires eight affirmative votes.

## **SUMMARY & PURPOSE**

As listed in Appendix A, this report recommends approval of 119 Operating and Project Grants for a total amount of \$2,679,450 which includes Operating applications for 2008 and Project Grant applications for the first of two annual deadlines for this year. The recommendations include and are not in addition to any advance instalments already approved by Council on January 15, 2008. Also listed in Appendix A, this report recommends approval of 102 one-time Operating and Project supplemental grants for a total of \$350,000.

Appendix B includes Operating and Project Grants guidelines.

## **BACKGROUND**

Operating grants are designed to assist organizations in achieving a level of stability required to provide ongoing quality programming or services. To be considered for an Operating Grant, an organization must be a non-profit, professional arts organization with an artistic mandate. Organizations will have received civic Operating or Project Grants for at least the past two consecutive years. They must also meet other criteria related to artistic merit, organizational competence and community impact. Project Grants are designed to support emerging arts groups, groups undertaking one-time initiatives, or those who work on a project basis. These groups must also be professional, non-profit arts organizations.

Recommendations are based on a thorough analysis by an Assessment Committee comprised of City staff and independent community representatives using clearly articulated evaluation criteria for the two programs (see Appendix B), including:

- Artistic merit as demonstrated through previous activities, artistic niche, and proposed activities.
- Organizational competence evidenced through capable administration and governance, financial stability and accountability, planning and demonstrated need for public sector assistance.
- Community impact as demonstrated through accessibility of the work by the public (including Vancouver's diverse communities), public interest and community outreach.
- Evidence that the organization has the ability to achieve the proposed activities within its available resources.

### ***Request for Reconsideration Process***

Applicants who meet specific criteria (see below) have the opportunity to formally request reconsideration. The Reconsideration process, approved by Council in 1994, ensures

consistency in reconsidering grant recommendations and allows adequate time for organizations to present their case and for staff to provide Council with a written response.

Under current policy, grants referred to the process are assessed on the basis of two established grounds:

- 1) that eligibility criteria have not been properly applied; and/or
- 2) that the financial situation of the applicant was not properly evaluated or understood at the time of the grant review.

Information on this policy and the process is provided to applicants at the time they receive written notice of staff recommendations going forward to Council. The deadline for Request for Reconsideration is April 11<sup>th</sup>. Any requests for reconsideration will be considered by Council in a separate report and at a future date. Those groups which request reconsideration but do not meet the eligibility criteria will not be reconsidered but will be reported to Council along with the original Assessment Committee's recommendation at the same time as the eligible Requests for Reconsideration.

## DISCUSSION

The Office of Cultural Affairs invited independent community members to participate in the assessment committee process to review grant application requests. For this deadline, nominations for Assessment Committee members from the arts and cultural community were sought through an ongoing call for nominations. Ten community members were selected to participate with staff to review grant applications and make recommendations. One member withdrew due to illness.

The Committee represented a broad range of expertise in the disciplines of visual arts, theatre, dance, music, literary, festivals and multi-disciplinary art forms. The independent Assessment Committee members for the 2008 Cultural Operating and Projects grants were:

- Donna Wong-Juliani: producer (theatre, film), arts administrator
- Gerald King: lighting designer
- Leslie Uyeda: composer, conductor, pianist
- Sal Ferreras: percussionist, music educator, producer
- Jane Davidson: Producer, Sunshine Coast Festival of the Written Arts
- Judy Radul: visual artist (photography, performance art, audio, sculpture, video, installation) and educator
- Kevin Schmidt: visual artist (media-based, installation)
- Robert Kitsos: dancer, dance instructor, choreographer
- Chengxin Wei: dancer, choreographer

All independent committee members are sent full application packages to review well in advance of the adjudication meeting dates. Members conduct an evaluation of the applications using the same criteria as staff. Members of the Assessment Committee (staff and independent members) meet over a period of one week at the end of February to discuss the grant application requests, and arrive at consensus over recommendations. Staff finalizes recommendations which are forwarded to Council for consideration and approval.

Any applicant who requests reconsideration of their recommendation and who meets reconsideration criteria, are referred to a separate *Request for Reconsideration* process. These requests are forwarded to Council in a separate report at a later date.

This process augments staff's ongoing consultation with organizations throughout the year, their attendance at the organizations' events, as well as personal meetings with staff and board members of the organizations.

### Summary of Assessment Committee Recommendations

Building upon the City's three-year strategic investment in the cultural community, the Assessment Committee noted a healthy arts and cultural sector which was actively planning, building endowments, developing significant new initiatives and collaborating in unique ways with community partners.

The recommendations proposed reflect increased investment in established organizations where civic funding has not kept pace, investment in organizations that are making great strides in artistic development and organizational growth, balanced with support towards new initiatives reflecting areas of creative exploration.

As is consistent with every review process, not all requests can be supported. The Assessment Committee applied the evaluative criteria carefully; reviewing distinct artistic visions, history of artistic work in the community, organizational capacity and resources, and community impact, among other criteria. Not all organizations meet the criteria at the same level as their peers and therefore in a competitive process with finite resources, not all are being recommended for support.

A more detailed package which includes information on the applicants, including proposed programme details, was distributed to Mayor and Council in early March and is also on file at the City Clerk's office.

### Supplemental Allocations

On January 29<sup>th</sup> (RTS 6994), Council approved one-time supplemental funding allocations which included \$300,000 for Operating Grants and \$100,000 for Project Grants (\$50,000 allocated for the December 7<sup>th</sup> deadline, and \$50,000 to be allocated for the 2<sup>nd</sup> projects deadline in the Spring). Upon completion of the Assessment Committee meetings, staff reviewed input from the independent assessment committee members and used existing criteria (artistic merit, organizational capacity and community impact) to arrive at one-time supplemental recommendations for several Operating and Project applicants. All applicants being recommended for an Operating or Project Grant were considered for a supplement allocation (without having to submit any additional application or material). Based on this process and criteria, 102 groups are being recommended for a one-time supplemental allocation.

Please see Appendix A and Table 1 for Supplemental allocation recommendations.

## Transfer of Project Applicants into Operating Program

On January 29<sup>th</sup>, Council also approved an increase of \$200,000 to the Operating Grants budget to facilitate the transfer of several project applicants who had requested and were eligible for Operating assistance. Based on this recent grants review, eight project applicants are being recommended for Operating assistance as follows:

- Leaky Heaven Performance Society;
- Urban Ink Productions Society;
- Greater Vancouver Professional Theatre Alliance;
- Vancouver Chamber Choir (also a Theatre Rental grants recipient);
- Turning Point Ensemble;
- DOXA Documentary Film & Video Festival;
- PuSH International Performing Arts Festival Society; and
- Wen Wei Dance Society.

This permanent increase has enabled Project organizations to move into the Operating program without any impact on the already limited Operating budget. Several of these groups have been eligible for Operating assistance for some time but due to budget constraints, had to remain as project clients for a number of years.

## Cultural Grants and Support Programs Review

In May of 2007, consultants Ference Weicker & Company were contracted to assist staff with the Cultural Grants and Support Programs Review. The review of 15 programs, two of which are Operating and Project Grants, will measure the effectiveness and impacts of these programs and propose changes to reflect current needs of the sector in the context of best practices and internal administrative resources.

The review has three phases of which two are complete: the development of a detailed workplan and implementation of the field research. Stakeholder consultation was conducted through an online survey, telephone interviews and staff consultation. Preliminary findings have emerged with some initial recommendations going forward. These recommendations were further refined through a series of workshops held in March. A final report with recommendations and an implementation strategy (the 3<sup>rd</sup> and final phase) will be forwarded to Council as part of the Culture Plan Implementation in June 2008.

## FINANCIAL IMPLICATIONS

As listed in Appendix A, the Assessment Committee is recommending support for 119 Operating and Project Grants for a total amount of \$2,679,450. The total request amount and number of applicants and the total recommended amount and number of recipients are indicated in Table 1. The supplemental recommendations total \$350,000 and are shown in Table 1 as well. Approval of these recommendations totals \$3,029,450 and leaves no unallocated balance in the Operating Grants budget and an unallocated balance of \$200,450 in the Projects Grants budget and \$50,000 in the Project supplemental grants budget, both reserved for the second deadline in May 2008.

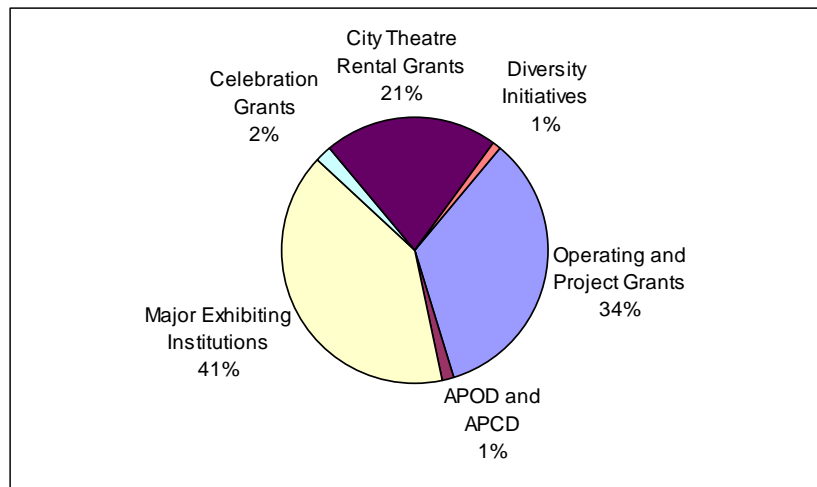
**Table 1**  
**Recommendations for 2008 Operating and Project Grants & Supplemental Allocations**

	Total Requested	#	Total Recommended	#	Total Budget	Unallocated Balance*
Operating	3,090,500	92	2,463,700	92	2,463,700	0
Operating Supplemental	0		300,000	83	300,000	0
Project	353,500	32	215,750	27	416,200	200,450
Project Supplemental	0		50,000	19	100,000	50,000
<b>Total</b>	<b>3,444,000</b>	<b>124</b>	<b>3,029,450</b>	<b>221</b>	<b>3,279,900</b>	<b>250,450</b>

\*Reserved for 2<sup>nd</sup> Project Grant deadline

The operating and project grants budget represents approximately one third of the City's cultural grants budget as indicated in the following chart.

2008 Cultural Grants Budget



**CONCLUSION**

This report outlines the first and main report on 2008 Operating and Project Grants. Should there be any organizations requesting reconsideration of their grant recommendation, these will be submitted to City Council in a separate Request for Reconsideration report, at a later date. This report also provides recommendations for one-time Supplemental allocations for Operating and Project Grants. A report covering applications to the second Project Grant deadline will be presented to City Council in July.

The recommendations reflect a careful and considered process of the Assessment Committee members. Input from experts in the arts and cultural community continue to add value to the process and complement staff expertise.

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**City of Vancouver Cultural Grants  
2008 Operating and Project Applications, Alphabetical List**

	Organization Name	Grant Type	2008 Request	2008 Recomm.	2008 Suppl.	2007 Grant
1	Aeriosa Dance Soc.	PR	10,000	5,000	0	5,000
2	Alliance for Arts & Culture Soc.	OP	45,000	40,000	2,000	40,000
3	Arts Club of Vancouver Theatre Soc.	OP	160,000	145,000	10,000	135,000
4	Arts in Action Soc.	PR	25,000	4,000	0	
5	Artspeak Gallery Soc.	OP	28,000	27,000	5,000	24,000
6	Axis Theatre Soc.	OP	40,000	32,000	3,000	29,000
7	B.C. Book Prizes (West Coast Book Prize Soc.)	PR	4,000	0	0	0
8	Ballet B.C. (Pacific Ballet B.C. Soc.)	OP	115,000	103,000	5,000	103,000
9	Bard on the Beach Theatre Soc.	OP	30,000	21,500	3,500	20,000
10	Barking Sphinx Performance Soc.	PR	2,000	2,000	1,000	3,000
11	Battery Opera Performing Arts Soc.	OP	12,000	10,500	2,000	9,500
12	Boca Del Lupo Theatre Soc.	OP	30,000	22,000	3,000	20,000
13	Canadian Music Centre - B.C.	OP	17,000	17,000	3,000	16,500
14	Caravan World Rhythms Soc.	PR	10,000	8,750	2,000	
15	Carousel Theatre Soc.	OP	38,000	27,000	3,000	25,000
16	Centre culturel francophone de Vancouver	OP	25,000	16,000	3,000	15,000
17	Children's Arts Umbrella Assn.	OP	15,000	12,500	1,000	12,500
18	Chor Leoni Men's Choir	OP	20,000	15,500	0	15,500
19	Cineworks Independent Filmmakers Soc.	OP	35,000	30,000	2,000	30,000
20	Co. Erasga Dance Soc.	PR	15,000	5,000	0	6,000
21	Coastal Jazz and Blues Soc.	OP	85,000	69,000	13,500	62,000
22	Community Arts Council of Vancouver	PR	12,000	9,000	3,000	
23	Contemporary Art Gallery Soc.	OP	75,000	65,000	5,000	65,000
24	Crafts Assn. of B.C.	PR	14,000	13,000	2,000	13,000
25	Dancers Dancing Dance Soc.	PR	5,000	4,500	0	
26	Dancing on the Edge Festival Soc.	OP	25,000	21,000	4,000	20,000



	Organization Name	Grant Type	2008 Request	2008 Recomm.	2008 Suppl.	2007 Grant
27	DOXA Documentary Film and Video Festival	OP	14,000	13,000	2,000	12,000
28	Early Music Vancouver (Van. Soc. for Early Music)	OP	26,000	23,000	7,000	20,000
29	EDAM Performing Arts Soc.	OP	20,000	18,500	3,500	17,000
30	Electric Company Theatre Soc.	OP	45,000	30,000	3,000	29,000
31	Elektra Women's Choir	OP	17,000	13,500	0	15,000
32	Firehall Theatre Soc.	OP	80,000	60,000	5,000	60,000
33	Flamenco Rosario (Rosario Ancer Flamenco Arts Soc.)	OP	9,000	6,000	2,000	6,000
34	Full Circle: First Nations Performance Soc.	OP	12,000	9,500	1,000	9,500
35	Gallery Gachet Soc.	OP	35,000	16,000	4,000	14,000
36	Greater Van. Professional Theatre Alliance	OP	10,000	6,500	1,000	6,500
37	Green Thumb Theatre for Young People (Green Thumb Players Soc.)	OP	65,000	50,000	5,000	45,800
38	grunt gallery (Visible Arts Soc.)	OP	30,000	25,000	5,000	24,000
39	Hard Rubber New Music Soc.	OP	8,500	7,000	1,500	5,500
40	Headlines Theatre (Theatre for Living Soc.)	OP	22,000	22,000	1,000	22,000
41	Holy Body Tattoo Soc.	OP	38,000	30,000	2,000	30,000
42	Joe Ink Performance Soc.	OP	15,000	15,000	2,000	15,000
43	Judith Marcuse Projects Soc.	PR	17,000	6,500	0	18,000
44	Karen Jamieson Dance Soc.	OP	10,000	9,500	2,000	8,000
45	Kidd Pivot Performing Arts Soc.	OP	20,000	16,500	3,500	15,000
46	Kokoro Dance Theatre Soc.	OP	21,000	16,000	2,000	16,000
47	Leaky Heaven Performance Soc.	OP	20,000	15,000	2,000	15,000
48	Lola MacLaughlin Dance Soc.	OP	20,000	14,000	2,000	14,000
49	Magnetic North Theatre Festival (Canadian Theatre Festival Society)	PR	50,000	47,500	12,500	
50	Malaspina Printmakers Soc.	OP	10,000	8,000	2,000	7,000
51	Mandala Arts and Culture Soc.	PR	15,000	7,500	1,500	6,500
52	Mascall Dance Soc.	OP	15,000	11,000	2,000	10,000
53	Mortal Coil Performance Soc.	OP	10,000	7,000	0	7,000

	Organization Name	Grant Type	2008 Request	2008 Recomm.	2008 Suppl.	2007 Grant
54	Movement Enterprises Soc.	PR	10,000	8,500	3,000	7,000
55	Music BC Industry Assn.	PR	15,000	0	0	
56	Music in the Morning Concert Soc.	OP	15,000	15,000	5,000	11,000
57	Musica Intima Soc.	OP	30,000	18,500	2,500	16,500
58	Native Daughters of B.C., Post No. 1	OP	6,000	3,500	0	3,500
59	New Forms Media Soc.	PR	8,000	8,000	3,000	7,000
60	New Orchestra Workshop Soc.	OP	20,000	11,000	2,000	10,500
61	New Performance Works Soc.	OP	10,000	6,000	2,000	6,000
62	Neworld Theatre Soc.	OP	32,500	25,000	2,000	25,000
63	Norman Rothstein Theatre (Van. Westside Theatre Soc.)	OP*	20,000	13,000	2,000	13,000
64	Or Gallery Soc.	OP	25,000	21,000	3,000	20,000
65	Pacific Baroque Orchestra Soc.	OP	23,000	19,500	0	19,500
66	Pacific Cinémathèque Pacifique	OP	42,000	41,000	2,000	41,000
67	Pacific Theatre (First Pacific Theatre Soc.)	OP	20,000	12,000	2,000	12,000
68	Pink Ink Theatre Productions Assn.	OP	26,000	20,000	2,000	20,000
69	Pitt Gallery (Unit/Pitt Soc. For Arts and Critical Awareness)	OP	17,000	16,000	3,000	13,700
70	Playwrights Theatre Centre	OP	40,000	30,000	3,000	30,000
71	Powell St. Festival Soc.	OP	20,000	14,000	2,000	12,000
72	Public Dreams Soc.	OP	40,000	15,000	0	15,000
73	PuSH International Performing Arts Festival Soc.	OP	100,000	68,000	14,000	60,000
74	Radix Theatre Soc.	OP	10,000	8,500	1,500	8,500
75	Raven Spirit Dance Soc.	PR	7,000	4,500	0	5,000
76	Reel to Real: Celebration of Moving Images Soc.	PR	20,000	8,500	2,500	7,000
77	Reel Youth (The Sage Foundation)	PR	3,000	0	0	
78	Ruby Slippers Productions Soc.	OP	20,000	14,000	2,000	14,000
79	Rumble Productions Soc.	OP	28,000	24,000	3,000	24,000
80	Satellite Video Exchange Soc.	OP	27,000	23,000	2,000	22,000
81	Seniors' Research Group of Chinese Opera and Music	PR	5,000	0	0	

	Organization Name	Grant Type	2008 Request	2008 Recomm.	2008 Suppl.	2007 Grant
82	Sista'hood (Working Arts Soc.)	PR	10,000	5,000	0	5,000
83	Solo Collective Theatre Soc.	PR	16,000	11,500	2,500	11,500
84	Standing Wave Soc.	PR	3,500	3,500	1,500	3,000
85	Tara Cheyenne Performance (DanStaBat Performance Soc.)	PR	8,000	7,500	1,500	6,000
86	The Chop Theatre	PR	6,000	3,500	1,000	
87	Théâtre la Seizième	OP	42,000	27,500	2,500	25,800
88	Theatre Replacement Soc.	OP	22,500	15,000	3,000	14,000
89	Tomorrow Collective Arts Soc.	PR	12,000	6,000	2,000	
90	Touchstone Theatre Soc.	OP	40,000	33,000	3,000	33,000
91	Turning Point Ensemble	OP	15,000	14,500	5,000	12,000
92	Up in The Air Theatre Soc.	PR	5,000	4,000	2,500	3,000
93	Urban Ink Productions Soc.	OP	20,000	12,000	3,000	8,000
94	Uzume Taiko Drum Group Soc.	OP*	11,000	7,500	0	7,500
95	Van. Access Artist Run Centre	OP	15,000	11,000	2,500	9,500
96	Van. Asian Heritage Month Soc.	OP*	20,000	10,000	1,000	10,000
97	Van. Cantata Soc.	OP	17,000	16,000	2,000	15,000
98	Van. Cantonese Opera	PR	7,500	6,500	1,000	6,000
99	Van. Centre for Contemporary Asian Art (Centre A)	OP	35,000	30,000	3,000	30,000
100	Van. Chamber Choir	OP	15,000	15,000	5,000	9,000
101	Van. Chinese Instrumental Music Soc.	OP	9,000	7,000	0	7,000
102	Van. Co-operative Radio (Community Radio Edn. Soc.)	OP	20,000	18,000	2,000	18,000
103	Van. Dance Centre Soc.	OP	60,000	54,700	6,500	50,000
104	Van. East Cultural Centre	OP	125,000	95,000	10,000	95,000
105	Van. Folk Music Festival Soc.	OP	87,500	82,500	2,500	82,500
106	Van. Fringe Festival (First Van. Theatrespace Soc.)	OP	45,000	35,000	3,000	32,000
107	Van. Inter-Cultural Orchestra (VICO)	PR	5,000	3,000	1,500	2,000
108	Van. International Children's Festival Soc.	OP	136,500	126,500	5,000	126,500
109	Van. Intl. Film Festival Soc.	OP	75,000	32,000	16,000	25,000

Organization Name	Grant Type	2008 Request	2008 Recomm.	2008 Suppl.	2007 Grant
110 Van. Intl. Writers Festival Soc.	OP	60,000	53,000	2,000	49,000
111 Van. Jewish Film Festival	PR	10,000	7,000	0	7,000
112 Van. Moving Theatre Soc.	OP	15,000	12,000	3,000	12,000
113 Van. New Music Soc.	OP	36,000	30,000	2,000	30,000
114 Van. Opera Assn.	OP	40,000	29,000	4,000	28,000
115 Van. Out on Screen Film Festival Soc.	OP	20,000	18,000	5,000	15,000
116 Van. Summer Festival Soc.	OP	30,000	27,500	12,500	20,000
117 Van. Symphony Soc.	OP	50,000	50,000	0	46,000
118 Van. Tap Dance Soc.	PR	4,000	4,000	1,000	4,000
119 Vetta Chamber Music and Recital Soc.	OP	8,000	7,000	1,000	7,000
120 Wen Wei Dance Soc.	OP	17,000	13,000	3,000	12,000
121 Western Front Soc.	OP	45,000	38,000	5,000	34,000
122 Western Theatre Conspiracy (Western Theatre Conspiracy Arts Soc.)	OP	20,000	10,000	4,000	10,000
123 Women in Film and Video Vancouver Soc.	PR	4,500	0	0	0
124 Word on the Street Festival (Van. Book & Magazine Fair Soc.)	PR	15,000	12,000	5,000	10,000
		3,444,000	2,679,450	350,000	2,470,300



COMMUNITY SERVICES GROUP  
Cultural Services  
Office of Cultural Affairs

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## 2008 Operating Grant Information

APPLICATION DEADLINE:  
Friday, December 7, 2007  
No later than 4:30 p.m.

### Description

This program is intended for established arts organizations that have an ongoing presence in Vancouver and a track record of quality programming or services. It is designed to support a range of activities and art forms, reflecting different cultural traditions and art practice.

### General Eligibility Criteria

All applicants for Operating grants must meet the following criteria.

- o An applicant must be registered as a non-profit society in British Columbia and must operate on a year-round basis.
- o To qualify in this category applicants must have received civic Operating or Project grants for at least the past two years. Applicants who do not meet the two-year funding requirement should apply in the Project category.
- o The grants are available to arts organizations engaged in creation, production, presentation and dissemination activities related to the performing, visual, literary and media arts. All applicants must have ongoing paid professional artistic leadership and administration, and must pay principal artistic contributors for their services in accordance with generally accepted professional standards. Eligible activities include creative collaborations between professional artists and community members.
- o Operating grants are also available to service organizations with permanent administrative staff and a mandate to provide a range of ongoing services to professional artists and/or non-profit arts organizations based in Vancouver (see Specific Grant Criteria).
- o Cultural grants are not available to civic departments or branches (e.g., libraries or community centres). Nor are they intended for social service, religious or sports organizations. Educational institutions (schools, colleges, etc.) do not qualify for cultural grants, but "stand-alone" arts organizations that provide professional and pre-professional training for children and youth may qualify for support for their public presentations (see Specific Grant Criteria).
- o Applicants must be based and active in Vancouver, and provide programming or services that are open to the public and publicized city-wide.
- o Applicants must have a diversified revenue base, including memberships; significant earned revenue; funding from other levels of government; and support from the private sector through fundraising activities, donations and sponsorships.

## Specific Eligibility Criteria

Additional guidelines apply to service organizations, performing arts facilities, and training organizations, which must also meet the general eligibility criteria for Operating grants.

### Service Organizations

Organizations whose primary objective is to support the development of one or more art forms through a range of services to professional artists and/or non-profit arts organizations may qualify for Operating assistance. Guilds, trade unions, and professional associations are not eligible. To qualify, an organization must:

- o Have designated administrative staff and a high standard of professionalism in its operations
- o Have a membership that is broadly representative of its mandate and that includes artists and/or non-profit organizations based in Vancouver
- o Consistently provide a range of services and resources for members, including a number of the following: research and information, advocacy, human resource development, administrative services and audience development

### Performing Arts Facilities

Professionally equipped performing arts facilities zoned for public assembly and managed by independent non-profit arts organizations may qualify for Operating funding. Clubs, schools, churches and community centres are ineligible. To qualify for a grant, a facility must:

- o Provide a professional level of facility services (box office, technical, etc.)
- o Provide a balance of curated arts programming and presentations that involve multiple users, not just one or two resident companies
- o Provide equitable rental access to Vancouver's artists and arts organizations at reasonable rates
- o Primarily serve professional artists and arts organizations
- o Engage in ongoing umbrella marketing

### Training Organizations

"Stand-alone" arts organizations whose primary mandate is to provide professional quality training for children and youth may be eligible for assistance with the costs of annual public presentations (but not with training costs). The following eligibility criteria apply:

- o Only professionally directed or curated public performances and exhibitions (not including competitions) qualify for assistance
- o Work must be performed and/or created by children and youth
- o Activity must take place in a facility regularly used by professional artists in accordance with accepted professional presentation standards
- o Only costs directly related to artistic, presentation and promotion activities are eligible

## **Ineligible Activities**

Given budget limitations, some activities are simply beyond the scope of this grant program, regardless of their merit. Grants are not available for:

- o club or community centre programs
- o contests, competitions
- o conferences
- o workshops, courses and other forms of training
- o scholarships
- o activity, travel and tours outside Vancouver
- o creation and production of films, recordings, books, magazines or websites
- o capital projects
- o fundraisers

## **General Evaluation Criteria**

The following factors are considered in evaluating grant requests:

### **Artistic Merit**

- o Artistic merit of the organization's creation, production, presentation and/or dissemination activities
- o Degree to which the organization's artistic programming reflects and fulfills its mandate
- o Distinctiveness of the organization's activities in the context of comparable activities in Vancouver. Does it provide unique opportunities for artists, other arts organizations and the public?

### **Organizational Competence**

- o Evidence of a clear mandate, competent administration, functional board and an appropriate administrative and governance structure
- o Financial stability and accountability, and evidence of effective short and long-term planning
- o Appropriate outreach and marketing strategies
- o Overall quality and consistency of the applicant's recent activities
- o Demonstrated need for financial assistance from the City

### **Community Impact**

- o Public access to the work, including access by Vancouver's diverse communities
- o Substantial and/or growing public interest and attendance
- o Level of engagement with other arts organizations, artists and community groups, including distinct communities
- o If an organization's work involves collaborative creation with community participants, the strength of the collaborative process and effectiveness of the work in expressing community interests and issues

## Process

The annual deadline for Operating grants is in early December. An Assessment Committee comprised of independent members of the arts and cultural community, along with staff from the Office of Cultural Affairs, review the grant applications. Staff will also conduct interviews with applicants as appropriate. Following the review process, recommendations are made by the Assessment Committee to City Council. A written notice of the recommendation is sent to all applicants, together with information about the Request for Reconsideration process, and notice of the City Council meeting at which the grants will be considered.

Under normal circumstances, successful applicants generally receive grant payment approximately four months after the deadline.

## Application Requirements

- o An organization must complete and submit the appropriate, signed, original application form, plus two additional copies (including the required additional information). The organization must also submit one electronic version of the application.
- o Applicants must provide their most recent audited or independently-prepared financial statement within six months of their fiscal year end.

## Conditions of Assistance

Please note that if your organization receives a civic grant, the following conditions will apply:

- o Grant funds must be applied to current expenses, not used to reduce or eliminate accumulated deficits. Activities cannot be funded retroactively.
- o The Society will make every effort to secure funding from other sources as indicated in its application. It will keep proper books of accounts of all receipts and expenditures relating to its activities and, upon the City's request, make available for inspection by the City or its auditors all records and books of accounts.
- o If there are any changes in the organization's activities as presented in this application, the City's Office of Cultural Affairs must be notified in writing of such changes. In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining City funds are also to be returned to the City.
- o City of Vancouver assistance must be appropriately acknowledged in all promotional materials and at all promotional or celebratory events relating to funded activities. This means that if the logos of other funders (including Corporate sponsors) are used in your acknowledgements, the City's logo (identified as such) will also be used.
- o Receipt of a grant does not guarantee funding in the following fiscal year.

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### CONTACT INFORMATION

More information and application forms are available from the City of Vancouver's Office of Cultural Affairs. OCA staff welcome your questions.

### MAILING ADDRESS:

Office of Cultural Affairs  
City of Vancouver  
453 West 12th Avenue  
Vancouver, BC V5Y 1V4

### OFFICES LOCATED AT:

Suite 310  
555 West 12th Avenue  
East Tower, City Square Mall  
Vancouver, BC

**TEL:** 604.871-6434  
**FAX:** 604.871.6005  
**EMAIL:** oca@vancouver.ca  
**WEB:** vancouver.ca/culture





COMMUNITY SERVICES GROUP  
Cultural Services  
Office of Cultural Affairs

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## 2008 Project Grant Information

APPLICATION DEADLINE:  
Friday, Dec. 7, 2007  
No later than 4:30 p.m.

### Description

This program is intended for new and developing arts organizations, for established organizations that work on a project basis, and for organizations undertaking a special, one-time initiative. It is designed to support a range of activities and art forms, reflecting different cultural traditions and art practice. The grants can be applied to a specific project or toward the costs of several initiatives planned within a year of the application deadline.

### General Eligibility Criteria

All applicants for Project grants must meet the following criteria.

- o An applicant should be registered as a non-profit society in British Columbia and have been active in the City of Vancouver for at least one year.
- o Under normal circumstances, project grants are not available to organizations that receive operating funding from the City in the form of Theatre Rental, Operating or Major Exhibiting Institution grants.
- o The grants are available to arts organizations engaged in creation, production, presentation and exhibition activities related to the performing, visual, literary and media arts. All applicants must have professional artistic leadership and administration, and must pay principal artistic contributors for their services in accordance with generally accepted professional standards. Eligible activities include creative collaborations between professional artists and community members (see Specific Grant Criteria section).
- o Service organizations with designated administrative staff and a mandate that provides for a range of services to professional artists and/or non-profit arts organizations based in Vancouver may also be eligible for Project funding (see Specific Grant Criteria).
- o Cultural grants are not available to civic departments or branches (e.g. libraries or community centres), or social service, religious or sports organizations. Educational institutions (schools, colleges, etc.) do not qualify for cultural grants, but "stand-alone" arts organizations that provide professional and pre-professional training for children and youth may be eligible for assistance with the costs of public presentations (see Specific Grant Criteria).
- o Applicants must be based and active in Vancouver. Projects must take place in Vancouver (not in other Lower Mainland municipalities or the University Endowment Lands), be open to the public and be publicized city-wide.
- o Applicants must also receive revenue from several sources other than the City of Vancouver. These may include ticket sales, memberships, and donations from individuals or businesses, in-kind contributions or support from foundations and other levels of government.

## Ineligible Activities

Given budget limitations, some activities are simply beyond the scope of this grant program, regardless of their merit. The following activities do not qualify for Project grants:

- o club or community centre programs
- o conferences
- o workshops, courses and other forms of training
- o activity, travel and tours outside of Vancouver
- o contests and competitions
- o fundraisers
- o scholarships
- o capital projects
- o creation and production of films, recordings, publications (e.g. books, magazines, websites)

## Specific Criteria

Additional guidelines apply to service organizations, performing arts facilities, training organizations, and artist and communities projects, which must also meet the general eligibility criteria for Project grants.

### Service Organizations

Organizations whose primary objective is to support the development of one or more art forms through a range of services to professional artists and/or non-profit arts organizations may qualify for Project assistance. Guilds, trade unions, and professional associations are not eligible. To qualify, an organization must:

- o Have designated administrative staff and a high standard of professionalism in its operations
- o Have a membership that is broadly representative of its mandate and that includes artists and/or non-profit organizations based in Vancouver
- o Provide a range of services and resources for members, including a number of the following: research and information, advocacy, human resource development, administrative services and audience development

### Performing Arts Facilities

Professionally equipped performing arts facilities zoned for public assembly and managed by independent non-profit arts organizations may qualify for Project funding. Clubs, schools, churches and community centres are ineligible. To qualify for a grant, a facility must:

- o Provide a professional level of facility services (box office, technical, etc.)
- o Provide a balance of curated arts programming and presentations that involve multiple users, not just one or two resident companies
- o Provide equitable rental access to Vancouver's artists and arts organizations at reasonable rates
- o Engage in ongoing umbrella marketing

### **Training Organizations**

“Stand-alone” arts organizations whose primary mandate is to provide professional quality training for children and youth may be eligible for assistance with the costs of annual public presentations (but not with training costs). The following eligibility criteria apply:

- o Only professionally directed/curated public performances and exhibitions (not including competitions) qualify for assistance
- o Work must be performed/created by children and youth
- o Activity must take place in a facility regularly used by professional artists in accordance with accepted professional presentation standards (e.g. ticketed performances)
- o Only costs directly related to artistic, presentation and promotion activities are eligible

### **Artist and Communities Projects**

Arts organizations can apply for Project grants to assist with the costs of partnerships between professional artists and community members engaged in a collaborative creative process that will result in the public presentation of art expressing community interests and issues. In addition to the general evaluation criteria for Project grants, this type of proposal will be evaluated for:

- o Clear articulation of the artistic and community interests/issues the project will address
- o Strength of the proposed collaborative process between artist(s) and community participants
- o Artistic merit of the artist(s)' previous collaborative work
- o Overall merit of the project as a vehicle for collective experience and public expression

## **General Evaluation Criteria**

### **Artistic Interest**

- o Standards of artistic achievement demonstrated in past activities
- o Artistic vision of the project and plan to achieve that vision
- o Distinctiveness of proposed project in the context of comparable activities in Vancouver (i.e. provides unique opportunities for artists, other arts organizations and the public)

### **Organizational Competence**

- o Evidence of a clear mandate, competent administration and a functional board
- o Financial stability and accountability
- o Overall quality and impact of applicant's recent activities
- o Evidence that the current proposal is well planned and achievable
- o Appropriate publicity/marketing plan for the project
- o Demonstrated need for financial assistance from the City

### **Community Impact**

- o Public access to the work, including access by Vancouver's diverse communities
- o Ability to connect to an audience and/or to develop a new audience
- o Level of engagement with other artists, arts organizations and community groups
- o Anticipated impact of the project in the arts community and the community at large, including distinct communities

## Process

There are two Project grant deadlines: one in December and one in May. An Assessment Committee comprised of independent members of the arts and cultural community, along with staff from the Office of Cultural Affairs, review the grant applications. Staff will also conduct interviews with applicants as appropriate. Following the review process, recommendations are made by the Assessment Committee to City Council. A written notice of the recommendation is sent to all applicants, together with information about the Request for Reconsideration process, and notice of the City Council meeting at which the grants will be considered.

Successful applicants normally receive grant payment approximately three months after the May deadline and four months after the December deadline. Applicants are encouraged to apply to the deadline where the timing of a grant will coincide with the proposed activity (i.e. May deadline for projects starting in August, December deadline for projects starting in April).

## Application Requirements

- o Organizations that have not previously applied in this category are expected to establish their eligibility with OCA staff at least one month prior to submitting an application.
- o An organization must complete and submit the appropriate, signed, original application form, plus two additional hard copies, and one electronic version of the application.
- o Applicants must provide their most recent board approved financial statements within six months of their fiscal year end. At minimum these should include a balance sheet and an income statement. Independently prepared statements are strongly encouraged.
- o The term of a grant is one year, and only one Project grant application per City fiscal year can be submitted (deadlines in December and May). Previously funded projects must be completed before a new application can be accepted.

## Conditions of Assistance

Please note that if your organization receives a civic grant, the following conditions will apply:

- o Grant funds must be applied to current expenses, not used to reduce or eliminate accumulated deficits. Activities cannot be funded retroactively.
- o The Society will make every effort to secure funding from other sources as indicated in its application. It will keep proper books of accounts of all receipts and expenditures relating to its activities and, upon the City's request, make available for inspection by the City or its auditors all records and books of accounts.
- o If there are any changes in the organization's activities as presented in this application, the City's Office of Cultural Affairs must be notified in writing of such changes. In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining City funds are also to be returned to the City.
- o City of Vancouver assistance must be appropriately acknowledged in all promotional materials and at all promotional or celebratory events relating to funded activities. This means that if the logos of other funders (including Corporate sponsors) are used in your acknowledgements, the City's logo (identified as such) will also be used.
- o Receipt of a grant does not guarantee funding in the following fiscal year.

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