



## CITY OF VANCOUVER

### ADMINISTRATIVE REPORT

Report Date: September 8, 2006  
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VanRIMS No.: 05-5000-10  
Meeting Date: September 26, 2006

TO: Vancouver City Council  
FROM: Assistant Director, Office of Cultural Affairs  
SUBJECT: 2006 Project Grants - Supplement Allocation

#### RECOMMENDATION

That Council approve 41 supplemental Project Grants for a total of \$170,000, as listed in Appendix A, source of funds to be the 2006 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. Operating, Project, Organizational Development and Theatre Rental grant categories were approved on December 14, 1989. A second deadline for Project grants was established in 1999.

Approval of grant recommendations requires eight affirmative votes.

#### PURPOSE

As listed in **Appendix A**, this report presents recommendations for 2006 supplemental Project grants as provided for in the Council approval of the 2006 increase to the cultural budget approved July 13, 2006.

## BACKGROUND

Project grants are intended for new and developing organizations, for established organizations that work on a project basis, and for organizations undertaking a special, one-time initiative. To be considered for a project grant, the organization must be a non-profit, professional arts organization with an artistic mandate, among other criteria. An Assessment Committee comprised of independent members of the arts and cultural community along with Staff, review applications based on criteria that include: artistic merit, organizational competence, and community impact. See **Appendix B** for program information and evaluation criteria.

The Request for Reconsideration process (which allows applicants to dispute Assessment Committee recommendations under specific criteria) was made available to all applicants during the initial review periods for the two project grant deadlines, and is not available through a supplemental allocation process.

## DISCUSSION

A \$150,000 increase to the Project Grants budget was approved earlier this year as part of a larger increase to the City's 2006 Cultural budget. This addition increased the 2006 annual budget for Project Grants to \$404,800. The decision to increase the Project Grants budget was informed by the Creative City Task Force community consultation in 2005 and recommendations from Assessment Committee members in 2005 and 2006. Supplemental awards were considered for organizations that received a project grant in 2006.

In 2006, a total of 50 project proposals were supported through the Project Grants program for a total of \$236,800. Two separate Assessment Committees comprised of independent members from the arts and cultural community and staff from the Office of Cultural Affairs reviewed the initial applications and made recommendations to City Council which were subsequently approved on April 18 and July 18, 2006 for the first and second deadline respectively. Details of the organizations supported and the adjudication process can be found in the Council reports, RTS 5666 and RTS 5913, on file at the City Clerk's office.

Informed by the recommendations arising from the previous Assessment Committees, and within the context of existing program criteria (artistic merit, organizational capacity and community impact), staff reviewed the applications and put forward for Council's consideration recommendations for supplemental project grants assistance to 41 organizations.

See Appendix A for a complete list of organizations and supplemental grant recommendations.

## FINANCIAL IMPLICATIONS

The Project Grants budget component of the Cultural Grants budget for 2006 is \$404,800. This includes the increase amount of \$150,000 plus the addition of \$18,000 previously allocated to the Cultural Presentations at Council initiative.

An additional \$2,000 was available for supplemental allocation due to a previously-approved grant to Caravan World Rhythms at \$7,000, being paid out at \$5,000. The award was granted with conditions which were met, but a significantly reduced level of activity was realized for 2006 and as per program conditions, the award was adjusted accordingly.

Approval of the recommendation to support 2006 supplemental project grants to 41 organizations totalling \$170,000, leaves no unallocated balance in the Project grants component of the 2006 Cultural Grants budget.

## CONCLUSION

The increase to the Project Grants budget and awarding of these supplemental grants will enhance support to emerging or project-based organizations which was identified as a priority by the Creative City Task Force and Assessment Committees and continues the direction of increasing investment in the cultural sector.

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City of Vancouver 2006 Supplemental Project Grant Applications, Alphabetical List

Organization Name	2006 Approved	2006 <i>Reccommended Supplement</i>	2006 Total
1 Barking Sphinx Performance Soc.	1,000	2,000	3,000
2 Blackbird Theatre	3,000	7,000	10,000
3 Cabinet Interdisciplinary Collaborations Soc.	6,500	4,000	10,500
4 Canada Ice Dance Theatre Assn.	1,500	0	1,500
5 Caravan World Rhythms Soc.	5,000	0	5,000
6 Chinese Cultural Centre of Van.	2,000	0	2,000
7 Compaigni V'ni Dansi Soc.	2,500	1,000	3,500
8 Crafts Assn. of B.C.	6,500	5,500	12,000
9 Dancers Dancing Dance Soc.	4,000	2,000	6,000
10 DOXA Documentary Film and Video Festival	7,500	2,500	10,000
11 Gallery Gachet Soc.	5,000	2,900	7,900
12 Greater Van. Professional Theatre Alliance	5,000	1,500	6,500
13 Jewish Community Centre of Greater Van.	2,500	2,500	5,000
14 Kinesis Dance Soc.	4,000	1,000	5,000
15 La Luna Productions	3,000	0	3,000
16 Leaky Heaven Performance Soc.	7,500	7,500	15,000
17 Mandala Arts and Culture Soc.	5,000	3,500	8,500
18 marta marta HoP Soc.	2,500	2,000	4,500
19 Miscellaneous Productions Soc.	3,000	3,000	6,000
20 Movement Enterprises Soc.	5,000	5,000	10,000
21 New Forms Media Soc.	4,000	4,000	8,000
22 New Performance Works Soc.	3,000	2,000	5,000
23 Pound of Flesh Theatre Soc.	2,500	1,000	3,500
24 PuSH International Performing Arts Festival Soc.	28,300	61,700	90,000
25 Raven Spirit Dance Soc.	2,000	0	2,000
26 Realwheels Soc.	10,000	8,000	18,000
27 Redshift Music Soc.	2,500	1,500	4,000
28 Reel to Real Moving Images	3,000	3,000	6,000
29 Screaming Flea	3,000	1,000	4,000
30 Screaming Weenie Productions	6,000	2,500	8,500
31 Seniors' Research Group of Chinese Opera and Music	2,000	0	2,000
32 Shakti Dance Soc.	2,000	1,000	3,000
33 Sista'hood (Working Arts Soc.)	3,500	1,500	5,000
34 Solo Collective Theatre Soc.	7,500	3,500	11,000
35 Taiwanese Cultural Festival (TCCS Special Events Assn.)	8,000	1,900	9,900
36 The Only Animal Theatre Soc.	7,500	2,500	10,000

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37	Theatre in the Raw Soc.	1,500	<i>500</i>	2,000
38	Urban Ink Productions Soc.	8,000	<i>2,000</i>	10,000
39	Van. Asian Film Festival Soc.	4,000	<i>1,000</i>	5,000
40	Van. Cantonese Opera	4,000	<i>2,500</i>	6,500
41	Van. Chamber Choir	5,000	<i>1,500</i>	6,500
42	Van. Intl. Dance Festival Soc.	8,500	<i>4,000</i>	12,500
43	Van. Jewish Film Festival	2,500	<i>4,500</i>	7,000
44	Van. Latin American Film Festival	2,000	<i>1,000</i>	3,000
45	Van. Pro Musica	6,000	<i>2,000</i>	8,000
46	Van. Soc. of Storytelling	2,500	<i>0</i>	2,500
47	Van. Tap Dance Soc.	2,000	<i>2,000</i>	4,000
48	Van. Woman's Musical Soc.	3,000	<i>0</i>	3,000
49	Word on the Street	7,500	<i>1,000</i>	8,500
50	Yorick Theatre Soc.	1,500	<i>0</i>	1,500
		<b>TOTALS</b>	<b>234,800</b>	<b><i>170,000</i> 404,800</b>

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Office of Cultural Affairs  
City of Vancouver

# PROJECT GRANTS

## 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 have been active in the City of Vancouver for at least one year. Groups that have been active for one 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 one month before the application deadline. All such applications must be signed by both parties and also include a sponsorship agreement between the parties.
- Under normal circumstances, 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), or 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, and 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
- conferences
- workshops, courses and other forms of training
- activity, travel and tours outside of Vancouver
- contests and competitions
- fundraisers
- scholarships
- capital projects
- creation and production of films, recordings, publications (e.g. books, magazines, websites)

## 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 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 (i.e. provides 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 May. An Assessment Committee comprised of independent members of the arts and cultural community, along with staff from the Office of Cultural Affairs, review the grant applications. Staff will also conduct interviews with applicants as appropriate. Following the review process, recommendations are made by the Assessment Committee to City Council. A written notice of the 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.

Successful applicants normally receive grant payment approximately three months after the late May deadline and four months after the early December deadline. Applicants are encouraged to apply to the deadline where the timing of a grant will coincide with the proposed activity (i.e. May deadline for projects starting in August, early December deadline for projects starting in April).

## Application Requirements

- Organizations that have not previously applied in this category are expected to establish their eligibility with OCA staff at least one month prior to submitting an application.
- An organization must complete and submit the appropriate, signed, original application form, plus three additional hard copies, and one electronic version of the application.
- Applicants must provide their most recent board approved financial statements within six months of their fiscal year end. At minimum these should include a balance sheet and an income statement. Independently prepared statements are strongly encouraged.
- 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 May). Previously funded projects must be completed before a new application can be accepted.

### 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:

### MAILING ADDRESS:

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

### OFFICES LOCATED AT:

Suite 310, 555 West 12th Avenue  
East Tower, City Square Mall

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oca@vancouver.ca

WEBSITE:  
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## Conditions of Assistance

Please note that if your organization receives a civic grant, the following conditions will apply:

- Grant funds must be applied to current expenses, not used to reduce or eliminate accumulated deficits. Activities cannot be funded retroactively.
- The Society will make every effort to secure funding from other sources as indicated in its application. It will keep proper books of accounts of all receipts and expenditures relating to its activities and, upon the City's request, make available for inspection by the City or its auditors all records and books of accounts.
- If there are any changes in the organization's activities as presented in this application, the City's Office of Cultural Affairs must be notified in writing of such changes. In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining City funds are also to be returned to the City.
- City of Vancouver assistance must be appropriately acknowledged in all promotional materials and at all promotional or celebratory events relating to funded activities. This means that if the logos of other funders (including Corporate sponsors) are used in your acknowledgements, the City's logo (identified as such) will also be used.
- Receipt of a grant does not guarantee funding in the following fiscal year.