



ADMINISTRATIVE REPORT

Report Date: June 9, 2016
Contact: Gracen Chungath
Contact No.: 604.673.8405
RTS No.: 11532
VanRIMS No.: 08-2000-20
Meeting Date: July 12, 2016

TO: Vancouver City Council
FROM: General Manager of Community Services
SUBJECT: 2016 Cultural Infrastructure Grant Allocations

RECOMMENDATION

- A. THAT Council approve twenty-four (24) Cultural Infrastructure Grants totaling \$898,920 as outlined in this report and noted in Table 1 and Appendix A; source of funds to be 2016 Capital Budget - Cultural Infrastructure Grants.
- B. THAT Council direct staff to allocate up to \$10,000 from the 2016 Cultural Infrastructure Grant budget to the Permit Fee Assistance Grant stream.

Council approval of grant recommendations requires eight affirmative votes.

REPORT SUMMARY

The Cultural Infrastructure Grant Program supports Council's goals for safe, livable neighbourhoods through community based spaces for creation, production and presentation activities, and supports economic development in the creative sector through retention and investment in cultural facilities.

Goals of the Infrastructure Grant are:

- To support a robust and diverse ecology of cultural spaces
- To enable the planning, development, renovation and acquisition of cultural spaces
- To strengthen the community's ability to develop, operate and sustain cultural spaces

Since its inception in 2009 through 2015, the Cultural Infrastructure Grant Program has received 217 applications and funded 172 infrastructure projects from small planning grants and minor capital improvements to major renovation/expansion projects including real estate

purchases. 64% of the projects funded have been directed towards existing cultural spaces, while 36% have assisted in the planning and creation of new cultural spaces.

Incremental improvements are consistently implemented annually based on the prior year's feedback. In 2015, the Permit Fees Assistance Grant stream was added to help non-profit cultural organizations with costs associated with building/development permit fees.

This report seeks Council's approval of Cultural Infrastructure Grants to twenty-four (24) Vancouver based not-for-profit and charitable organizations. 2016 saw a 17% increase in the number of grant applications and 20% increase in total grant dollars requested over 2015.

Recommendations for the awards were made by blended staff/external peer review Assessment Committees and a juried evaluation process. Projects recommended for grants cover a wide gamut of diversity and include:

- Accessibility improvements/upgrades
- Development of co-location facilities
- Safety and efficiency improvements/upgrades
- Development of live presentation facilities
- Strategic public space improvements
- Studio/residency planning and purchase
- Stabilization / enhancement of key collections through infrastructure upgrades

Included in this report are

- Appendix A: Assessment Committee Recommendations
- Appendix B: Summary of the Assessment Process and Criteria
- Appendix C: Application Guidelines
- Appendix D: Grant Award Conditions

In addition, this report seeks direction to allocate \$10,000 from the 2016 Infrastructure Grant Budget to the Permit Fee Assistance stream.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

Since 1975, the City of Vancouver has offered a Capital Grants program supporting infrastructure related projects by Vancouver-based social and cultural organizations.

In 2008, Council adopted the 2008-2018 Culture Plan and Phase I of the 2008 - 2023 Cultural Facilities Priorities Plan, which outlined strategies and tactics for enabling the sustainable creation and operation of cultural infrastructure. One of the key recommendations of the 2008 Facilities Plan was the new Cultural Infrastructure Grant Program.

In 2013, Vancouver's Culture Plan: Strategic Directions for the Next Five Years was presented to Council providing a framework to support a diverse, thriving cultural ecology. This was enhanced in 2014 with the 2014 - 2018 Directions for Cultural Spaces, which reaffirmed the importance of the Cultural Infrastructure Grant Program.

In 2015 Council approved a new Permit Fee Assistance Grant stream within the Cultural Infrastructure Grant Program, to assist Vancouver-based non-profit and charitable cultural

organizations with their development and building permit fees associated with cultural facilities.

CITY MANAGER'S/GENERAL MANAGER'S COMMENTS

The City Manager supports the recommendations stated in this report.

REPORT

Background/Context

Established in 2009, the Cultural Infrastructure Grant (CIG) Program supports investment in existing cultural facilities and the planning and creation of new spaces.

The Program provides a model for the delivery of capital grants that enables the arts and culture community to build capacity through the development of facility projects including leveraging investment from other sources of funding. The program is intended to support a broad range of cultural capital projects located in Vancouver involving pre-planning or feasibility studies, facility purchase, construction, renovation or expansion. It is not designed to provide operating budget support.

There are four categories of Cultural Infrastructure Grants:

1. Planning Projects - to a maximum of \$35,000
2. Minor Capital Improvements - to a maximum of \$35,000
3. Major Capital Improvements - to a maximum of \$150,000
4. Permit Fees Assistance Stream - to a maximum of \$1,500

Some key features of the program and eligibility include:

- Registered not-for-profit societies and registered charitable organizations that are Vancouver-based and provide arts and culture programs and services to Vancouver residents are eligible to apply for Cultural Infrastructure Grants.
- Existing cultural spaces must be owned by the organization or on a long term lease (ten-year minimum; multiple renewals totaling 10 years are permitted).
- Organizations may apply for multiple grants over a three-year period in order to move their projects through the planning to capital phases. In any given year, however, the maximum number of applications that will be accepted from a single organization is two - one Planning and one Capital.
- Cultural Infrastructure Grants are discretionary and are only provided for projects which meet high standards of quality and excellence in the planning and development of cultural spaces.

Launched in 2015, the Permit Fee Assistance Grant provides up to \$1,500 towards offsetting development and/or building permit fees on applicable cultural facility projects.

Organizations must be Vancouver-based, registered non-profit cultural societies to be eligible.

Strategic Analysis - 2016 CIG Allocations

The Cultural Infrastructure Grant Program is one of the primary ways in which the City works with cultural not-for-profit organizations to create, maintain and improve cultural infrastructure in Vancouver. Along with supporting Council's goals for safe, livable neighbourhoods and economic development through retention and investment in cultural facilities the program leverages partnerships with other agencies such as the Park Board and Vancouver School Board.

Of particular significance is the cost-sharing nature of these grants, which ensures that the projects are developed on a partnership basis, leveraging significant support from other funding sources including the organizations themselves, senior levels of government and the private sector. Between 2009-2015, the Cultural Infrastructure Grant Program has provided a total of \$6.3M in grants enabling a total of \$34M in capital project activity in Vancouver. The Program has historically generated a leveraging ratio of approximately 1:4 with \$4 in external resources raised for every \$1 in civic investment, although this year that ratio is smaller with a 1:1.3 leveraging ratio.

2016 Intake & Recommendations
<ul style="list-style-type: none"> • 35 applications received • 24 projects recommended for funding
<ul style="list-style-type: none"> • Total value of grant requests to the Program = \$1,576,078 • Total value of recommended grant awards = \$898,920
<ul style="list-style-type: none"> • Total value of project activity = \$2.08M

Compared to 2015, the 2016 Grant year saw a 17% increase in the number of grant applications and a 20% increase in total grant dollars requested. Not all organizations met the evaluation criteria to the same level as their peers and some were deficient in the necessary information for the Assessment Committees to adequately evaluate their projects. Eleven (11) are not being recommended for support at this time; however, all were seen as important projects and proponents are encouraged to re-submit to future Infrastructure Grant intakes.

This year's intake demonstrated an approximate 40/60% split in the number of planning versus capital requests. This was a 43% increase in capital requests over 2015. Staff surmises that one of the reasons for this is due to the heightened interest in the program based on feedback staff has received from regular community consultations and generated through the current Cultural Infrastructure Grant Review discussed later in this report.

Of the applications submitted to the Cultural Infrastructure Grant Program since its inception in 2009, 66% of grant awards have been for improvements to existing infrastructure and 34% towards consideration of new space (planning, acquisition, or adaptive reuse of an existing space for new purposes). This split between existing and new infrastructure has been reasonably consistent throughout the Program years and demonstrates a high regard for sustainable practices and a pragmatic approach to space development, adapting and upgrading existing spaces to improve functionality and quality.

Finally, of the nine key gaps in cultural infrastructure identified in the 2008 Facilities Plan, the following have received the highest levels of investment since the 2009 inception: existing performance spaces; co-location of multi-function uses; exhibition, education and preservation spaces for key collections; and co-location of large format production activities.

Table 1 is a breakdown of the 2016 Cultural infrastructure Grant Application requests and recommendations by organization and grant categories - planning and capital.

TABLE 1: 2016 Cultural Infrastructure Grant Application Requests and Recommendations

Organization	Grant Request	Project Budget Submitted	Grant Recommendations	Project Budget Recommendations
Planning	\$336,188	\$681,473	\$187,350	\$378,203
Alliance Française de Vancouver	\$33,500	\$67,000	\$0	\$0
Arts Club of Vancouver Theatre Building Soc.	\$21,525	\$45,000	\$21,520	\$45,000
Italian Cultural Centre Soc.	\$25,000	\$55,650	\$0	\$0
Kits Point Military History Museum Soc.	\$14,500	\$29,000	\$0	\$0
Native Daughters of B.C., Post No. 1	\$7,875	\$15,750	\$7,870	\$15,750
Pride in Art Soc.*	\$19,000	\$38,065	\$19,000	\$38,065
Realwheels Soc.	\$27,000	\$54,000	\$0	\$0
The United Empire Loyalists' Assn. of Canada, Vancouver Branch	\$35,000	\$69,000	\$0	\$0
Van. Academy of Music	\$28,212	\$56,425	\$28,210	\$56,425
Van. Adapted Music Soc.	\$33,570	\$69,570	\$19,760	\$40,950
Van. Independent Music Centre Soc.	\$20,000	\$40,000	\$20,000	\$40,000
Van. Intl. Film Festival Soc.	\$10,000	\$20,000	\$10,000	\$20,000
Van. Latin American Cultural Centre Soc.	\$15,318	\$30,636	\$15,310	\$30,636
Visible Arts Soc. (grunt gallery)	\$18,551	\$37,103	\$18,550	\$37,103
West Point Grey Community Centre Assn.*	\$27,137	\$54,274	\$27,130	\$54,274
Capital	\$1,239,890	\$3,169,505	\$711,570	\$1,704,329
149 Arts Soc.	\$150,000	\$801,393	\$0	\$0
Arts Club of Vancouver Theatre Foundation	\$97,100	\$196,358	\$97,100	\$196,358
Assn. Of United Ukrainian Canadians (AUUC)	\$35,000	\$81,504	\$16,960	\$39,504
B.C. Chinese Music Assn.	\$17,875	\$36,799	\$0	\$0
B.C. Sports Hall of Fame and Museum	\$150,000	\$220,000	\$0	\$0
Bard on the Beach Theatre Soc.	\$132,000	\$266,111	\$132,000	\$266,111
Bill Reid Foundation*	\$26,000	\$55,851	\$26,000	\$55,851
Canadian Music Centre* - B.C.	\$50,000	\$99,823	\$46,660	\$93,323

Organization	Grant Request	Project Budget Submitted	Grant Recommendations	Project Budget Recommendations
Children's Arts Umbrella Assn.	\$20,000	\$42,000	\$10,000	\$42,000
Contemporary Art Gallery Soc.*	\$7,000	\$13,950	\$6,100	\$12,200
Green Thumb Players Soc. (Green Thumb Theatre for Young People)	\$3,034	\$8,068	\$3,030	\$8,068
Jewish Community Centre of Greater Van.	\$66,500	\$133,137	\$0	\$0
Kitsilano Neighbourhood House (Assn. of Ngbd. Houses of Gr. Van.)	\$12,000	\$24,000	\$10,880	\$21,760
Magpie's Nest Community Art Soc.	\$28,800	\$57,435	\$0	\$0
Or Gallery Soc.	\$150,000	\$533,405	\$150,000	\$533,405
Plastic Orchid Factory Soc.	\$90,000	\$180,700	\$85,760	\$172,200
Roedde House Preservation Soc.*	\$7,280	\$14,560	\$7,280	\$14,560
Science World (A.S.T.C.)	\$88,600	\$177,200	\$86,350	\$172,700
Van. Academy of Music*	\$73,701	\$147,403	\$0	\$0
Van. Dance Foundation	\$35,000	\$79,808	\$33,450	\$76,289
Totals	\$1,576,078	\$3,850,978	\$898,920	\$2,082,532

**Denotes society is situated in a City owned or leased facility/property*

Conditions for Receipt of the Grant Funding

All Cultural Infrastructure Grants have general conditions for disbursement of grant funds (Appendix D). Some grant recommendations may have additional specific conditions as noted by the Assessment Committees (Appendix A).

Permit Fee Assistance Grant Stream for Development and Building Permits

In 2015, Council approved the Permit Fee Assistance Grant stream within the Cultural Infrastructure Grant Program. This grant stream allows Vancouver-based non-profit and charitable cultural organizations to seek a grant to offset development and/or building permit fees on applicable cultural facility projects. This Grant stream was recommended in response to the 2009/2010 work completed through the Council-directed Live Performance Venue and Artist Studio Regulatory Reviews and provides an opportunity to support a broader range of organizations that may not qualify under the regular Cultural Infrastructure Grant Program. Note: Projects already receiving Cultural Infrastructure Grant funding for permit fees do not qualify for additional Permit Fee Assistance funding.

In 2015, Council authorized staff to disburse grants up to \$1,500 each, to a maximum of \$10,000 in total per year, based on the eligibility criteria created for this stream. The grant is offered on a first come, first served basis until the annual allocation of \$10,000 is depleted. Should the full amount of \$10,000 not be fully used in any one given year, remaining funds will be reallocated back to the Cultural Infrastructure Grant Program to be used for future years' allocations. Should the permit fees of the project exceed \$1,500, the organization will be responsible for the remaining balance. Staff has piloted this stream since the Fall 2015 and Table 2 lists the allocations for 2015. Only two organizations applied to the stream owing to

its newness. Staff expects an increase in future years as the grant becomes more widely known.

TABLE 2: 2015 Permit Fee Assistance Application Approvals

Organization	Awarded
Renegade Arts Society	\$572
Kokoro Dance Theatre Society	\$1,500

Review of the Cultural Infrastructure Grant Program

After 7 years of granting funds to support the planning, renovation, upgrading and acquisition of cultural spaces, a review of the Infrastructure Grant Program is timely. The purpose of the Infrastructure Grant Review is to review the strengths and weaknesses of the Cultural Infrastructure Grant Program and to identify and implement improvements that will ensure the program's ongoing /improved effectiveness and impact. The Review began in the fall of 2015 and continued through the spring of 2016 with improvements/alterations to be implemented for the 2017 grant year.

Staff will return to Council in Fall 2016 with a report on the results of the review and recommendations that will be implemented in the 2017 intake.

FINANCIAL IMPLICATIONS

The 2016 Cultural Infrastructure Grant allocations recommend 24 grants with a total value of \$898,920. In addition, \$10,000 is recommended for the Permit Fee Assistance Grant stream for 2016; for a total of \$908,920 (as outlined in Table 1 and Appendix A).

The source of funds for the 2016 allocation of \$908,920 is:

- \$800,000 from the 2016 Capital Budget—Cultural Infrastructure Grants; and
- \$108,920 in unallocated funds from previous years*

(* Note: In rare circumstances, grant awards made in previous years may not be fully utilized by the receiving organizations including projects that come in under budget or for various reasons cannot proceed. In these cases, funds not spent remain in the Grant Program to be awarded in future years).

CONCLUSION

Based on the recommendations from the blended peer/staff Assessment Committees, staff recommends approval of twenty-four (24) Cultural Infrastructure grants totaling \$898,920 as outlined in this report and \$10,000 for the 2016 Permit Fee Assistance Grant stream.

The City's Cultural Infrastructure Grant program provides an important contribution to the creation and operation of cultural infrastructure in Vancouver. Approval of these recommended Cultural Infrastructure Grants will support the community's undertaking of approximately \$2.08M worth of renovation and new construction of cultural facilities in Vancouver.

The annual Permit Fee Assistance Grant stream provides expanded and enhanced access towards increasing safe, legal and functional cultural spaces in Vancouver.

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RECOMMENDATIONS: CULTURAL INFRASTRUCTURE GRANTS – 2016

** denotes society is located in a City-owned or leased facility/property*

PLANNING – up to \$35,000

Arts Club of Vancouver Theatre Building Society **\$21,520**
Founded in 1964, the Arts Club Theatre Company is a professional theatre company operating three stages in Vancouver: the Stanley Industrial Alliance Stage, the Granville Island Stage, and the new Goldcorp Stage at the BMO Theatre Centre*. The Company's mission is to lead in developing and producing live theatre in BC, and to inspire and nurture audiences through diverse cultural experiences that are engaging, through-provoking, and artistically innovative. The Arts Club is requesting funding for a planning project to assess options and develop schematic plans for upgrades to sound separation and the lobby of the Granville Island Stage.

The Assessment Committee recommends a grant of up to \$21,520 (48%) to undertake planning for sound separation and lobby upgrades for the Granville Island Theatre.

Native Daughters of BC Society, Post No. 1 **\$7,870**
The Native Daughters of BC was formed in 1919 to perpetuate the memory of BC's pioneers and to preserve the historical relics and records of the province. Since 1930, the Museum has been housed in the Old Hastings Mill Store, Vancouver's oldest building. The Native Daughters are requesting funding for the development of a conservation plan for the building to prioritize preservation, rehabilitation and restoration, according to the greatest conservation urgency and heritage value.

The Assessment Committee recommends a grant of up to \$7,870 (50%) to undertake a conservation plan for Old Hastings Mill Store Museum.

Pride in Art Society **\$19,000**
The Pride in Art Society (PiA) promotes the production, exhibition, visibility and appreciation of LGBT art and artists. The mission of PiA is to harness the power of the arts to inspire recognition, respect and visibility of people who transgress gender and sexual norms. PiA produces the annual Queer Arts Festival. PiA is requesting funds to undertake a feasibility study as its first step in a long-term plan to secure a full-time, permanent presentation and office space.

The Assessment Committee recommends a grant of up to \$19,000 (49.9%) to undertake a feasibility study for a permanent presentation and office space.

Vancouver Academy of Music Society* **\$28,210**
Originally founded in 1969 as the Community Music School of Greater Vancouver, the Vancouver Academy of Music (VAM) is a music centre located in Vanier Park that is dedicated to serving children and adults through classes, training and programing for

developing professional musicians, as well providing a performance venue for music organizations in the city. After four decades of continuous use, the VAM is requesting funding for developing planning documents and drawings to renovate the 300-seat Koerner Recital Hall and Lobby.

The Assessment Committee recommends a grant of up to **\$28,210 (50%)** to assist with developing architectural drawings and planning documents for the renovation of the Koerner Recital Hall and Lobby.

Vancouver Adapted Music Society (VAMS) \$19,760

Since 1988, Vancouver Adapted Music Society has been helping those with significant physical disabilities to experience the joy of creating and performing music. Based in G.F. Strong Rehabilitation Centre, VAMS has outgrown its current recording and rehearsal studio and has recently been offered a new, expanded space within the rehab centre. VAMS has requested funding to engage an architectural firm to design the renovation of this new fully accessible music studio facility.

The Assessment Committee recommends a grant of up to \$19,760 (48% of a revised budget) towards the renovation of a space in the G.F. Strong Rehabilitation Centre SUBJECT TO the submission of a minimum 10-year tenancy agreement.

Vancouver Independent Music Centre Society \$20,000

The Vancouver Independent Music Centre Society (VIMCS) was formed in 2011 for the purpose of developing and operating the first music centre dedicated to the presentation of world, jazz, traditional and contemporary chamber music in Vancouver. Their application to the Grant Program was for support towards a financing study to research and develop capital and operating budgets for the centre including five-year operating models, possible financing tools, and assessment of financial risk.

The Assessment Committee recommends a grant of up to \$20,000 (50%) towards a financing study.

Vancouver International Film Festival Society* \$10,000

Operating three distinct and inter-dependent entities within a City facility, the Vancouver International Film Festival (VIFF)'s programming intent is to offer Vancouver audiences the highest quality presentation of the best contemporary cinema from around the world by programming culturally diverse, meaningful, innovative and risk-taking films that entertain and educate. VIFF's request is for funds to plan for the transformation of the Atrium and Concession area into a more flexible, multi-purpose, community-friendly space that will increase presentation, social engagement and revenue opportunities.

The Assessment Committee recommends funding of up to \$10,000 (50%) towards planning the transformation of the Atrium and Concession area of the VIFF facility.

Vancouver Latin American Cultural Centre Society **\$15,310**
The Vancouver Latin American Cultural Centre Society (VLACC) was established in 2012 with a mission to nurture and enhance the knowledge and appreciation of Latin American arts and culture in Vancouver. Since its founding, the Society has been engaged in planning to establish a centre for the presentation, preservation, and celebration of Latin American arts and culture. VLACC is seeking support to undertake the next phase of its planning process for a Latin American arts and cultural centre in Vancouver, which includes capital cost and operating budget estimates and a preliminary review/analysis of potential buildings/acquisitions.

The Assessment Committee recommends a grant of up to \$15,310 (50%) to undertake a business plan and space research study.

Visible Arts Society (grunt gallery) **\$18,550**
grunt gallery, operated by Visible Arts Society, is an artist-run centre that has been serving the artistic community since 1948. It is widely recognized for its strong collaborations including those with contemporary First Nations artists. Visible Arts Society in collaboration with Other Sights for Artists' Projects and Creative Cultural Collaborations, has requested funding to undertake feasibility work and business planning towards the rehabilitation and operations of the Blue Cabin for artist residency use.

The Assessment Committee recommends funding of up to \$18,550 (50%) towards planning work associated with the Blue Cabin project.

West Point Grey Community Centre Association* **\$27,130**
Established in 1967, the West Point Grey Community Centre Association jointly operates the West Point Grey Community Centre with the Vancouver Board of Parks and Recreation. The mandate of the WPGCA is to offer the community an exciting blend of programming in recreation, sport and arts and culture for all age groups. The WPGCA is requesting funds to undertake a demand analysis study to ascertain whether its vision of making the Community Centre into a premier arts and culture destination for the local community fills a gap in the existing cultural facility ecology.

The Assessment Committee recommends a grant of up to \$27,130 (50%) to undertake a demand analysis study for increased cultural use of West Point Grey Community Centre.

MAJOR CAPITAL – up to \$150,000

Arts Club of Vancouver Theatre Foundation **\$97,100**
Now in its 52nd season, the Arts Club Theatre Company has a strong legacy and commitment to creating exceptional professional theatre through the operations of three theatres; the Stanley Industrial Alliance Stage, the Granville Island Stage, and the new Goldcorp Stage at the BMO Theatre Centre*. The proposed project is to

replace the 20-year old facility sound system in the Stanley Theatre to ensure an improved acoustical experience for audiences.

The Assessment Committee recommends a grant of up to \$97,100 (50%) to upgrade the facility sound system in the Stanley Theatre.

Bard on the Beach Theatre Society

\$132,000

Incorporated in 1991, Bard on the Beach presents an annual Shakespearian Festival in Vanier Park and a number of related educational and artistic outreach programs. Bard has applied for funding to upgrade elements of the infrastructure of Bard Village including the gate, lobby, concession, box office, boutique and walkways to improve access and accessibility. Part of the request is to purchase custom tent skins for the mainstage theatre.

The Assessment Committee recommends a grant of up to \$132,000 (50%) to upgrade elements of the Bard Village for improved accessibility, and tent skins SUBJECT TO permission from the landlord (Vancouver Board of Parks and Recreation) to undertake the proposed site work.

Canadian Music Centre - British Columbia Region*

\$46,660

Canadian Music Centre BC is part of the national Canadian Music Centre and is supported by a Regional Advisory Council, Donors, Community Partners and Voting Members across the Region. It is the catalyst connecting audiences with the ever-evolving world of Canadian musical creation through performance, education and promotion. The Centre has applied for funding to transform their space to include a small 40-seat black-box/media theatre, box office, lobby, and office upgrades.

The Assessment Committee recommends funding of up to \$46,660 (50% of a revised budget) to upgrade their facility SUBJECT TO the demonstration of ongoing sustainability of the added operations through a 5-year forecast operations budget and permission from the landlord (City of Vancouver) to undertake the work.

Or Gallery Society

\$150,000

The Or Gallery serves a broad community of artists, curators, critics, students and general art enthusiasts. Maintaining a gallery space for the benefit of the community as a whole, its activities are focused on exhibitions, publications, public talks, performances and related events. The Or is requesting funding towards the purchase of a residential studio space for visiting artists/curators-in-residence.

The Assessment Committee recommends a grant of up to \$150,000 (28%) towards the purchase of a residence SUBJECT TO the submission of a fundraising/financing plan and a 5-year forecast operational budget for the new space.

Plastic Orchid Factory Society (POFS) \$85,760
The Plastic Orchid Factory Society (POFS) is an artist-run, Vancouver-based contemporary dance company that has been exploring visually compelling and innovative dance since its establishment as a Society in 2008. POFS recently completed two Cultural Infrastructure planning projects looking at facility needs and feasibility, partner identification, and business planning. Having recently leased a 1,500 square-foot space in Chinatown (dubbed “left of main”) in partnership with MACHiNOiSY and Tara Cheyenne Performance Society, POFS as lead applicant, is requesting funds for capital improvements to the space to become a safe, shared, dance-suitable creation/administration space.

The Assessment Committee recommends funding of up to \$85,760 (50% of a revised budget) to upgrade their new dance facility SUBJECT TO the submission of a letter from the architect confirming his/her in-kind contribution and confirmation of a 10-year lease.

Science World (A.S.T.C.) \$86,350
Science World BC is a not-for-profit organization that engages British Columbians in science and inspires future science and technology leadership in innovation throughout the province. Science World’s geodesic dome and infrastructure were originally constructed as a temporary structure for the 1986 World Expo. The organization is requesting funding for the modernization and upgrading of the 30 year old Centre Stage elevator that provides visitors with access to the second floor of the museum.

The Assessment Committee supports funding of up to \$86,350 (50% of a revised budget) SUBJECT TO permission from the owner/landlord (Province of BC) to undertake the upgrading of the elevator.

MINOR CAPITAL – up to \$35,000

Association of United Ukrainian Canadians (AUUC) \$16,960
The mission of the AUUC is to develop, preserve and disseminate Ukrainian culture through artistic performance and possesses distinct arts and cultural elements including a choir, orchestra, dance groups, archival and culinary activities. The Association has applied to the grant program for a variety of upgrades to their facility in order to enhance their own functionality and to attract other arts and cultural groups to use their facility for rehearsals and performances.

The Assessment Committee recommends funding of up to \$16,960 (43% of a revised budget) for upgrades to the AUUC facility.

Bill Reid Foundation* \$26,000
Governed by the Bill Reid Foundation, the Bill Reid Gallery was founded to house the Martine and Bill Reid Collection, and present innovative exhibitions and programs that engage, educate and inspire a deeper understanding of indigenous cultures and art

from the Northwest Coast. The Foundation is requesting funding to undertake the first phase of renovations required to support an expanded exhibition and programs schedule, enhance public engagement, and facilitate a diversified revenue stream. Renovations include stage removal, carpet replacement, and folding wall refurbishment.

The Assessment Committee recommends a grant of up to \$26,000 (46.6%) to undertake renovations to the gallery SUBJECT TO permission from the landlord (City of Vancouver) to undertake the proposed work.

Children's Arts Umbrella Society **\$10,000**

The Children's Arts Umbrella Association was established in 1979 and offers visual and performing arts education to young people, regardless of socio-economic status. Arts Umbrella's mission is inspiring young people to discover their individual voice and build creative confidence through expression of the arts. Arts Umbrella is requesting funding to replace the roof of its oldest building, the 1922 nail factory structure. The roof is leaking into dance and theatre classrooms and is a safety concern.

The Assessment Committee recommends a grant of up to \$10,000 (23.8%) for roof replacement SUBJECT TO permission from the landlord to undertake the work.

Contemporary Art Gallery Society* **\$6,100**

Established in 1971, the Contemporary Art Gallery (CAG) is an independent public art gallery dedicated to research, exhibition, education and documentation of contemporary visual art as it is practiced locally and internationally. The CAG is requesting funding to replace its security system to ensure safety and security for the public, visitors, participants, and staff, as well as the monitoring and protection of work on display.

The Assessment Committee recommends a grant of up to \$6,100 (50% of a revised budget) to undertake security system updates SUBJECT TO permission from the landlord (City of Vancouver) to undertake the proposed work.

Green Thumb Theatre for Young People Society **\$3,030**

Founded in 1975, Green Thumb Theatre creates and produces plays that explore social issues relevant to the lives of children, youth, and young adults. Green Thumb has been operating from its current facility for three years and has identified several deficits in the rehearsal hall. Green Thumb is requesting funds to undertake minor capital improvements to increase safety and efficiency, and to protect the long term use of the building.

The Assessment Committee recommends a grant of up to \$3,030 (37.6%) to undertake safety and efficiency renovations SUBJECT TO a letter from the landlord approving the proposed work.

Kitsilano Neighbourhood House Society

\$10,880

Kitsilano Neighbourhood House is a volunteer-driven community services organization serving the Westside community for over 40 years. A strategic direction of the KNH is to provide innovative neighbourhood based programming that responds to the emerging needs of people, accessible in the neighbourhoods in which they live. KNH's request is for funds to improve the acoustics of its theatre through the installation of sounds absorption panels.

The Assessment Committee recommends a grant of up to \$10,880 (50% of a revised budget) for acoustical upgrades to the theatre.

Roedde House Preservation Society*

\$7,280

The Roedde House Preservation Society was formed in the mid 1980's to oversee the management of the Roedde House Museum. The Society's mission is to celebrate the social history of Vancouver and to make that history accessible, now and for the future, through the operation and the maintenance of the Museum. Roedde House is requesting funding to implement energy efficiency upgrades to the heritage building.

The Assessment Committee recommends a grant of up to \$7,280 (50%) to undertake energy efficiency upgrades SUBJECT TO the submission of confirmation of supplier/consultant quotes and/or submission of a third quote and permission from the landlord (City of Vancouver) to undertake the proposed work.

Vancouver Dance Foundation

\$33,450

The Dance Foundation was founded in 1995 to develop and build the Scotiabank Dance Centre, considered by many to be Canada's flagship dance facility. This year, the Foundation is partnering with Aeriosa Dance Society to request funding to improve technical and safety conditions of the Faris Family Studio for the further development and safety of vertical dance practice. Aeriosa's mission is to create unexpected experiences of dance by performing in non-traditional environments such as urban public spaces and landscapes. Upgrading the studio with specialized equipment will allow Aeriosa to practice their innovative dance in a safe and functional indoor space.

The Assessment Committee recommends funding of up to \$33,450 (44% of a revised budget) for upgrades to the Faris Family Studio.

CULTURAL INFRASTRUCTURE GRANT PROCESS & CRITERIA

The Cultural Infrastructure Grant program provides a model for the delivery of capital grants that enables the cultural community to build capacity through the development of facility projects and the leveraging of investment from other sources of funding. The program is intended to support a broad range of cultural capital projects located in Vancouver involving pre-planning or feasibility studies, facility purchase, construction, renovation or expansion.

The Cultural Infrastructure Grant Program provides the following:

- Funding amounts to a maximum of 50% of project support from all civic sources;
- One annual intake for all cultural infrastructure funding requests including civic and non-civic properties owned, rented, or leased by Vancouver-based not-for-profit cultural organizations;
- A comprehensive assessment criteria, which was developed through the 2008 Cultural Facilities Priorities Plan and includes the five Culture Plan strategic priorities, as well as consideration of key cultural facility gaps as identified through the Priorities Plan.

The Assessment Criteria cover six broad dimensions of evaluation:

- *Vision*: The facility project is rooted in a strong, shared vision.
- *Capacity*: The organization and facility project team have the capability to deliver the project.
- *Sustainability*: The project fills a demand or gap in the existing facility ecology, and is environmentally, organizationally, and financially sustainable.
- *Impact*: The facility project will make a contribution to the achievement of one or more of the strategic directions identified in the City of Vancouver 2008 - 2018 Culture Plan.
- *Funding Diversity*: The facility project draws on a diverse range of funding sources that match or exceed the amount requested from the Cultural Infrastructure Grant program.
- *Key Gaps*: The facility project addresses one or more of the nine infrastructure key gaps outlined in the Cultural Facilities Priorities Plan.

These criteria have been adapted into a "Self-Assessment Checklist" providing a series of layered questions for self-assessment by organizations to prepare themselves both for facility development and application to the Infrastructure Program. The Assessment Criteria provide a values-based transparent instrument for evaluating capital funding requests;

- Blended staff/peer review adjudication process.

2016 Infrastructure Grant Program

In advance of the April 2016 deadline, widespread notice of the Infrastructure Grant opportunity was sent to Vancouver-based cultural organizations via electronic distribution lists and the Cultural Services website.

All Infrastructure Grant applications were reviewed by City staff for eligibility and then forwarded to Assessment Committees comprised of independent community peer representatives plus Cultural Planners Debra Bodner, Jacqueline Gijssen, Andrea Cornborough, Kristen Lambertson and Karen Hasselfelt. The Committees were chaired by Jacqueline Gijssen, Senior Cultural Planner and Gracen Chungath, Assistant Director of Cultural Services. Assessment Committee members brought considerable experience, up-to-date knowledge and specific expertise to the assessment process. We thank these individuals for their willingness to participate, their hard work, and their thoughtful deliberations. This process was augmented by City staff communication and discussions with applicants.

The independent community Assessment Committee members were:

- Allison Andrachuk - Director, Tides Canada
- Valerie Arntzen - Artist
- Kristina Lemieux - Facility Manager, Progress Lab 1422
- Raine McKay - Executive Director, Craft Council of BC
- Minna Schendlinger - Facility Manager, The Post at 750 (110 Arts Coop)
- Marko Simcic - Architect, Simcic & Uhrich Architects

Assessment Committees operate on a consensus based approach and where jurors may be in conflict of interest with the review of an application, they are required to remove themselves from discussions on the specific application.

Cultural Infrastructure Grant Program Guidelines

In 2008, the City of Vancouver Cultural Services completed a long range master plan for cultural spaces in Vancouver. The 2008 - 2023 Cultural Facilities Priorities Plan includes a number of strategies and tactics for improving the climate for cultural spaces creation and operation. One of the key strategies is the Cultural Infrastructure Grant Program. This Program provides support for cultural space planning, acquisition, renovation and development. Grants are made to Vancouver-based non-profit cultural groups to undertake projects that strengthen their ability to develop and operate cultural spaces.

The maximum level of support from all City of Vancouver sources (including sources such as the Park Board) is 50% of total project cost to a set maximum. Vancouver-based, registered, non-profit cultural societies in good standing with the Province of British Columbia Registrar of Companies may apply. Societies must have been in existence delivering programs and services for a minimum of one fiscal year, and be able to submit their most recent financial statements. Existing cultural space, as applicable, must be owned by the organization, or secured through a long term lease (minimum 10 years which may include renewable terms totalling at least 10 years).

2016 INTAKE

- Deadline:** April 8, 4:30 pm
- Award Approvals:** July 2016 (TBC) (pending date of City Council Approval)
- Project Window:** Projects cannot begin until after the date of City Council Approval and must be completed within three years of approval.

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Context

Cultural facilities (places and spaces) are essential to every community. They serve a community’s residents, attract tourists, enhance the business environment and add to our quality of life. Ensuring access to appropriate and affordable facilities in Vancouver’s rapidly-developing real estate market requires a committed effort and strategic focus. To catalyze this effort, the [2008 - 2023 Cultural Facilities Priorities Plan](#) provides a strategic framework for developing and operating creative places and spaces in Vancouver.

Cultural Infrastructure Grant Program

The Cultural Infrastructure Grant Program is intended to enable arts and culture organizations to thoughtfully consider and plan successful places and spaces that support the work of Vancouver’s arts and culture community. Non-profit arts and culture societies – in good standing with the Registrar of Companies of British Columbia – that are intending to plan for, purchase, construct, renovate or expand a cultural space can apply for funding in support of their facility project. Organizations must have existed and delivered programs and services for one full fiscal year and have demonstrated a strong record of excellence in cultural programming.

The Cultural Infrastructure Grant Program encourages innovative best practices and the leveraging of strong collaborative partnerships with funders, developers, cultural groups, and other stakeholders in creative space development. For example, cultural facility projects may result in (but not be limited to):

- **Improved inventory:** protected and increased number of cultural creation, production, presentation, preservation, and living spaces;
- **Facility renewal and preservation:** improved quality and standards of existing cultural facilities and infrastructure;
- **Organizational sustainability:** greater investment in community-owned/operated facilities;
- **Facility lifecycle planning:** enhanced long-term capital planning and facility reinvestment;
- **Space development:** organizations committed to creating and operating spaces for others.

THE 2008 - 2023 CULTURAL FACILITIES PRIORITIES PLAN PROVIDES A STRATEGIC FRAMEWORK FOR DEVELOPING AND ANIMATING CREATIVE PLACES AND SPACES IN VANCOUVER.

TIP

FOR TOOLS DESIGNED TO HELP YOU SUBMIT AN EFFECTIVE APPLICATION PLEASE VISIT THE [CULTURAL SERVICES INFRASTRUCTURE GRANT WEBSITE](#).

Project Categories

There are three categories of Cultural Infrastructure Grants:

A. Planning Projects

Planning projects for the development or acquisition of cultural facilities may be granted to a **maximum of \$35,000**. This includes pre-planning, needs assessment and feasibility studies, building program plans, master planning, and fundraising and capital campaign assessment.

B. Minor Capital Improvements

Building-based projects involving the purchase, construction, renovation, or expansion of a cultural facility may be granted to a **maximum of \$35,000**. This includes projects involving the purchase or installation of equipment that is integral to the existence of the facility. *(See notes regarding eligible and in-eligible equipment.)*

C. Major Capital Improvements

Building-based projects involving construction, renovation, or expansion of a cultural facility **over \$35,000** may be granted to a **maximum of \$150,000**. This includes projects involving the purchase or installation of equipment that is integral to the existence of the facility. *(See notes regarding eligible and in-eligible equipment.)*

NOTE

POTENTIAL APPLICANTS MUST CONTACT A STAFF MEMBER TO DISCUSS THEIR PROJECT, WELL IN ADVANCE OF SUBMISSION. APPLICANTS WHO DO NOT CONSULT WITH STAFF PRIOR TO SUBMISSION WILL BE DEEMED INELIGIBLE.

THE PERFORMING ARTS LODGE (PAL)—INSIDE THE THEATRE



Eligibility Requirements

The Cultural Infrastructure Grant Program is administered through an annual open call for applications. All applicants must meet minimum eligibility requirements in order to have their application forwarded for adjudication. **Please read the eligibility requirements carefully.**

Applicant Eligibility

At minimum, all applicants must:

- Be a registered non-profit society* or charitable organization that is Vancouver-based and has an independent, active governing body composed of volunteers (i.e. the Board of Directors).** Voting members of the Board of Directors of a society or charitable organization receiving funds from the City of Vancouver may not concurrently hold a paid staff position with the society, and may not be paid for services to the society (excluding reimbursement for expenses).

** Society must be in good standing with the B.C. Registrar of Companies*

*** First Nations Band Councils interested in applying for an Infrastructure Grant should contact Cultural Services Staff to discuss eligibility.*

- Must have operated for at least one fiscal year prior to the application deadline and be able to submit their most recent financial statements.
- Provide cultural services to Vancouver residents without exclusion to anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability or income.
- Have a clear cultural focus in their vision and mandate that is reflected in the by-laws or other governance documents.
- Be able to demonstrate financial stability, sound administration and the organizational capacity necessary to carry out the project.
- Demonstrate a proven track record of public service and excellence in programming and cultural production.
- Demonstrate strong community ties and relationships.

TIP

CHECK OUT THE [CULTURAL SERVICES INFRASTRUCTURE GRANT WEBSITE FOR A LISTING OF GRANTS AWARDED THROUGH THE PROGRAM SINCE 2009. YOU MAY FIND USEFUL INFORMATION HERE FOR PLANNING YOUR PROJECT.](#)

Partnerships & Collaborations

The City of Vancouver encourages the creation of meaningful, intentional partnerships and collaborations to enable the development of sustainable, affordable cultural spaces and places.

Non-profit Organizations

Non-profit cultural organizations applying in partnership or as a collaborative with other non-profits should designate one organization as the lead applicant. A detailed Memorandum of Understanding (MOU) or Partnership Agreement (PA) between the non-profit organizations with clearly defined roles, responsibilities and relationships must be provided with the application. Evidence must also be provided that the proposed project is vital to the activities and mandates of each partner organization.

Private/Commercial Cultural Facilities

The City of Vancouver acknowledges the value of private/commercial cultural facilities and supports partnerships between private/commercial and non-profit organizations that result in meaningful, collaborative relationships that enhance and improve cultural spaces and places.

Applications submitted by non-profits on behalf of private/commercial entities working in the creative sector are eligible. However, a detailed Memorandum of Understanding (MOU) or Partnership Agreement between the non-profit organization and the private/commercial cultural entity, with clearly defined roles, responsibilities and relationships, must be provided. Evidence that the partnership is appropriate and meaningful, and that the private/commercial facility is vital to the wider arts and culture community must also be provided.

Who Is Not Eligible?

- Non-profit organizations that are **not** based in Vancouver and whose primary purpose or activity is the provision of health care, educational, sport, recreational, or religious programs and services are **not** eligible. Non-profit organizations providing social, child care, or other services are referred to the [City's Social Planning Department](#).
- Organizations currently being considered or recently approved for a City cultural amenity space are **not** eligible. A period of twelve months' residency within the amenity space is required prior to application to the Cultural Infrastructure Program.

TIP

GUIDELINES ON HOW TO WRITE AN MOU/PA CAN BE FOUND ON THE [CULTURAL SERVICES INFRASTRUCTURE GRANT WEBSITE](#)

NOTE

MULTI-PURPOSE SPACES (I.E. SPACES THAT ARE USED FOR MULTIPLE FUNCTIONS AND DISCIPLINES, INCLUDING CULTURAL) MUST DEMONSTRATE 50% OR GREATER USE FOR CULTURAL PURPOSES IN ORDER TO BE ELIGIBLE FOR THE CULTURAL INFRASTRUCTURE GRANT.

Project Eligibility

Cultural capital projects located in Vancouver that involve planning studies, or the purchase, construction, renovation, or expansion of a facility, are eligible for a Cultural Infrastructure Grant.

A. Planning Projects

Funds of up to \$35,000 are available for planning projects for the development or acquisition of cultural facilities. Grants may be used for feasibility studies, demand or needs assessment, building program plans, master planning, short term consultancies, and fundraising or capital campaign assessment. Projects can be focused on pre-design (site selection, building systems assessment, operational/business model, space needs assessment, master plan, renovation planning, etc.) or later planning stages (site massing and analysis, design concepts, engineering consultations, etc.). Please note that organizational/business development may be eligible only if it is directly related to cultural space creation or operation. Please contact staff for confirmation. All planning projects **must** include a detailed *Scope of Work for the Procurement of Goods or Services* as presented to prospective consultants and a minimum of **two (2)** comparative and competitive quotes from prospective consultants or supplier. If a “sole source” consultant or supplier has been chosen, an explanation and strong rationale for why and how they have been chosen must be included. Quotes and/or explanations must clearly list: itemized costs related to the Scope of Work; total cost of study; timeframe for study; expertise of consultants or suppliers.

B. Minor Capital Improvement or Building-Based Projects *and* C. Major Capital Improvement or Building-Based Projects

There are two categories for capital improvement or building-based projects support: **up to \$35,000** (minor) and **from \$35,001 to \$150,000** (major). Funds are available to support the acquisition, renovation, expansion, and construction of cultural facilities. Improvements must be of a “built-in” or “permanent” nature and specific to the space. Examples include:

- Upgrades or improvements that extend the life of—or increase the capacity or quality of—an existing facility (e.g. accessibility improvements; electrical or plumbing upgrades for improved functionality, safety and comfort; sprung flooring; soundproofing; lighting grids; expansion of existing spaces; etc.).

TIP

PROJECT CATEGORIES & MAXIMUM GRANT AWARDS:

A. PLANNING PROJECTS UP TO \$35,000

B. MINOR CAPITAL IMPROVEMENT PROJECTS UP TO \$35,000

C. MAJOR CAPITAL IMPROVEMENT PROJECTS OVER \$35,000 TO A MAXIMUM OF \$150,000

BE SURE TO INCLUDE THE REQUIRED SUPPORT MATERIAL FOR YOUR PROJECT CATEGORY (SEE CHECKLIST).

NOTE

QUOTES RELATED TO THE SCOPE OF WORK ARE REQUIRED WITH EACH APPLICATION.

PROJECTS REQUIRING SERVICES FROM CONSULTANTS OR SUPPLIERS MUST SUBMIT A DETAILED “SCOPE OF WORK FOR THE PROCUREMENT OF GOODS OR SERVICES”.

IF YOUR PROJECT WISHES TO “SOLE SOURCE” A CONSULTANT OR SUPPLIER, YOUR APPLICATION MUST PROVIDE AN EXPLANATION OF THE SELECTION PROCESS AND A STRONG RATIONALE FOR THE SELECTED CONSULTANT /SUPPLIER.

- Purchase of a new facility for arts and culture use (e.g. down payment; costs associated with conversion of the facility to be purchased; independent valuation; closure costs; etc.).

All proposals for capital projects **must** include a detailed *Scope of Work for the Procurement of Goods or Services* as presented to prospective consultants or contractors and a minimum of **two (2)** (for minor capital) or **three (3)** (for major capital) comparative and competitive quotes from prospective consultants or suppliers. If a “sole source” consultant or contractor has been chosen, an explanation and strong rationale for why and how they have been chosen must be included. Quotes and/or explanations must clearly list itemized costs related to the scope of work; total cost of the project; timeframe for the project; and expertise of consultants or suppliers.

For capital improvements to existing facilities, the cultural space must be owned by, or on a long term (ten year minimum from the date of application) lease to the non-profit. Organizations with multi-year, renewable leases that total a minimum of ten (10) years are also eligible. Organizations with less than ten years remaining on their lease must provide a letter signed by both the tenant and the landlord indicating commitment and intent to renew the lease for the minimum period of ten years from the date of application.

Applicants are expected to maintain the facility for future cultural purposes for a period of not less than ten (10) years from the date of application.

Equipment that is essential to the operation of the facility and integral to the cultural space is eligible within the Cultural Infrastructure Program. Examples include: heating, ventilation, and air-conditioning systems; boiler systems; plumbing and electrical systems; lighting systems; etc.

What We Do Not Fund

- Equipment that is presentation or exhibition-related (individual lights, audio/visual systems/equipment, exhibition cases, etc.) or that is artifact-related (storage systems for historical objects or antiquities, archives, monuments, works of art, etc.). Note: integral hard-wiring for equipment is eligible, however, movable equipment is not.
- Furniture and other depreciable assets; appliances; light fixtures; curtains or other movable/transportable objects.
- Projects that are considered to be regular or routine repair and maintenance or part of ongoing, day-to-day operations.
- Any work that is already underway or completed.
- Administrative costs **not** directly related to the project.

TIP

CONSIDER THE ADVANTAGES OF PHASING LARGE CAPITAL PROJECTS AND ENSURE YOUR APPLICATION CLEARLY DESCRIBES ANY PHASING.

TIP

HELP WITH WRITING A SCOPE OF WORK FOR THE PROCUREMENT OF GOODS AND SERVICES CAN BE FOUND ON THE [CULTURAL SERVICES INFRASTRUCTURE GRANT WEBSITE](#).

TIP

BUDGET CONTINGENCIES ARE ELIGIBLE BUT MUST BE REALISTIC AND ACCOMPANIED BY A CLEAR EXPLANATION AND RATIONALE.

TIP

PLEASE CONTACT STAFF FOR CONFIRMATION OF ITEMS ELIGIBLE FOR FUNDING

- Cost associated with the development of the project proposal/ application submission.
- Operating expenses.
- Deficit coverage or reduction, or start-up/seed money for new organizations.
- Organizational strategic planning.
- Renovation or construction projects **not** located in Vancouver.

Assessment Process & Criteria

Assessment Process

Note that approval of grant awards may take up to five (5) months from the application deadline. Projects cannot begin before awards have been approved by City Council.

Completed applications are assessed through the following process:

1. Application Eligibility

Applications are checked by City staff for eligibility and completeness.

NOTE: Incomplete or ineligible applications will not be forwarded to the Assessment Committee.

2. Application Review

Eligible applications are forwarded to an Assessment Committee of City staff, facility planning, design and construction professionals, and cultural community peers for review. Assessment Committee members change each year; their names remain confidential until grants are approved by City Council.

3. Funding Recommendations

Based on an evaluation of the applications, the Assessment Committee makes recommendations for project funding and grant amounts.

4. City Council

Assessment Committee recommendations are subject to approval by City Council and require eight affirmative votes by Council. Recommendations are presented to City Council by staff in the form of a report.

NOTE

THE CULTURAL PLANNER ASSIGNED TO YOUR APPLICATION IS AVAILABLE TO ASSIST YOUR ORGANIZATION IN CLEARLY OUTLINING YOUR PROJECT FOR ASSESSMENT. THEY ARE NOT AVAILABLE TO PREPARE APPLICATIONS OR SOLICIT INFORMATION ON BEHALF OF YOUR ORGANIZATION. INCOMPLETE OR INELIGIBLE APPLICATIONS WILL NOT BE FORWARDED TO THE ASSESSMENT COMMITTEE. PLEASE ENSURE THAT YOUR APPLICATION IS COMPLETE AND WELL-SUPPORTED UPON SUBMISSION.

5. Notification

Each applicant will receive a notice of the City Council meeting at which the grants will be considered along with the Assessment Committee's recommendation. Those applicants wishing to speak to the recommendations at Council may contact the City Clerk's office. Following the City Council meeting, all applicants will be notified of City Council's decision. The report can be accessed through the City's website by visiting the [Council Meetings](#) page.

Request for Reconsideration

Under specific conditions, applicants may appeal the Assessment Committee recommendation and Council decision through a two-step process:

1. An applicant may contact Cultural Services staff for an informal request for clarification and to obtain further information on the assessment process (e.g. evaluation criteria, additional comments, ranking).
2. If still in disagreement with the recommendation, an applicant may make a formal request for reconsideration. The request must meet specific criteria and is then subject to a formal review (see [Reconsideration Process](#)).

Assessment Criteria

Cultural Infrastructure Grants are discretionary and will only be awarded to projects that meet high standards of quality and excellence in the provision of cultural services to the residents of Vancouver. The criteria used to evaluate infrastructure proposals were developed in collaboration with the arts and culture community in 2008 and serve as a tool for the City in the evaluation and prioritization of all infrastructure project funding. The six criteria have been adapted into a *Self-Assessment Checklist* which may be used to assist organizations in developing capital projects as well as preparing for their grant application. This Checklist is available on the Cultural Services website.

The City of Vancouver is committed to an open and transparent assessment process. Eligible applications are assessed against six broad assessment criteria that are weighted (by percentage) and broken down into more detailed considerations. The Assessment Committee applies its expertise and judgment to the evidence presented in the application in order to assess and evaluate the degree to which the projects meet or exceed the following six criteria:

TIP

THE CULTURAL SERVICES SELF-ASSESSMENT CHECKLIST HAS A SERIES OF QUESTIONS THAT ENABLE SELF-ASSESSMENT BY ORGANIZATIONS THINKING ABOUT OR PREPARING FOR CULTURAL FACILITY DEVELOPMENT. YOU CAN FIND THE CHECKLIST ON THE [CULTURAL SERVICES INFRASTRUCTURE GRANT WEBSITE](#).

1. VISION, IMPACT & KEY GAPS (15%)

Vision: the proposed facility project is rooted in a strong organizational vision and a larger shared vision that contributes to Vancouver’s cultural space ecology. The project should be consistent with the organization’s mission and strategic plan.

Impact: The project addresses the City’s overarching Cultural Strategic Directions of Innovation; Learning; Connecting People Ideas and Communities; Neighbourhoods; Valued and Valuable. (see [2008-2018 Culture Plan](#))

Addressing Key Gaps: The project addresses one or more of the nine key gaps identified in the 2008-2023 Cultural Facilities Priorities Plan or presents a compelling rationale for a cultural space not listed here by way of demonstrated and substantiated need/demand.

- Development of live presentation facilities that address demand in the 400-seat to 600-seat range.
- Addressing the demand for high-quality, dedicated performance spaces under 250 seats to ensure ongoing incubation of emerging organizations.
- Strategic public space improvements to address outdoor festival demand.
- Improvements to existing performance spaces including enhancements to key multi-functional facilities with potential to deliver high quality presentation opportunities.
- Stabilization and enhancement of key collections through modernized preservation, exhibition, and engagement infrastructure.
- Development of co-location facilities that are accessible, safe, and stable for large format storage/production workshop activities.
- Development of organizational co-location facilities that integrate multiple functions in one location (e.g. rehearsal/production/administration activity).
- Development of multi-tenant, artist workspaces that provide supportive opportunities for cross-fertilization, collaboration and incubation through a mix of cultural, civic, and entrepreneurial uses and tenures.
- Maximization of opportunities to maintain and develop affordable Artist Live/Work Studios in the core neighbourhoods.

TIP

WE ENCOURAGE YOU TO ARTICULATE A ROBUST DEMONSTRATION OF NEED FOR YOUR PROJECT - HOW DOES THE PROJECT SERVE THE WIDER COMMUNITY AS WELL AS YOUR OWN ORGANIZATION?

2. ORGANIZATIONAL CAPACITY & SUSTAINABILITY (15%)

Leadership: the facility project demonstrates effective organizational leadership necessary to deliver the project.

Organizational Sustainability: the facility project is being developed by an established, stable and sustainable organization with active involvement of relevant board and staff.

Financial Sustainability: the facility project sets out realistic projections of project capital costs and operating revenues and expenses and is viable in relation to the organization’s financial capacity.

3. PROJECT DESCRIPTION/SCOPE, PROCUREMENT PROCESS, & PROJECT MANAGEMENT (25%)

Project Description/Scope: The overall project is guided by a detailed and methodical project description that outlines the full complexity of the project and its phases (as appropriate).

Procurement Process: procedures to recruit suppliers and/or consultants are fair, open and directly related to the project description and objectives, and are clearly articulated by the applicant in the narrative. Details of the procurement process (tendering and selection) for goods and services are clear, transparent and directly related to the overall project. Potential suppliers and/or consultants have been provided a *Scope of Work for the Procurement of Goods or Services* in order to solicit quotes. Competitive and comparative quotes have been provided based on this Scope of Work document.

Project Management and Project Schedule: the facility project demonstrates evidence of effective and knowledgeable project management. There is a solid rationale for the selection of the project leader/manager. The project schedule is realistic; the start date is scheduled after City Council Approval, and can be completed within 3 years of that date.

Project Expense Budget: the project expense budget is realistic and related to the Scope of Work, procurement process and pricing provided in quotes. Contingencies are realistic and accompanied by a detailed explanation. Administration costs do not exceed 5% of budget.

Project Revenue Budget: City funding from all sources (including, for example, Vancouver Parks Board) does not exceed 50% of the total budget. In-kind contributions are itemized, documented and determined at fair market value and do not exceed 25% of the total budget). Confirmed funding sources are documented.

4. FUNDRAISING CAPACITY, FUNDING DIVERSITY, & FUNDING PARTNERSHIPS (10%)

Fundraising: the project has a realistic fundraising plan in place and the expertise to undertake fundraising for the project.

TIP

GUIDELINES ON HOW TO PREPARE A “SCOPE OF WORK FOR THE PROCUREMENT OF GOODS OR SERVICES” CAN BE FOUND ON THE [CULTURAL SERVICES INFRASTRUCTURE GRANT WEBSITE](#). THIS MANDATORY DOCUMENT, BASED ON THE PROJECT DESCRIPTION/SCOPE IN YOUR NARRATIVE IS USED TO SOLICIT QUOTES AND MUST BE ATTACHED TO YOUR SUBMISSION.

Funding Diversity: the project demonstrates multi-partner funding and/or a diverse range of financial support.

5. STAKEHOLDER SUPPORT, ENGAGEMENT & DEMAND (15%)

Partnership and Collaboration: the application demonstrates the extent to which partnership and collaboration play a role in the development, funding and delivery of the project.

Sector Support and Engagement: the project demonstrates support from the arts and cultural community it is intended to serve.

Audience/Public Engagement and Demand: the project demonstrates, or intends to demonstrate through the planning process, evidence of support and/or demand from the wider community and potential audiences through surveys, demand analysis, etc.

6. ENVIRONMENTAL, ADAPTABLE, ACCESSIBLE & PUBLIC HEALTH AND SAFETY (20%)

Environmental Sustainability: the project makes a positive contribution to environmental sustainability.

Adaptability: the project is fit for current needs and has the capacity to adapt to changing audience/cultural needs and changing cultural practice in the future.

Diversity (Access): the project makes a contribution to increasing access to and participation in arts and culture at all levels and across all areas of practice for Vancouver's diverse communities, including audience, staff, technicians and artists with disabilities and underserved communities.

Public Health and Safety: the project addresses public health and safety issues, including adherence to Federal, Provincial and Civic legislation including but not limited to City zoning and development by-laws, fire and building codes, and Provincial guidelines for safety (WorkSafe BC requirements).

Application Process

Complete the Cultural Infrastructure Grant Checklist, Application Form, Application Narrative, and Budget Template. The application form is in Microsoft Word format and can be completed on your computer using MS Word. The Budget Template is in Microsoft Excel format.

The application must be signed by **two (2)** signing officers of your Board of Directors.

TIP

DEMONSTRATION OF SIGNIFICANT COMMUNITY SUPPORT IS AN ASSET IN THE EVALUATION OF A PROJECT. CONSIDER QUALITY VERSUS QUANTITY WHEN SUBMITTING LETTERS OF SUPPORT FOR YOUR PROJECT.

TIP

ASSESSMENT COMMITTEE MEMBERS MAY NOT BE FAMILIAR WITH YOUR ORGANIZATION OR PROJECT SO BE SURE TO PROVIDE DETAILED AND COMPLETE INFORMATION.

NOTE

INCOMPLETE APPLICATIONS WILL NOT BE FORWARDED TO THE ASSESSMENT COMMITTEE. BE SURE TO THOROUGHLY PREPARE YOUR APPLICATION. INCLUDE ALL REQUIRED SUPPORT MATERIAL AS LISTED ON THE APPLICATION CHECKLIST.

Preparing your Application

1. Read through the guidelines and make sure that both your organization and your project meet all of the eligibility requirements.
2. Contact the City staff representative to discuss your project well in advance of the application deadline date. Applications from organizations who do not contact City staff prior to submission will be deemed ineligible.
3. Review the Assessment Criteria before drafting the Application Narrative. Ensure that you provide adequate detail and context about your project and enough information to address each of the criteria.
4. In addition to the Application Form and Narrative, applicants must provide all the necessary support material—with the requested number of copies, in the order indicated—as required by the Application Checklist. Submit the Application Checklist as your cover sheet.
5. The Application Narrative allows you to describe your proposed project. Please adhere to the maximum length limitations.
6. The Assessment Committee carefully reviews all budget information. The following points will assist with providing the necessary information to evaluate your proposal:
 - a. Facility Projects must show a balanced budget, that is, revenues must equal expenses.
 - b. Be as clear and detailed as possible in explanatory notes (mandatory) attached to your budget and explain how numbers were arrived at. For example, a Budget Note for a line item on consultant fees can explain the number of hours of consultant work and at what cost per hour or per deliverable.
 - c. On the Project Budget Form, each line item is numbered. Please ensure that the numbers of your Budget Notes correspond with the line item numbers on the Project Budget form.
 - d. If in-kind support is shown, discuss this in your Budget Notes. Sources of in-kind contributions must be itemized and documented at the time of application. (*See notes re: In-kind support - page 15*).

NOTE

CONTACT DEBRA.BODNER@VANCOUVER.CA FOR A MANDATORY DISCUSSION OF YOUR PROPOSED PROJECT WELL IN ADVANCE OF THE APPLICATION DEADLINE.

TIP

THE APPLICATION CHECKLIST CAN BE FOUND ON THE [CULTURAL SERVICES INFRASTRUCTURE GRANT WEBSITE](#).

NOTE

BUDGET NOTES ARE MANDATORY.

PLEASE ITEMIZE AND DETAIL ANY IN-KIND CONTRIBUTIONS INCLUDING ANY STAFF TIME ALLOCATED TO THE PROJECT.

- e. Indicate plans and sources for obtaining additional financial support for the project. Enclose letters of confirmation from funding sources indicating confirmed or approved funding. If additional funding is being sought, indicate source and status of the request, ie. “submission to be made”, “request pending” or “confirmed”.
7. Once the Application Checklist, Application Form, Application Narrative, Budget and support material are complete, submit the **signed original plus THREE (3) copies** to Cultural Services. All applications must be received by Cultural Services by 4:30 p.m. on the day of the deadline.
Be sure to keep a copy for your records.
 8. Changes or updates to the project, including further developments in project design, updates about pending funding, changes in personnel, etc., should be reported to City staff as soon as possible.

Confidentiality

All documents submitted to the Cultural Infrastructure Grant Program become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained within, 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.

Funding

The maximum level of support from all City sources is 50% of total project costs to a set maximum (up to \$35,000 or \$150,000). As the Cultural Infrastructure Grant program is expected to be in high demand, projects that demonstrate multi-partner and diverse financial support will have a competitive advantage. Payment of Cultural Infrastructure Grants will be contingent on securing all project revenues including funding from other sources.

- Organizations may receive Cultural Infrastructure Grants for—at most—three consecutive years after which they must sit out one year before applying for another Infrastructure Grant.
- Organizations must be in good standing with any previous or current grant from the City of Vancouver. If a grant has been defaulted, the applicant must

include an explanation of that default and resolution of any outstanding issues.

- Applicants receiving funds from multiple City of Vancouver grant programs or departments towards the same project must ensure the total City contribution does not exceed 50% of eligible project costs. This includes support from Vancouver Park Board and any programs of the City of Vancouver.
- Applicants may not submit more than one application to A/ Planning or B/C Capital Program in any given program year. Two separate applications, one each to Planning and Capital are permissible as long as the two projects are not directly related.
- In-kind contributions are permitted but may not exceed 25% of the total project budget. Itemized in-kind contributions must include the following information: name of person or organization making the in-kind contribution; description of goods and services donated; fair market value of the in-kind contribution, including a total value of the goods and services, amount to be donated, and the basis for the determination of the value of the contribution. **NOTE: If a sole source consultant or contractor offers an in-kind contribution of goods or services, a second quote from a different consultant or contractor must be included to substantiate the original quote.**
- We allow a maximum of 5% of the total project budget for miscellaneous administrative costs such as photocopying, telephone, room rental, support staff, etc.

NOTE

IF A SOLE SOURCE CONSULTANT OR CONTRACTOR OFFERS AN IN-KIND CONTRIBUTION OF GOODS OR SERVICES, A SECOND QUOTE FROM A DIFFERENT CONSULTANT OR CONTRACTOR MUST BE INCLUDED TO SUBSTANTIATE THE ORIGINAL QUOTE.

Fiscal Responsibility

Organizations are expected to demonstrate fiscal responsibility. Any accumulated surpluses or deficits must be explained in audited statements or Notes detailing how the surplus/deficit came to be, and plans for addressing it. Organizations with outstanding loans or who have defaulted on loans must provide Notes which detail the terms of the loan repayment or circumstances of the default.

Award of Grants

Terms & Conditions

All organizations awarded a Cultural Infrastructure Grant must agree to the following terms and conditions and provide as appropriate, the required documentation in order to receive grant funds.

- Confirmation of total project funding must be received and in place prior to release of any City funding.
- Confirmation that the cultural space is owned by, or on a long term (ten year minimum) lease to the non-profit.
- Written approval by the landlord, where the existing space is not owned by the applicant, must be provided to undertake renovations or work on the premises.
- The organization must keep proper accounts of all receipts and expenditures relating to the project and make available for inspection by the City or its auditors all records and books of accounts of the organization upon request of the City.
- Any variation of more than 15% of the proposed budget, or any changes in the funding of the project as presented in the application, must be discussed with Cultural Services staff in advance of implementation.
- The organization must not represent projects as City projects or represent itself publicly as an agency of the City in any way.
- Appropriate acknowledgement of the City of Vancouver’s support is required in all information materials, including publications and programs related to infrastructure project activities. Such recognition is to be commensurate with the value of the grant given and with that of other funding agencies. If the logos of other funders are used in an acknowledgement, the City should be similarly represented.

TIP

ASK STAFF FOR A REPORTING TEMPLATE WHEN REQUESTING YOUR FINAL PAYMENT AT COMPLETION OF YOUR PROJECT.

It is the responsibility of the applicant to ensure their project has all the required permits and approvals in place and meets all Federal, Provincial and Municipal legislation, guidelines and by-laws. The award of a Cultural Infrastructure Grant may in no way be construed as providing for other City approval beyond the jurisdiction of the Grant Program.

Payment & Reporting

City funding will be released in two* payments:

- The first 50% of grant amount will be released upon project start up and fulfilment of the following:
 - confirmation of funding from all sources other than City of Vancouver Cultural Infrastructure Grant;
 - copies of building permits where applicable;
 - “subject to” stipulations satisfied where applicable.

- The remaining funds will be released upon completion of the project and submission of the following to Cultural Services:
 - a final report (please contact Staff for template) outlining the project and detailing the financial accounting including final budget details and receipts for eligible expenses;
 - copies of occupancy or other permits where applicable.
- Given that your final actual budget is likely to be somewhat different from your proposed budget, the total grant to be paid (all installments) will be based on the final actual budget and shall not exceed:
 - the original percentage (to total project budget) as approved by City Council
 - and the amount of the grant as awarded by City Council

Grant recipients are required to report back by the following year’s Grant application deadline on any outstanding work including a timeline for completion.

In situations where grants have been approved but the proposed project has not commenced or not been completed and City funds remain on hand after three years of the Council approval date, or if the project is completed without requiring full use of City funds, such remaining funds shall remain in the Cultural Infrastructure Grant Program for use in future years.

*NOTE: under special circumstances large grants may be disbursed in three payments to enable a more fluid cash flow. Please contact the grant planner to request this consideration.

Important Notes

It is the applicant’s responsibility to ensure that they have read, understood and responded to the application criteria and that all sections of the application are complete and all supporting documentation is attached. Incomplete applications or applications missing supporting documentation will not be forwarded to the Assessment Committee.

Applicants are cautioned that entering into contractual agreements or beginning infrastructure projects before receiving written confirmation of Infrastructure Grant award is at the applicant’s own risk. Even if funding for a project is awarded, the Cultural Infrastructure Grant Program does not fund expenses incurred before the award approval date.

NOTE

ORIGINAL MUST CONTAIN ALL APPLICABLE SUPPORTING MATERIALS. THE THREE (3) COPIES SHOULD EXCLUDE THE FOLLOWING: LEASE, CERTIFICATE OF INCORPORATION, PERMISSION LETTER FROM LANDLORD

Contact

We are anticipating a high demand for Cultural Infrastructure Grants with an extremely competitive selection process. Potential applicants **must** contact a staff member to discuss their project, well in advance of submission. Applicants who do not consult with staff prior to submission will be deemed ineligible.

Please contact Debra Bodner, Cultural Planner
604-873-7211 or debra.bodner@vancouver.ca

Deadline and Address

Cultural Infrastructure Grant applications must be received by **April 8, by 4:30 p.m.** In fairness to others, **late and/or incomplete applications will not be accepted.**

Include the completed Application Checklist, Application Form, Application Narrative, Budget and Support Materials. **Submit the signed original, plus THREE (3) copies (please note exceptions on the Checklist).**

Submit by mail, courier or drop-off in person:**

Attention: Cultural Infrastructure Grant
Cultural Services, City of Vancouver
5th Floor, Woodward's Heritage Building
501 - 111 West Hastings Street
Vancouver, BC, V6B 1H4

**** Applications must be received by, not postmarked by, 4:30 pm, APRIL 8, 2016.**

LETTER OF CULTURAL INFRASTRUCTURE GRANT ACCEPTANCE

City Council has placed the following conditions on all Infrastructure Grants:

- Confirmation that the cultural space is owned by, or on a long term (ten year minimum) lease to the non-profit;
- Written approval by landlord, where applicable, to undertake renovations or work on the premises. In cases where the City of Vancouver is the landlord, grant recipients are required to contact Debra Bodner, Cultural Planner who will facilitate a meeting with the City's Facilities Design and Management Department from whom approval is required;
- Grant recipients must report back to the Managing Director of Cultural Services (or designate), by the following year's Cultural Infrastructure Grant application deadline (or end of the calendar year), on any outstanding work including a timeline for completion;
- Project must not be represented as a City project; the Organization may not hold itself out as an agency of the City in any way, the only relationship being that the City has approved and granted financial assistance to the Organization;
- Appropriate acknowledgement of the City of Vancouver's support must be provided in all information materials, including publications and programs related to infrastructure project activities. Such recognition is to be commensurate with the value of the grant given and with that of other funding agencies. If the logos of other funders are used in an acknowledgement, the City should be similarly represented;
- Civic funding from all sources is not to exceed 50% of the project budget;
- Any variation of more than 15% of the proposed budget, or any change in funding or scope of the project as presented in the application, must be discussed with Cultural Services staff in advance of project implementation or in advance of the proposed change;
- If the project proposed is not commenced or not completed and City funds remain on hand within three years of approval date, or if the project is completed without requiring full use of the City funds, such funds to be returned to the City of Vancouver;
- The Organization must keep proper accounts of all receipts and expenditures relating to the project and make available for inspection by the City or its auditors all records and books of accounts of the Organization upon request of the City;
- City funding will be released in two payments:

- The first 50% of grant amount will be released upon project start up and fulfilment of the following:
 - confirmation of funding from all sources other than City of Vancouver Cultural Infrastructure Grant;
 - copies of building permits where applicable;
 - “subject to” stipulations satisfied where applicable.
- The remaining funds will be released upon completion of the project and submission of the following to Cultural Services:
 - a final report (please request template from staff) outlining the project and detailing the financial accounting including final budget details and receipts for eligible expenses;
 - copies of occupancy or other permits where applicable.
- The total grant to be paid (all installments) will be based on the final actual budget and shall not exceed:
 - the original percentage awarded
 - the amount of the grant as awarded by City Council

As a recipient of a Cultural Infrastructure Grant, our organization agrees to meet all the conditions and criteria for the Cultural Infrastructure Grant Program and to ensure that our project meets all applicable local, provincial and federal regulatory guidelines including City By-Laws and permit requirements. We understand that approval of this grant does not waive our obligation to seek City permits and approvals from the relevant civic departments as applicable. We further declare that funds will be used for facility planning or capital project only and will not be used to fund projects related to exhibitions, movable equipment or day-to-day operating expenses.

Organization Name

Project Name

Organization Representative (Printed Name)

Organization Representative (Signature)

Date

Please return a signed copy of this letter to:

*Debra Bodner, Cultural Planner
Cultural Services, City of Vancouver
Woodwards Heritage Building
Suite 501-111 West Hastings Street
Vancouver, BC V6B 1K4*

PERMIT FEE ASSISTANCE GRANT STREAM

Maximum Assistance: \$1500 for either or combined building/development permit fees per project, per year.

Eligibility criteria:

1. The organization must be a Vancouver-based registered non-profit or charitable arts and culture organization.
2. The organization must demonstrate secure tenure in their space (eg. a rental track record, memorandum of understanding, lease or ownership).
3. Building or development permit(s) must be associated with alterations to or the development of a cultural facility. Using Zoning and Development By-law terminology, cultural facilities that may qualify include but are not limited to: Artist Studio, Hall, Library, Museum or Archives, Office, Photofinishing or Photography Studio, Production or Rehearsal Studio, Retail (Gallery), School - Arts, Theatre, Zoo and Botanical Garden. Facilities being considered for this Grant stream must have a defined cultural use.
4. The organization must have submitted a complete development and/or building permit application to Development Services.
5. The project must not be already receiving Cultural Infrastructure Grant funding for permit fees.
6. Allocations are made on a first come, first served basis until funds are expended, after which time, no further allocations will be made in that Grant year.