



CITY OF VANCOUVER

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ADMINISTRATIVE REPORT

Report Date: July 8, 2008
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Meeting Date: July 22, 2008

TO: Vancouver City Council

FROM: Co-Director, Grants, Awards and Support Programs, Office of Cultural Affairs

SUBJECT: 2008 Project Grants & Supplemental Allocations 2nd Deadline

RECOMMENDATION

That Council approve 27 Project Grants for a total of \$200,450 and 25 one-time supplemental grants for a total of \$50,000, as listed in Appendix A. Source of funds to be the 2008 Cultural 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.

On November 22, 1994, Council approved a two-step grant approval process 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.

PURPOSE

As listed in **Appendix A**, this report presents recommendations for the 2nd deadline of Project Grants as well as one-time supplemental grant allocations.

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 and Staff, review applications based on criteria that include: artistic merit, organizational competence, and community impact. See **Appendix B** for program guidelines and criteria.

Requests for Reconsideration:

Applicants who meet specific criteria have the opportunity to formally request reconsideration. The Reconsideration process, approved by Council in 1994, ensures consistency in reconsidering grant recommendations. A request for reconsideration entails a written request by the applicant, a formal review by a Staff committee and a report to Council presenting the applicant's case and staff recommendations.

Grants referred to the process are assessed on the basis of two established grounds: a) that eligibility criteria have not been properly applied and/or b) that the financial situation of the applicant was not properly evaluated or understood at the time of the grant review.

Any requests for reconsideration will be considered by Council in a separate report at a future date.

DISCUSSION

For the second Project Grants deadline of May 16, 2008, 35 applications were received for a total request amount of \$358,020 with an available budget of \$200,450. In addition, \$50,000 was available for one-time supplemental allocations as per Council approval of one-time supplemental funding allocations of \$100,000 for Project Grants in 2008: \$50,000 allocated each for the December 7, 2007 and May 16, 2008 deadlines (RTS 6994, January 29th, 2008).

The applications for Project Grant requests were reviewed by an Assessment Committee comprised of three independent members from the arts and cultural community and Staff. The independent members were:

- Andreas Kahre, interdisciplinary artist, musician, designer, editor
- Ya-Wen Vivienne Wang, interdisciplinary artist, music, theatre
- Raquel Alvaro, arts administrator, programmer, dance

The one-time supplemental allocations were informed by the review and input of the Assessment Committee, with final recommendations being made by a staff management team at a separate meeting. The recommendations reflect a careful assessment of each application in the area of artistic merit, organization capacity and community impact. Evaluation and eligibility criteria are detailed in the Program Information appended to this report.

Input from the independent assessment committee members was invaluable and they imparted a high level of expertise and knowledge, complementing the experience and knowledge of staff. Staff would like to thank the independent members for the time they contributed to this extensive process.

Cultural Grants Program Review

On June 26, 2008, Council approved the Cultural Grants Program Review recommendations which will change the structure, administration and delivery of the current cultural grants and support programs. These exciting changes, based on community input, will put the City in a more flexible position to be able to better respond to innovation and growth and will broaden the criteria to provide access to a broader range of initiatives and organizations.

The changes will be implemented over a two-year period. There will be one more deadline for Projects in December 2008, after which the program will be integrated into a common Cultural Grants program with a number of access streams in 2009/10 (see RTS 7236 for further details). The final Cultural Grants Program structure, including the application forms, criteria, deadlines, assessment processes, evaluation, and delivery mechanisms, will be presented to Council for approval in June 2009.

Recommendations of the Assessment Committee:

In this round, there were a number of requests which, based on evaluative criteria, emerged as high priorities for support. There are a number of organizations that are initiating some significant and innovative projects which will have a tremendous impact on community and on their artistic growth. As a result, the Committee is recommending that greater resources be allocated to these proposals and is therefore not recommending funding for a number of requests which did not meet the criteria at as a high a level.

Please see Appendix A for a detailed list of grant and one-time supplemental allocations.

Table 1
2008 Project Grants

Project Grants	Requested		Approved		Recommended	
	# of Groups	\$ Amount	# of Groups	\$ Amount	# of Groups	\$ Amount
2 nd deadline (May 16/08)	35	\$358,020			27	\$200,450
2 nd Supplemental					25	\$50,000
1 st deadline (Dec. 7/07)	32	\$353,500	27	\$215,750		
1 st Supplemental			19	\$50,000		
Total		\$711,520		\$265,750		\$250,450

FINANCIAL IMPLICATIONS

In 2008, the budget available for Project grants was \$416,200 and one-time supplemental funding for Project Supplemental grants was available at \$100,000. On April 3, 2008, Council approved \$215,750 for the first intake of Project grants and \$50,000 for Project supplemental grants, leaving a combined balance of \$250,450 in the budget for the second Project grants deadline. Approval of the recommendations leaves no unallocated balance in the Project Grants component of the Cultural Grants budget.

CONCLUSION

This report presents the second and final report on Project grants for 2008. Should any Requests for Reconsideration be submitted, a separate report will be presented to Council at a future date.

The Co-Director of Grants, Awards and Support Programs of Office of Cultural Affairs notes the importance of a carefully balanced review process which includes independent expertise along with staff knowledge and history, and recommends approval of these recommendations.

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City of Vancouver Cultural Grants 2008
Project Applications (spring deadline) Alphabetical List

Organization Name	2008 Request	2008 Recomm	2008 Suppl.
1 Asian Canadian Studies Soc.	3,000	3,000	0
2 Blackbird Theatre	12,000	7,000	2,000
3 Canada Ice Dance Theatre Assn.	10,000	0	0
4 Compaigni V'ni Dansi Soc.	7,000	5,000	2,000
5 DanceHouse (Seismic Shift Arts Soc.)	15,000	15,000	5,000
6 Felix Culpa (Grinning Dragon Theatre Soc.)	10,000	7,000	1,000
7 Greater Van. Historical Performance Soc. of B.C.	4,120	0	0
8 Here Be Monsters Collective	10,000	3,000	0
9 Horseshoes and Hand Grenades Theatre Soc.	4,000	4,000	1,500
10 Jewish Community Centre of Greater Van.	10,000	7,000	1,000
11 Les Productions Figlio Soc.	5,000	5,000	1,000
12 Live Biennial of Performance Art Soc.	8,000	4,000	1,000
13 MACHiNENOiSY Dance Soc.	6,000	5,000	1,000
14 Miscellaneous Productions Soc.	8,000	6,000	2,000
15 Music on Main	28,000	15,000	5,000
16 Patrick Street Productions	20,000	0	0
17 Railtown Cultural Enhancement Assn.	4,400	0	0
18 Realwheels Soc.	20,000	15,000	6,000
19 Redshift Music Soc.	7,000	6,500	1,500
20 Screaming Flea	5,000	0	0
21 Shakti Dance Soc.	4,000	3,000	1,000
22 Soc. for Disability Arts and Culture	10,000	4,000	1,000
23 Taiwanese Cultural Festival (TCCS Special Events Assn.)	20,000	8,000	1,000
24 The Only Animal Theatre Soc.	7,500	7,000	1,000
25 Theatre in the Raw Soc.	10,000	5,950	1,000
26 Theatre Terrific Soc.	30,000	15,000	3,000
27 True North Performance Soc.	2,000	0	0
28 Van. Asian Film Festival Soc.	10,000	6,000	1,000
29 Van. Intl. Dance Festival Soc.	22,000	18,000	5,000
30 Van. Intl. Improv Festival	2,000	0	0
31 Van. Latin American Film Festival (First Latin American Film Festival of Vancouver)	10,000	7,000	3,000
32 Van. Metropolitan Orchestra Soc.	5,000	0	0

Organization Name	2008 Request	2008 Recomm	2008 Suppl.
33 Van. Pro Musica (Pro Musica Soc. of Van.)	14,000	9,000	1,000
34 Van. Soc. of Storytelling	10,000	6,000	1,000
35 Wild Excursions Productions Soc.	5,000	4,000	1,000
Total	358,020	200,450	50,000



COMMUNITY SERVICES GROUP
Cultural Services
Office of Cultural Affairs

2008 Project Grant Information

APPLICATION DEADLINE:
Monday, May 12, 2008
No later than 4:30 p.m.

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.

- o 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.
- o 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.
- o 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).
- o 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).
- o 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).
- o 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.
- o 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:

- o club or community centre programs
- o conferences
- o workshops, courses and other forms of training
- o activity, travel and tours outside of Vancouver
- o contests and competitions
- o fundraisers
- o scholarships
- o capital projects
- o 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:

- o Have designated administrative staff and a high standard of professionalism in its operations
- o Have a membership that is broadly representative of its mandate and that includes artists and/or non-profit organizations based in Vancouver
- o 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:

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

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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:

- o Only professionally directed/curated public performances and exhibitions (not including competitions) qualify for assistance
- o Work must be performed/created by children and youth
- o Activity must take place in a facility regularly used by professional artists in accordance with accepted professional presentation standards (e.g. ticketed performances)
- o 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:

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

General Evaluation Criteria

Artistic Interest

- o Standards of artistic achievement demonstrated in past activities
- o Artistic vision of the project and plan to achieve that vision
- o 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

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

Community Impact

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

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Process

There are two Project grant deadlines: one in December and one in 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 May deadline and four months after the 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, December deadline for projects starting in April).

Application Requirements

- o 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.
- o An organization must complete and submit the appropriate, signed, original application form, plus two additional hard copies, and one electronic version of the application.
- o 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.
- o 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 May). Previously funded projects must be completed before a new application can be accepted.

Conditions of Assistance

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

- o Grant funds must be applied to current expenses, not used to reduce or eliminate accumulated deficits. Activities cannot be funded retroactively.
- o 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.
- o 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.
- o 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 emblem will also be used.
- o Receipt of a grant does not guarantee funding in the following fiscal year.

CONTACT INFORMATION

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

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