



ADMINISTRATIVE REPORT

Report Date: May 12, 2016
Contact: Richard Newirth
Contact No.: 604.871.6455
RTS No.: 11141
VanRIMS No.: 08-2000-20
Meeting Date: June 14, 2016

TO: Vancouver City Council
FROM: General Manager of Community Services
SUBJECT: Theatre Rental Grant Allocations - Fall 2016 and Spring 2017

RECOMMENDATION

- A. THAT Council approve re-allocation of unused/underused Theatre Rental Grants from January-August 2016 totalling \$68,668 that were approved in RTS10881; source of funds is the 2016 Theatre Rental Grant budget.
- B. THAT Council approve Theatre Rental Grants to 33 organizations totalling \$1,003,925 as listed in Appendix A for use of the Civic Theatres from September 1-December 31, 2016; source of funds is the remaining balance in the 2016 Theatre Rental Grant budget.
- C. THAT Council approve, in advance of the 2017 operating budget, Theatre Rental Grants to 41 organizations for Civic Theatre uses from January 1-August 31, 2017 totalling \$1,750,000 as listed in Appendix B; source of funds to be the 2017 Theatre Rental Grants budget.
- D. THAT Council approve a staff-driven process to re-allocate any potential 2016-recommended Theatre Rental Grants that are cancelled or underused in 2016, to a maximum of \$200,000, subject to:
 - a) unused or cancelled Theatre Rental Grants are re-allocated to priority, eligible uses as published in the Theatre Rental Grant guidelines; and
 - b) the written approval of the City Manager.

REPORT SUMMARY

In accordance with a process Council established in 1995, this report recommends approval of Theatre Rental Grants (TRG) for use of the Vancouver Civic Theatres (VCT) during the 2016/17 performing arts season that runs from September 1, 2016 through August 31, 2017. TRG are non-cash grants that provide subsidy to cultural non-profit producers and presenters to use the City's four professionally-equipped, downtown civic theatre venues – the Queen Elizabeth Theatre (QET), the Orpheum, the Vancouver Playhouse and the Annex – as well as the QET Plaza and civic theatre ancillary spaces (rehearsal halls, lobbies, etc.). This annual grant program serves a continuum of organizations—from large-scale, year-round users through to small-sized, occasional users.

The TRG program contributes to realizing the vision and goals outlined in the Culture Plan (2008-2018) and the updated Cultural Strategy presented to Council in October 2013 (RTS 10309). Specifically, the TRG program addresses several strategic priorities including:

- increasing public participation and community engagement in arts and culture,
- providing adaptable and sustainable support programs,
- optimizing City investment and use of cultural assets, and
- investing in Vancouver's creative economy.

Cultural Services staff are conducting a review of TRG policy and procedures in consultation with the VCT as they go through their business planning process, and as part of the department's review of the large-scale institutions, since many of these institutions are also regular users of the civic theatres. It is intended that the reviews of TRG and the large-scale institutions will be concluded in 2017 with a report back to Council and result in more holistic support for our non-profit organizations. In addition, it will improve administrative efficiencies for staff and the non-profit community, increase affordability and ease of access to the civic theatres, and provide clearer alignment with the City's Culture Plan and VCT's strategic priorities.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

On June 23, 2015, Council approved 38 TRG totalling \$1,699,713 for the period of Jan. 1-Aug. 31, 2016. Of this amount approved in advance of the 2016 TRG budget, it is anticipated that \$68,668 has or will not be used due to organizations cancelling or underusing their recommended grant. As has been previous practice, the \$68,668 is requested to be re-allocated to organizations applying for VCT uses from Sept. 1-Dec. 2016.

Also on June 23, 2015, Council approved a staff-driven process to re-allocate any potential 2015-recommended TRG that are cancelled or underused in this fiscal year—to a maximum of \$200,000—subject to the written approval by the City Manager and towards priority, eligible uses as published in the TRG guidelines.

On December 1, 2015, Council approved new rental rates for the VCT that includes both commercial and non-profit rates for Sept. 1, 2016 - Aug. 31, 2017.

On April 19, 2016, Council approved a new pilot grant program to animate underused VCT spaces up to a maximum expenditure of \$100,000 in 2016, with the funding to come from the

net income generated by VCT's 2016 operations. This program is separate from, and complementary to the TRG program.

Approval of grant recommendations requires eight affirmative votes.

CITY MANAGER'S/GENERAL MANAGER'S COMMENTS

The City Manager recommends approval of the foregoing.

REPORT

Background/Context

TRG are non-cash grants that provide partial subsidy toward rental and technical costs for cultural non-profit producers and presenters to use the City's four well-equipped, downtown civic theatre venues - the QET, the Orpheum, the Vancouver Playhouse and the Annex - as well as the QET Plaza and civic theatre ancillary spaces (rehearsal halls, lobbies, etc.). The TRG annual public call for applications was issued in February 2016 for civic theatre uses for the 2016/17 (Sept. 1, 2016-Aug. 31, 2017) performing arts season. Applications were received via an on-line submission process from 58 organizations, of which 56 requests were eligible during this 12-month time frame according to the TRG Guidelines (see Appendix C).

This year's TRG applications were evaluated by a staff team from Cultural Services and VCT against the published criteria and then cross-checked against applicants' bookings and theatre availability. The review considers each proposal's relative merits, its potential to reach expanded audiences, the organization's capacity to produce the event as proposed, and the community impact of the presentation. With all these considerations in place, grants are recommended to the applicants as listed in Appendix A (Sept. 1-Dec. 31, 2016) and Appendix B (Jan. 1-Aug. 31, 2017).

Strategic Analysis

On December 1, 2015 (RTS 11189), Council approved new rental rates for VCT that includes both commercial and non-profit rates for the period Sept. 1, 2016- Aug. 31, 2017. For the 2016/17 performing arts season, \$3,142,740 in rental support was requested and a total of \$2,753,925 is recommended in this report, a difference of \$388,815.

Table 1 - Summary of 2016/17 Theatre Rental Grants Requests & Recommendations

2016 Theatre Rental Grant Requests (Sept. - Dec.)	1,097,997
2017 Theatre Rental Grant Requests (Jan. - Aug.)	2,044,743
TOTAL Theatre Rental Grant Requests for 2016/17 Season	3,142,740
2016 Theatre Rental Grant Recommendations (Sept. - Dec. Appendix 1)	1,003,925
2017 Theatre Rental Grant Recommendations (Jan. - Aug. Appendix 2)	1,750,000
TOTAL 2016/17 Theatre Rental Grant Recommendations in this report	2,753,925
Difference between 2016/17 Recommendations and Requests	(388,815)

This shortfall is cumulative and due in part to the increasing gap between the annual approved grants budget and the approved theatre rental rate increases, the impact of which compounds over the years. As a result of this shortfall between need and available budget, the TRG process is competitive and not all requests meet the evaluation criteria to the same degree as other applicants in the competition. Therefore, not every eligible organization can be recommended for funding. Furthermore, not every funded organization can receive their full requested amount.

It is feasible that cultural non-profit organizations not recommended for funding in this report may subsequently request support for eligible activity through the VCT's pilot grant program if it is renewed in 2017 for Spring 2017 events that take place in the Annex or on the QET Plaza. As an example, an organization or request that does not fit or is a lower priority according to the TRG criteria, may fit with the criteria of the VCT program, such as the use of the plaza for culinary events. Also of note is that the Vancouver Opera is changing its seasonal programming in 2017 to a festival format which will include many new uses of the QET Plaza. As a result, the Opera's TRG request and recommendations differ significantly from the previous year.

It is also possible for organizations, subject to their own financial resources, to request a non-profit rate directly from the VCT and continue to rent the venue for their events. The non-profit rate will also be available to those groups that did not apply to TRG, or that missed the annual deadline.

The TRG program currently provides almost \$2.7 million in subsidy to non-profit groups, and in turn the VCT, as the TRG grants contribute directly to VCT's revenues. In October 2014 (RTS 10690), Council directed staff to review TRG policy and procedures, and this work continues in consultation with VCT. It is anticipated that as VCT works to generate increased revenues, it will reduce VCT's reliance on the TRG subsidy and give VCT the ability to address the gap between demand and the theatre rental rates. The TRG review is also included in the department's review of the large-scale institutions, as many of these institutions are also regular users of the civic theatres. It is intended that the reviews of the TRG program and the large-scale institutions will be completed by 2017 and result in more holistic support for our non-profit organizations. In addition, it will improve administrative efficiencies for staff and the non-profit community, increase affordability and ease of access to the civic theatres, and provide clearer alignment with the City's Culture Plan and VCT's strategic priorities.

Financial

The 2016 TRG budget is \$2,634,970. In May 2015 (RTS 10881), Council approved in advance of the 2016 budget, grants totalling \$1,699,713 for Spring 2016 events at VCT venues, leaving \$935,257 unallocated in the 2016 TRG budget. As of April 30, 2016, thirteen granted organizations have cancelled or will underuse their 2016 approved bookings, thereby making \$68,668 available for reallocation. This will bring the total available for allocation to \$1,003,925 for events from Sept. 1 - Dec. 31, 2016 as shown in Table 2.

Table 2 - Summary of 2016 Theatre Rental Grants funding

2016 Theatre Rental Grants Budget	2,634,970
2016 Theatre Rental Grants (Jan. - Aug.) allocated May 2015 (RTS 10881)	(1,699,713)
2016 Theatre Rental Grants Spring 2016 cancellations or underuses available for reallocation	68,668
TOTAL FUNDING AVAILABLE FOR ALLOCATION	1,003,925
2016 Theatre Rental Grants recommended in this report - Sept. - Dec.	(1,003,925)
2016 TOTAL UNALLOCATED THEATRE RENTAL GRANTS	(0)

Staff are therefore recommending 33 grants totalling \$1,003,925 for Sept. 1 - Dec. 31, 2016. The source of funds is the 2016 TRG budget. In the event that events are cancelled between the period of May - Dec. 2016, staff will present recommendations to the City Manager for re-allocation towards priority, eligible uses as published in the TRG guidelines, up to a maximum of \$200,000 as per Recommendation D.

This report also requests approval of grants to 41 organizations for VCT uses from Jan 1-Aug 31, 2017 totalling \$1,750,000, in advance of Council's confirmation of the 2017 operating budget. The source of funds is to be the 2017 TRG budget. These grants are summarized in Table 3 and listed in Appendix B. Should the 2017 TRG budget remain the same as 2016 at \$2,634,970, there would still be a balance of \$884,970 in unallocated funds for the rest of the year. This balance would not include any potential re-allocations from the Spring of 2017 due to cancellations or underuses.

Table 3 - Summary of 2017 Theatre Rental Grants projected funding

2017 Theatre Rental Grants Budget (projected to be the same as 2016)	2,634,970
2017 Theatre Rental Grant Recommendations in this report (Jan. - Aug.)	(1,750,000)
2017 TOTAL THEATRE RENTAL GRANTS BUDGET AVAILABLE TO ALLOCATE FOR Sept. 1 - Dec. 31, 2017	884,970

CONCLUSION

Approval of these TRG recommendations will support a wide spectrum of activities, featuring professional and community artists from diverse cultural and artistic communities, and contribute to a thriving non-profit cultural sector that enriches the lives of residents and visitors to Vancouver.

* * * * *

Grant Uses for Jan - Aug 2016
and Grant Recommendations for Sept - Dec 31, 2016

	Organization	\$ Allocated June 23, 2015 (RTS 10881) in advance of 2016 Budget	Jan. 1- Aug. 31, 2016 Grant Confirmed or Actual Uses \$	Sept. 1 – Dec. 31, 2016 Recomm. \$
1	Asian-Canadian Special Events Assn.			10,111
2	Awkward Stage Productions Soc.	1,300	1,300	
3	Ballet B.C. (Pacific Ballet B.C. Soc.)	116,820	116,820	127,060
4	Borealis String Quartet Soc.	1,300	1,300	
5	Caravan World Rhythms Soc.	3,435	3,435	4,065
6	Celtic Fest Van. Soc.	3,900	0	
7	Children's Arts Umbrella Assn.	24,046	24,045	24,338
8	Chor Leoni Men's Choir	1,300	1,300	
9	Coastal Jazz and Blues Soc.	26,040	26,040	
10	DanceHouse (Seismic Shift Arts Soc.)	22,329	22,329	12,194
11	DOXA Documentary Film and Video Festival (The Documentary Media Soc.)	13,745	13,740	
12	Early Music Vancouver (Van. Soc. for Early Music)	13,740	10,305	
13	Erato Ensemble Soc.	5,200	5,200	2,007
14	Flamenco Rosario (Rosario Ancer Flamenco Arts Soc.)			8,130
15	Friends of Chamber Music	21,495	21,495	14,202
16	Fugue Theatre Soc.	0	0	4,014
17	Gujarati Soc. of BC			17,465
18	Indian Summer Arts Soc.	20,340	13,020	
19	Karen Flamenco Dance Soc.	8,588	7,738	8,130
20	New Orchestra Workshop Soc.		0	4,014
21	New Performance Works Soc.	3,900	3,900	2,007
22	North West Piano Ensemble Soc.			0

	Organization	\$ Allocated June 23, 2015 (RTS 10881) in advance of 2016 Budget	Jan. 1- Aug. 31, 2016 Grant Confirmed or Actual Uses \$	Sept. 1 – Dec. 31, 2016 Recomm. \$
23	PuSH International Performing Arts Festival Soc.	67,837	61,199	
24	Railtown Cultural Enhancement Assn.	1,300	1,300	
25	Reel Causes Soc.	3,435	0	
26	Sad Magazine Publishing Soc.			1,338
27	Sophisticated Laughter Theatrical Soc.	0	0	
28	Sound of Dragon Soc.			1,338
29	Standing Wave Soc.	1,300	1,300	
30	Taiwanese Canadian Cultural Soc.			3,036
31	Tsleil-Waututh Nation	14,520	13,020	
32	Turkish Canadian Soc.	0	0	
33	Van. Academy of Music	29,310	29,310	19,900
34	Van. Bach Choir	40,485	40,485	16,590
35	Van. Ballet Soc.			13,400
36	Van. Cantata Soc.	1,950	1,950	
37	Van. Chamber Choir	22,045	20,758	22,425
38	Van. Chinese Instrumental Music Soc.			1,338
39	Van. Chinese Singers Soc.	3,435	3,435	
40	Van. Chopin Soc.	10,305	10,305	8,130
41	Van. Inter-Cultural Orchestra (VICO)	3,250	2,600	2,007
42	Van. Intl. Bhangra Celebration Soc.	13,020	0	
43	Van. Intl. Dance Festival Soc.	15,458	13,741	
44	Van. Intl. Film Festival Soc.			137,262
45	Van. Intl. Writers Festival Soc.			4,065
46	Van. Latin American Cultural Centre Soc.			6,097

	Organization	\$ Allocated June 23, 2015 (RTS 10881) in advance of 2016 Budget	Jan. 1- Aug. 31, 2016 Grant Confirmed or Actual Uses \$	Sept. 1 – Dec. 31, 2016 Recomm. \$
47	Van. New Music Soc.	3,900	3,900	12,118
48	Van. Opera Assn.	273,925	263,345	58,888
49	Van. Out on Screen Film Festival Soc.	11,805	11,805	
50	Van. Pro Musica (Pro Musica Soc. of Van.)	1,300	1,300	
51	Van. Recital Soc.	43,935	43,935	29,609
52	Van. Seniors' Singing Club Assn.			4,065
53	Van. Spring Show Production Organization Soc.	13,020	13,020	
54	Van. Symphony Soc.	832,800	818,470	421,906
55	VSO School of Music	3,900	3,900	1,338
56	Yarilo Contemporary Music Soc.			1,338
	Total	1,699,713	1,631,045	1,003,925
	Difference between Allocated and Used		68,668	

Grant Recommendations for Jan - Aug 31, 2017
and Grant Usage for Jan - Aug 2016

	Organization	Grant Request Jan. 1 – Aug. 31, 2017	Grant Recomm. Jan. 1 - Aug 31, 2017 in advance of 2017 Budget	Jan. 1- Aug. 31, 2016 Grant Confirmed or Actual Uses
1	B.C. Chinese Music Assn.	8,130	8,130	0
2	Ballet B.C. (Pacific Ballet B.C. Soc.)	120,240	106,960	116,820
3	Blueridge Chamber Music Soc.	6,021	4,683	0
4	Borealis String Quartet Soc.	1,338	1,338	1,300
5	Children's Arts Umbrella Assn.	36,583	20,324	24,045
6	Coastal Jazz and Blues Soc.	67,000	40,200	26,040
7	Cyrilika Slavic Chamber Choir	4,065	4,065	0
8	DanceHouse (Seismic Shift Arts Soc.)	24,388	24,388	22,329
9	DOXA Documentary Film and Video Festival (The Documentary Media Soc.)	24,084	20,070	13,740
10	Early Music Vancouver (Van. Soc. for Early Music)	4,065	4,065	10,035
11	Erato Ensemble Soc.	2,007	2,007	5,200
12	Fighting Chance Productions Soc.	8,028	5,352	0
13	Flamenco Rosario (Rosario Ancer Flamenco Arts Soc.)	4,065	4,065	0
14	Friends of Chamber Music	22,332	22,332	21,495
15	Indian Summer Arts Soc.	13,400	13,400	13,020
16	Karen Flamenco Dance Soc.	8,130	8,130	7,738
17	Madskillz Vancouver	1,338	0	0
18	New Performance Works Soc.	4,014	4,014	3,900
19	Pink Ink Theatre Productions Assn.	10,035	9,366	0
20	PuSH International Performing Arts Festival Soc.	51,219	51,219	61,199
21	Sound of Dragon Soc.	1,338	1,338	0

	Organization	Grant Request Jan. 1 – Aug. 31, 2017	Grant Recomm. Jan. 1 - Aug 31, 2017 in advance of 2017 Budget	Jan. 1- Aug. 31, 2016 Grant Confirmed or Actual Uses
22	Standing Wave Soc.	1,338	1,338	1,300
23	Théâtre la Seizième	24,389	16,259	0
24	Uzume Taiko Drum Group Soc.	4,065	4,065	0
25	Van. Academy of Music	29,850	29,850	29,310
26	Van. Bach Choir	42,465	42,465	40,485
27	Van. Cantata Soc.	2,007	2,007	1,950
28	Van. Chamber Choir	22,425	22,425	20,758
29	Van. Chinese Singers Soc.	4,065	4,065	3,435
30	Van. Chopin Soc.	6,072	6,072	10,305
31	Van. Intl. Bhangra Celebration Soc.	6,741	6,741	0
32	Van. Intl. Dance Festival Soc.	24,388	16,209	13,741
33	Van. New Music Soc.	4,014	4,014	3,900
34	Van. Opera Assn.	392,889	347,529	263,345
35	Van. Out on Screen Film Festival Soc.	14,227	14,227	11,805
36	Van. Pro Musica (Pro Musica Soc. of Van.)	1,338	1,338	1,300
37	Van. Recital Soc.	28,738	28,738	43,935
38	Van. Seniors' Singing Club Assn.	21,530	4065	0
39	Van. Spring Show Production Organization Soc.	20,040	13,400	13,020
40	Van. Symphony Soc.	961,054	820,020	818,470
41	VSO School of Music	11,288	9727	3,900
	Total	2,044,743	1,750,000	



CULTURAL SERVICES
Cultural Grants Programs

2016/2017 THEATRE RENTAL GRANTS

Booking Request Form Deadline: Wednesday, March 9, 2016 at 4:00pm

Grant Application Form Deadline: Wednesday, April 6, 2016 at 4:00pm

Theatre Rental Grants is one of many programs, awards and services we offer to advance the vision and goals of the Culture Plan for Vancouver. Other programs, awards and services are detailed on the City's web page at:

<http://vancouver.ca/people-programs/arts-and-culture-grants.aspx>

CULTURE PLAN FOR VANCOUVER

<http://vancouver.ca/culture-plan>

VISION

A diverse and thriving cultural ecology that enriches the lives of residents and visitors.

GOALS

- Diversity, innovation, artistic excellence
- Community engagement and participation
- Vibrant, creative neighbourhoods and public spaces
- Dynamic robust creative economy

STRATEGIC DIRECTIONS 2014-2018

- Foster cultural leadership
- Increase participation and engagement
- Provide sustainable support programs
- Optimize city investment
- Invest in creative economy

If this guide does not help you with your content questions about the application, please contact staff well in advance of the deadlines.

CONTACT INFORMATION

Karen Hasselfelt, Cultural Planner
City of Vancouver Cultural Services
karen.hasselfelt@vancouver.ca
604.871.6045
vancouver.ca/culture

Peter Kendall, Booking and Sales Manager
Vancouver Civic Theatres
peter.kendall@vancouver.ca
604.665.3028
vancouver.ca/theatres



2016/2017 THEATRE RENTAL GRANTS INFORMATION GUIDE

Deadline has two steps: Booking Request and Grant Application

This guide provides information about the objectives, criteria and process for the Theatre Rental Grants program. There is a companion document that provides a step by step "How to" Guide that outlines the technical process of submitting an online application.

OBJECTIVES AND DESCRIPTION

The Theatre Rental Grants program offers assistance to non-profit arts and cultural organizations for some of the costs (including technical and front of house labour) when using the Vancouver Civic Theatres (Orpheum, Queen Elizabeth Theatre, Playhouse, Annex, and, QET Plaza, Rehearsal Halls and Studio, and Theatre Lobbies). The program is intended to assist with artistic development, increasing profile and expanding audiences for organizations by providing access to well-equipped and centrally-located professional venues.

Organizational Profile for Theatre Rental Grants

This program is for Vancouver-based, professional non-profit arts and cultural organizations that have a mission to develop, create, produce, present and disseminate artistic work for the benefit of the arts sector, in any artistic discipline (i.e. Aboriginal arts, community arts, dance, interdisciplinary, literary, media, multidisciplinary, music, theatre, visual arts).

The program is for organizations that have a clear and relevant mission to deliver annual public artistic programs. These producing and presenting organizations range from community-based to professional. They have identified that their performance requirements and audience estimates are a right fit with the available Civic Theatre spaces. They may be recently-incorporated (minimum 1 year before grant deadline) or long-standing societies. They have demonstrated capacity to produce in a professional venue, deliver artistically-strong work and promote the events to a broad Vancouver audience.

There are three categories of cultural non-profit organizations eligible for the program.

1. Seasonal (large-scale) renters using the Civic Theatres as their primary venue.
2. Regular (generally mid-sized and small-scale) seasonal and festival renters using the Civic Theatres for annual/consistent uses as their primary or secondary venue.
3. Occasional renters using a Civic Theatres facility for their presentation or production two times per year or less.

Please note: Theatre Rental Grant requests often exceed available resources. As a result, grants can range from 0 to 100% of any applicant's request (e.g. a performance might be recommended but not additional rehearsal or technical days, or stage use.)

Unless otherwise specified, grant recipients should budget to pay for some labour expenses above what is included in the guidelines. Contact Civic Theatres to assist with cost estimates.

Eligibility

To apply to this program the organization must:

- Be a registered non-profit society or a community service co-op registered with BC Registry Services or a registered charity with the Canadian Revenue Agency (CRA) and be registered for at least one year at the time of the application deadline
- Have an mandate and proven capacity to present, produce, create or develop arts and cultural work
- Be based and active within the City of Vancouver and actively promote its events to a Vancouver audience
- Have an independent Board of Directors
 - Directors must meet the minimum articles of respective governing acts (BC Society Act, BC Cooperative Service Act for Community Service Coops, or the Canada Not-for-profit Corporations Act)
 - Directors are volunteers and must not be remunerated for services in their capacity as a Director (but may be reimbursed for reasonable expenses incurred) nor can they hold concurrent staff positions
- Have proven capacity to promote the events (i.e. marketing and communications, outreach, human resources)
- Have demonstrated financial capacity
 - Diversified cash resources (earned, private and public) to produce the events and pay for any additional fees above the granted amount
 - Independently-prepared financial statements
 - Have demonstrated capacity to pay professional artists at standard industry rates or community artists with fairly-negotiated honorariums

Eligible costs

- Venue fees, including the services of IATSE/City of Vancouver Technicians for the rental period
- Front of House fees for the performance time, pre-performance talks and talkbacks
- Technical days and rehearsal uses, where resources permit
- Ancillary fees such as strike-back charges, where resources permit

Ineligible costs and activity

- Administrative charges (insurance, licenses, security)
- Taxes (GST)
- Technical service charges above what is included in a Technical day (e.g. stage crew wages, dance floor installation, use of video for projection or recording, piano tuning)
- Audience Services labour for pre and/or post show events and receptions, as well as charges for merchandising, licensing and commission, additional security, Stage Door, etc.
- Stage crew wages when used beyond the allotted time within the rental fee
- Third-party fundraisers, competitions, and events not aligned with society's mandate

Rental Information and Rates for Vancouver Civic Theatre Spaces

These are posted on the City's website and updated annually—typically in April.

Orpheum, including Ancillary Spaces

<http://vancouver.ca/parks-recreation-culture/rent-the-orpheum.aspx>

Queen Elizabeth Theatre, including Ancillary Spaces

<http://vancouver.ca/parks-recreation-culture/rent-the-queen-elizabeth-theatre.aspx>

Vancouver Playhouse, including Ancillary Spaces

<http://vancouver.ca/parks-recreation-culture/rent-the-vancouver-playhouse.aspx>

Annex

<http://vancouver.ca/parks-recreation-culture/rent-the-orpheum-annex.aspx>

Queen Elizabeth Plaza

<http://vancouver.ca/parks-recreation-culture/rent-the-queen-elizabeth-plaza.aspx>

Application Process

1. All applicants must contact Peter Kendall, Booking and Sales Manager at Civic Theatres, 604.665.3028 or peter.kendall@vancouver.ca to reserve applicable uses and date(s), discuss your requirements, indicate your interest in applying for a grant and request a booking request form.
2. First-time applicants should contact Cultural Services at 604.829.2007 to confirm eligibility.
3. Once you have secured a date with the Civic Theatres, contact staff at Cultural Services to receive an application form. It will be emailed to you and is to be submitted online.
4. Complete and email a copy of the Booking Request Form to Peter Kendall, Booking and Sales Manager at Civic Theatres, peter.kendall@vancouver.ca by the deadline.
5. Submit the Theatre Rental Grant application by the deadline.

Assessment Criteria

Most questions in the Application Form have corresponding criteria displayed directly below the question. Your answers in the Theatre Rental Grant application will be assessed against specific criteria. Where there is no criteria specified for a particular question, survey questions are posed to categorize your organization as a Seasonal, Regular or Occasional user as outlined on Page 2. They also help us to collect statistical information that is not already in CADAC (Canadian Arts Data/Données sur les arts au Canada) data.

Questions in the Application Form are organized into the following categories:

- Organizational Mission
- Proposed Activity
- Participation and Impact
- Hold Status and Theatre Availability
- Financial Resources
- Promotional and Outreach

Criteria within each of these categories represent best practices in the arts and culture sector for community-based to professional non-profit arts producers and presenters as outlined in the Eligibility section on Page 2 of this guide. Organizations will be assessed on how well they meet the criteria according to the narrative response and additional material provided. It is understood that every organization is unique and there is no one-size-fits-all performance measure for cultural organizations in the non-profit cultural sector.

Assessment Process

A staff review is used for this program. Cultural Planners and Vancouver Civic Theatre staff evaluate requests against the criteria which consider each proposal's relative merits, its potential to expand audiences, the organization's capacity to produce the proposed event(s) and the community impact of the presentation. Requests are cross-checked against booking dates and theatre availability.

Please note that recommendations are made within established budget limits that are set each year by City Council. As requests for assistance typically exceed the available budget, the process is competitive and not all requests meet the evaluation criteria to the same degree as other applicants in the competition. Therefore, not every applicant can be recommended for funding. Furthermore, not every grant can be funded to the full request amount.

Recommendations and Report to City Council

A report on the recommendations is written by staff and submitted to City Council for consideration and approval. At the same time, applicants will receive a Recommendation Notification from Cultural Services. The report is made public on the City's website shortly before the Council meeting date.

To find reports online go to:

1. 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 Theatre Rental Grant Allocations*

Results

Assuming Council approves the report, notification letters are sent to all applicants indicating the result. Successful applicants will receive a credit note on their Civic Theatres account to offset rental charges for their eligible performance dates. This application process as outlined above takes approximately three months from application deadline to notification of any allocated grant.

Any change to grant allocations (i.e. postponed performances, cancellations, change of dates) must be communicated to both the Civic Theatres Booking and Sales Manager and Cultural Services staff.

CONDITIONS OF ASSISTANCE

If your organization receives a Theatre Rental grant, the following conditions will apply:

- Grant funds must be applied to rental uses as outlined on the Booking Request form. Theatre uses cannot be funded retroactively.
- 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.
- If there are any changes in the organization's activities as presented in its application, Cultural Services and Vancouver Civic Theatres must be notified in writing of such changes immediately. In the event that the organization's activities as described in the application are completed without requiring the full use of the City funds, the remaining City funds will remain with the City.
- The Society will appropriately acknowledge the City's venue support in all information materials, including publications and programs related to funded activities. Such recognition must be commensurate with that given to other funding agencies and venues. Grant recipients can contact Klodyne Rodney by email; klodyne.rodney@vancouver.ca or by phone at 604.871.6228 to receive the City's logo electronically.
- Receipt of a grant does not guarantee funding in the following fiscal year.

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 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

Capacity Building - Vantage Point

<http://www.thevantagepoint.ca/>

The City in partnership with Vantage Point offers leadership development and planning workshops and labs to grantees at no cost. Workshops and advanced learning labs in the areas of leadership development, strategic planning and non-profit lifecycles are available as needed.

Nonprofit Lifecycles: Stage-based Wisdom for Nonprofit Capacity

This book by Susan Kenny Stevens is a lifecycle approach to understanding capacity and how to increase performance. A publication and a summary PowerPoint presentation are available upon request to interested organizations. Contact staff for more information.

Financial Technical and Planning Assistance - Vancity

Financial Fitness workshops are available to grantees at a nominal fee. Technical and planning assistance is available for organizations facing significant financial challenges or opportunities. Contact staff for more information.

Cultural Infrastructure Grants

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

For organizations planning for or embarking on facility upgrades, renovations or development, this grant program can support both planning and implementation phases.

Access to Vancouver Civic Theatres Space

<http://vancouver.ca/people-programs/theatre-rental-grant-program.aspx>

The Theatre Rental Grants program provides access to venues owned by the City at reduced costs (Orpheum and Annex, Queen Elizabeth Theatre and Plaza, Vancouver Playhouse Theatre).

VIVA Vancouver

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

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

Greening Your Event

vancouver.ca/doing-business/greening-your-event

Greenest City 2020 aims to position Vancouver as the greenest city in the world by 2020. The City encourages the cultural community to consider how to minimize the environmental impacts of cultural—especially outdoor—events.

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.

Permit Fee Assistance

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

Cultural Services will pay up to \$1,500 towards development and building permit fees for cultural space projects. Offered on a first-come, first-served basis until the annual \$10,000 budget is spent.