



CITY OF VANCOUVER

ADMINISTRATIVE REPORT

Report Date: March 11, 2005
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RTS No.: 04856
CC File No.: 2051
Meeting Date: March 29, 2005

TO: Vancouver City Council
FROM: Managing Director, Cultural Services
SUBJECT: 2005 Cultural Operating and Project Grant Allocations

RECOMMENDATION

That Council approve 76 Operating grants amounting to \$1,332,300 and 31 Project grants amounting to \$111,000, as listed in Appendix A, for a total of \$1,443,300, including 5 conditional grants as noted. Source of funds to be the 2005 Cultural Grants Budget.

GENERAL MANAGER'S COMMENTS

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

COUNCIL POLICY

City Council established the annual civic grant programs, including Cultural grants, in March 1978. The current Operating and Project grant categories were approved on December 14, 1989. A second deadline for Project grants was established in 1999.

On November 22, 1994, Council approved the two-step grant approval process for Operating and Project grants, whereby undisputed staff recommendations are approved first (and are the subject of this report), while applications under reconsideration are given a second review and are presented to Council at a later date.

Approval of grant recommendations requires eight affirmative votes.

SUMMARY

As listed in Appendix A, this report recommends approval of 107 Operating and Project grants for a total amount of \$1,443,300. The recommendations include any advance instalments already approved by Council on January 18, 2005.

Not included in Appendix A are two applicants requesting reconsideration of staff recommendations. These two applicants are listed in Appendix B, and their applications will be addressed in a separate report going forward to the Standing Committee on City Services and Budgets, on April 28, 2005.

Appendix C includes Operating and Project Grants guidelines.

PURPOSE

This report presents staff recommendations for 112 grant requests. This includes Operating applications for 2005 and Project grant applications for the first of two annual deadlines for this year.

BACKGROUND

Operating grants are designed to assist large and small organizations in achieving a level of stability required to provide ongoing quality programming or services. To be considered for an Operating grant, an organization must be a non-profit, professional arts organization with an artistic mandate. Organizations will have received civic Operating or Project grants for at least the past two consecutive years. They must also meet other criteria related to artistic merit, organizational competence and community impact. Project grants are designed to support emerging arts groups, for one-time initiatives, and those who work on a project basis. These groups must also be professional, non-profit arts organizations.

Staff recommendations are based on clearly articulated evaluation criteria for the two programs (see Appendix C), including:

- Artistic merit as demonstrated through previous activities, artistic niche, and proposed activities.
- Organizational competence evidenced through capable administration and governance, financial stability and accountability, planning and demonstrated need for public sector assistance.
- Community impact as demonstrated through accessibility of the work by the public (including Vancouver's diverse communities), public interest and community outreach.
- Evidence that the organization has the ability to achieve the proposed activities within its available resources.

Request for Reconsideration Process

Applicants who meet certain criteria (see next page) have the opportunity to formally request reconsideration. The Reconsideration process, approved by Council in 1994, ensures consistency in reconsidering grant recommendations and allows adequate time for

organizations to present their case and for staff to provide Council with a written response. Council may also want to refer grant requests to the Reconsideration process.

Under current policy, grants referred to the process are assessed on the basis of two established grounds:

- 1) that eligibility criteria have not been properly applied and/or
- 2) that the financial situation of the applicant was not properly evaluated or understood at the time of the grant review.

Information on this policy and the process is provided to applicants at the time they receive written notice of staff recommendations going forward to Council.

After applicants received this notification, two organizations requested reconsideration (see Appendix B). These are not included in the recommendations presented for Council's approval in this report, but have been referred to the Reconsideration process.

DISCUSSION

The current review of grant applications, augmented by staff's regular attendance at events and ongoing consultation with organizations, revealed significant growth in the arts sector.

Requests for assistance from the Operating and Project grants budget continues to grow along with the increasing level of arts and cultural activities. However expanding resources to meet this growth continues to be a challenge for the sector placing an increasing demand on the financial and human resources of organizations that are already under-resourced.

Yet despite this challenge, arts organizations are investing a great deal of time, energy and strategic thinking into new ideas and new ways of working. Creative national and international partnerships are being formed and are introducing Vancouver audiences to unique work while offering important exchange, networking, and professional development opportunities to local artists and arts organizations. Several groups have embarked upon or are developing extensive touring initiatives. Innovative work is being produced and presented and unique partnerships are offering new possibilities for resources, exchange of ideas, and artistic collaborations.

The diversity of activity occurring throughout the City is also expanding. Through festivals and events shaped around distinct or inter-cultural themes, and innovative partnerships, mentorships, or residencies to enhance cross-cultural learning, artists, arts organizations and the public are enriching their experiences. However, further exploration into how we facilitate the potential of art forms from distinct or intercultural communities, still needs to occur.

The recommendations staff have put forward carefully considered the need to recognize and support artistic excellence, innovation and diversity while assisting emerging organizations to further develop their unique artistic mandates. Community impact with respect to both the benefits brought to Vancouver audiences as well as the benefits to Vancouver artists and arts organizations were also key considerations. The need to address organizational development also continues to be a priority.

As listed in Appendix A, staff are recommending 107 grants totalling \$1,443,300. A summary of the recommendations for all 112 applications compared to those in previous years is provided in Table 1.

Table 1
Overview of Recommendations for Operating and Project Grants

	2005*	2004	2003	2002	2001
Total No. of Groups	112	149	143	135	138
Not Recommended	5	18	17	17	24
Recommended	107	131	126	118	114
<i>Decreased grants</i>	5	17	12	8	16
<i>Grants held at same level</i>	54	64	50	54	51
<i>Increased grants</i>	44	33	43	40	38
<i>New or not funded previous year</i>	9	35	38	16	33

*First Project Grant deadline only

FINANCIAL IMPLICATIONS

The 2005 Operating and Project Grants Budget is \$1,498,400, representing 20% of the total cultural grant budget of \$7.3 million.

Table 2
2005 Cultural Services Grants Budget

Program	Budget	% of Budget
Major Exhibiting Institutions:	\$3,643,400	50%
City Theatre Rental Grants:	\$1,892,000	26%
Operating Grants:	\$1,339,800	18%
Celebration Grants:	\$205,500	3%
Project Grants:	\$158,600	2%
Diversity Initiatives:	\$51,000	.8%
Organizational Development (APOD):	\$15,300	.2%
TOTAL:	\$7,305,600	

As summarized in Table 3 (see next page), staff recommendations for 76 Operating and 31 Project grants totalling \$1,443,300 will leave an unallocated balance of \$7,500 in the Operating Grants budget and \$47,600 for the second Project grant deadline on May 16, 2005. The unallocated balance of \$7,500 in the Operating Grants budget will be allocated in a separate report addressing the requests for reconsideration on April 28, 2005.

Table 3
Recommendations for 2005 Operating and Project Grants

	Total Requested	Total Recommended	Unallocated Balance
Operating	\$1,802,000	\$1,332,300	*\$7,500
Project	\$234,000	\$111,000	**\$47,600
Total	\$2,036,000	\$1,443,300	\$55,100

*Reserved for Request for Reconsideration allocation

**Reserved for Second Project Deadline

CONCLUSION

This report outlines the first and main report on 2005 Operating and Project Grants. A report on Requests for Reconsideration will be presented to the Standing Committee on City Services and Budgets, on April 28, 2005. A report covering the second Project grant deadline will be presented to Council in July. Reports on other Cultural Grant programs, including Diversity Initiatives, Arts Partners in Organizational Development and 2005/2006 Theatre Rental grants (which are the primary source of civic support for regular users of the Civic Theatres) will be presented later in the year.

City of Vancouver Cultural Grants 2005
Operating and Project Applications, Alphabetical List

	Organization Name	Grant Type	2005 Recomm.	2005 Request	2004 Grant	2004 Other Civic Support
1	Aboriginal Art and Culture Celebration Soc.	PR	5,000	10,000	5,000	
2	Alliance for Arts & Culture Soc.	OP*	40,000	40,000	40,000	VS
3	Arts Club of Vancouver Theatre Soc.	OP*	95,000 +	150,000	90,000	VS
4	Artspeak Gallery Soc.	OP*	13,500 +	18,000	13,000	
5	Axis Theatre Soc.	OP*	14,000	15,000	14,000	VS
6	B.C. Book Prizes (West Coast Book Prize Soc.)	PR	1,000	5,000	1,000	
7	Ballet B.C. (Pacific Ballet B.C. Soc.)	OP*	83,000 +	100,000	82,000	TR \$91,025
8	Bard on the Beach Theatre Soc.	OP*	10,000	20,000	10,000	CAP \$5,600; VS
9	Barking Sphinx Performance Soc.	PR	1,000	2,000	0	
10	Battery Opera Performing Arts Soc.	OP	4,500	7,000	4,500	
11	Boca Del Lupo Theatre Soc.	OP	7,000	12,000	7,000	
12	Canadian Music Centre - B.C.	OP*	11,000	14,000	11,000	VS
13	Caravan World Rhythms Soc.	PR	7,000 +	10,000	5,000	BAX \$4,350
14	Carousel Theatre Soc.	OP*	20,000	22,000	20,000	CAP \$2,200; VS
15	Centre culturel francophone de Vancouver	OP	8,500 +	15,000	8,000	BAX \$2,300; VS
16	Chamber Music Festival (Van. Recital Soc.)	OP*	13,500 +	15,000	13,000	
17	Children's Festival (Can. Institute of the Arts for Young Audiences)	OP*	116,500	126,500	116,500	VS
18	Chor Leoni Men's Choir	OP	5,000 +	5,000	4,000	
19	Cineworks Independent Filmmakers Soc.	OP*	15,000	20,000	15,000	VS
20	Coastal Jazz and Blues Soc.	OP*	15,000 +	80,000	12,500	TR \$17,400; VS
21	Contemporary Art Gallery Soc.	OP*	43,000	48,000	43,000	VS
22	Dancers Dancing Dance Soc.	PR	1,500	6,500		
23	Dancing on the Edge Festival Soc.	OP*	9,000 +	10,000	8,500	TR \$4,600; VS
24	DanStaBat Performance Soc.	PR	4,500	5,000	4,500	
25	DOXA Documentary Film and Video Festival	PR	1,500 +	5,000	1,000	
26	Dragon Boat Festival (Can. Intl. Dragon Boat Festival Soc.)	OP	5,000	25,000	5,000	VS
27	Early Music Vancouver (Van. Soc. for Early Music)	OP*	14,000	19,000	14,000	VS
28	EDAM Performing Arts Soc.	OP*	12,000 +	13,000	11,000	

29	Electric Company Theatre Soc.	OP*	12,500	16,000	12,500	
30	Elektra Women's Choir	OP	3,000	3,000	3,000	
31	Firehall Theatre Soc.	OP*	40,000	60,000	40,000	CPA \$20,000; VS
32	Full Circle: First Nations Performance Soc.	PR	4,500	13,500	0	
33	Goh Ballet	PR	0	7,000		BAX \$2,300
34	Greater Van. Professional Theatre Alliance	PR	1,000	10,000		
35	Green Thumb Players Soc. (Green Thumb Theatre for Young People)	OP*	31,000	35,000	31,000	
36	Grunt Gallery - Visible Arts Soc.	OP*	12,500 +	16,000	12,000	
37	Hard Rubber New Music Soc.	OP	3,500	5,000	3,500	
38	Headlines Theatre (Theatre for Living Soc.)	OP*	11,000 +	12,000	10,000	
39	Holy Body Tattoo Soc.	OP*	13,500 +	15,000	12,500	
40	Joe Ink Performance Soc.	OP	6,500	10,000	6,500	
41	Judith Marcuse PRs Soc.	OP*	18,000 +	20,000	17,000	
42	Karen Jamieson Dance Soc.	OP	5,000	7,000	5,000	
43	Kidd Pivot (Crystal Pite Dance Soc.)	PR	7,500 +	8,000	5,000	
44	Kokoro Dance Theatre Soc.	OP*	11,500	15,000	11,500	
45	Kootenay School of Writing Soc.	PR	0	3,000		
46	Leaky Heaven Performance Soc.	PR	6,000	8,000		DI \$6,500
47	Little Chamber Music Series That Could Soc.	PR	1,000 -	1,500	1,500	
48	Live Biennial of Performance Art Soc.	PR**	2,500	5,000		
49	Lola MacLaughlin Dance Soc.	OP*	11,000 +	13,000	10,500	
50	MainDance Projects Soc.	OP	2,500 +	5,000	2,000	
51	Malaspina Printmakers Soc.	OP	4,500	7,000	4,500	VS
52	Mandala Arts and Culture Soc.	PR	2,500	2,500	0	BAX \$2,300
53	Mascall Dance Soc.	OP	6,500 +	8,000	4,000	
54	Mortal Coil Performance Soc.	PR	4,500	8,000	4,500	
55	Movement Enterprises Soc.	PR	2,000 +	4,000	1,500	
56	Music in the Morning Concert Soc.	OP*	8,800 +	10,000	8,000	TR \$11,150
57	Musica Intima Soc.	OP	7,500 +	17,500	6,000	
58	Native Daughters of B.C., Post No. 1	OP	3,500	5,000	3,500	VS
59	New Forms Media Soc.	PR	3,500 +	5,000	3,000	
60	New Orchestra Workshop Soc.	OP	2,500 -	4,500	3,000	
61	NeWorld Theatre Soc.	OP	9,500 +	15,000	9,000	
62	Norman Rothstein Theatre (Van. Westside Theatre Soc.)	PR	8,500 +	12,000	7,500	VS
63	Or Gallery Soc.	OP*	10,000	20,000	10,000	

64	Pacific Baroque Orchestra Soc.	OP	4,000		6,000	4,000	
65	Pacific Cinémathèque Pacifique	OP*	22,500		23,500	22,500	VS
66	Pacific Theatre (First Pacific Theatre Soc.)	OP	7,500	+	15,000	7,000	VS
67	Pandit Jasraj School of Music Foundation	PR	0	-	1,000	1,000	
68	Pink Ink Theatre Productions Assn.	OP*	9,500	+	15,000	9,000	
69	Pitt Gallery (Unit/Pitt Soc. For Arts and Critical Awareness)	OP**	7,000		12,000	7,000	
70	Playwrights Theatre Centre	OP*	15,500	+	18,000	15,000	VS
71	Powell Street Festival Soc.	OP	6,500	+	10,000	6,000	VS
72	Public Dreams Soc.	OP*	14,000		18,000	14,000	VS
73	Radix Theatre Soc.	PR**	3,500		5,000	3,500	
74	Reel to Real: Celebration of Moving Images Soc.	PR	1,500	+	10,000	1,000	
75	Ruby Slippers Productions Soc.	OP*	8,000		10,000	8,000	
76	Rumble Production Soc.	OP*	14,000	+	22,000	12,000	
77	Satellite Video Exchange Soc.	OP*	16,000		24,000	16,000	
78	Shakti Dance Soc.	PR	0		3,000		
79	Sista'hood (Working Arts Soc.)	PR	1,500	+	5,000	1,000	
80	Soc. for Disability Arts and Culture	PR	3,000	-	8,000	3,500	
81	Standing Wave	OP	2,500		3,000	2,500	
82	Théâtre la Seizième	OP*	8,000		19,000	8,000	VS
83	Touchstone Theatre Soc.	OP*	18,000		19,000	18,000	DI \$4,500
84	Universal Gospel Choir	PR	0		6,000		
85	Up in The Air Theatre Soc.	PR	2,000	+	5,000	1,500	
86	Uzume Taiko Drum Group Soc.	OP	6,500	+	8,000	5,500	
87	Van. Access Artist Run Centre	OP	5,000		8,000	5,000	
88	Van. Asian Heritage Festival Month Soc.	PR	7,500		20,000	7,500	
89	Van. Bach Choir	PR	1,000	+	3,000		
90	Van. Cantata Soc.	OP*	13,000		14,000	13,000	VS
91	Van. Centre for Contemporary Asian Art (Centre A)	OP	9,500	+	16,000	8,000	DI \$5,500
92	Van. Chinese Instrumental Music Soc.	PR	2,500		3,000	2,500	
93	Van. Co-operative Radio (Community Radio Edn. Soc.)	OP*	10,000		18,000	10,000	
94	Van. Dance Centre Soc.	OP*	25,000	+	30,000	24,000	DI \$5,000
95	Van. East Cultural Centre	OP*	72,000		82,000	72,000	VS
96	Van. Folk Music Festival Soc.	OP**	55,000		70,000	55,000	BAX \$2,300; VS
97	Van. Fringe Festival (First Van. Theatrespace Soc.)	OP*	32,000	+	40,000	31,500	VS
98	Van. Intl. Comedy Festival Soc.	OP**	7,000	-	20,000	8,000	VS

99	Van. Intl. Film Festival Soc.	OP*	17,500	25,000	17,500	
100	Van. Intl. Writers Festival Soc.	OP*	22,000	22,000	22,000	VS
101	Van. Jewish Film Festival	PR	1,000	5,000	1,000	
102	Van. Moving Theatre Soc.	OP	4,500 +	6,000	4,000	
103	Van. New Music Soc.	OP*	24,000	27,000	24,000	TR \$4,600; VS
104	Van. Opera Assn.	OP*	18,000	20,000	18,000	TR \$321,600
105	Van. Out on Screen Film Festival Soc.	PR	6,000 +	10,000	5,000	
106	Van. Summer Festival Soc.	PR	9,000	9,000	9,000	TR \$8,700
107	Van. Symphony Soc.	OP*	40,000	40,000	40,000	TR \$726,720; VS
108	Van. Youth Theatre Soc.	OP	4,000	8,000	4,000	
109	Vetta Chamber Music and Recital Soc.	OP	3,000 +	5,000	2,500	
110	Western Front Soc.	OP*	22,500 +	35,000	22,000	
111	Western Theatre Conspiracy (Western Theatre Conspiracy Arts Soc.)	PR	4,000 +	5,000	3,500	
112	Word on the Street Festival (Van. Book & Magazine Fair Soc.)	PR	3,500 +	5,000	3,000	VS
Totals			1,443,300	2,036,000	1,392,000	

****Conditional grants:**

Live Biennial of Performance Art Soc.

A grant is recommended to assist with the promotion of this performance art festival to Vancouver audiences SUBJECT TO receipt of independently prepared financial statements for 2004.

Pitt Gallery (Unit/Pitt Soc. For Arts and Critical Awareness)

The staff committee recommends a grant at the same level SUBJECT TO confirmation of management personnel, noting that concerns over the society's organizational stability need to be addressed.

Radix Theatre Soc.

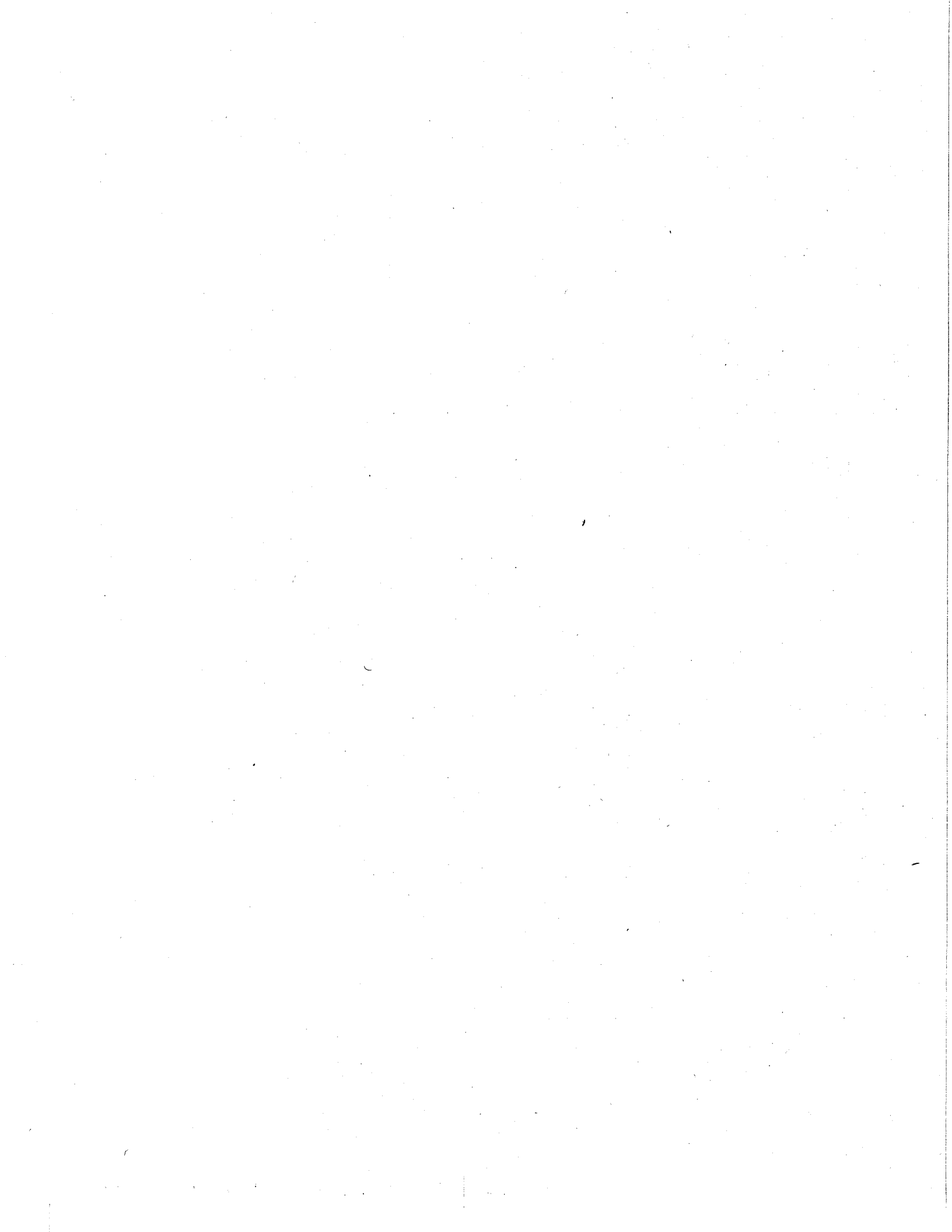
A Project grant is recommended to support the production of Seven Experiments that Could Change the World SUBJECT TO confirmation of the venue.

Van. Folk Music Festival Soc.

The Vancouver Folk Music Festival is in transition. Noting the resource deficit of the society, a conditional grant is recommended SUBJECT TO receipt of the following by May 15/05; a detailed deficit reduction and implementation plan, an audited financial statement for the 03/04 fiscal period, a detailed plan for the management and administration of the organization to the end of the society's current fiscal year and an operations plan to realize the 2005 festival, all to the satisfaction of the Director of the Office of Cultural Affairs.

Van. Intl. Comedy Festival Soc.

Noting major changes in the organizational and artistic focus of the festival, a decreased grant is recommended. The release of funds is SUBJECT TO confirmation of the 2005 programme to the satisfaction of the Director of the Office of Cultural Affairs.



**City of Vancouver Cultural Grants 2005
Operating and Project Applications, Requests for Reconsideration**

	Organization Name	Grant Type	2005 Recomm.	2005 Request	2004 Grant	2004 Other Civic Support
1	Basil and Thyme Jazz Soc.	PR	0	10,000	0	
2	Children's Arts Umbrella Assn.	OP	7,500	15,000	7,500	BAX \$2,300; VS
Totals			7,500	25,000	7,500	



2005 Operating Grants

Office of Cultural Affairs, City of Vancouver

Deadline: December 8, 2004

An electronic form in Excel 2002 (for PC) will be e-mailed to most Operating grant clients. Applicants without e-mail can call OCA at 604.871.6000 for a diskette. E-mail oca@city.vancouver.bc.ca to receive an Excel form for Mac.

This is an application form for City of Vancouver Operating 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.

Instructions for Applicants

1. Supply concise and up-to-date information *right on the attached application form*, include all the relevant documents requested (see checklist, question 8), 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 310 - 555 West 12th Avenue
Vancouver, BC V5Z 3X7

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

Telephone: 604.871.6000

E-mail:
oca@city.vancouver.bc.ca

Program 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 art forms and activities reflecting diverse cultural traditions.

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 or dissemination activities related to the performing, visual, literary or 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 (see General Evaluation Criteria).
- 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 Eligibility 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 Eligibility 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 main objective is to support the development of one or more arts 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 or community 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 or 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

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 Interest

- 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, effective 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 and conduct interviews with applicants as appropriate. Following the review, 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 weeks of Council's approval.

Applications must be received by OCA no later than

Wednesday December 8, 2004 at 4:30 p.m.



2005 Project Grants

Office of Cultural Affairs, City of Vancouver

Fall deadline: December 8, 2004

Spring deadline: May 16, 2005

An electronic form in Excel formats (for PC and Mac) is available. E-mail oca@city.vancouver.bc.ca to receive a form via e-mail or call 604.871.6000 for a diskette. Please specify the platform 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 310 - 555 West 12th Avenue
Vancouver, BC V5Z 3X7

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

Telephone: 604.871.6000

Email:
oca@city.vancouver.bc.ca

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 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 application deadline. All such applications must be signed by both parties and 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.
- Project 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 Criteria).
- 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 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 Criteria).
- Applicants must be based and active in Vancouver. Projects must take place in Vancouver (not in other Lower Mainland municipalities or 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:

- | | |
|---|---|
| <input type="checkbox"/> club or community centre programs | <input type="checkbox"/> travel and tours outside Vancouver |
| <input type="checkbox"/> contests and competitions | <input type="checkbox"/> creation and production of films, recordings, books or magazines |
| <input type="checkbox"/> conferences | <input type="checkbox"/> capital projects |
| <input type="checkbox"/> workshops, courses and other forms of training | |
| <input type="checkbox"/> scholarships | |

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 May. 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 weeks of Council's approval.

Applications must be received by OCA no later than

Wednesday December 8, 2004 at 4:30 p.m.