

Program Information

Deadline 8 December 2004

# OPERATING GRANTS



OFFICE OF CULTURAL AFFAIRS  
CITY OF VANCOUVER

## Description

This program is intended for established arts organizations that have an ongoing presence in Vancouver and a track record of quality programming or services. It is designed to support a range of activities and art forms, reflecting different cultural traditions and art practice.

## General Eligibility Criteria

All applicants for Operating grants must meet the following criteria.

- An applicant must be registered as a non-profit society in British Columbia and must operate on a year-round basis.
- To qualify in this category applicants must have received civic Operating or Project grants for at least the past two years. Applicants who do not meet the two-year funding requirement should apply in the Project category.
- The grants are available to arts organizations engaged in creation, production, presentation and dissemination activities related to the performing, visual, literary and media arts. All applicants must have ongoing paid 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.
- Operating grants are also available to service organizations with permanent administrative staff and a mandate to provide a range of ongoing services to professional artists and/or non-profit arts organizations based in Vancouver (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 qualify for support for their public presentations (see Specific Grant Criteria).
- Applicants must be based and active in Vancouver, and provide programming or services that are open to the public and publicized city-wide.
- Applicants must have a diversified revenue base, including memberships; significant earned revenue; funding from other levels of government; and support from the private sector through fundraising activities, donations and sponsorships.

## Specific Eligibility Criteria

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

### Service Organizations

Organizations whose primary 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 Operating 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
- Consistently 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 Operating funding. Clubs, schools, churches and community centres are ineligible. To qualify for a grant, a facility must:

- Provide a professional level of facility services (box office, technical, 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 or curated public performances and exhibitions (not including competitions) qualify for assistance
- Work must be performed and/or created by children and youth
- Activity must take place in a facility regularly used by professional artists in accordance with accepted professional presentation standards
- Only costs directly related to artistic, presentation and promotion activities are eligible

## Ineligible Activities

Given budget limitations, some activities are simply beyond the scope of this grant program, regardless of their merit. Grants are not available for:

- 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

## General Evaluation Criteria

The following factors are considered in evaluating grant requests:

### Artistic Merit

- Artistic merit of the organization's creation, production, presentation and/or dissemination activities
- Degree to which the organization's artistic programming reflects and fulfills its mandate
- Distinctiveness of the organization's activities 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, functional board and an appropriate administrative and governance structure
- Financial stability and accountability, and evidence of effective short- and long-term planning
- Appropriate outreach and marketing strategies
- Overall quality and consistency of the applicant's recent activities
- Demonstrated need for financial assistance from the City

### Community Impact

- Public access to the work, including access by Vancouver's diverse communities
- Substantial and/or growing public interest and attendance
- Level of engagement with other arts organizations, artists and community groups, including distinct communities
- If an organization's work involves collaborative creation with community participants, the strength of the collaborative process and effectiveness of the work in expressing community interests and issues

### Process

The annual deadline for Operating grants is in early December. Office of Cultural Affairs staff review the grant applications, conducting interviews with applicants as appropriate. Following the review, recommendations are made by a staff committee. Written notice of these recommendations is sent to all applicants, together with information about the Request for Reconsideration process, and notice of the City 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.

### Contact Information

More information and application forms are available from the City of Vancouver's Office of Cultural Affairs. OCA staff welcome your questions and can be reached at:

OFFICE OF CULTURAL AFFAIRS  
CITY OF VANCOUVER  
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WWW.CITY.VANCOUVER.BC.CA/OCA

### Application Requirements

- To be considered for a grant, an organization must complete and submit the appropriate, signed, original application form, together with one copy and the required supplemental material indicated on the form.
- Applicants must provide their most recent audited or independently prepared financial statement within six months of their fiscal year end.

### Conditions of Assistance

- Grant funds must be applied to current expenses, not used to reduce or eliminate accumulated deficits. Activities cannot be funded retroactively.
- Voting members of the applicant's Board of Directors must not concurrently hold paid staff positions, nor be remunerated for services to the society.
- As a condition of funding, the support of the City of Vancouver must be appropriately acknowledged on all promotional materials related to funded activities, including brochures, print ads, programs, posters, signage and media releases.
- The term of an Operating grant is one year.
- Receipt of a grant does not guarantee funding in the following fiscal year.

Program Information

Deadlines 8 December 2003  
1 June 2004

# PROJECT GRANTS



OFFICE OF CULTURAL AFFAIRS  
CITY OF VANCOUVER

## 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 activities and art forms, reflecting different cultural traditions and art practice. 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 a year. Groups that have been active for a year, and have applied for but not yet acquired registered society status, may be able to apply under the auspices of an existing non-profit cultural organization willing to act as a sponsor. Details must be discussed with OCA staff at least a month before the deadline.
- 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 and exhibition activities related to the performing, visual, literary and 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 also 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 levels of government.

## 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 primary 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 and community/cultural centres are ineligible. To qualify for a grant, a facility must:

- Provide a professional level of facility services (box office, technical, 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
- 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 performed/created 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., ticketed performances)
- 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 a functional 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. Written notice of these recommendation is sent to all applicants, together with information about the Request for Reconsideration process, and notice of the City 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.

### Contact Information

More information and application forms are available from the City of Vancouver's Office of Cultural Affairs. OCA staff welcome your questions and can be reached at:

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### Application Requirements

- Organizations that have not previously applied in this category are expected to establish their eligibility with OCA staff prior to submitting an application.
- To be considered for a grant, an organization must complete and submit the appropriate, signed, original application form, together with one copy and the required supplemental material indicated on the form.
- Applicants must provide their most recent audited or independently prepared financial statement within six months of their fiscal year end.
- The term of a grant is one year, and only one Project grant application per City fiscal year can be submitted (deadlines in December and the following June). Previously funded projects must be completed before a new application can be accepted.

### Conditions of Assistance

- Grant funds must be applied to current expenses, not used to reduce or eliminate accumulated deficits. Activities cannot be funded retroactively.
- Voting members of the applicant's Board of Directors must not concurrently hold paid staff positions, nor be remunerated for services to the society.
- As a condition of funding, the support of the City of Vancouver must be appropriately acknowledged on all promotional materials related to funded activities, including brochures, print ads, programs, posters, signage and media releases.
- Receipt of a grant does not guarantee funding in the following fiscal year.