



ADMINISTRATIVE REPORT

Report Date: February 28, 2017
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RTS No.: 11801
VanRIMS No.: 08-2000-20
Meeting Date: March 29, 2017

TO: Standing Committee on Policy and Strategic Priorities
FROM: General Manager of Community Services
SUBJECT: 2017 Cultural Grants Allocations (Operating/Annual/Projects/Arts Capacity)

RECOMMENDATION

- A. THAT Council approve:
- i. 59 Project grants in the amount of \$410,000 as per Appendix A;
 - ii. 49 Annual Assistance grants in the amount of \$861,000 as per Appendix B; and
 - iii. 56 Operating grants in the amount of \$6,403,700 as per Appendix C.
- B. THAT Council approve a grant of \$100,000 to Vantage Point, for a renewed partnership to provide workshops, labs and customized opportunities for capacity development assistance to City-supported cultural organizations.

The Source of funds for recommendations A and B above is the 2017 Cultural Grants Budget. Approval of these recommendations requires eight affirmative votes.

REPORT SUMMARY

The City's 2017 commitment and ongoing investment towards supporting a diverse and thriving Cultural ecology, is summarized in this report with grants of \$7,774,700 to 165 organizations.

These Project, Annual Assistance and Operating grants meet the City's cultural goals in supporting the creation, development and production of artistic work, and services in support of the arts community. These grants also achieve key cultural priorities for the City in supporting the breadth of diversity and artistic expression and supporting sustainable growth in the sector. Further, the grant to, and partnership with Vantage Point enhances the sustainability of the groups to carry out their missions within the communities they serve.

These recommendations are made with input from representatives of the community who form part of the multi-disciplinary Assessment Committees and include artists, administrators, artistic/executive directors, and board members. These members bring current artistic expertise to the process, and are joined by staff members who bring forward historic knowledge and alignment with larger civic strategic directions and priorities for culture.

The various recommendations are made using specific program criteria around artistic excellence, community impact and organizational health. In addition, decisions are made with a focus on priorities including: supporting small to large groups; adequate support to those working with under-represented communities and in alignment with scale and impact; increased investments to support artistic, organizational and public access opportunities; and supporting organizational capacity. Broader civic priorities which align with cultural goals such as the City's Reconciliation framework, also inform the discussion. The following recommendations demonstrate how these various criteria and lenses are applied:

- Grants to support small new projects (Curiosity Collider \$3,500) to large established institutions (Vancouver Art Gallery \$2.1 million);
- Increased grant to Full Circle First Nations Performing Arts (\$75,000), to align with scale, performance and impact and for providing opportunities to Indigenous playwrights and artists, under-represented in the grants stream;
- Increased grant to and a move into Operating for Kokoro Dance (\$39,000), to align with scale, performance and growing impact and expanded mandate to operate a facility providing access to diverse artists and groups in the Downtown Eastside; and
- Increased grant and supplemental assistance to Urban Ink (\$30,000 + \$5,000) to align with performance and impact and to assist their exploration of governance models balancing Aboriginal and traditional structures.

The report details how this annual cultural investment yields significant ongoing impacts demonstrated through 2015 statistical data reported by operating and annual assistance groups in the Canadian Arts database:

- 24,000 artistic works and activities produced;
- Total attendance of 4.8 million;
- Over 12,000 artists supported with paid fees and 2,300 full time individuals employed; and
- 18,600 volunteers engaged.

The report also highlights the financial impact of the City's investment through 2016 financial data reported by operating and annual assistance groups in the Canadian Arts database:

- Municipal support at 8% levers 92% in other public, private and earned revenues.

Lastly, data reported in the 2017 project, annual assistance and operating grant applications illustrate a range of disciplines and diverse communities reached:

- Disciplines: theatre (24%), dance (19%), music (18%), multidisciplinary (12%), visual arts (11%), media (6%), literary (5%), community arts (3%), and heritage (2%); and
- Diverse communities: 23% reporting mandates to serve specific communities.

Appendices A, B and C detail the groups and recommendations. Appendix D lists Biennial grants already approved in January 2017 but included for information only. Appendix E lists the Assessment Committees and their comments. Appendix F presents the Cultural Grants Program Framework. Appendices G, H and I present the specific grant program information guidelines.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

In October 2013, Vancouver's Culture Plan: Strategic Directions for the Next 5 Years (2014-18) endorsed the City's vision for culture and set priorities for the next five years to support a diverse and thriving cultural ecology.

On January 19, 2016, Council approved advance grants, first instalments and biennial grants for a total of \$2,630,000 to 90 cultural organizations (RTS 11210).

On April 6, 2016, Council approved the 2016 Cultural Grant allocations investment of \$7,273,600 to 162 cultural organizations, and renewal of a partnership agreement with Vantage Point in support of capacity development for the arts and culture sector (RTS 11326).

On October 18, 2016, Council approved an additional investment of \$110,300 in grant allocations to seven large-scale institutions as part of a review and for the purpose of addressing disparate levels of core funding (RTS 11412).

On January 24, 2017, Council approved advance grants, first instalments and biennial grants* for a total of \$2,608,070 to 98 cultural organizations (RTS 11759).

*Recommendations in this report do not include grants of \$550,500 to 23 organizations that were approved in January, as part of the biennial process (RTS 11759).

CITY MANAGER'S/GENERAL MANAGER'S COMMENTS

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

REPORT

Background/Context

Strategic priorities embedded in the Culture Plan (2014-18) inform the recommendation framework used by the Assessment Committees to provide adaptable and sustainable support to better assist organizations in achieving their artistic missions. Tables 2 and 3 capture the framework and emerging civic cultural priorities respectively, which help shape the recommendations detailed in this report.

TABLE 2 - RECOMMENDATIONS AND FRAMEWORK

Providing adaptable sustainable support	
Support the breadth of diversity and artistic expression	<ul style="list-style-type: none"> ✓ Supporting ideas to institutions (projects to operating) ✓ Ensuring adequate support to groups who are serving under-represented communities*
Support sustainable growth	<ul style="list-style-type: none"> ✓ Providing grant levels in alignment with program funding level parameters and comparable to other similar groups ✓ Providing grant levels in alignment with scope, performance and impact ✓ Providing strategic investments to enhance artistic, organizational and public impact opportunities
Enhance sustainability of groups	<ul style="list-style-type: none"> ✓ Providing capacity building support to increase an organization's ability to meet its mission (board/staff development, strategic or sustainability planning)

Ethno-cultural, Aboriginal, sexual orientation, gender identities (incl. trans, gender-variant and two-spirit people), disability, language, seniors, youth, women, low income, language, health.

Other civic cultural priorities were brought forward and discussed by the Assessment Committee as they align with cultural priorities. This included the City's commitment to designate Vancouver as a City of Reconciliation endorsing the UN declaration on the Rights of Indigenous Peoples and responding to specified Truth and Reconciliation calls to action. Vancouver Commemorates Canada 150+ was noted as an example of the ways in which the City is working towards strengthening relations. Lastly, a refresh of the City's culture plan with an equity, diversity and inclusion strategy was discussed in how cultural priorities may be shaped in the years ahead.

TABLE 3 - OTHER CIVIC CULTURAL PRIORITIES

City of Reconciliation	<ul style="list-style-type: none"> • Cultural competency • Strengthening relations • Effective decision-making
150+ Strengthening Our Relations	Year-long 2017 Celebration including: <ul style="list-style-type: none"> • Gathering of Canoes (July) • The Drum is Calling Festival (July 22-30) • Walk for Reconciliation (September)
Refresh Culture Plan	<ul style="list-style-type: none"> • Refresh of the Culture Plan (2013-2018) with goals, metrics and timelines • Diversity & equity strategy will be part of the plan

Assessment Committee

Assessment members are nominated by the community to participate with staff in making recommendations. Community members provide analysis on how well projects or groups are meeting specific criteria (artistic, public impact and organizational health), complementing staff analysis which includes how well the grant recommendations are meeting cultural goals and strategic priorities. Eighteen members including artists, executive/artistic leaders and board members participated in 4 multi-disciplinary committees. Requests for assistance

consistently exceed available resources therefore not all project requests or full request amounts for operating or annual applicants can be met. A *Request for Reconsideration* process is available for groups who meet specific criteria and is outlined in the program information guidelines. Staff thanks the members for their collective expertise in making these recommendations and for providing valuable input for the City.

The 2017 committee members are listed in Appendix E, with highlights of their comments.

Strategic Analysis

RECOMMENDATIONS

The total requests for grants in 2017 was \$9,283,560 with \$7,774,700 being recommended for support as summarized in Table. 4.

TABLE 4 - Cultural Grant Recommendations in this Report*

Cultural Grants	Requested		Recommended	
Projects	75	\$775,000	59	\$410,000
Annual Assistance	49	\$1,106,500	49	\$861,000
Operating	56	\$7,402,060	56	\$6,403,700
Total	180	\$9,283,560	164	\$7,674,700
Capacity Building Grant				
Vantage Point Partnership			1	\$100,000
Total Recommended			165	\$7,774,700

**Does not include 23 groups approved for grants of \$550,500 in January 2017 through the Biennial process.*

Projects - 59 Project grants for a total of \$410,000 (4 new groups supported)

The projects Assessment Committees reviewed a total of 75 applications with requests of \$775,000. This stream supports the creation, development and production of artistic work or project-based arts and cultural activity. As this is one of two streams (Community Arts Grants being the second) that are open to new eligible groups, the demand always exceeds available funds and not all groups can be recommended. The committee recommends that 59 organizations receive support including 4 first-time groups of 8 new applicants. Grant amounts range from \$2,000 to \$14,000.

Annual Assistance - 49 grants for a total of \$861,000

The Annual Assistance Assessment Committee reviewed a total of 49 applications noting the 15 groups in the Biennial process who had already been approved for their grants. The stream supports groups in delivering established programs and/or services as well as the enhancement of organizational structure. There are a diverse range of organizations in this cohort with grants ranging from \$10,000 to \$37,000.

Operating Assistance - 56 grants for a total of \$6,403,700

The Operating Assessment Committee reviewed a total of 56 applications noting the 9 groups in the Biennial process who had already been approved for their grants. The stream supports

groups in delivering established programs and/or services with established organizational structure. Groups in this cohort range from mid-size to larger institutions and tend to be more established in their tenure. Grants in this cohort range from \$20,000 to \$2,181,000.

Capacity Building in the Arts - Grant to Vantage Point for \$100,000

The partnership with Vantage Point provides access for all groups supported by the City of Vancouver through Cultural Services to learning opportunities and customized support where specific expertise is required. Each year over 300 organizations can participate in leadership development workshops or labs, and access facilitation and consultation in support of strategic or other leadership planning initiatives. In 2016, approximately 140 organizations participated in these opportunities. Through the assessment processes in 2017, 50 organizations will be offered free access to this support including areas of board recruitment, strategic planning, and executive leadership development.

IMPACTS

The City's ongoing investment in arts and culture has a significant impact in the sector through the development of new work, employment of artists and administrators, and a wide range of opportunities for the general public to participate as summarized in Table 5.

TABLE 5 - Investment Impact - 2015 KEY METRICS

2015 Key Metrics			
Key Metric	Projects (52)	Operating + Annual (125)	Total (177)
Total Artistic Works & Public Activities	860	23,072	23,932
Total Attendance	98,634	4,794,143	4,892,777
Total Number of Artists Participating	1,895	10,260	12,155
Total Number of Volunteers	1,139	17,529	18,668
Total Number of Full Time Equivalents	N/A	2,364	2,364

The City's annual investment through grants also levers significant resources from the private sector, other public sector investments and earned revenues. In 2016, the civic investment of over \$11 million levered over \$138 million from other sources as illustrated in Chart A and Table 6.

The City's investment also reaches a diverse range of disciplines and communities in Vancouver and illustrated in Charts B and C. Of the 189 total grantees in 2017, 43 or 23% reported having a mandate to serve specific communities, with some organizations serving more than one specific community.

CHART A - 2016 City support by comparison to other revenue

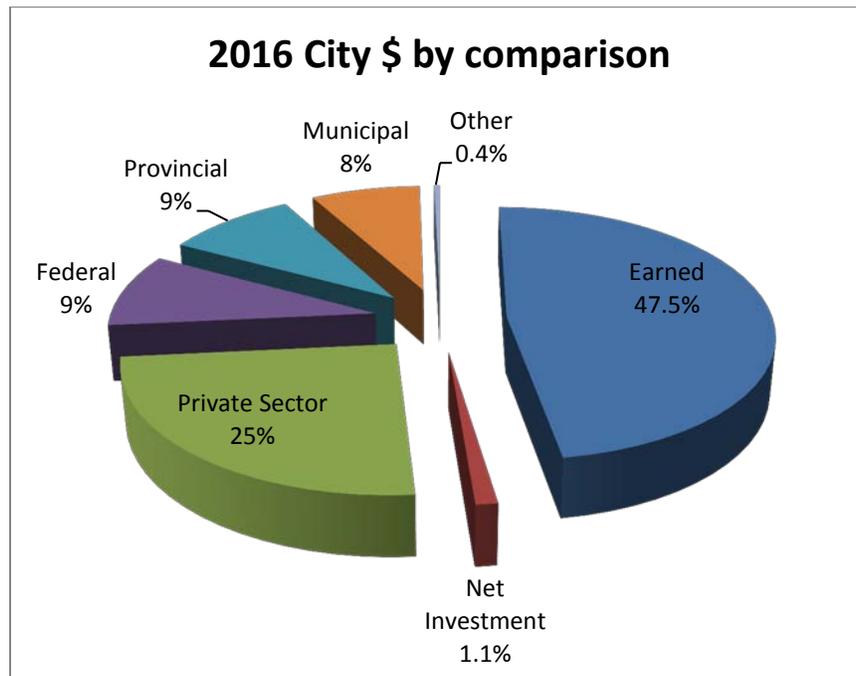
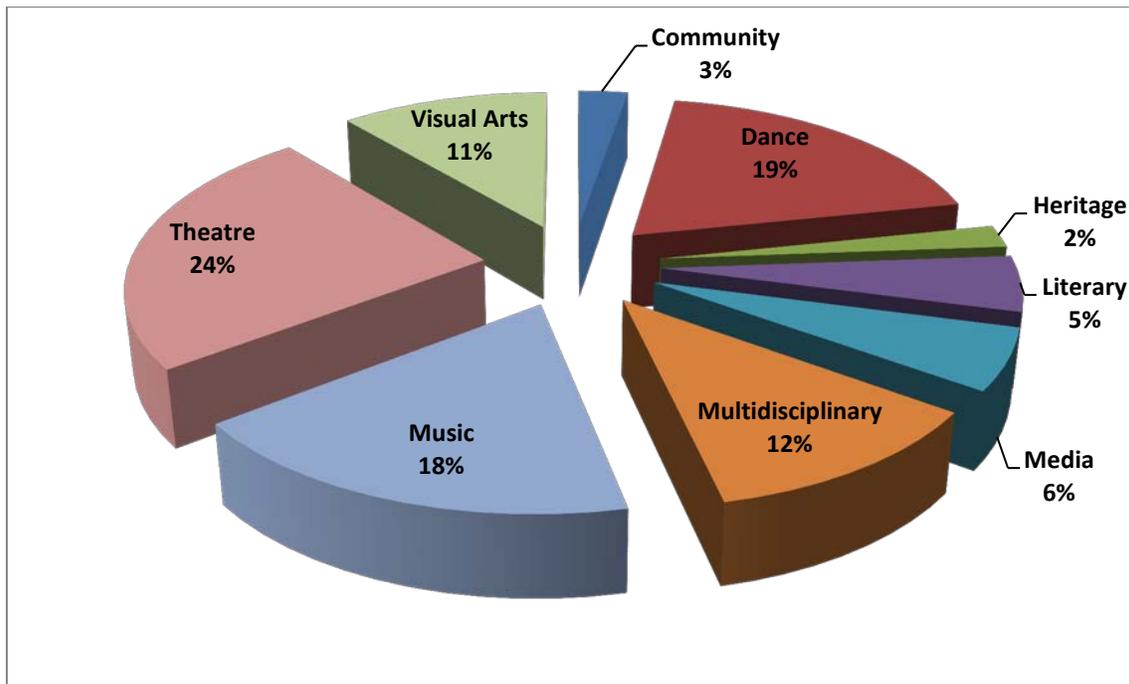


TABLE 6 - 2016 City support by comparison to other revenue

Revenue Type	Description	Amount
Earned	Admissions, tickets, fees, membership, sales, rentals	\$71,327,000
Net Investment	Interest income on trusts, endowments, investments	\$1,730,250
Private Sector	Donations, sponsorships, foundation grants, fundraising, in-kind	\$37,160,500
Federal	Canada Council, Dept. of Canadian Heritage, other	\$14,057,600
Provincial	BC Arts Council, gaming, other	\$13,698,300
Municipal	Other City grants incl. theatre rental, infrastructure	\$11,438,800
Other	Other public grants & in-kind	\$593,894
Total Revenues		\$150,006,344

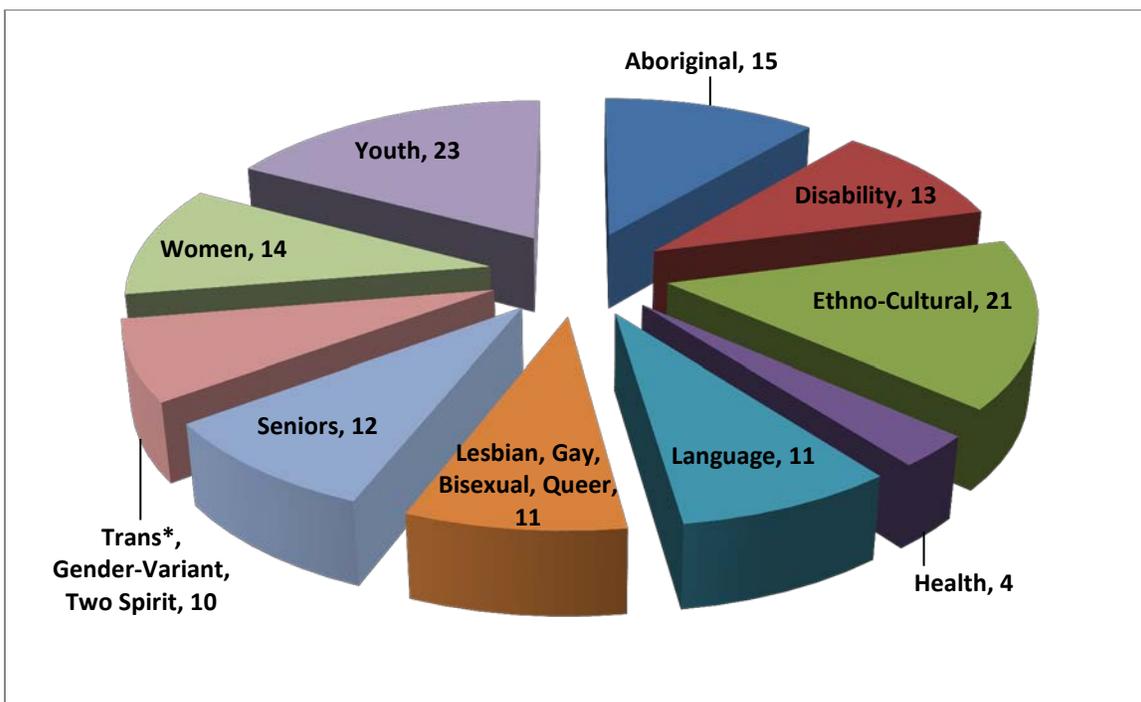
Source: Total Revenue as reported by 124 Annual and Operating groups in 2016 through CADAC

CHART B - Grantees by Discipline



Of the total grantees (189) the above chart indicates the number of groups and percentage by discipline as reported within the 2017 application.

CHART C - Grantees with Mandates to serve Specific Communities



Of the 189 total grantees, 43 or 23% reported having a mandate to serve specific communities. (Note that some organizations may serve more than one specific community, so the numbers appearing in the chart do not add up to 43.)

Financial Implications

TABLE 7 - 2017 CULTURAL GRANTS BUDGET

Program Category	2017 Allocations	Previously Approved	Approved in this report	Balance
Operating	\$6,699,700		\$6,403,700	\$0
Operating (biennial)		\$296,000		
Annual	\$1,115,500		\$861,000	\$0
Annual (biennial)		\$254,500		
Projects	\$410,000		\$410,000	\$0
Arts Capacity	\$100,000		\$100,000	\$0
Community Arts	\$428,768		May 2017	\$428,768
Theatre Rental	\$2,687,669		July 2017	\$2,687,669
Artists Fund (Creative Spark)	\$102,500		Mar + Nov 2017	\$102,500
Total Budget	\$11,544,137	\$550,500	\$7,774,700	\$3,218,937

This report recommends allocating \$7,774,700 of the 2017 Cultural Grants budget. The balance of the cultural grants budget will be allocated through upcoming assessment processes for Community Arts, Theatre Rental grants and the Individual Artists Fund (Creative Spark) programs.

CONCLUSION

Approval of this annual investment in arts and culture supports 165 organizations in numerous communities who provide payment and employment to over 14,000 artists and creative employees, and attract a general public of over 4 million people through close to 24,000 activities and new works.

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2017 Grant Recommendations

Project Grant Recommendations	2016 Grant	2017 Request	2017 Recomm
Accordion Noir Soc.	10,000	15,000	10,000
Action at a Distance Dance Soc.		5,000	4,500
Alley Theatre Assn.	14,000	15,000	11,000
Asian Canadian Writers' Workshop Soc.		8,000	5,000
Astrolabe Musik Theatre		4,000	4,000
Balcone Art Soc.	0	10,000	0
Barking Sphinx Performance Soc.	6,000	5,500	4,000
Bleeding Heart Theatre Soc.	8,000	8,000	4,000
Blueridge Chamber Music Soc.	3,000	5,000	4,000
Borealis String Quartet Soc.	4,000	5,000	4,000
Burrard Arts Fdn.	10,000	15,000	8,000
Capture Photography Festival Soc.	7,000	15,000	9,000
Cinevolution Media Arts Soc.		15,000	0
Compagnie Vision Selective Arts Soc.		8,000	5,000
Curiosity Collider Art-Science Fdn.		6,000	3,500
Delinquent Theatre Soc.	8,000	8,000	7,000
Dumb Instrument Dance Soc.		7,000	6,000
Erato Ensemble Soc.	0	13,625	4,000
Fugue Theatre Soc.	6,000	12,000	10,000
Hardline Productions Theatre Soc.	7,500	8,500	8,500

Project Grant Recommendations	2016 Grant	2017 Request	2017 Recomm
Hong Kong Exile Arts Assn.	0	7,650	5,500
Jewish Community Centre of Greater Van.	10,000	12,000	10,000
Jewish Museum and Archives of B.C. (Jewish Historical Soc. Of B.C.)	4,000	10,000	4,000
Kickstart Disability Arts and Culture	13,000	25,000	13,500
Kinesis Dance Soc.	5,000	8,000	4,000
Les Productions Figlio Soc.	8,000	10,000	9,000
MACHiNENOiSY Dance Soc.	7,500	10,000	2,000
marta marta HoP Soc.	5,000	8,000	0
Mitch and Murray Productions Theatre Soc.		10,000	0
Monster Creative Productions		8,000	0
MOVE: the company (Movement Dance Productions Soc.)	0	10,000	7,000
November Theatre Soc.		12,000	8,000
OCW Arts & Publishing Foundation	8,000	12,000	9,000
Other Sights for Artists' Projects Assn.	10,000	15,000	11,500
Plastic Orchid Factory Soc.	12,000	15,000	7,000
Poetry is Dead Magazine	6,000	7,000	6,500
Reality Curve Theatre		10,000	0
Rice and Beans Theatre Soc.	6,000	20,000	9,000
Roedde House Preservation Soc.		9,000	7,000
Sculptor's Soc. of B.C.		5,000	0
Shay Kuebler Radical System Arts Soc.	5,000	7,500	6,000

Project Grant Recommendations	2016 Grant	2017 Request	2017 Recomm
Solo Collective Theatre Soc.	9,000	16,000	9,000
Sophisticated Laughter Theatrical Soc.	0	8,000	0
Sound of Dragon Soc.	7,500	12,900	7,000
SpeakEasy Theatre Company Soc.		10,000	0
Staircase XI Theatre Soc.	3,000	6,000	0
Standing Wave Soc.	7,000	13,000	9,000
The Elbow Theatre Soc.	8,000	8,000	7,000
The Response Dance Soc.		10,000	6,000
Time Will Tell Arts Soc.		6,300	3,000
Tomoe Arts Soc.	9,000	6,000	6,000
Tomorrow Collective Arts Soc.		18,000	12,000
Too Fly Productions Soc.	0	9,000	0
Twenty-Something Theatre	7,000	20,000	0
Urban Republic Arts Soc.		15,000	0
Uzume Taiko Drum Group Soc.	4,000	4,000	3,000
Van. Asian Film Festival Soc.	7,000	15,000	7,500
Van. Ballet Soc.	3,200	3,500	3,500
Van. Chamber Music Soc.		2,525	0
Van. Chinese Instrumental Music Soc.	6,000	7,500	6,000
Van. Chopin Soc.		6,000	0
Van. Latin American Cultural Centre Soc.	6,000	6,000	3,500

Project Grant Recommendations	2016 Grant	2017 Request	2017 Recomm
Van. Poetry House Soc.	9,000	12,000	9,000
Van. Pro Musica (Pro Musica Soc. of Van.)	14,000	15,500	14,000
Van. Tap Dance Soc.	7,500	7,500	7,500
Vetta Chamber Music and Recital Soc.	10,000	15,000	10,500
Visceral Visions	5,000	2,000	2,000
V'ni Dansi (Compaigni V'ni Dansi Soc.)	7,000	11,000	7,000
VocalEye Descriptive Arts (Canadian Council of the Blind (CCB) Vancouver VocalEye Chapter Society)	10,000	20,000	13,000
West Coast Feminist Literary Magazine Soc.	5,000	10,000	5,000
Western Gold Theatre Soc.	7,000	12,000	9,000
Women in Film and Television Vancouver Soc.	6,000	10,000	8,000
Working Spark Theatre Arts Soc.	2,000	2,500	2,000
Yarilo Contemporary Music Soc.	5,000	11,000	0
Zee Zee Theatre	8,000	24,000	10,000
Total Project Grant Recommendations	355,200	775,000	410,000

2017 Annual Assistance Grant Recommendations

Annual Assistance Grant Recommendations	2016 Grant	2017 Request	2017 Recomm
221A Artist Run Centre Soc.	16,000	30,000	22,000
605 Collective Dance Soc.	17,000	25,000	17,000
Access Gallery (Vancouver Access Artist Run Centre)	17,000	21,000	21,000
Aeriosa Dance Soc.	15,000	15,000	15,000
Assn. of Book Publishers of B.C.	13,000	18,000	18,000
Bill Reid Gallery of Northwest Coast Art (Bill Reid Foundation)	20,000	30,000	20,000
Canadian Alliance of Dance Artists - B.C. Chapter	10,000	15,000	15,000
Caravan World Rhythms Soc.	17,000	25,000	17,000
Centre A (Van. Intl. Centre for Contemporary Asian Art)	37,000	37,000	37,000
City Opera Van.	15,000	25,000	15,000
Co. Erasga Dance Soc.	15,000	20,000	15,000
Community Arts Council of Vancouver	11,000	15,000	15,000
Craft Council of B.C.	15,000	25,000	15,000
Eastside Culture Crawl Soc.	13,000	30,000	13,000
Elektra Women's Choir	15,000	20,000	18,500
Fillip (Projectile Publishing Soc.)	15,000	18,000	15,000
Gallery Gachet Soc.	19,000	19,000	19,000
Geist Foundation	10,500	13,500	13,500
Greater Van. Professional Theatre Alliance	13,000	13,000	13,000
Indian Summer Arts Soc.	20,000	30,000	25,000

Annual Assistance Grant Recommendations	2016 Grant	2017 Request	2017 Recomm
ITSAZOO Productions	13,000	15,000	13,000
Live Biennial of Performance Art Soc.	15,000	23,000	15,000
Miscellaneous Productions Soc.	15,000	25,000	19,500
Movement Enterprises Soc.	13,000	17,000	13,000
New Forms Media Soc.	15,000	30,000	15,000
New Orchestra Workshop Soc.	14,000	20,000	14,000
New Performance Works Soc.	15,000	24,000	20,000
Out Innerspace Dance Theatre and Film Soc.	17,000	20,000	17,000
Powell St. Festival Soc.	25,000	40,000	30,000
Pride in Art Soc.	15,000	20,000	19,000
Raven Spirit Dance Soc.	5,000	15,000	14,000
Realwheels Soc.	17,000	25,000	17,000
Reel to Real: Celebration of Moving Images Soc.	16,000	19,000	16,000
Ruby Slippers Productions Soc.	15,000	20,000	15,000
Secret Lantern Soc.	16,500	30,000	16,500
Sub-TERRAIN Literary Collective Soc.	12,000	12,000	12,000
Tara Cheyenne Performance (DanStaBat Performance Soc.)	14,000	14,000	14,000
The Chop Theatre	12,000	20,000	12,000
The Frank Theatre (Screaming Weenie Productions)	15,000	25,000	15,000
The Only Animal Theatre Soc.	15,000	20,000	15,000
Theatre Conspiracy (Western Theatre Conspiracy Arts Soc.)	17,000	25,000	17,000

Annual Assistance Grant Recommendations	2016 Grant	2017 Request	2017 Recomm
Theatre Terrific Soc.	10,000	30,000	10,000
Unit/Pitt Projects (Unit/Pitt Soc. For Arts and Critical Awareness)	18,000	25,000	18,000
Up in The Air Theatre Soc.	15,000	25,000	15,000
Urban Ink Productions Soc.	27,000	50,000	30,000
Van. Cantata Soc.	16,500	20,000	16,500
Van. Inter-Cultural Orchestra (VICO)	15,000	20,000	20,000
Van. Jewish Film Centre Soc.	10,000	15,000	10,000
Van. Latin American Film Festival (First Latin American Film Festival of Vancouver)	16,000	18,000	16,000
Sub-Total Annual Assistance Grant Recommendations	762,500	1,106,500	833,500

Annual Assistance - One-time Grant Recommendations	2016 Grant	2017 Request	2017 Recomm
Bill Reid Gallery of Northwest Coast Art (Bill Reid Foundation)			7,500
Gallery Gachet Soc.			5,000
Powell St. Festival Soc.			5,000
Theatre Terrific Soc.			5,000
Urban Ink Productions Soc.			5,000
Sub-Total One-time Annual Assistance Grant Recommendations			27,500
Total Annual Assistance Grant Recommendations			861,000

2017 Operating Grant Recommendations

Operating Grant Recommendations	2016 Grant	2017 Request	2017 Recomm
Alliance for Arts and Culture Soc.	45,000	50,000	45,000
Arts Club of Vancouver Theatre Soc.	160,000	200,000	160,000
Artspeak Gallery Soc.	29,000	39,000	29,000
Axis Theatre Soc.	34,000	40,000	34,000
Ballet B.C. (Pacific Ballet B.C. Soc.)	100,000	200,000	100,000
Bard on the Beach Theatre Soc.	60,000	85,000	60,000
Boca Del Lupo Theatre Soc.	30,000	40,000	30,000
Canadian Music Centre - B.C.	26,500	30,000	26,500
Carousel Theatre Soc.	32,000	40,000	32,000
Centre culturel francophone de Vancouver	20,000	35,000	20,000
Chor Leoni Men's Choir	20,000	30,000	20,000
Cinémathèque (Pacific Cinémathèque Pacifique Soc.)	45,000	50,000	45,000
Coastal Jazz and Blues Soc.	95,000	95,000	95,000
Contemporary Art Gallery Soc.	70,000	150,000	70,000
DanceHouse (Seismic Shift Arts Soc.)	21,000	35,000	21,000
DOXA Documentary Film and Video Festival (The Documentary Media Soc.)	20,000	25,000	23,000
Early Music Vancouver (Van. Soc. for Early Music)	38,000	55,000	55,000
Electric Company Theatre Soc.	35,000	45,000	35,000
Firehall Theatre Soc.	75,000	85,000	75,000
Flamenco Rosario (Rosario Ancer Flamenco Arts Soc.)	20,000	35,000	20,000

Operating Grant Recommendations	2016 Grant	2017 Request	2017 Recomm
Full Circle: First Nations Performance Soc.	40,000	75,000	75,000
grunt gallery (Visible Arts Soc.)	37,500	50,000	37,500
H.R. MacMillan Space Centre	519,400	525,000	519,400
Health Arts Soc.	20,000	25,000	20,000
Kidd Pivot Performing Arts Soc.	28,000	35,000	28,000
Kokoro Dance Theatre Soc.	19,000	50,000	39,000
Malaspina Printmakers Soc.	20,000	22,000	20,000
Museum of Vancouver (Van. Museum Soc.)	758,000	773,160	758,000
Music in the Morning Concert Soc.	20,000	30,000	20,000
Music on Main	24,000	35,000	29,000
Newworld Theatre Soc.	33,000	47,000	33,000
Pacific Theatre (First Pacific Theatre Soc.)	22,000	30,000	22,000
Pink Ink Theatre Productions Assn.	20,000	25,000	20,000
Playwrights Theatre Centre	40,000	45,000	40,000
PuSH International Performing Arts Festival Soc.	80,000	100,000	80,000
Science World (A.S.T.C.)	105,000	125,000	105,000
Theatre for Living Soc. (Headlines Theatre Soc.)	24,000	26,400	24,000
Theatre Replacement Soc.	25,000	35,000	25,000
Touchstone Theatre Soc.	35,000	35,000	35,000
Van. Art Gallery	2,181,000	2,181,000	2,181,000
Van. Dance Centre Soc.	78,000	85,000	78,000

Operating Grant Recommendations	2016 Grant	2017 Request	2017 Recomm
Van. East Cultural Centre	115,000	150,000	115,000
Van. Folk Music Festival Soc.	80,000	110,000	80,000
Van. Fringe Festival (Vancouver Fringe Theatre Soc.)	40,000	45,000	40,000
Van. Intl. Children's Festival Soc.	126,500	136,500	126,500
Van. Intl. Dance Festival Soc.	25,000	35,000	25,000
Van. Intl. Film Festival Soc.	69,800	75,000	69,800
Van. Intl. Writers Festival Soc.	62,000	70,000	65,000
Van. Maritime Museum Soc.	400,000	700,000	400,000
Van. Moving Theatre Soc.	25,000	30,000	25,000
Van. New Music Soc.	32,000	35,000	32,000
Van. Opera Assn.	50,000	100,000	60,000
Van. Out on Screen Film Festival Soc.	28,000	35,000	35,000
Van. Symphony Soc.	70,000	70,000	70,000
VIVO Media Arts Centre (Satellite Video Exchange Soc.)	30,000	40,000	30,000
Western Front Soc.	46,000	52,000	46,000
Total Operating Grant Recommendations	6,303,700	7,402,060	6,403,700

2017 Biennial Grants - Previously Approved Jan. 24, 2017 RTS 11759
(for information only)

Annual Assistance – Biennial	2016 Grant	2017 Request	2017 Recomm
Battery Opera Performing Arts Soc.	16,000	16,000	16,000
Dancing on the Edge Festival Soc.	25,000	25,000	25,000
EDAM Performing Arts Soc.	20,000	20,000	20,000
Fight With a Stick (Leaky Heaven Performance Soc.)	15,000	15,000	15,000
Hard Rubber New Music Soc.	15,000	15,000	15,000
Joe Ink Performance Soc.	15,000	15,000	15,000
Karen Jamieson Dance Soc.	15,000	15,000	15,000
Mascall Dance Soc.	15,000	15,000	15,000
Musica Intima Soc.	21,000	21,000	21,000
Radix Theatre Soc.	15,000	15,000	15,000
Redshift Music Soc.	17,000	17,000	17,000
Still Moon Arts Soc.	15,000	15,000	15,000
Van. Theatresports League	10,500	10,500	10,500
Wen Wei Dance Soc.	22,000	22,000	22,000
Word Vancouver Festival (Van. Book & Magazine Fair Soc.)	18,000	18,000	18,000
Total Annual Assistance Biennial Grants	254,500	254,500	254,500

2017 Biennial Grants - Previously Approved Jan. 24, 2017 RTS 11759
(for information only)

Operating – Biennial	2016 Grant	2017 Request	2017 Recomm
Cineworks Independent Filmmakers Soc.	36,000	36,000	36,000
Green Thumb Theatre for Young People (Green Thumb Players Soc.)	60,000	60,000	60,000
Norman Rothstein Theatre (Van. Westside Theatre Soc.)	30,000	30,000	30,000
Or Gallery Soc.	29,000	29,000	29,000
Rumble Productions Soc.	30,000	30,000	30,000
Théâtre la Seizième	35,000	35,000	35,000
Turning Point Ensemble Soc.	31,000	31,000	31,000
Van. Chamber Choir	20,000	20,000	20,000
Van. Co-operative Radio (Community Radio Edn. Soc.)	25,000	25,000	25,000
Total Operating Biennial Grants	296,000	296,000	296,000

2017 Assessment Committee Community Members and Input

Projects (Studio)	Projects (Perform)	Annual Assistance	Operating
Pablo de Ocampo	Joseph Bardsley	Julia Aoki	Aliyah Amarshi
Margaret Reynolds	Starr Muranko	Reneltta Arluk	Paul Larocque
Kamala Todd	Farshid Samandari	Naomi Brand	Su-Feh Lee
		Dana Claxton	Shana Myara
		Wayde Compton	Meaghan Williams
		Krista Belle Stewart	
		Melissa Tsang	

When Assessment Committees assemble, staff use the opportunity to gain input on emerging trends and needs in the community. The following are highlights of comments made during the Annual Assistance and Operating discussions. This information will be brought forward to the Arts and Culture Policy Council for information and consideration and can inform the ways in which Cultural Services embarks upon a revision of the City's cultural priorities.

- Cultivate a cultural ecology that reflects the diversity of the city through creating more opportunities to leverage the creative potential of more equitable and inclusive arts and cultural practices: create a common understanding and language around equity, diversity, and inclusion practices in an arts and culture sector; support both Cultural Services staff and the arts and cultural community to understand them and how systemic change can be made; facilitate organizational learning on best practices from within and outside the sector and look to other models across Canada and internationally; play an active role in convening this conversation; equip the staff to make the Culture Plan's equity and diversity strategy a central lens on the Culture Plan.
- Create conditions to retain local artistic talent and leadership and develop pipelines for next generations leadership transition in the community.
- Adopt a Fair Notice Policy: develop mechanisms to respond to the changing nature of the sector within existing means to better allocate resources as organizations move through natural lifecycle stages.
- Implement Multi-year programs for all stable organizations and further streamline application processes to create administrative efficiencies.
- Invest in more peer to peer learning to support artistic, community impact and leadership development in the sector - particularly where cultural competencies and specific expertise is required.
- Consider how best to support local artists embarking on international opportunities where they assume ambassador roles when presented abroad.
- Create the conditions for meaningful partnership and collaborations among larger institutions and smaller organizations where helpful exchanges can occur (shared

resources, learning effective outreach and community impact strategies, creative and organizational innovations, etc.)

- Create the conditions for grantees to be able to support living wages for artistic and administrative personnel.
- Recognize and invest in organizations assuming a leadership role in space provision for the community, particularly those that are leading efforts without the benefit of civic support.

Cultural Grants Program Framework

	Project	Annual Assistance	Operating	Larger Institution*
Stage	Start-up	Growth	Mature	Mature
Programs	Developing and establishing	Establishing or established	Established	Established
Admin	Staff/vol. driven	Staff driven	Staff/Brd driven	Staff/Brd driven
Board	Working Brd	Mainly Wkg Brd	Governance Brd	Governance Brd
Budget	Project budget	\$75 - \$300K diversified rev.	\$300 - \$1M diversified rev.	Over \$1M cash + inkind civic
Grant	\$1-\$15K	Entry \$10-15K Max \$30K	Entry \$20K Max \$100K	+ \$100K (cash + in-kind)
Criteria Focus	Artistic dev. and/or participation through arts and culture	Artistic, org dev, artistic community impact	Artistic, org resilience, artistic and community impact	Artistic, org resilience and leadership, artistic and community impact, civic accountability in prog/assets/space and public access

**Not yet in place*



2017 CULTURAL PROJECT GRANT PROGRAM INFORMATION GUIDE

Deadline: Wednesday, December 7, 2016 at 4:00pm

This guide provides information about the objectives, criteria and application process for the Cultural Project Grant program. The Project Grant program is one of many programs, awards and services that the City's Cultural Services department offers to advance the vision and goals of the Culture Plan for Vancouver. Other civic 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 deadline.

CONTACT INFORMATION

Staff: Karen Hasselfelt, Cultural Planner
Doug Durand, Cultural Planner

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douglas.durand@vancouver.ca

Website: vancouver.ca/culture

CULTURAL PROJECT GRANT PROGRAM

Objectives and Description

The Project Grant program supports projects in any artistic discipline (Aboriginal arts, community arts, dance, interdisciplinary, literary, media, multidisciplinary, music, theatre, visual arts, heritage or arts services sector). Projects contribute to the discourse, practice or art form and can be a one-time, single creative project, or a time-limited series or season.

Initiatives supported by a City of Vancouver Project Grant should ideally reach out to well-defined and varied public audiences through some form of presentation or dissemination (e.g. exhibitions, performances, publications, presentations, video, film, new media, radio, audio recordings, web-based creative initiatives, or community-engaged projects led by professional artists).

Applicants are strongly encouraged to have paid professional administration and leadership. All principal professional artists should be compensated for their participation commensurate with arts sector standards.¹

It is recommended that applicants request an amount based on what the organization needs to complete the project. The City can only fund a project up to a maximum of 50% of its cash revenues. While the Program budget varies from year to year, Project grant awards generally range from \$1,500-\$12,000 with a maximum of \$15,000. Information on previous grant awards and recipients is located on our website: <http://council.vancouver.ca/20160406/documents/pspc6.pdf>

Organizational Profile

This program supports Vancouver-based, professional non-profit arts and cultural organizations that have been incorporated for at least six months at the time of the application deadline, and have a mission to develop, create, produce, present and/or disseminate artistic work for the benefit of the public and the arts sector.

These organizations generally work on a project-by-project basis and are led by an arts or heritage professional who is often the founder of the organization. The organization supports artists and creative personnel, and the artistic programming is often innovative and addresses a need or opportunity in the community or the arts sector. The organization is supported by an active working Board of Directors that often have personal connections to the mission or the founder. Basic financial and administrative systems are in place, and duties are generally performed by one or more paid professional staff, in combination with contract staff and volunteers, including Board members.

¹ For more information on these standards, please refer to the following organizations:

American Federation of Musicians: www.afm.org; Canadian Actors Equity Association: www.caea.com;
Canadian League of Composers: www.clc-lcc.ca; Canadian Alliance of Dance Artists: www.cadabc.org;
Professional Writers Association of Canada: www.pwac.ca; Canadian Artists Representation/Le front des artistes canadiens/CARFAC: www.carfac.ca

Eligibility

To apply to this program, the organization must:

- Be a non-profit society or a community service co-op legally registered and in good standing with BC Registry Services, or a First Nations Band Council, or a registered charity with the Canadian Revenue Agency (CRA), for at least six months at the time of the application deadline. **First-time applicants must provide evidence of non-profit or registered status e.g. Certificate of Incorporation;**
- Be accommodating, welcoming and open to people of all ages, abilities, sexual orientation, gender identities (including trans*, gender-variant and two-spirit people), ethnicity, cultural background, religion, language, socio-economic conditions, in their policies, practices and programs;
- Have an active Board of Directors composed of volunteers representative of the mission and people served;
 - Directors must meet the minimum articles of applicable governing acts (BC Society Act, BC Cooperative Service Act for Community Service Coops, or the Canada Not-for-profit Corporations Act)
 - Directors must not be remunerated for services in their capacity as a Director (but may be reimbursed for reasonable expenses incurred) nor hold concurrent staff positions
- Have, at minimum, professional leadership; preferably one or more paid staff, in combination with contract staff and volunteers;
- Compensate professional artists; preferably at minimum standard industry rates;
- Have an active presence in Vancouver and provide arts and cultural opportunities that are accessible and benefit the citizens of Vancouver. The Project must be located within Vancouver city limits;
- Have diverse revenue sources (earned, private and public) for the Project;
- Provide financial statements with signatures of two Board members for the most recently completed fiscal year including, at minimum, a Balance Sheet and Income/Expense Statement, and preferably independently prepared as a Review Engagement or Audit;
- Have completed all previous projects funded through Cultural Services and can report on the most recent previous project in the current application², or have written approval from a Cultural Planner to submit an application if the previous project is not complete by the time of the application deadline; and

² Note that Final Reports no longer need to be submitted separately in advance of a Project Grant deadline, as the Final Report is now integrated into the Project application form, **unless an organization is NOT planning to apply for another Project Grant**. In this instance, the organization must request a Final Report form from Cultural Services and file a Final Report within six months of completing the project.

- Have received no other applications for Project, Operating or Community Arts grants for the same calendar year.

Examples of Eligible Activity

- A single production, show, or a series of related curated or produced arts and cultural events, performances or programs.
- Collaborative creative initiatives that involve professional artists and community members that innovatively address local interests, concerns or issues.
- Projects related to cultural heritage initiated through museums, archives or other professional heritage organizations.
- Projects that develop distinctive approaches or cultural coalitions to deliver programs or share services and resources.
- Conferences or symposia that offer significant learning and networking opportunities for artists, arts and cultural organizations, and the general public.
- Artistic Residencies that facilitate learning, artistic development and cultural exchange between professional artists and host organizations.
- Artistic or Administrative Mentorships that facilitate learning opportunities for professional artists and administrators wishing to gain experiential training with professionals in host organizations.
- Outdoor projects that have received civic approval from the appropriate departments. Evidence of permits or approvals may be a condition for release of grant funds.³

Ineligible Organizations and Activity

- Organizations that do not have arts and cultural mandates or whose proposed activity does not meet the Program Objectives and Eligibility
- Other City of Vancouver departments and branches including community centres
- Publicly funded or private educational institutions (public schools, universities, colleges, training organizations)
- Core artistic training and in-class activity
- Projects where the central focus or theme is not artistic or cultural

³ For projects taking place on city streets or plazas, contact the City's Film and Special Events Office at 604-257-8850 or email specialevents@vancouver.ca.

For projects taking place in parks, contact the Park Board Special Events and Film Office at 604-257-8516 or email parkevents@vancouver.ca.

- Social Service, Religious, Sports organizations or clubs
- Ongoing operations, deficit reduction or capital projects
- Activity taking place before the application deadline
- Activity outside Vancouver city limits
- Fund raising or commercially-oriented activity
- Bursaries or scholarships
- Contests or competitions

Assessment Criteria

Applicants will be assessed on how well they meet the criteria, required additional material, and financial and statistical data. The criteria reflect characteristics of professional, non-profit arts organizations, and written responses to the application questions will be assessed against specific criteria directly below the corresponding question in the Project Grant Application Form. Where criteria are not listed, those questions are posed to collect data for reporting purposes. Questions in the Application Form are organized into the following categories:

1. City Support
2. Proposed Project
3. Participation and Impact
4. Board and Finance

Application Process and Timeline

New applicant inquiries:	May-mid-November
Application available:	Mid-October
Application deadline:	December 7, 2016
Staff Review:	December - January
Assessment Committee Peer Review:	Early February
Notification of Recommendation:	Early April
Council Approval and Notification:	April
Payment:	Mid-late April

Assessment Committee Peer Review

Cultural Services uses a blended assessment approach where members of the arts and cultural community (peers) are nominated to participate in the assessment process with a Cultural Planner from Cultural Services. The Assessment Committee reviews applications in advance and meets in person to discuss the applications and make recommendations for City Council's consideration and approval.

Nominations from community members are accepted year-round by completing this form: <http://vancouver.ca/people-programs/grant-application-and-assessment-process>.

Recommendations and Report to City Council

Assessment Committee recommendations are brought forward in a report to City Council for consideration and approval. Applicants receive an email notification from the City Clerk's office generally a week in advance of the report going forward for the Council meeting date. The report is also made public on the City's website at approximately the same time. Names of the peer Assessment Committee members are made public in this report.

To find reports online go to:

1. vancouver.ca
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 Cultural Grant Allocations*

Comments, Conditions, Concerns and Reconsideration

All applicants may request additional information on the process including comments and clarification of recommendations. Where there may be conditions on a grant or concerns with an organization, additional specific comments and terms will be provided.

For demonstrated instances where the financial situation or eligibility were misunderstood by the Assessment Committee, applicants may formally request reconsideration of the recommendation. For eligible formal requests, the recommendation will be withdrawn from the report to Council and will be reviewed by the Director of Cultural Services who will make a final recommendation and submission to City Council for their consideration at a later date.

For specific details on the **Request for Reconsideration** policy and process, please visit <http://vancouver.ca/people-programs/request-for-reconsideration>.

Grant Confirmation Notification and EFT Payment

Once the Council report is approved, you will receive a confirmation notification by email. Please retain this notification as your document of record for your Auditor, if required.

NEW! All grant recipients are required to set up direct deposit using an Electronic Funds Transfer (EFT) form with the City's Financial Services Group to expedite payment. If your organization has not been set up for EFT, please contact cultural.services@vancouver.ca for the form and instructions so as not to delay payment.

PROJECT GRANT - CONDITIONS OF ASSISTANCE

If your organization receives a Project Grant, the following terms and conditions will apply:

- Grant funds must be applied to programs and services as outlined in the application for the request year.
- Grant funds are not to be used retroactively or to reduce or eliminate accumulated deficits.
- The Society must meet all eligibility requirements for the Project Grant program.
- 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 must be notified in writing immediately and approve changes. In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining City funds are also to be returned to the City.
- The Society will appropriately acknowledge the City's support through the Cultural Services Department in all information materials, including online, publications, programs and any other collateral produced related to funded and supported activities. Such recognition must be commensurate with that given to other funding agencies.
In 2015, a new recognition mark was introduced. Grant recipients can contact Klodyne Rodney by phone at 604.871.6228 or by email; klodyne.rodney@vancouver.ca to receive the recognition marks electronically.



- Receipt of a grant does not guarantee funding in the future.

CONFIDENTIALITY

All documents submitted by Applicants to the City become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained therein except to the extent necessary to communicate information to staff and peer Assessment Committee members for the purposes of evaluation and analysis. The City will not release any of this information to the public except as required under the Province of British Columbia *Freedom of Information and Protection of Privacy Act* or other legal disclosure process.

ADDITIONAL CITY RESOURCES

Access to Vancouver Civic Theatres Space

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

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

Promotional Support

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

Communicate your message widely through one of the many opportunities available through the City of Vancouver! These include the popular Outdoor Promotional programs, messaging at libraries and community centres, and inclusion of your event(s) in the civic/community on-line calendar.

Cultural Infrastructure Grant

<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.

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.

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.

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.



2017 CULTURAL ANNUAL ASSISTANCE GRANTS PROGRAM INFORMATION GUIDE

Deadline: Wednesday, December 7, 2016 at 4:00pm

This guide provides information about the objectives, criteria and process for the Cultural Annual Assistance program.

The Annual Assistance Grants program is one of many programs, awards and services the City offers 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.

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- 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 deadline.

CONTACT INFORMATION

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Vancouver, BC V6B 1H4
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Website: vancouver.ca/culture

OBJECTIVES AND DESCRIPTION

The Annual Assistance Grants program aims to provide consistent and reliable support to professional non-profit arts and cultural organizations in order for them to provide impactful, quality annual programs or services and build or strengthen operational infrastructure to contribute to a dynamic artistic community in a healthy and sustainable manner.

Grant amounts generally range from \$10,000 - \$30,000.

Organizational Profile for Annual Assistance 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 or who provide professional umbrella services* or space** for the benefit of the arts sector, in any artistic discipline (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 artistic programs or services. They generally have been incorporated for at least three years, have impactful annual programs or services that are delivered with consistency and are artistically strong. There is paid professional leadership, emerging administrative and board structures, stabilizing financial resources, emergent longer-term planning, and an engaged Board of Directors.

*Professional Services - the delivery of services or resources in support of artists and arts organizations in the areas of research, information, professional development, networking, administration, audience development, marketing and communications.

**Professional Space - the provision and operation of facilities for professional artists and arts organizations adequately zoned and equipped (box office, technical support) for public assembly, performance, rehearsal, meetings, etc.

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 three years at the time of the application deadline
- Have a track record of receiving at minimum two consecutive grants from Cultural Services through either Projects or Community Arts
- Be physically located, have an active presence and have programs and services delivered within Vancouver
- Have a body of high-quality work or services with a track record of consistent delivery and demand
- Have an active Board of Directors composed of volunteers representative of the mission and people served

- Directors must meet the minimum articles of applicable governing acts (BC Society Act, BC Cooperative Service Act for Community Service Coops, or the Canada Not-for-profit Corporations Act)
- Directors must not be remunerated for services in their capacity as a Director (but may be reimbursed for reasonable expenses incurred) nor hold concurrent staff positions
- Directors must have a clear understanding of their leadership role and be willing to engage in policy, planning, legal and fiduciary responsibilities
- Have evidence of professional and paid leadership (artistic and administrative) generally between 0.5 to 2 Full Time Equivalent (FTE) staff members which may be comprised of several part-time positions
- Have growing capacity with administrative systems (communications, financial, human resources)
- Have growing financial resource diversification
 - Sustained average annual cash budget generally between \$75,000 and \$300,000
 - Diversified cash resources (earned, private and public)
 - Independently-prepared financial statements (ideally a Review Engagement)
- Have demonstrated increasing capacity to consistently pay professional artists at standard industry rates¹
- Be accommodating, welcoming and open to people of all ages, abilities, sexual orientation, gender identities (including trans*, gender-variant and two-spirit people), ethnicity, cultural background, religion, language, socio-economic conditions, in their policies, practices and programs.

Ineligible Organizations and activity

- Publicly funded or private educational institutions (public schools, universities, colleges, training organizations)
- Organizations that do not have arts and cultural mandates or whose proposed activity does not meet the Program Objectives and Eligibility
- Other City of Vancouver departments, branches including community centres
- Social Service, Religious, Sports organizations or clubs
- Core artistic training
- Capital proposals
- Deficits
- Organizations and activity outside Vancouver city limits
- Fundraising activity
- Bursaries or scholarships
- Contests or competitions

¹ For more information on these standards, please refer to the following organizations:
 American Federation of Musicians: www.afm.org; Canadian Actors Equity Association: www.caea.com;
 Canadian League of Composers: www.clc-lcc.ca; Canadian Alliance of Dance Artists: www.cadabc.org;
 Professional Writers Association of Canada: www.pwac.ca; Canadian Artists Representation/Le front des artistes canadiens/CARFAC: www.carfac.ca

Assessment Criteria

Most questions in the Application Form have corresponding criteria displayed directly below the question. Your answers in the Annual Assistance Grant application will be assessed against specific criteria. Where there are no criteria specified for a particular question, they are posed to help you tell your organization's story and for us to collect statistical information that is not already in CADAC data. Questions in the Application Form are organized into the following categories:

- Organizational History and Purpose
- Artistic Programs and Services
- Participation and Impact
- Organizational Structure
- Board Structure
- Financial Management

Criteria within each of these categories reflect characteristics of professional non-profit arts organizations as outlined in the Organizational Profile and Eligibility section of this guide. Organizations will be assessed on how well they meet the criteria according to the narrative response, required additional material, and the financial and statistical data provided.

Application Process and timeline

New applicant inquiries and transition process:	May - mid-September
Application release:	Mid-October
Application deadline:	December 7, 2016
Staff Review:	December - January
Advance Grant Payment:	January
Assessment Committee Peer Review:	Early February
Notification of Recommendation:	Early April
Council Approval and Notice:	April
Payment:	Mid-late April

Assessment Committee Peer Review

Cultural Services uses a blended assessment approach where members of the arts and cultural community (peers) are nominated to participate in the assessment process with a Cultural Planner from Cultural Services. The Assessment Committee reviews applications in advance and meet in person to discuss the submissions and make recommendations to City Council for consideration and approval.

Nominations from community members are accepted year-round by completing this form:

<http://vancouver.ca/people-programs/grant-application-and-assessment-process>

Recommendations and Report to City Council

Assessment Committee recommendations are brought forward in a report to City Council for consideration and approval. Applicants receive an email notification from City Clerks generally a week in advance of the report going forward for Council's consideration and the meeting date. The report is made public on the City's website generally a week before the Council meeting date. Names of the peer Assessment Committee members are made public in this report.

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"
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Comments, Conditions, Concerns and Reconsideration

All applicants may request additional information on the process including comments and clarification of recommendations. Where there may be conditions on a grant or concerns with an organization, additional specific comments and terms will be provided.

For demonstrated instances where the financial situation or eligibility were misunderstood by the Assessment Committee, applicants may formally request reconsideration of the recommendation. For eligible formal requests, the recommendation will be withdrawn from the report to Council and will be reviewed by the Director of Cultural Services who will make a final recommendation and submission to City Council for their consideration at a later date.

For specific details on the **Request for Reconsideration** policy and process, please visit: <http://vancouver.ca/people-programs/request-for-reconsideration>

Grant Confirmation Notification and EFT Payment

Once the Council report is approved, you will receive a confirmation notification by email. Please retain this notification as your document of record for your Auditor, if required.

NEW! All grant recipients are required to set up direct deposit using an Electronic Funds Transfer (EFT) form with the City's Financial Services Group to expedite payment. If your organization has not been set up for EFT, please contact cultural.services@vancouver.ca for the form and instructions so as not to delay payment.

CADAC

All requested CADAC data must be updated in CADAC and submitted at the time of the deadline. Any outstanding requested changes must also be made. Board-signed financial statements for the most recently completed fiscal year must also be uploaded to the CADAC site.

ANNUAL ASSISTANCE AGREEMENT - CONDITIONS OF ASSISTANCE

If your organization receives an Annual Assistance grant, the following terms and conditions will apply:

- Grant funds must be applied to programs and services as outlined in the application for the request year and in support of the objectives of the Annual Assistance program.
- Grant funds are not to be used retroactively or to reduce or eliminate deficits.
- The Society must meet all eligibility requirements for the Annual Assistance program.
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2017 CULTURAL OPERATING GRANT PROGRAM INFORMATION GUIDE

Deadline: Wednesday, December 7, 2016 at 4:00pm

This guide provides information about the objectives, criteria and process for the Cultural Operating Grant program.

The Operating Grant program is one of many programs, awards and services the City offers 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 deadline.

CONTACT INFORMATION

Staff: Cheryl Masters, Cultural Planner
Address: City of Vancouver Cultural Services
Suite 501 - 111 West Hastings Street
Vancouver, BC V6B 1H4
Tel: 604.871-6498
Email: cherylmasters@vancouver.ca
Website: vancouver.ca/culture

OBJECTIVES AND DESCRIPTION

The Operating Grant program aims to provide consistent and reliable support to professional established non-profit arts and cultural organizations in their program and operational development in order for them to provide impactful, quality programs or services which contribute to a dynamic artistic community, in a healthy and sustainable manner.

Grant amounts generally range from \$20,000 - \$100,000.

Organizational Profile for Operating Grants

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

The program is for organizations that are mature in their lifecycle stage, have a clear and relevant mission guided by long-term goals and strategies. They generally have been incorporated and operating for at least five years, have well-established programs or services that are well-developed and delivered with consistency and are artistically strong with proven impact in the community. There is full-time paid professional leadership (artistic and administrative), well-developed administrative structures, stable financial resources and planning, and a Board of Directors who set direction, are policy-oriented, and support management to lead operations.

*Professional Services - the delivery of services or resources in support of artists and arts organizations in the areas of research, information, professional development, networking, administration, audience development, marketing and communications.

**Professional Space - the provision and operation of facilities for professional artists and arts organizations adequately zoned and equipped (box office, technical support) for public assembly, performance, rehearsal, meetings, etc.

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 five years at the time of the application deadline
- Have a track record of receiving two consecutive years of core support outside of project-based support (e.g., Annual assistance) from the City of Vancouver and have responded to questions to determine eligibility and readiness. All requests will be considered on a case by case basis
- Be physically located, have an active presence and have programs and services delivered within Vancouver
- Have an established body of high quality work or services with a track record of consistent delivery and demand

- Have an active Board of Directors composed of volunteers representative of the mission and people served
 - Directors must meet the minimum articles of applicable governing acts (BC Society Act, BC Cooperative Service Act for Community Service Coops, or the Canada Not-for-profit Corporations Act)
 - Directors must not be remunerated for services in their capacity as a Director (but may be reimbursed for reasonable expenses incurred) nor hold concurrent staff positions
 - Directors must function in a governance role, be active in setting direction, policy, longer-term planning, and understand and fulfill their legal and fiduciary responsibilities
- Have full-time professional and paid leadership in artistic and administrative roles (at min. 1 FTE)
- Have well-developed administrative systems (communications, financial, human resources)
- Have diverse and stable financial resources and practices
 - Sustained average annual cash budget of generally over \$300,000 in the past three years
 - Diversified cash resources (earned, private and public)
 - Independently-prepared financial statements (audit or review engagement)
- Compensate professional artists at minimum standard industry rates¹
- Be accommodating, welcoming and open to people of all ages, abilities, sexual orientation, gender identities (including trans*, gender-variant and two-spirit people), ethnicity, cultural background, religion, language, socio-economic conditions, in their policies, practices and programs.

Ineligible Organizations and activity

- Publicly funded or private educational institutions (public schools, universities, colleges, training organizations)
- Organizations that do not have arts and cultural mandates or whose proposed activity does not meet the Program Objectives and Eligibility
- Other City of Vancouver departments and branches including community centres
- Social Service, Religious, Sports organizations or clubs
- Core artistic training
- Capital proposals
- Deficits
- Organizations and activity outside Vancouver city limits
- Fundraising activity
- Bursaries or scholarships
- Contests or competitions

¹ For more information on these standards, please refer to the following organizations:
 American Federation of Musicians: www.afm.org; Canadian Actors Equity Association: www.caea.com;
 Canadian League of Composers: www.clc-lcc.ca; Canadian Alliance of Dance Artists: www.cadabc.org;
 Professional Writers Association of Canada: www.pwac.ca; Canadian Artists Representation/Le front des artistes canadiens/CARFAC: www.carfac.ca

Assessment Criteria

Most of the answers in the Operating Grant application will be assessed against specific criteria which can be found in the Application Form. Criteria follow directly below the corresponding question in the Application Form. Where criteria are not listed, those questions are posed to collect information that is not already in CADAC data. Questions in the Application Form are organized into categories familiar to Operating organizations:

- History and Purpose
- Artistic Program and Services
- Participation and Impact
- Organizational Structure
- Board and Governance
- Financial Management

The criteria reflect characteristics of mature, professional, non-profit arts organizations. Organizations will be assessed on how well they meet the criteria according to the narrative responses, required additional material, and financial and statistical data.

Application Process and timeline

New applicant inquiries and transition process:	May – mid-September
Application release:	Mid-October
Application deadline:	December 7, 2016
Staff Review:	December – January
Advance Grant Payment:	January
Assessment Committee Peer Review:	Early February
Notification of Recommendation:	Early April
Council Approval and Notice:	April
Payment:	Mid-late April

Assessment Committee Peer Review

Cultural Services uses a blended assessment approach where members of the arts and cultural community (peers) are nominated to participate in the assessment process with a Cultural Planner from Cultural Services. The Assessment Committee reviews applications in advance and meet in person to discuss the submissions and make recommendations to City Council for consideration and approval.

Nominations from community members are accepted year-round by completing this form: <http://vancouver.ca/people-programs/grant-application-and-assessment-process>

Recommendations and Report to City Council

Assessment Committee recommendations are brought forward in a report to City Council for consideration and approval. Applicants receive an email notification from City Clerks generally a week in advance of the report going forward for Council's consideration and the meeting date. The report is made public on the City's website generally a week before the Council meeting date. Names of the peer Assessment Committee members are made public in this report.

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 *Cultural Grants Allocations*

Comments, Conditions, Concerns and Reconsideration

All applicants may request additional information on the process including comments and clarification of recommendations. Where there may be conditions on a grant or concerns with an organization, additional specific comments and terms will be provided.

For demonstrated instances where the financial situation or eligibility were misunderstood by the Assessment Committee, applicants may formally request reconsideration of the recommendation. For eligible formal requests, the recommendation will be withdrawn from the report to Council and will be reviewed by the Director of Cultural Services who will make a final recommendation and submission to City Council for their consideration at a later date.

For specific details on the **Request for Reconsideration** policy and process, please visit:
<http://vancouver.ca/people-programs/request-for-reconsideration>

Grant Confirmation Notification and EFT Payment

Once the Council report is approved, you will receive a confirmation notification by email. Please retain this notification as your document of record for your Auditor, if required.

NEW!: All grant recipients are required to set up direct deposit using an Electronic Funds Transfer (EFT) form with the City's Financial Services Group to expedite payment. If your organization has not been set up for EFT, please contact cultural.services@vancouver.ca for the form and instructions so as not to delay payment.

CADAC

All requested CADAC data must be updated in CADAC and submitted at the time of the deadline. Any outstanding requested changes must also be made. Board-signed financial statements for the most recently completed fiscal year must also be uploaded to the CADAC site.

OPERATING AGREEMENT - CONDITIONS OF ASSISTANCE

If your organization receives an Operating grant, the following terms and conditions will apply:

- Grant funds must be applied to programs and services as outlined in the application for the request year and in support of the objectives of the Operating assistance program.
- Grant funds are not to be used retroactively or to reduce or eliminate deficits.
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