



ADMINISTRATIVE REPORT

Report Date: June 10, 2017
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Meeting Date: July 11, 2017

TO: Vancouver City Council
FROM: General Manager, Community Services
SUBJECT: 2017 Cultural Infrastructure Grant Allocations

RECOMMENDATION

- A. THAT Council approve a total of \$1,252,300 in Cultural Infrastructure Grants to thirty-one organizations as listed in Appendix A of this Report: source of funds to be the 2017 Capital Budget - Cultural Infrastructure Grants.
- B. THAT Council approve the cultural infrastructure grant of \$25,000 that was awarded to the Land Conservancy of BC in 2010 for renovations to Joy Kogawa House, be transferred to the Historic Joy Kogawa House Society to undertake planning and capital upgrades to the house.

Approval of grant recommendations requires two-thirds affirmative votes of all Council members.

REPORT SUMMARY

This report seeks Council's approval of the 2017 Cultural Infrastructure Grants (CIG) to thirty-one Vancouver-based not-for-profit cultural organizations.

The program is intended to support a broad range of arts and cultural capital projects located in Vancouver involving pre-planning or feasibility studies, facility purchase, construction, renovation or expansion.

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.

- 2008, Council adopted the Culture Plan and Cultural Facilities Priorities Plan, outlining strategies for enabling the sustainable creation and operation of cultural spaces.
- 2013, Vancouver's Culture Plan: Strategic Directions, was presented to Council providing a framework to support a diverse, thriving cultural ecology.
- 2015, Council approved a new Permit Fee Assistance Grant stream to assist Vancouver-based non-profit and charitable cultural organizations with their development and building permit fees.
- 2016 Council approved a new Critical Assistance Grant stream for Vancouver-based not-for-profit and charitable cultural organizations to provide up to \$25,000 matching funds to cover costs associated with unforeseen facility emergency situations and urgent life-safety issues.

CITY MANAGER'S/GENERAL MANAGER'S COMMENTS

Cultural Infrastructure, Permit Fee Assistance and the new Critical Assistance Grants Programs, are significant ways in which the City partners with arts and cultural not-for-profit organizations to create, maintain and improve local cultural spaces that are vital for the creation, production and presentation of arts activity and Vancouver's cultural economy.

REPORT

Background/Context

Cultural Infrastructure Grants Program is intended to support a broad range of cultural capital projects located in Vancouver involving planning or feasibility studies, facility purchase, construction, renovation or expansion. The program seeks to:

- Support a robust and diverse cultural ecology
- Enable community planning, development and acquisition of cultural spaces
- Strengthen community development and operation of cultural spaces
- Leverage partnerships, sharing of spaces and funding from other sources

Since its inception in 2009, the Program has*:

- Provided over \$8.3M in funding for 226 local projects by 126 different organizations - from planning and repairs, to purchasing spaces
- 2/3 of projects improved existing spaces
- 1/3 of projects supported planning and development of new spaces
- Total project value over \$50,147,000
- 2009-2017 overall leveraged a 1:5 rate of return on City investment

**includes 2017 recommendations within this report*

The split between existing and new infrastructure demonstrates a high regard for sustainable practices and a pragmatic approach to space development, adapting and upgrading existing spaces to improve functionality and quality.

As a result of the 2016 Infrastructure Grants Review, a number of changes to the Program were initiated this year. Most significantly, maximum grant amounts were increased from \$35,000 to \$50,000 for planning and minor capital projects, and from \$150,000 to \$250,000 for major capital projects. Also new was a streamlining of the grant process that included implementing an online application and review process.

Strategic Analysis - 2017 Cultural Infrastructure Grants Intake

The 2017 Cultural Infrastructure Grants intake resulted in:

- 40 submissions requesting \$2,881,381 of funding for projects totaling \$8,767,939
- 14% increase in the previous number of grant applications
- 83% increase in total grant dollars requested (since 2016)
- 14 (35%) from organizations in City owned/leased spaces
- 26 (65%) from organizations in private or community owned/leased spaces
- 17 (43%) submissions were for planning projects
- 23 (57%) submissions were for capital projects

Eligibility

- Registered not-for-profit societies and charitable organizations located in Vancouver, that provide arts and culture programs and services to Vancouver residents are eligible.
- Spaces must be owned by the organization or have a minimum of a ten year lease.
- Organizations may apply for multiple grants over three-year periods in order to move their projects through the planning to capital phases.
- Grants require a minimum of a 50% match in funding.
- The program is not designed to provide operating budget or building maintenance support.

Review Process

The assessment criteria is detailed in Appendix B (pages 8-9) and includes ensuring projects:

- Represent a community need for arts and cultural space,
- That the group has the organizational capacity to complete the project, and:
- That the arts and cultural space is operationally sustainable.

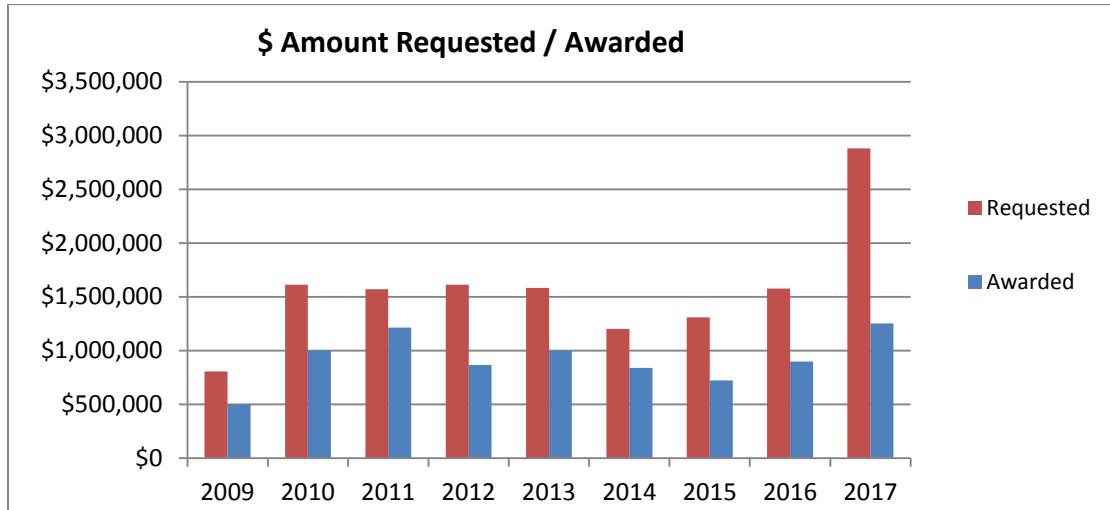
Assessment Committees, comprised of peers, staff and experts reviewed grant requests from both City owned (and leased) and community spaces. With a 14% increase in the number of applications, a doubling of requested amounts, and the increase of the maximum major capital grants from \$150,000 to \$250,000 - the Assessment Committees were challenged to make difficult choices.

2017 Recommendations

Based on the recommendations from the Assessment Committees, staff recommends approval of thirty-one Cultural Infrastructure grants totaling \$1,252,300 as detailed in Appendix A.

The graph below illustrates the grants requested and awarded since the program started in 2009. The average of all requests in any given year is \$1,403,450. The 2017 requested amount of \$2,881,381 is an increase of 105% over the average annual amount requested.

Table 1: 2009-2017 Infrastructure Grant Requests and Awards*



* Please note: 2017 includes recommendations within this report

Recommended projects include grants to relatively new organizations with modest to large operating budgets, as well as established organizations that have successfully operated for many years. The following is an example of the diversity of requested projects from the 2017 intake:

- Kwi Awt Stelmexw (KAS Cultural Society) - to undertake a demand analysis and capital campaign development towards a Skwxwú7mesh (Squamish) Cultural Centre.
- Vancouver Academy of Music - to undertake renovations to Koerner Recital Hall.
- Bill Reid Foundation (Bill Reid Gallery) - to undertake renovations to improve accessibility, programming space, Gallery Shop, and improved functional space.
- Vancouver Adapted Music Society - to renovate a new space within the GF Strong Rehabilitation Centre to create an expanded wheelchair-accessible music studio.

Permit Fee Assistance Grants

In 2015, Council approved the Permit Fee Assistance Grants to offset Vancouver-based non-profit and charitable cultural organization's development and/or building permit fees on applicable cultural facility projects. Staff is authorized to disburse grants up to \$1,500 which are offered on a first come, first served basis until the allocation is depleted. In 2016 the Western Front Society was awarded \$999 in permit fee assistance. There is a balance of \$16,929 remaining in the budget from 2015 and 2016.

Critical Assistance Grants

The Critical Assistance Grants were introduced in 2017 as a way for non-profit cultural organizations to access funds for emergency or life/safety projects that require immediate

mitigation and financial help. A nimble on-line application process allows for organizations to receive funding without waiting for the annual Infrastructure Grants intake deadline. Staff is authorized to disburse grants up to \$25,000 each. The grant is offered on a first come, first served basis until the current allocation is depleted.

Four grants totaling \$41,160, as detailed in the Table below, have been provided to date, in this inaugural year of Critical Assistance Grants.

Table 2: 2017 Critical Assistance Grant Allocations

Organization	Project	Awarded
Firehall Arts Centre	Window replacement; sprinkler system replacement	\$1,660
Van East Cultural Centre	Safety rigging equipment (York Theatre)	\$7,500
Native Daughters of BC	Chimney replacement, balcony replacement; fire escape replacement	\$25,000
Vancouver Maritime Museum	Safety lighting on Heritage Dock	\$7,000
Total		\$41,160

There is a balance of \$58,840 remaining from the 2017 budget for Critical Assistance Grants.

Joy Kogawa House

Located in the Marpole neighbourhood of Vancouver, Historic Joy Kogawa House was once the childhood home of acclaimed author Joy Kogawa and her family. Today, the property is operated by a non-profit, Historic Joy Kogawa House Society, and is a unique live/work space for writers, a space for public events, and an ongoing symbol of the racial discrimination experienced by Japanese Canadians during the Second World War.

The Land Conservancy of BC, which has owned Joy Kogawa House since 2006, recently underwent organizational restructuring, and began the transfer of many of its properties to other non-profits and various levels of government in order to ensure the properties' continued stewardship and protection. In 2016, the City purchased Joy Kogawa House.

Staff recommends that the cultural infrastructure grant of \$25,000, awarded to the Land Conservancy of BC in 2010 for renovations to Joy Kogawa House, be transferred to the Historic Joy Kogawa House Society to undertake planning and capital upgrades to the house.

Conditions for Grant Disbursement

All Cultural Infrastructure Grants have general conditions for disbursement of grant funds (see Appendix B, page 13 for details). Some grant recommendations may have additional specific conditions as determined by the Assessment Committees and identified in Appendix A.

Nine projects are not being recommended for support at this time; however, all were seen as important projects and organizations are encouraged to re-submit to future Infrastructure Grants intakes.

Next Steps: Making Space for Art

Making Space for Art is a study, conducted jointly by Cultural Services and Civic Theatres, with the aim to inform Vancouver's partnerships with the community to retain, expand and develop vibrant, affordable, sustainable arts and cultural spaces. The study is an update of the 2008 Cultural Facilities Priorities Plan and includes a community survey of presentation,

production and performing arts spaces and needs in Vancouver. The study will be one of a number of initiatives that will inform Vancouver's new Creative City Strategy.

During the adjudication of the Cultural Infrastructure Grants, it became apparent that there is a need for mentoring support for several organizations seeking infrastructure support, in particular emerging and small organizations that do not yet have the capacity to lead planning studies or to engage in capital projects. Staff will explore ways to provide further support and report back as part of the Making Space for Art study later this year.

FINANCIAL IMPLICATIONS

The 2017 Cultural Infrastructure Grants allocations recommend funding thirty-one grants with a total value of \$1,252,300.

Source of funds for the recommendations in this report is the 2017 Capital Budget—Cultural Infrastructure Grants; the 2017 annual submission of \$1,100,000 and \$152,300 from reallocation of unused funding from previously approved projects that have come in under budget or did not proceed.

TABLE 3: Summary of 2017 Grant Recommendations

Grant Stream	Current Budget	Total 2017 Recommended Grants	Budget Remaining
Permit Fee Assistance	\$17,828	\$999*	\$16,929
Critical Assistance	\$100,000	\$41,160*	\$58,840
Cultural Infrastructure Grants	\$1,252,300	\$1,252,300**	\$0

*Council has delegated authority to staff to approve and disburse both Permit Fee and Critical Assistance Grant. These amounts reflect grants approved by staff to date.

**Subject to Council approval in this report.

Staff will continue to utilise remaining budgets for Permit Fee Assistance and Critical Assistance requests.

CONCLUSION

The City's Cultural Infrastructure, Critical Assistance and Permit Fee Assistance Grants provide important community support for the creation and improvement of cultural infrastructure in Vancouver.

* * * * *

2017 Cultural Infrastructure Grant Recommendations

Organization (*denotes City Owned/Leased Space)	Type of Request	Requested Project Description	Subject To	Project Budget \$	Request \$	Final Recomm \$
African Descent Soc.	Planning	To undertake a needs/demand assessment for a cultural centre.		94,838	78,838	0
Arts in Action Soc.	Planning	To complete a feasibility study for the creation of intergenerational housing.		26,000	18,000	0
Artspeak Gallery Soc.	Major Capital	To undertake exhibition space renovations.		128,000	72,000	49,000
B.C. Artscape Soc.	Major Capital	To install mechanical distribution (HVAC) on the 4th floor of new Keefer space cultural hub.		604,000	250,000	200,000
Ballet B.C. (Pacific Ballet B.C. Soc.)	Planning	To undertake a needs assessment & site analysis study, provide a functional plan, costs and an analysis of proposed alternative sites		39,800	19,900	19,000
Bill Reid Foundation* (Bill Reid Gallery)	Major Capital	To undertake renovations to improve accessibility, Gallery Shop, and increase the appeal of the Gallery as a special event venue.	Provision of an operational pro-forma; coordination with Facilities Development staff on renovations	1,738,308	250,000	200,000
Boca Del Lupo Theatre Soc.	Planning	To undertake a pre-planning and feasibility study for upgrades to The Fishbowl venue		13,125	6,500	4,000
Craft Council of B.C.	Planning	To develop a sustainable business model for the running of a proposed new center.	Provision of public demand and business need for proposed space	20,525	9,500	9,500
Croatian Cultural Centre	Minor Capital	To replace windows and skylights in the gallery space; painting of the room.		50,000	25,000	15,000
Firehall Theatre Soc.*	Planning	To undertake a fundraising feasibility study and plan to support the refurbishment and development of the Firehall Arts Centre Facility.	Funding for further planning work subject to Cultural Services and Facilities Development staff reviewing project scope, determining	36,750	17,500	17,500

Organization (*denotes City Owned/Leased Space)	Type of Request	Requested Project Description	Subject To	Project Budget \$	Request \$	Final Recomm \$
			viability and opportunities to coordinate with adjacent Police Museum.			
Gallery Gachet Soc.	Minor Capital	To undertake electrical, plumbing, construction upgrades for new space on W. Hastings for exhibition, office and open studio purposes.	Provision of a 10-year lease commitment	40,490	20,000	18,800
grunt gallery (Visible Arts Soc.)	Major Capital	To construct a tiny house for an artist resident to live in as part of the Blue Cabin floating artist studio project.		317,313	125,000	0
H.R. MacMillan Space Centre*	Major Capital	Replace the sound system, carpets, curtains and painting in Planetarium Star Theatre and Auditorium.		156,233	73,117	0
Historic Joy Kogawa House Soc.*	Planning	To create a report that will serve as the basis for the future development of a final Restoration Plan.		77,250	42,250	0
Kokoro Dance Theatre Soc.*	Minor Capital	To complete renos to KW Studios: atrium drapery, track, lighting grid, electrical; basement drapery, electrical, soundproofing; security access to studios.		86,494	43,247	35,000
Kwi Awt Stelmexw (KAS Cultural Soc.)	Planning	To undertake a demand analysis and capital campaign development towards a Skwxwú7mesh (Squamish) Cultural centre.		57,760	28,760	13,000
Native Daughters of BC, Post No.1	Major Capital	To replace the fire escape; repair of the chimney and north deck; new roof to heritage standards.		224,359	162,460	28,000
Out Innerspace Dance Theatre and Film Soc.	Planning	To undertake a feasibility study outlining costs and availability of options for dedicated dance studio.		16,628	8,314	8,000

Organization (*denotes City Owned/Leased Space)	Type of Request	Requested Project Description	Subject To	Project Budget \$	Request \$	Final Recomm \$
Pacific Theatre (First Pacific Theatre Soc.)	Planning	To undertake a study to examine the feasibility of a shared space for Pacific Theatre, Van. Fringe Festival, Studio 58 (Langara) and smaller, indie companies.	Provision of a MOU between the partners outlining roles and responsibilities.	54,680	27,340	20,000
Pink Ink (PI) Theatre Productions Assn.	Planning	To determine the feasibility of a storefront theatre space thru needs assessment and programming study.		51,800	20,000	10,000
Pride in Art Soc.	Major Capital	To create flexible multidiscip / multi-functional space for PiA, OMG; to share with other festival operators in new Keefer St. cultural hub.	Funding to support further planning work and initial requirements, to be determined	380,028	190,000	20,000
Realwheels Soc.	Planning	To audit three theatres for accessibility, using audit tool; explore feasibility of accessibility modifications and to design a site solution for one test space.		54,680	28,923	14,000
Science World	Major Capital	To repair/remediate the concrete-filled steel marine piles supporting Science World.		709,560	245,000	50,000
Science World	Planning	To undertake a fundraising Feasibility Project for \$30M capital campaign.		82,000	40,000	0
Societe Maison de la Francophonie de Vancouver	Planning	To undertake a study to analyse space needs and make recommendations on the requirements for the building renewal.		25,691	9,107	0
Terminal City Glass Co-op	Planning	To undertake a feasibility study to determine how and where to expand operations.		51,365	25,682	0
Terminal City Glass Co-op	Minor Capital	To purchase a new glass furnace.		70,028	25,088	20,000
Van. Academy of Music*	Major Capital	To undertake renovations to Koerner Recital Hall.	Provision of current and future community use and policy	542,781	250,000	125,000

Organization (*denotes City Owned/Leased Space)	Type of Request	Requested Project Description	Subject To	Project Budget \$	Request \$	Final Recomm \$
Van. Adapted Music Soc.	Minor Capital	To renovate a new space within GF Strong Rehab Centre to create an expanded wheelchair- accessible music studio.	Provision of detailed budget for construction	100,000	45,000	45,000
Van. East Cultural Centre*	Minor Capital	To install lighting/fan upgrades in Jim Green House; electrical upgrades in Historic Theatre, Culture Lab; fall arrest safety system, lighting, acoustical and audio booth cabling upgrades for York Theatre.		75,910	37,955	17,500
Van. Folk Music Festival Soc.*	Major Capital	To install a permanent power kiosk in Jericho Park to service the power needs of VFMF, other festivals and events, film productions, and sustainability efforts (i.e. recharging stations for electric vehicles).		285,000	135,000	80,000
Van. Intl. Centre for Contemporary Asian Art	Major Capital	To construct a new gallery facility in new Keefer St cultural hub.	Funding to support further planning work and initial requirements, to be determined	930,438	250,000	20,000
Van. Intl. Film Festival Soc.	Planning	To complete Phase 2 (Architectural Design) of Atrium & Production Room revitalization.	Funding to support further community consultation, needs assessment, operational pro- forma; coordination with Cultural Services and Facilities Development staff	112,116	50,000	30,000
Van. Japanese Language School	Minor Capital	To install sprung flooring for cultural or performance arts groups to use for rehearsal and performance use.		96,000	45,000	34,000
Van. Maritime Museum Soc.*	Minor Capital	To install solar lighting for Heritage Harbour docks to improve health, safety, area aesthetics, green energy.		13,990	7,000	0

Organization (*denotes City Owned/Leased Space)	Type of Request	Requested Project Description	Subject To	Project Budget \$	Request \$	Final Recomm \$
Van. Museum Society*	Minor Capital	To install custom blinds in multi-purpose room; custom shelving unit & counter in gift shop; reno to classroom to serve multiple purposes and adapt to venue rental.		48,981	24,491	5,000
Van. Soc. for Early Music*	Minor Capital	To undertake renos to the main floor common areas including performance /rehearsal space, Board room, kitchen, and washroom facilities.		39,990	19,995	20,000
Van. Tap Dance Soc.	Minor Capital	To upgrade HVAC system and replace hardwood floors .	Provision of current fire and safety conditions	248,000	26,000	26,000
West Point Grey Community Centre Assn.*	Planning	To conduct phase two of the demand analysis study to explore options and needs for space and facilities in West Point Grey, including Aberthau Mansion.		58,828	29,414	29,000
Western Front Soc.	Major Capital	To undertake renovations to foyer including the creation of accessible washrooms; replace roof.		308,200	100,000	70,000
Total				8,067,939	2,881,381	1,252,300

Cultural Infrastructure Grant 2017 Information Guide

The City’s Cultural Infrastructure Grant Program provides matching grant support for arts and cultural space planning, acquisition, renovation and development of Vancouver-based arts and cultural spaces operated by societies, co-ops or registered charities.

2017 KEY DATES

Meetings with Staff:	February 1 through March 31, 2017
Application Deadline:	Wednesday, April 12, 4:00 pm
Council Approval:	July 2017 (TBC)
Project Window:	Projects cannot begin until after City Council Approval and must be completed within three years of approval.

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Contact

Potential applicants **must** contact Debra Bodner, Cultural Planner for a discussion of your proposed project well in advance of the application deadline. 604-873-7211 / debra.bodner@vancouver.ca

Context

Cultural 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, [Vancouver's Culture Plan: Strategic Directions](#) provides a framework to support a diverse thriving cultural space ecology.

FIND TOOLS DESIGNED TO HELP YOU SUBMIT AN EFFECTIVE APPLICATION.

SEE THE [CULTURAL SERVICES INFRASTRUCTURE GRANT WEBSITE](#) FOR HELPFUL TOOLS AND DATES FOR THE 2017 INFO SESSIONS.

The Cultural Infrastructure Grant Program is intended to enable arts and culture organizations to plan, develop and enhance successful spaces that support the work of Vancouver's arts and culture community. Eligible arts and culture organizations, that are intending to plan for, purchase, construct, renovate or expand an arts and cultural space may apply for funding in support of their infrastructure project. The goals of the program are to:

- Support a robust and diverse ecology of cultural spaces
- Enable the planning, development, renovation and acquisition of arts and cultural spaces
- Strengthen the community's ability to develop, operate and sustain arts and cultural spaces

The Program encourages innovation, best practices and strong collaborative partnerships with funders, developers, arts and cultural groups, and other stakeholders. For example, cultural facility projects may result in (but not be limited to):

- **Improved inventory:** protected and increased number of arts and cultural creation, production, presentation, preservation, and living spaces;
- **Facility renewal and preservation:** improved quality and standards of existing arts and cultural facilities and infrastructure including accessibility;
- **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.

Project Categories

There are three categories of Cultural Infrastructure Grants:

A. Planning Projects

Projects that involve planning studies, for the acquisition, construction, renovation, or expansion of an arts and cultural facility, may be granted to a **maximum of \$50,000**. This includes (eg.) pre-planning, needs assessment and feasibility studies, building program plans, master planning, and fundraising / capital campaign assessment.

B. Minor Capital Improvements

Building-based projects involving the purchase, construction, renovation, or expansion of an arts and cultural facility with budgets up to \$100,000 may be granted to a **maximum of \$50,000**. This includes projects involving the purchase or installation of equipment that is integral to the existence of the facility.

C. Major Capital Improvements

Building-based projects involving construction, renovation, or expansion of an arts and cultural facility with budgets over \$100,000 may be granted to a **maximum of \$250,000**. This includes projects involving the purchase or installation of equipment that is integral to the existence of the facility.

MORE DETAILS ABOUT EACH CATEGORIE ARE FOUND BEGINNING ON PAGE 6.

Grant Funding

Projects that demonstrate partnerships, diverse financial support and the ability to leverage additional funds have a competitive advantage.

- The maximum level of support from all City sources is 50% of total project costs to a set maximum (up to \$50,000 or \$250,000).
- Applicants receiving funds from multiple City of Vancouver or Park Board programs or departments towards the same infrastructure project must ensure the total City contribution does not exceed 50% of eligible project costs.
- Payment of Cultural Infrastructure Grants will be contingent on securing all project revenues from other sources (see Payment and Reporting for more details).

THE MAXIMUM LEVEL OF SUPPORT FROM ALL CITY OF VANCOUVER SOURCES (INCLUDING SOURCES SUCH AS THE PARK BOARD) IS 50% OF THE TOTAL PROJECT COST TO A SET MAXIMUM DOLLAR AMOUNT.

POTENTIAL APPLICANTS
MUST CONTACT A STAFF
MEMBER TO DISCUSS
THEIR ELIGIBILITY AND
PROJECT, WELL IN
ADVANCE OF THE
SUBMISSION DEADLINE.

- 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.
- 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.
- Applicants may not submit more than one application to Planning or Capital 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.
- Funded projects must be completed within three (3) years of the Council approval date.

Organizational Eligibility

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. At minimum, all applicants must:

- Be a registered Vancouver-based non-profit society*, charitable organization, non-profit cooperative, or Musqueam, Squamish and Tsleil-Waututh First Nations Band Council** having an independent, active governing body composed of volunteers (i.e. a Board of Directors/Council). Voting members of the Board of Directors/Council of the organization receiving funds from the City of Vancouver may not concurrently hold a paid staff position with the organization, and may not be paid for services to the organization (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.*

- The organization must have a clear arts and cultural focus in their vision and mandate. Funding is focused primarily on arts creation/production, presentation, and performance spaces, as well as their supporting ancillary spaces.

- The organization must have operated for at least two fiscal years prior to the application deadline and be able to submit their most recent approved financial statements.
- Infrastructure must be located within Vancouver City Limits.
- Provide arts and cultural programs to Vancouver residents without exclusion to anyone by reason of religion, ethnicity, gender (including trans*, gender-variant and two-spirit people), age, cultural background, sexual orientation, language, disability or income.

Partnerships & Collaborations

The City of Vancouver encourages the creation of partnerships and collaborations that enable the development of sustainable, affordable arts and cultural spaces.

Non-profit arts and cultural organizations applying in partnership or as a collaborative with other non-profits should designate one organization as the lead applicant. Applications submitted by arts and cultural non-profits (as lead applicant) in partnership with private/commercial entities working in the creative sector are eligible.

Evidence must be provided that the proposed project is vital to the activities and mandates of each partner organization. For non-profit/private partnerships, evidence that the partnership is appropriate and that the privately-operated facility is vital to the arts and cultural community must be provided.

A detailed Memorandum of Understanding (MOU) or Partnership Agreement (PA) between the partner organizations with clearly defined roles, responsibilities and relationships must be provided with the application.

Multi-Purpose Spaces

Spaces that are used for multiple functions and/or disciplines, including cultural (ie. community centre, cultural centre), must demonstrate 50% or greater use of the space for arts and culture purposes in order to be eligible for the cultural grant. Speak with the Cultural Planner for further information.

Tenure

If a project is specific to an existing space, the arts/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,

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

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

renewable leases that total a minimum of ten (10) years are also eligible. Organizations with less than ten years remaining on their lease (from the date of application) 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 arts and cultural purposes for a period of not less than ten (10) years from the date of application. For planning projects related to finding new space, evidence of tenure is not required.

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, language, 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.

PROJECT CATEGORIES & MAXIMUM GRANT AWARDS:

A. PLANNING PROJECTS UP TO \$35,000

B. MINOR CAPITAL IMPROVEMENT PROJECTS UNDER \$100,000 UP TO \$50,000

C. MAJOR CAPITAL IMPROVEMENT PROJECTS OVER \$100,000 TO A MAXIMUM OF \$250,000

Project Categories - Details

A. Planning Projects

Grants of up to \$50,000 are available for planning projects towards the acquisition or development of arts and cultural facilities. Grants may be used for feasibility studies, demand or needs assessment, building program plans, master planning, and 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, accessibility plans, etc.) or later planning stages (site massing and analysis, design concepts, engineering consultations, etc.). The development of Historic Conservation, Maintenance or Systems Replacement Plans for existing facilities are also eligible. 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.

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

There are two levels of grants for capital improvement or building-based projects support: up to \$50,000 (minor) and from \$50,001 to \$250,000 (major). Funds are available to support the acquisition, renovation, expansion, and construction of arts and cultural facilities. Improvements

must be of a “built-in” or “permanent” nature and/or 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/or comfort; sprung flooring; soundproofing; lighting grids; expansion of existing spaces; etc.).

Note: the City specifically encourages applications to the program that create or improve physical access to facilities for individuals with disabilities and/or address known health and safety deficiencies.

- 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.).

Major Equipment: Major 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.

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

PLEASE CONTACT STAFF FOR CLARIFICATION OR CONFIRMATION OF ITEMS ELIGIBLE FOR FUNDING

What We Do Not Fund

- Equipment that is presentation or exhibition-related (individual light fixtures, exhibition cases, etc.) or that is artifact-related (storage systems for historical objects or antiquities, archives, monuments, works of art, etc.).
- Stand-Alone equipment; audio/visual systems/equipment, computer or communication equipment or systems. Note: integral hard-wiring for equipment is eligible, however, the movable equipment itself is not.
- Furniture and other depreciable assets, appliances, light fixtures, curtains/blinds 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 prior to the Council approval date.
- Administrative costs **not** directly related to the project.

- Cost associated with the development of the project proposal/grant application submission.
- Organizational operating expenses.
- Organizational strategic planning, capital campaigns, fundraising or marketing activities.
- Training or tools. Food and beverages.
- Planning or capital projects **not** located in Vancouver.

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](#).

THE ASSESSMENT CRITERIA WILL BE USED TO EVALUATE YOUR PROPOSAL/PROJECT. ENSURE THAT ALL ELEMENTS ARE ADDRESSED IN YOUR SUBMISSION.

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?

Assessment Criteria

The 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.

1. VISION, DEMAND & ACCESS

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 long term strategic plan.

Demand: The project fits with Vancouver’s Culture Plan ([2008-2018 Culture Plan](#)) and presents a compelling rationale for a cultural space by way of **demonstrated and substantiated need/demand** from the wider community and potential audiences through surveys, demand analysis, etc. Ideally the project addresses a need or key gap identified in the 2008-2023 Cultural Facilities Priorities Plan. (<http://vancouver.ca/files/cov/CulturePlan-Phase1-Facilities-Study.pdf>)

Identified Key Gaps:

- 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.

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

A STRONG APPLICATION ADDRESSES THE FOLLOWING:

- STRENGTH AND QUALITY OF THE ORGANIZATION'S PROGRAMMING, ADMINISTRATION AND BOARD OF DIRECTORS
- THE NEED FOR THE PROPOSED PROJECT AND ITS BENEFIT TO THE COMMUNITY
- ABILITY OF THE ORGANIZATION TO RAISE THE REQUIRED MATCHING FUNDS AND TO SEE THE PROJECT TO COMPLETION
- ABILITY OF THE ORGANIZATION TO OPERATE AND MAINTAIN THE FACILITY AFTER THE PROPOSED IMPROVEMENTS ARE COMPLETE

- 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.

Access & Diversity: 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.

2. ORGANIZATIONAL CAPACITY

Capacity and Leadership: The Proposal demonstrates effective organizational capacity and leadership necessary to deliver the project, including active involvement of a relevant board and staff.

Partnership and Collaboration: Partnership and collaboration play a role in the development, funding and delivery of the project.

Project Management: The Proposal demonstrates a detailed, effective and realistic project plan and project management for the Project. There is a solid rationale for the selection of the project leader/manager.

Fundraising: The project has a realistic fundraising plan in place and the expertise to undertake fundraising for the project. The project demonstrates multi-partner funding and/or a diverse range of financial support.

3. SUSTAINABILITY

Financial Sustainability: The proposal demonstrates how the organization will ensure financial viability to complete the project and articulates realistic projections of the long term operating revenues and expenses required to support and operate the completed facility for its useful future life.

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

Adaptability and Accessibility: 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.

Environmental Sustainability: the project makes a positive contribution to environmental sustainability. The project involves or promotes “green” initiatives and practices.

Accessibility, 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). The project addresses accessibility issues.

Application Process

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

BUDGET NOTES ARE REQUIRED AND ARE IMPORTANT FOR THE REVIEW OF YOUR FINANCIALS.

PLEASE ITEMIZE AND DETAIL BUDGET LINE ITEMS IN THE BUDGET NOTES.

1. Once you have read through the Infrastructure Grant Guidelines carefully and made sure that both your organization and your project meet all of the eligibility requirements, contact the City staff representative to discuss your project well in advance of the application deadline date.
2. If your group and project are eligible, we will email you an invitation to apply online. The completed application form must be submitted by the deadline.
3. Review the Assessment Criteria before starting your application. Ensure that you provide adequate detail and context about your project and enough information to address each of the criteria as your proposal will be evaluated against these criteria.
4. **Budget:** The following points will assist with completing your budget:
 - Facility Projects must show a balanced budget, that is, revenues must equal expenses.
 - Be as clear and detailed as possible in the mandatory Budget Notes 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. Be as detailed as possible in your Budget Notes and explain how the numbers are derived.

YOU CAN CONTRIBUTE UP TO 25% OF YOUR BUDGET AS IN-KIND SUPPORT... THIS CAN INCLUDE CASH AND/OR MATERIAL DONATIONS AS WELL AS RELEVANT STAFFING TIME OF SALARIED EMPLOYEES FROM YOUR OWN INSTITUTION.

IN-KIND CONTRIBUTIONS MUST BE ITEMIZED AND EXPLAINED IN YOUR BUDGET NOTES. EXPLAIN HOW THE NUMBERS ARE DERIVED AND THE BASIS FOR THE DETERMINATION.

KEEP A RECORD OF STAFF OR OTHER IN-KIND CONTRIBUTIONS AS YOU WILL BE REQUIRED TO PROVIDE THIS IN YOUR FINAL GRANT REPORT.

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.

- 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 of the Budget.
- In-kind contributions are permitted but may not exceed 25% of the total project budget. Itemized in-kind contributions must include the following information in Budget Notes: 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.**
- 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”.
- We allow a maximum of 5% of the total project budget for miscellaneous administrative costs such as photocopying, telephone, room rental, support staff, etc., and recommend a reasonable contingency to also be included.

5. **Quotes:** For projects requesting a grant up to \$20,000, a minimum of one (1) quote is required; for projects requesting a grant between \$20,001 - \$100,000 a minimum of **two (2)** quotes is required; for projects requesting a grant between \$100,000 - \$250,000, **three (3)** quotes from prospective consultants or suppliers are required.

If a “sole source” consultant or contractor has been chosen for projects requesting grants over \$20,000, an explanation and compelling rationale for why and how they have been chosen must be included.

Quotes and/or explanations should include itemized costs related to the scope of work; total cost of the project; timeframe for the project; and expertise of consultants or suppliers.

6. **Permits:** If your capital project requires permits, you will need to confirm that all required building or development permits have been or will be obtained prior to any initial grant payment.

<http://vancouver.ca/home-property-development/permits-and-regulations.aspx>

You may apply to the Permit Fee Assistance Grant for 100% of the permit fees to a maximum of \$1500. If you receive a grant through the PFAG, you may not claim the same fees through this program.

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

7. Ensure that you have provided all the necessary support material as Ensure that your Board of Directors (or designate) has reviewed and signed off on the application.
8. All applications must be received by Cultural Services by 4:00 p.m. on the day of the deadline.
Be sure to keep a copy for your own records.
9. 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.

Assessment Process

Completed applications are assessed through the following process:

1. **Applicant Eligibility**

Applications are checked by City staff for eligibility and completeness. Incomplete or ineligible applications will not be forwarded to the Assessment Committee. It is the organization's responsibility to ensure that all information required is included in the submitted application.

2. **Application Review**

Eligible applications are forwarded to an Assessment Committee composed of City staff, facility experts and community peers for review. The Committee evaluates the submissions based on the Assessment Criteria (page 8) and makes recommendations to Council on project funding and grant amounts.

**DON'T FORGET TO
INCLUDE A REASONABLE
CONTINGENCY IN YOUR
BUDGET.**

3. City Council Approval

Assessment Committee recommendations require City Council approval and will be put forward in a public report to Council.

4. 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. 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.
2. 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](#)).

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 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 may be requested to make available for 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 or may risk being ineligible.
- 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.
- 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 Grant may in no way be construed as providing for other City approval beyond the jurisdiction of the Grant Program.

Grant Payment & Reporting

Payment schedules may vary, however, generally grants up to \$50,000 will be provided in two instalments (typically 80% and 20%) while larger grants may be paid out in three installments (typically 50%, 30% and 20%).

- For most approved grants, the initial payment 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 required permits where applicable (or evidence of submission for permit);
 - “subject to” stipulations where applicable.
- For Grants over \$50,000, a second payment of 30% may be released upon request through the submission of an interim budget and projected timeline for completion.
- The final payment will be released upon completion of the project and submission of a final report - signed off by the Board - to Cultural Services:

FIND THE “FINAL REPORT” TEMPLATE ON [THE CULTURAL SERVICES INFRASTRUCTURE GRANT WEBSITE.](#)

- a final report (template is on CIG website) outlining the project and detailing the actual project costs;
- evidence of expenditures including copies of receipts for eligible expenses are not required to be submitted, however, may be requested by the Grant Planner;
- copies of occupancy or other permits where applicable.

All Grants:

- If there are residual funds left at the completion of the project, the organization may discuss with staff to direct those funds to a cost **directly related** to the original project, for example: an unforeseen but related expense. This must be approved by staff prior to release of the final payment.
- The total grant to be paid (all installments) will be based on the final actual costs and shall not exceed:
 - the original percentage (to total proposed budget) as approved by City Council
 - and the amount of the grant as awarded by City Council
- 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.

Final 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 may 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.

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

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.