



CITY OF VANCOUVER

ADMINISTRATIVE REPORT

Report Date: April 8, 2005
Author: Cherryl Masters
Phone No.: 604.871.6498
RTS No.: 04857
CC File No.: 2051
Meeting Date: April 28, 2005

TO: Standing Committee on City Services and Budgets
FROM: Managing Director, Cultural Services
SUBJECT: Reconsideration of 2005 Cultural Grant Recommendations

RECOMMENDATION

- A. That Council not approve a Project Grant to Basil & Thyme.
- B. That Council approve an Operating Grant to Arts Umbrella, in the amount of \$7,500. Source of funds is the 2005 Cultural grants budget.

GENERAL MANAGER'S COMMENTS

The General Manager of Community Services presents the foregoing for Council's consideration.

COUNCIL POLICY

On November 22, 1994, City Council established the policy that cultural grant recommendations will be reconsidered only if requests for reconsideration are based on one or both of the following premises:

- A) Eligibility criteria have not been properly applied.
- B) Financial information from the applicant has not been accurately assessed.

Approval of grant recommendations requires eight affirmative votes.

PURPOSE

This report presents the results of the staff team's reconsideration of one Project application and one Operating application from the Operating and Project Grants deadline of December 8, 2004, as requested by the two applicants. It further presents staff recommendations based upon the outcomes of the reconsideration process.

BACKGROUND

In November 1994, Council approved the Request for Reconsideration process for Cultural Operating and Project Grants. The process is as follows:

- Applicants are notified in writing of staff's recommendations in early March and made aware of the Reconsideration process.
- Applicants wishing to dispute a recommendation, must notify the Office of Cultural Affairs, in writing, by a specified deadline (mid-March).
- Applicants must specify the grounds for reconsideration as per Reconsideration policy.
- Staff will review the applicant's request, as well as information provided in the original application and during discussions with the applicant. Applicants will be contacted if there are questions.
- Staff prepare a written summary of their findings which will include staff's reasons for initial recommendations, the applicant's reasons for seeking reconsideration, and staff's responses. This is presented to City Council for consideration.

The request for reconsideration process is not intended to revisit questions of artistic merit, organizational competence or any number of the evaluative criteria. Requests are considered only on the grounds of eligibility criteria not being properly applied and/or the inaccurate assessment of financial information.

"Eligibility" refers to the type of organization and activities that qualify for cultural grants (applicants must be registered non-profit cultural organizations, based and active in Vancouver, and meet a number of other requirements listed in the *Instructions for Applicants* sheet attached to the application form). Financial information relates to staff assessment of financial information supplied by the applicant during (not after) the application review.

The guidelines for Request for Reconsideration are attached in Appendix B.

DISCUSSION

On March 29th, Council approved Operating and Project grants totalling \$1,443,300, leaving a balance of \$7,500 in the Operating budget and \$47,600 in the Project Budget (for the second 2005 Project deadline). Approved grant recommendations did not include applicants who had requested reconsideration.

All applicants were advised of staff recommendations in a letter sent in early March 2005, along with reasons for recommended reductions or no grants. Two organizations requested reconsideration as follows:

Organization	Original Request	Original Recommendation
Basil & Thyme Jazz Society	\$10,000	\$0
Children's Arts Umbrella Assn	\$15,000	\$7,500

Both organizations have cited either eligibility criteria, financial assessment, or both, as grounds for reconsideration. However, neither organization has addressed these criteria, but rather questions relating to evaluative criteria.

Notwithstanding the above, staff members reviewed the submissions for reconsideration, conducted a second review of the original applications and supporting materials. Staff also met with representatives from both organizations. The written submission from both applicants, together with the staff analysis is attached in Appendix A.

FINANCIAL IMPLICATIONS

Approval of these recommendations leaves no balance in the 2005 Operating budget and an unallocated balance of \$47,600 in the Project budget for the second 2005 Project deadline.

CONCLUSION

Staff conclude that neither of the applicants have demonstrated that they meet the criteria for reconsideration. Both organizations are contesting recommendations which are based on questions of evaluation. Upon review of the applications for reconsideration, staff continue to recommend no Project grant to the Basil and Thyme Jazz Society and an Operating grant of \$7,500 to the Children's Arts Umbrella Association. The written staff analysis is attached in Appendix A.

* * * * *

BASIL & THYME JAZZ SOCIETY

Grant Request: \$10,000

Original Staff Recommendation: \$0

Original Staff Comment 2005:

“Noting that no artists, venues, dates or revenues for the proposed artistic program have been confirmed for this new vocal series, no grant is recommended.”

Applicant’s Basis for Requesting Reconsideration:

The letter from Basil & Thyme Jazz Society, dated March 8, 2005 and addendum, dated March 16, 2005 asks for a reconsideration of the “no grant” recommendation based on both grounds for reconsideration: 1) the improper application of Eligibility Criteria and 2) inaccurate assessment of financial information provided by the applicant.

However, arguments made by Basil & Thyme Jazz Society focus on staff comments relating to unconfirmed artists, venues, dates and revenues. These comments reflect the assessment of information provided by the applicant, measured against evaluation criteria during the grant application adjudication process conducted by OCA staff.

Results of Staff Reconsideration:

While the society did not make a case for reconsideration based on the approved grounds, staff did conduct a review of Basil and Thyme Jazz Society’s original 2005 Project Grant application, the reconsideration request letter and addendum provided, and conducted a second interview with the Society’s Board President.

- **Application of Eligibility Criteria**

The City has considered grant applications from this organization as eligible for support under the Projects Grants General Eligibility Criteria since 2002. Staff note that not all eligible applications are successful and the original staff recommendation for no grant was not based on eligibility. This therefore is not a basis for reconsideration.

- **Assessment of Financial Information**

The Basil & Thyme Jazz Society has not argued nor effectively demonstrated in its reconsideration request letter that the organization’s financial information included in the application was inaccurately assessed.

It is important to note that only information provided by the applicant during (not after) the application review can be considered. This applies to the reconsideration process as well as to the original grant review and adjudication.

At an April 7th meeting with the Board President, a line-by-line review of the proposed budget did not indicate that any inaccuracies, including errors or omissions of the budget amounts had occurred during the original assessment of the application.

Conclusion:

Based on this review, the reconsideration staff team concurs that Basil & Thyme Jazz Society's 2005 application to the 2005 OCA Cultural Grants Program both satisfied eligibility criteria and was assessed accurately with the financial information supplied by the applicant at the time of the review process. This application is therefore not technically eligible for reconsideration.

The staff recommendation arising from the original grant process was for "no-grant". The basis for this recommendation was the Society's inability to confirm at the time of application, the balance of the funds to complete their proposed activities and therefore their inability to confirm programming. This recommendation was consistent with a comparative review of this application against the program evaluation criteria and guidelines, and the other applications in the context of a very competitive grants process. Staff therefore continue to recommend no grant.



The Vancouver
Sweet Basil
Singers' Festival

Phone: 604-872-2346
sweetbasiljazz@telus.net

1330 East 17th Avenue

Vancouver, British Columbia

Web site: www.sweetbasiljazz.com

CITY OF VANCOUVER
RECEIVED

March 8, 2005

Cherryl Masters
OCA, City of Vancouver
453 W. 12th Ave.
Vancouver BC V5Y 1V4

MAR 09 2005

Referred to: CM

File No. _____

Dear Ms. Masters

Pleasure meeting and chatting with you last year when I submitted the project grant application. I hope you have settled into your posting. After discussing the no grant consideration letter at the office here, we have decided to appeal this consideration.

In years past, for example 2004, to entertain the City of Vancouver OCA's request to have confirmed programming, the Basil & Thyme Jazz Society had contracted artists in advance and submitted the society to risks and financial liabilities. And much to the dismay of the festival office, the OCA did not provide any funding and forced the society into debt financing as a consequence. Therefore it is unfair and unrealistic to seek confirmed programming when the City can turn around and provide nil funding while subjecting this art presenter to assume risks/financial liabilities upfront.

After conferring with various financial experts, the consensus is that we are applying for funding based on a proposed programming which can be scaled up or down pending on the final realized fundraising budget (as in years past). Furthermore, the booking to realize the proposed programming can be done within two weeks after the society office determines the final realizable budgeting numbers from all fundraising effort. And please note that this society has a proven track record of four consecutive festival events benefiting the City to-date and has never been given any support. Therefore, the society will appeal to City Council for the standard hearing directly through your office or via an alternate route to strongly state our case for funding in the most polite manner possible. Thank you.

Yours Sincerely

Michael Pan,
Board President
Basil & Thyme Jazz Society
dba Sweet Basil

Basil & Thyme Jazz Society

Page 1 of 1

Addendum to letter faxed on March 8, 2005 per the request of the OCA office:

We restate the OCA recommendation statement here for quick reference:

In making this recommendation, staff note: "no artists, venues, dates or revenues for the proposed artistic program have been confirmed for this new vocal series, no grant is recommended".

Therefore the society is appealing on both grounds of eligibility criteria and financial information assessment:

1) Eligibility Discrimination: Being a cultural non-profit organization implies that a substantial amount of funding does derive from government grants. It is also well known, for example, that the Canadian Heritage application and award announcement do take a long time to materialize.

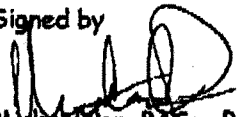
Requiring the society to have fully confirmed bookings for artists and venues for the OCA application allows the OCA to discriminate against smaller societies that are more dependent on government revenues and the timing of such awards. In short, this society is being disqualified for being non profit organization which can not fully conduct confirmed bookings until its fundraising from various sources is completed. (We further define confirming an artist to mean contracting the artist concerned with full stipulation of artist fees payment whether the concert proceeds or not.)

2) Financial Discrimination: The OCA statement "no artists, venues, dates or revenues for the proposed artistic program have been confirmed for this new vocal series, no grant is recommended" would be reasonable and financially credible if the society already had all the necessary funding to take on the full booking commitment and did not proceed with the intent. We point out further that on page 5 of the application - all artists, venue locations and ticket prices were clearly outlined with the date being the only item to be negotiated.

Since the society is applying to the various government departments for the required funding before bookings and financial risks can be taken on; several budgeting experts have remarked that this verdict is penalizing this non-profit organization for making a financial request for assistance to carry out its proposed programming which benefit a lot of City residents.

The OCA statement is akin to an employment ad that says "only job seekers with vehicle transportation need apply". The OCA recommendation implies "only applicants with all the required funding to contract all required bookings need apply".

Signed by


Michael Pan, B.A.Sc., P.Eng.
2005 Board President
Basil & Thyme Jazz Society
dba Sweet Basil


Louis Cheung
2005 Board Member

Basil & Thyme Jazz Society

Addendum Page1



2005 Project Grants

Office of Cultural Affairs, City of Vancouver

1. Applicant

Basil & Thyme Jazz Society

↑ Organization name and, if different, name of registered non-profit society applying for/sponsoring grant

1330 East 17th Ave, Vancouver BC V5V 1C8	604.872.2346	
Mailing address	Telephone	Fax
Michael Pan, Director	S-43679	
Contact person and title	Society no.	
sweetbasiljazz@telus.net	www.sweetbasiljazz.com	
E-mail address of contact person	Website address	

Participating group(s) if different from above

2A. Activity Summary

Briefly describe your organization, and list your current and proposed projects to the end of 2005. Please indicate the project(s) for which you are requesting a grant. Type answers directly on this form. (A copy of this page is given to City Council.)

The Basil & Thyme Jazz Society has presented three Sweet Basil Jazz Festivals (2001 to 2003) and the inaugural Sweet Basil Singers' Festival in 2004. The accomplishments of these annual projects are documented in the program guides, press clippings, and by media & public support and attendances. And in the past, the organization has presented year round concert series, and has participated in events organizing with the Asian Heritage Month & Sun Yat Sun Moon Festivals, Word on the Street Festival and others.

The proposed project for 2005 will be the "Sweet Basil Jazz Vocal Performance Art Series" whereby the organization would celebrate strictly the vocal- jazz, vocalese and improvisational art form- by presenting

A1) artists of the calibre of Raneé Lee, Freddy Cole, Andy Bey, Joani Taylor, Mose Allison, Melody Diachun, Jay Clayton & other prominent artists at various venues throughout the year

A2) vocal jazz history concerts & seminars at various venues

A3) Presentations will be conducted at venues utilized by the Society in the past years; these include the Norman Rothstein Theatre, Stanley Theatre, Presentation House Theatre, Centennial Theatre, Vancouver Public Library, Tom Lee Music Auditorium Hall and so forth. Tickets in 2004 were sold and distributed via Ticketmaster, and by associated box offices, and will continue for future professional presentations.

Neither the year round Coastal Jazz & Blues Society nor the ongoing Cap College jazz presentations specializes in the vocal idiom; therefore this specialization allows Sweet Basil to contribute significantly to Vancouver' arts community and to the broaden community; and to complete the piece missing from the existing local professional cultural ecology. The 2005 project grant requested is for the amount of \$10,000.dollars. The society would like the City of Vancouver to fund this organization for the first time to ensure that Vancouver will not lose a major cultural contributor in 2005. Thank you.

2B. Financial Summary (from Expense Budgets)

Fiscal year [mm/dd]	01-Jan	to	[mm/dd]	31-Dec
Last actual annual budget	\$ 53,164 -61,857		Current annual budget	\$ 33,289
Project budget*	\$ 112,600		Project grant requested	\$ 10,000

Civic cultural grant history	2000	2001	2002	2003

Comments & Recommendation

Noting that no artists, venues, dates or revenues for the proposed artistic program have been confirmed for this new vocal series, no grant is recommended.

Cultural Planner	Grant Recommended	Type	Approved by Council
KH	\$0	Project	\$

ARTS UMBRELLA

Grant request: \$15,000

Original Staff recommendation: \$7,500

Original Staff Comment 2005: No comment provided as funding level did not change from previous year.

Applicant's Basis for Requesting Reconsideration:

The applicant's letter states they are appealing the reduction received from the City over the past two years for their public performances. The reduction of funding occurred in 2004, no reduction occurred in 2005. They are basing their request for reconsideration on grounds of eligibility. However, their argument for reconsideration is based upon the evaluative assessment which was conducted by the Staff committee at the February adjudication meetings for Operating and Project organizations to the 2005 Cultural Grants program. Arts Umbrella indicates that a reduction of funding (2004) occurred at a time when public performances have increased with the introduction of new and expanded programs.

Results of Staff Reconsideration:

While the society did not address reconsideration based on the approved grounds, staff did conduct a second review of Arts Umbrella's 2005 Operating Grant application, the reconsideration request letter provided, and conducted a second interview with the Society's Executive Director.

- **Application of Eligibility Criteria**

The City has funded Arts Umbrella through the Operating Grants program since 1992, and recommended a further Operating Grant in 2005. Clearly, the Society is eligible for the professional public presentations component of their operations and has been awarded grants through the Operating Grant program. This therefore is not a basis for reconsideration.

- **Assessment of Financial Information**

The Society has not argued in its reconsideration request letter that the organization's financial information included in the application was inaccurately assessed.

It is important to note that only information provided by the applicant during (not after) the application review can be considered. This applies to the reconsideration process as well as to the original grant review and adjudication.

Conclusion:

Based on this review, the reconsideration staff team concurs that Arts Umbrella's 2005 application to the 2005 OCA Cultural Grants Program both satisfied eligibility criteria and was assessed accurately with the financial information supplied by the applicant at the time of the review process. This application is therefore not technically eligible for reconsideration.

Notwithstanding the fact that Arts Umbrella is not eligible to request reconsideration based upon questions of evaluation, staff conducted a second review of the original application and request to the City for \$15,000, and eligibility criteria applied.

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 stated 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.

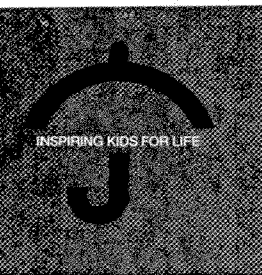
Arts Umbrella delivers approximately 50 public performances per year, not all of which qualify for assistance. Assistance has been designated to the year-end professional public performances which best fit the City's eligibility criteria. On that basis an Operating Grant of \$7,500 was recommended in 2004 and again in 2005.

It is also important to note that staff will be recommending to Council, in a future report, approval of a Baxter Theatre Rental grant to Arts Umbrella in support of two upcoming public performances at the Vancouver Playhouse. The staff recommendation will be \$4,600 and if approved, total City support in 2005 will be \$12,100. In 2004, they received a Baxter Theatre Rental Grant in the amount of \$2,300 for a total of \$9,800 in civic support.

It appears that Arts Umbrella is seeking a reconsideration of the grant level established in 2004. The recommendation to reduce funding made in 2004 was based on an assessment that the level of subsidy for Arts Umbrella was high relative to the amount of eligible activity for funding; public performances is an integral component of important, but very small part of total operations. This level of support was also deemed to be high compared to other youth training organizations as well as other creating and producing organizations receiving assistance from the City. The staff comment provided at the time of the 2004 grant allocations was:

“While the City does not fund training organizations, it can assist with the cost of public performances by professionally trained youth. Civic grants to this arts training centre are designated for the year-end public performances and exhibitions its students provide for the public. Previous civic grants represented a high percentage of the costs of these events, and staff recommend a move toward a grant level that is more in keeping with funding to other organizations doing comparable work.”

The staff recommendation arising from the original 2005 grant process was for a grant of \$7,500. This recommendation was consistent with a comparative review of this application against the program evaluation criteria and guidelines, and the other applications in the context of a very competitive grants process. Staff therefore continue to recommend an Operating Grant of \$7,500.



artSUMBRELLA™

March 17, 2005

Ms. Cheryl Masters
Cultural Planner
Office of Cultural Affairs
City of Vancouver
Suite 310-555 West 12th Avenue
Vancouver, BC V5Z 3X7

Dear Cheryl:

Further to your letter dated February 25, 2005, citing the Office of Cultural Affairs' recommendation to Council to award Arts Umbrella with an operating grant of \$7,500, Arts Umbrella is requesting formal reconsideration of this decision.

Arts Umbrella is appealing the 50% reduction in funding we have received from the City of Vancouver over the past two years for our public performances - from 1993 to 2003 Arts Umbrella received \$15,000; in 2004 and 2005 funding was cut to \$7,500.

This cut in funding has occurred over a period of time when our public performances have increased dramatically with the introduction of several new Arts Umbrella programs, such as the Sarah McLachlan Music Outreach, the Strathcona Theatre Outreach, and an expanded Musical Theatre program, all of which include significant public performance opportunities.

Over the same period of time, we have increased the profile and professionalism of our productions through our involvement in the following local and international events:

- The venue of the Arts Umbrella Dance Company Season Finale has been moved to the Vancouver Playhouse (previously held at the Norman Rothstein Theatre);
- The Arts Umbrella Senior Dance Company will be the only Canadian, amateur organization performing at Expo in Aichi Japan as part of Canada's cultural program later this month;
- The Sarah McLachlan Music Outreach Youth Choir was the only Vancouver-based arts organization profiled at the Tsunami Relief Concert; and,
- Arts Umbrella acted as one of the key cultural representatives for the arts community during the 2010 Olympic Bid process through a number of public performances by our students.

Furthermore, in the last year in particular, we have received a flood of requests from community organizations to perform at public events to support their initiatives: The Arts Umbrella Dance Company performed at the TELUSphere launch, and the Sarah McLachlan Music Outreach Youth Choir performed recently at the Inner City Schools Conference. Participation in these initiatives, while worthwhile, has costs associated with it.

In support of our appeal, the table below illustrates specifically how Arts Umbrella meets the Office of Cultural Affairs' funding criteria for operational grants:

Eligibility Criteria	How Arts Umbrella meets the eligibility criteria
An applicant must be registered as a non-profit society in British Columbia and must operate on a year-round basis.	Arts Umbrella is a registered non-profit organization in British Columbia that operates 12 months of the year.
To qualify in this category, applicants must have received civic Operating or Project grants for at least the past two years.	Arts Umbrella has received Operating funding for the past 12 years.
The grants are available to arts organizations engaged in creation, production, presentation or	Arts Umbrella is involved in the creation, production and presentation of performing, visual and media arts works.

<p>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.</p>	<p>Arts Umbrella is the second largest employer of professional artists in the Province, following Emily Carr, working with professional choreographers, visual and media artists, and actors. We employ professional artists as instructors, but also to create new productions to be performed by our students. For example, we employ professional choreographers on a regular basis to set new works on our Dance Company students for public presentation on regional and international stages.</p>
<p>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</p>	<p>Arts Umbrella provides professional and pre-professional training. Throughout the year, Arts Umbrella's students engage in performances and exhibits at professional venues and perform for adults and their peers.</p>
<p>Applicants must be based and active in Vancouver, and provide programming or services that are open to the public and publicized city-wide.</p>	<p>Arts Umbrella is based and active in Vancouver, and provides programming that is open to the public and publicized city-wide. Arts Umbrella programs, fundraising activities and performances are advertised regionally through various media campaigns throughout the year with support from our media partners: The Vancouver Sun, The Georgia Straight, The Vancouver Courier, The Globe and Mail, and CBC Television. Arts Umbrella collateral materials also promote our performances to a broad regional audience: program calendar (circulation 10,000); posters and flyers distributed throughout the city, our website (average of 4,000 hits a month), www.artsumbrella.com; our newsletter (circ. 5,000 per quarter); and, our Annual Report, distributed to local corporations, foundations, and individuals.</p>
<p>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.</p>	<p>Arts Umbrella fundraises 52% of its \$3.8 million operating budget from corporations, foundations, individuals; receiving only 7% of donations from all levels of government combined.</p>
<p>Training Organization Criteria</p> <ul style="list-style-type: none"> • 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 	<p>The following are only a few examples of how Arts Umbrella meets the eligibility criteria of Training Organizations:</p> <ul style="list-style-type: none"> • Professionally curated visual arts exhibits of student work at Buschlen Mowatt Galleries and The Architecture Centre of BC. • Public broadcast of student-created, animated PSAs on the TELETOON Network. • Professional performances by Theatre Troupe students at the Waterfront Theatre (980 tickets sold, \$2,885.84 in revenues) • Professional performances by Dance Company students at the Vancouver Playhouse Theatre (567 tickets sold, \$8,080.75 in revenues), Expo 2005 Aichi, Japan and Landmark Hall in Tokyo, Japan • Performance by Sarah McLachlan Music Outreach Youth Choir at the Tsunami Relief benefit concert (for 18,000 concertgoers) with internally renowned professional musicians at GM Place, Jan 29, 2005.

Given the important role Arts Umbrella plays in the artistic and cultural fabric of the community and our growth in public performances at professional venues by our students, we find the decrease in funding over the past two years unreasonable. We would greatly appreciate a review of Arts Umbrella's application to reconsider your funding recommendations to Council on April 28, 2005. Thank you for your consideration.

Sincerely,



Lucille Pacey
Executive Director



2005 Operating Grants

Office of Cultural Affairs, City of Vancouver

1. Applicant

Children's Arts Umbrella Association (Arts Umbrella)

Organization name †

1286 Cartwright Street, Granville Island

604-681-5268

604-681-5285

Mailing address

Telephone

Fax

Lucille Pacey, Executive Director

S-15734

Contact person and title

Society no.

lpacey@artsumbrella.com

www.artsumbrella.com

E-mail address of contact person

Website address

Participating group(s) if different from above

2A. Activity Summary

In the space provided below, briefly describe your organization, and list your current and proposed activities to the end of 2005. Type answers directly on this form. (A copy of this page is given to City Council.)

Arts Umbrella is Canada's visual and performing arts institute for young people ages 2 to 19. We reach more than 30,000 young people per year. Our Granville Island facility hosts 270 classes per week, ranging from general to pre-professional and professional studies in theatre, dance, painting, sculpture, architecture, filmmaking, photography, new media and more. We offer a number of free Outreach and Inreach programs, including the Sarah McLachlan Music Outreach, which delivers free music instruction to students in the Mount Pleasant area; the Alcan Outreach Program, which provides free visual and theatre arts workshops to elementary students in the inner city; the Strathcona Theatre Outreach Program, a free, intensive after-school theatre program for youth ages 11-13 in Vancouver's Strathcona community; and the Boys Only Dance Program, a free scholarship program for boys ages 9-12. Exhibition and performance opportunities are an important element of our programs. These include school tours, year-round public performances, and a city-wide youth arts festival:

Arts Umbrella Dance Company - presenting new works by established local and guest choreographers.

- >Season Finale at The Vancouver Playhouse (May)
- >Recital on a professional stage at the Gateway Theatre in Richmond (June)
- >Musical Theatre for Teens - Intensive Year-End Performance at the Waterfront Theatre (June)
- >5 Sunday Performance Series on Granville Island with local artists throughout the year
- >School performances - 10-12 shows at local schools each year

Arts Umbrella Junior & Senior Theatre Troupes

- >Junior and Senior Theatre Troupes will each stage 2 public performances at the Waterfront Theatre (June)
- >School Outreach performances at 10 Vancouver and Lower Mainland schools
- >Sunday Performances on Granville Island in December
- >Youth and Teen Musical Theatre performances at Granville Island (June)
- > Strathcona Theatre Outreach - year-end performance at the Strathcona Community Centre (May)

Visual & Media Arts Exhibits - Visual arts and Gifted Teen Scholarship Program - Buschlen Mowatt Gallery (June).

- >Architecture students will exhibit their work at The Architecture Centre (June).
- >Digital and classical animation, filmmaking, and digital arts classes - Media Arts Festival at Electronic Arts (June)

Sarah McLachlan Music Outreach

- >Students will perform a Seasonal Open House Celebration of Music at the Sarah McLachlan Music Outreach (December 2004)
- >Public performances at several community events throughout the year
- >Year-end Concert at Vancouver Technical Secondary School (June)

Fiscal year [mm/dd]	1-Sep	to	[mm/dd]	31-Aug
Last actual operating budget	\$ 3,823,050	Current operating budget		\$ 3,896,451
Request budget	\$ 15,000	2005 civic grant requested		\$ 15,000

Civic cultural grant history	2001	2002	2003	2004
Operating	15,000	15,000	15,000	7,500
POD		3,500	5,000	
Baxter	2,130			2,300
Other	Partial property tax exemption (Granville Is.)			

Comments & Recommendation

Cultural Planner	Grant Recommended	Type	Approved by Council
MS	\$7,500	Operating	\$

2005 Request for Reconsideration Process for City of Vancouver Cultural Operating and Project Grants

City Council has adopted the following "reconsideration process" for grant applicants wishing to contest Operating and Project grant recommendations submitted to Council by staff.

Grounds for Reconsideration

Council established that grant recommendations will be reconsidered *only* if the request is based on one or both of the following premises:

A. Eligibility criteria have not been properly applied.

"Eligibility" refers to the type of organization and activities that qualify for cultural grants. In brief, applicants must be registered non-profit cultural organizations, based and active in Vancouver, and meet a number of other requirements listed in the *Instructions for Applicants* sheet attached to your application form.

Council's policy is *not* to consider reconsideration requests based on questions of evaluation (e.g., quality of programs, organizational competence, and other criteria listed in *Instructions for Applicants*).

B. Financial information from the applicant has not been accurately assessed.

This relates to staff assessment of financial information supplied by the applicant during (not after) the application review.

Reconsideration Process

The process adopted by Council involves the following steps:

- Applicants are notified in writing of staff's recommendations. Those who wish to dispute a recommendation must notify the Office of Cultural Affairs (OCA) in writing by **March 11, 2005**. Please see the reverse page for details on the Request for Reconsideration process.
- After written notice and support information have been received by the OCA, a staff committee will review the applicant's request, as well as the information provided in the original application and during discussions with the applicant. Applicants will be contacted if there are questions, and every effort will be made to clarify misunderstandings.

- Staff prepare a written summary of their findings, including a proposal to either amend the original recommendation or to let it stand. This summary, together with the applicant's rationale for requesting reconsideration, is presented in a report to Council. Relevant sections of this report are also forwarded to the applicant.
- Council is expected to consider requests for reconsideration on April 28, 2005. Any applicants wishing to address Council about their request may do so at that time, and instructions on this process will be provided in advance.

How to Request Reconsideration

Deadline Friday, March 11, 2005

Mail or fax a letter to the Office of Cultural Affairs signed by a Board member of your society. In the letter, clearly state that you are requesting reconsideration, indicate which of the grounds for reconsideration apply in your case (see the reverse of this sheet), and detail the reasons for seeking reconsideration. This information should specifically relate to the grounds for your request and *should not exceed two typewritten pages*.

Deadlines

- Your **request for reconsideration request** must be received in the Office of Cultural Affairs **no later than 4:30 pm on March 11, 2005**. Requests received after the **deadline cannot be considered**.
- Mail, fax, or deliver your request for reconsideration and support information 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: 604.871.6434

Fax: 604.871.6005