



2003 Project Grants

Office of Cultural Affairs, City of Vancouver

**Deadlines: December 9, 2002
and June 2, 2003**

An electronic form in Excel formats (for PC and Mac) is available. E-mail us at oca@city.vancouver.bc.ca to receive a form via e-mail or call 604.871.6000 for a diskette. Please specify the platform and version of Excel you are using.

This is an application form for City of Vancouver Project grants, which are available to Vancouver non-profit arts organizations. Before completing your application form, please read this information sheet and call Cultural Affairs staff if you have any questions. First-time applicants must establish their eligibility with OCA staff.

Instructions for Applicants

1. Supply concise information *right on the attached application form*, include all the relevant documents requested (see checklist, question 6), and limit further attachments to a few pages. Since page 1 will be copied and distributed to City Council, it should be typed and completed in full. Faxes cannot be accepted.
2. Return the completed and signed original form, a copy, and attachments listed on the signature page to:

Courier (site) address:

Office of Cultural Affairs
City of Vancouver
Suite 100 - 515 West 10th Avenue
Vancouver, BC V5Z 4A8

Mailing address:

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

Telephone: 604.873.7487

Program Description

This program is intended for new and developing arts organizations, for established organizations that work on a project basis, and for organizations undertaking a special, one-time initiative. It is designed to support a range of art forms and activities reflecting diverse cultural traditions.

The grants can be applied to a specific project or toward the costs of several initiatives planned within a year of the application deadline.

General Eligibility Criteria

All applicants for Project grants must meet the following criteria:

- An applicant should be registered as a non-profit society in British Columbia and active for at least six months. Groups that have been active for six months, and have applied for, but not yet acquired, registered society status, may apply under the auspices of an existing non-profit cultural organization willing to act as a sponsor. All such applications must be signed by both parties and must also include a sponsorship agreement between the parties.
- Project grants are not available to organizations that receive operating funding from the City in the form of Theatre Rental, Operating or Major Exhibiting Institution grants.
- The grants are available to arts organizations engaged in creation, production, presentation or exhibition activities related to the performing, visual, literary or media arts. All applicants must have professional artistic leadership and administration, and must pay principal artistic contributors for their services in accordance with generally accepted professional standards. Eligible activities include creative collaborations between professional artists and community members (see Specific Grant Criteria section).
- Service organizations with designated administrative staff and a mandate that provides for a range of services to professional artists and/or non-profit arts organizations based in Vancouver may also be eligible for Project funding (see Specific Grant Criteria).
- Cultural grants are not available to civic departments or branches (e.g. libraries or community centres). Nor are they intended for social service, religious or sports organizations. Educational institutions (schools, colleges, etc.) do not qualify for cultural grants, but "stand-alone" arts organizations that provide professional and pre-professional training for children and youth may be eligible for assistance with the costs of public presentations (see Specific Grant Criteria).
- Applicants must be based and active in Vancouver. Projects must take place in Vancouver (not in other Lower Mainland municipalities or the University Endowment Lands), be open to the public and be publicized city-wide.
- Applicants must receive revenue from several sources other than the City of Vancouver. These may include ticket sales, memberships, donations from individuals or businesses, in-kind contributions or support from foundations and other government funders.

Ineligible Activities

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

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

Specific Criteria

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

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

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

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

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

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

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

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

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

General Evaluation Criteria

The following factors are considered in evaluating grant requests:

Artistic Interest

- Standards of artistic achievement demonstrated in past activities
- Artistic vision of the project and plan to achieve that vision
- Distinctiveness of proposed project in the context of comparable activities in Vancouver. Does it provide unique opportunities for artists, other arts organizations and the public?

Organizational Competence

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

Community Impact

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

Process

There are two Project grant deadlines: one in December and one the following June. Office of Cultural Affairs staff review the grant applications, conducting interviews with applicants as appropriate. Following the review process, recommendations are made by a staff committee and presented to City Council. Written notice of these recommendations is sent to all applicants, together with information about the Request for Reconsideration process, and notice of the Council meeting at which the grants will be considered. Under normal circumstances, successful applicants generally receive grant payment within two and a half weeks of Council's approval.

DEADLINES

Applications must be received by OCA no later than

**Monday December 9, 2002 at 4:30 p.m.
or Monday June 2, 2003 at 4:30 p.m.**