



## ADMINISTRATIVE REPORT

Report Date: November 17, 2014  
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Meeting Date: November 25, 2014

TO: Vancouver City Council  
FROM: General Manager of Community Services  
SUBJECT: Fall 2014 Cultural Infrastructure Grant Allocations

### ***RECOMMENDATION***

THAT Council approve nine (9) Cultural Infrastructure Grants totalling \$601,160 as outlined in this report and noted in Table 1 and Appendix B; source of funds to be \$456,160 from the 2014 Capital Budget - Cultural Infrastructure Grants and \$145,000 from the 2014 Capital Budget - Downtown Eastside Capital Grants

### ***REPORT SUMMARY***

This report seeks Council's approval of the Fall 2014 Cultural Infrastructure Grants to nine (9) Vancouver-based not-for-profit and charitable cultural organizations. These grants support investment in existing cultural facilities, planning and creation of new spaces, as well as capital upgrades to some City-owned facilities. These grants are intended to provide support to enhance facilities for the benefit of the entire cultural community and are not designed to provide operating budget support.

Recommendations for these grant awards were made by blended staff/external peer review Assessment Committees and juried evaluation process. A summary of the assessment process and criteria is included in this report as Appendix A and the Assessment Committee recommendations are included in Appendix B. For application guidelines please see Appendix C, and for Grant Award Conditions please see Appendix D.

### ***COUNCIL AUTHORITY/PREVIOUS DECISIONS***

Since 1975, the City of Vancouver has offered a Capital Grants program supporting infrastructure related projects by Vancouver-based social and cultural organizations.

In 2008, Council adopted Phase I of the 2008 - 2023 Cultural Facilities Priorities Plan which outlined strategies and tactics for enabling the sustainable creation and operation of cultural infrastructure. One of the key recommendations of the 2008 Facilities Plan was a new Cultural Infrastructure Grant Program. This Program has operated since 2009 and was re-confirmed as part of the 2013 Strategic Directions for Culture which supports strengthening Vancouver's cultural sector.

Council approval of Grant Recommendations requires eight affirmative votes.

### ***CITY MANAGER'S/GENERAL MANAGER'S COMMENTS***

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

### ***REPORT***

#### ***Background/Context***

The 2014-2018 Strategic Directions for Cultural Spaces and the 2008 Cultural Facilities Plan provide a policy framework for enabling cultural space development and responding to investment opportunities and funding requests. One of many strategies contained within the Directions, the Cultural Infrastructure Grant Program, is critical to empowering the cultural community in cultural space planning, acquisition, and development.

The Cultural Infrastructure Grant Program provides a model for the delivery of capital grants that enables the cultural community to build capacity through the development of facility projects and the leveraging of investment from other sources of funding. The program is intended to support a broad range of cultural capital projects located in Vancouver involving pre-planning or feasibility studies, facility purchase, construction, renovation or expansion.

There are three categories of Cultural Infrastructure Grants:

- A. Planning Projects - to a maximum of \$35,000
- B. Minor Capital Improvements - to a maximum of \$35,000
- C. Major Capital Improvements - to a maximum of \$150,000

Registered not-for-profit societies and registered charitable organizations that are Vancouver-based and provide cultural services to Vancouver residents are eligible to apply for Cultural Infrastructure Grants. Existing cultural spaces must be owned by, or on a long term (ten year minimum) lease, to the organization. Organizations may apply for multiple grants over a three year period in order to move their projects through the planning to capital phases. In any given year, however, the maximum number of applications that will be accepted from a single organization is two--one under Category A) Planning and one under Category B) and C) Capital.

Cultural Infrastructure Grants are discretionary and are only provided for projects which meet high standards of quality and excellence in the provision of service to the residents of, and visitors to, Vancouver.

For 2014, a new Downtown Eastside Capital Grant Program was created (with funding from the 2014 Capital Budget -Tenant Improvements - WW Development), to provide funding for Downtown Eastside capital projects, and to assist with the implementation of the DTES Community Plan.

Two project applications to the Cultural Infrastructure Grant Program provide significant opportunities for capital improvements in the DTES: Kokoro Dance Theatre Society and Artspeak Gallery Society. Both of these Societies have the ability to leverage additional matching funds and thus are being recommended for shared funding from both the Cultural Infrastructure Grant Program and the Downtown East Capital Grant Program. Kokoro Dance is recommended for \$145,000 with \$75,000 from the Cultural Infrastructure Grant program and \$70,000 from the DTES Capital, and Artspeak Gallery at \$150,000 with \$75,000 from the Cultural Infrastructure Grant Program and \$75,000 from the DTES Capital. Shared funding from more than one City grant program is not common but in this instance, it provided a strategic opportunity for these cultural organizations both of whom applied and qualified for these programs, to leverage more funds to support their sustainability.

### *Strategic Analysis*

The Cultural Infrastructure Grant Program is seen as one of the most important ways in which the City works with cultural not-for-profit organizations to maintain and improve cultural infrastructure in Vancouver. The Grant Program supports Council's goals for safe, livable neighbourhoods through community based spaces in neighbourhoods for creation, production and presentation activities, and for economic development in the creative sector through retention and investment in cultural facilities including leveraging partnerships with other agencies including the Park Board and Vancouver School Board. Of particular significance is the cost-sharing nature of these grants, which ensures that the projects are developed on a partnership basis, leveraging significant support from other funding sources including the organizations themselves, senior levels of government and the private sector. The average leveraging ratio in the six years (2009-2014) of operation of the Grant Program has been 1:4, with every City dollar invested leveraging approximately four dollars in external resources.

There were two intakes to the 2014 Program - Spring and Fall. The Spring intake received twenty-one (21) applications with eighteen (18) approved for funding. Eleven (11) submissions were received for the Fall intake of which nine (9) are recommended for funding.

<b>2014 Fall Intake &amp; Recommendations</b>
<ul style="list-style-type: none"> <li>• 11 applications</li> <li>• 9 projects recommended for funding</li> </ul>
<ul style="list-style-type: none"> <li>• Grant Requests = \$866,839</li> <li>• Recommended total grant awards = \$601,160 (partial funding from Cultural Infrastructure Grant Program of \$456,160 with additional funding from Downtown East Capital Grants of \$145,000.</li> </ul>
<ul style="list-style-type: none"> <li>• Total value of recommended projects = \$1,576,104</li> </ul>

The Cultural Infrastructure Grant is a competitive Program. Not all organizations met the evaluation criteria to the same level as their peers and some lacked the necessary and relevant information for the Assessment Committees to adequately evaluate their projects. Two (2) are not being recommended for support at this time; however, all were seen as important projects and proponents are encouraged to re-submit to future Infrastructure Grant intakes.

Of the applications submitted to the Cultural Infrastructure Grant program since its inception in 2009, sixty-eight percent (68%) of grant awards have been for improvements to existing infrastructure and thirty-two percent (32%) towards consideration of new space (planning, acquisition, or adaptive reuse of an existing space for new purposes). The percentage of reinvestment in existing spaces demonstrates a high regard for sustainable practices and a pragmatic approach to space development, adapting and upgrading existing spaces to improve functionality and quality.

Of the nine key gaps identified in the 2008 Facilities Plan, the following have received the highest levels of investment since the inception of the Program in 2009: existing performance spaces; co-location of multi-function uses; incubator performance spaces under 250 seats; exhibition, education and preservation spaces for key collections; and co-location of large format production activities.

TABLE 1: Fall 2014 Cultural Infrastructure Grant Recommendations

Organization	Project Budget	Grant Request	% Request to Budget	Budgets of Recommended Projects	Final Grant Recommendation
Artspeak Gallery Soc. **	655,000	150,000	22.9%	655,000	150,000
Bard on the Beach Theatre Soc.*	217,865	108,932	50.0%		0
Beaumont Studios Artist Soc.	190,417	95,000	49.9%	190,417	95,000
Coastal Jazz and Blues Soc.	210,000	105,000	50.0%	210,000	105,000
Jewish Community Centre of Greater Van.	11,000	5,500	50.0%	11,000	5,500
Kokoro Dance Theatre Soc.* **	304,000	150,000	49.3%	304,000	145,000
Pacific Cinémathèque Pacifique*	15,332	7,666	50.0%	15,332	7,660
Terminal City Glass Co-op	23,481	11,741	50.0%	23,481	11,740
Van. Fringe Festival (First Van. Theatrespace Soc.)	38,000	19,000	50.0%	38,000	19,000
Van. Maritime Museum Soc.*	407,684	150,000	36.8%		0
VIVO Media Arts Centre (Satellite Video Exchange Soc.)*	128,874	64,000	49.7%	128,874	62,260
<b>TOTALS</b>	<b>2,201,653</b>	<b>866,839</b>		<b>1,576,104</b>	<b>601,160</b>

\* indicates City owned/leased facility or property

\*\* indicates partial funding from Downtown Eastside Capital Plan

## Conditions for Receipt of the Grant Funding

All Cultural Infrastructure Grants have general conditions for disbursement of grant funds (Appendix D). Some grant recommendations may have additional specific conditions as noted by the Assessment Committees (Appendix B).

### *FINANCIAL IMPLICATIONS*

The 2014 capital budget for Cultural Infrastructure Grants is currently \$840,600. In addition, in 2014, the Downtown Eastside Capital Plan is making \$145,000 of funds available for key projects located in the DTES.

In 2014 the Cultural Infrastructure Grant Program held two calls for application—one in the spring and one in the fall. On June 10, 2014, Council approved an amount of \$384,440 to eighteen (18) cultural organizations. This Report recommends the final allocation of \$456,160 from the 2014 capital budget for Cultural Infrastructure Grants, plus \$145,000 from the 2014 DTES Capital Grants budget.

**TABLE 2 -Allocations for the 2014 Infrastructure Grants Budget**

Category	Recommendation	Date/RTS
Total 2014 Approved Infrastructure Grants Budget	\$840,600	
DTES Capital Grants Budget *	\$145,000	
<b>TOTAL AVAILABLE GRANTS BUDGET</b>	<b>\$985,600</b>	
Less: Council approved 2014 infrastructure grants	(\$384,440)	June 10th, RTS 10488
<b>CURRENT UNALLOCATED BALANCE</b>	<b>\$601,160</b>	
Recommended Fall Grants (Recommendation A)	(\$601,160)	
<b>2014 UNALLOCATED BALANCE</b>	<b>\$0</b>	

\* Funding for the DTES Capital Grants Budget is from the 2014 Capital Budget -Tenant Improvements - WW Development, and a more detailed report outlining the disbursements will come to Council for approval later this year.

Pending approval of these recommendations, the impact from six years of Cultural Infrastructure Grant investments of \$5.4million, will be approximately \$25.5 million worth of activity in cultural space development in Vancouver.

### *CONCLUSION*

Based on the recommendations from the blended peer/staff Assessment Committee, staff recommends approval of nine (9) Cultural Infrastructure grants totalling \$601,160 as outlined in this report. Approval of the recommended Cultural Infrastructure Grants will support the community's undertaking of approximately \$1.57 million worth of renovation and new construction of cultural facilities in Vancouver. In this way, the City's Cultural Infrastructure Grant program will continue to provide an important contribution to the creation and operation of cultural infrastructure in Vancouver.

\* \* \* \* \*

## CULTURAL INFRASTRUCTURE GRANT PROCESS & CRITERIA

The Cultural Infrastructure Grant Program provides a model for the delivery of capital grants that enables the cultural community to build capacity through the development of facility projects and the leveraging of investment from other sources of funding. The Program is intended to support a broad range of cultural capital projects located in Vancouver involving pre-planning or feasibility studies, facility purchase, construction, renovation or expansion.

The Cultural Infrastructure Grant Program provides the following:

- Funding amounts to a maximum of 50% of project support from all civic sources;
- One or two annual intakes for all cultural infrastructure funding requests including civic and non-civic properties owned, rented, or leased by Vancouver-based not-for-profit cultural organizations;
- A comprehensive assessment criteria, which was developed through the 2008 Cultural Facilities Priorities Plan and includes the five Culture Plan strategic priorities, as well as consideration of key cultural facility gaps as identified through the Priorities Plan.

The Assessment Criteria cover six broad dimensions of evaluation:

- *Vision*: The facility project is rooted in a strong, shared vision.
- *Capacity*: The organization and facility project team have the capability to deliver the project.
- *Sustainability*: The project fills a demand or gap in the existing facility ecology, and is environmentally, organizationally, and financially sustainable.
- *Impact*: The facility project will make a contribution to the achievement of one or more of the strategic directions identified in the City of Vancouver 2008 - 2018 Culture Plan.
- *Funding Diversity*: The facility project draws on a diverse range of funding sources that match or exceed the amount requested from the Cultural Infrastructure Grant program.
- *Key Gaps*: The facility project addresses one or more of the nine infrastructure key gaps outlined in the Cultural Facilities Priorities Plan.

These criteria have been adapted into a "Self-Assessment Checklist" providing a series of layered questions for self-assessment by organizations to prepare themselves both for facility development and application to the Infrastructure Program. The Assessment Criteria provide a values-based transparent instrument for evaluating capital funding requests through a blended staff/peer review adjudication process.

## Fall 2014 Infrastructure Grant Program

In advance of the October 10, 2014 deadline, widespread notice of the Infrastructure Grant opportunity was sent to Vancouver-based cultural organizations via electronic distribution lists and the Cultural Services website.

All Infrastructure Grant applications were reviewed by City staff for eligibility and then forwarded to an Assessment Committee comprised of independent community peer representatives plus Cultural Planner Debra Bodner. The Committee was chaired by Jacqueline Gijssen, Senior Cultural Planner. Assessment Committee members brought considerable experience, up-to-date knowledge and specific expertise to the assessment process. We thank these individuals for their willingness to participate, their hard work, and their thoughtful deliberations. This process was augmented by City staff communication and discussions with applicants.

The independent community Assessment Committee members were:

- Gregory Borowski - Architect, Merrick Architecture
- Jane Fernyhough - Director, Arts, Culture & Heritage Services, City of Richmond
- Margaret Reynolds - Executive Director, Association of Book Publishers of BC

Assessment Committees operate on a consensus based approach and where jurors may be in conflict of interest with the review of an application, they are required to remove themselves from discussion on the specific application.

RECOMMENDED CULTURAL INFRASTRUCTURE GRANTS - FALL 2014

“\*” denotes society is located in a City-owned or leased facility/property

MAJOR CAPITAL - up to \$150,000

**Artspeak Gallery Society** **\$150,000**

Artspeak, an artist-run centre established in 1986, is comprised of a unique interdisciplinary community of visual artists, writers and critics. Artspeak’s mandate is to present contemporary practices, publications, talks and events that encourage a dialogue between visual art and writing. The society owns a space within the Bodega Studios in Gastown out of which they operate and present their programming. Artspeak’s request is for the purchase and renovation of an additional unit within their building to support the expansion of human resources, storage capacity, their publishing program and library/archives space.

The Assessment Committee commended Artspeak for their strong, focused vision and the careful, thorough planning undertaken to purchase an additional space for expansion of their operations. The Committee recommends funding up to **\$150,000 (22.9%)** and encourages Artspeak to focus funds towards acquisition of the space. A future application to the Grant Program could be made for renovation support.

**The Beaumont Studios Artist Society** **\$95,000**

Operating since 2003 and newly incorporated as a society in 2012, The Beaumont currently houses an art gallery, multi-purpose event space and 16 artist studios providing space where a diverse group of artists work, perform, collaborate and exhibit. The Society is requesting funding to renovate an adjacent 12,000 square foot building on the site to include 18-20 additional studios and a 200-person live performance and rehearsal space.

The Committee noted that the proposal addresses issues of affordability of cultural spaces, in particular artist studios, as well as much needed small live performance and rehearsal spaces. It commended Beaumont’s strong application and organizational commitment to accessibility and inclusivity, however did express concern that the Society should focus efforts on early development of governance practices and long term staff sustainability. An award of up to **\$95,000 (49.9%)** is recommended for capital improvements to Beaumont’s newly leased cultural space.

**Coastal Jazz and Blues Society** **\$105,000**

Coastal Jazz and Blues Society presents jazz and other related forms of music to Vancouver environs and visitors primarily through the TD Vancouver International Jazz Festival held annually in various venues around the city. The Society’s request is for funding to undertake extensive renovations to the interior of their administrative office at 295 W. 7<sup>th</sup> Avenue, to render them more efficient and up-to-date.



Renovations involve the creation of ten private offices plus an open plan area with modular workspace and a meeting room.

The Committee recognized the importance of efficient and workable office spaces that support the operations of cultural organizations. It also commended the landlord's contribution to the project. An award of up to **\$105,000 (50%)** is recommended for renovations to the administrative offices of Coastal Jazz and Blues Society SUBJECT TO the Society securing a minimum 10-year lease.

**Kokoro Dance Theatre Society\*** **\$145,000**

Since forming in 1986, Kokoro Dance has created over 170 dance works and has presented over 1000 performances across Canada and around the world. Kokoro initiated the annual Vancouver International Dance Festival in 2000. Their mission is to create works that present viscerally moving, thought-provoking dance while fostering interdisciplinary partnerships and collaborations resulting in highly eclectic performances. Kokoro's request is for funding to renovate over 7000 square feet of their recently-secured new home in Woodward's for office, studio and rehearsal space. As lead tenant, Kokoro will operate the space through a shared/collaborative model with Vancouver International Dance Festival Society, Vancouver Moving Theatre Society and Raven Spirit Dance Society.

The Committee commended Kokoro for their strong vision for the Woodward's space and the collaboration and stakeholder support that accompanies that vision. It was recognized that renovations to the Woodward's space will address a number of key gaps identified in the Cultural Facilities Priorities Plan. The Committee did express concern that the renovation project depends solely on grants and encourages Kokoro to work towards diversifying their revenue for the project where possible. An award of up to **\$145,000 (49.3%)** is recommended for renovations to the Woodward's space.

**VIVO Media Arts Centre (Satellite Video Exchange Society)\*** **\$62,260**

Founded in 1973, Satellite Video Exchange Society (VIVO) is an artist-run collective supporting and responding to the needs of independent media artists. It is dedicated to exploring the potential of new technologies in art and examining current technological evolutions in a critical context. VIVO's grant application proposes to undertake capital improvements to their new location at 2625 Kaslo Street including accessibility upgrades, a workspace/kitchen and archival storage for their media collection.

The long-term stability of this organization and its core staff was noted by the Committee as well as their recent business planning and visioning processes. While the narrative identified multiple partnerships and collaborations, the Committee would like to have seen greater evidence of audience/sector/community support. In addition there were a number of ineligible items, which once removed from the budget, resulted in a recommended award of up to **\$62,260 (49.7%)** for accessibility and facility upgrades to the Kaslo Street space. The award is SUBJECT TO confirmation of a 10-year lease, a letter from the landlord approving the proposed renovations, and

evidence of consultation with a recognized professional organization that sets temperature and humidity standards for video/media archival storage, along with further evidence that the chosen contractor is capable of achieving the recommended results.

### MINOR CAPITAL - up to \$35,000

#### **Jewish Community Centre Society of Greater Vancouver \$5,500**

Founded in 1928 the JCC has a long track record of providing high-quality cultural, recreational, educational and social programming while most recently enhancing their arts and cultural offerings to the larger community and in particular the developing Cambie Corridor. The Centre has just opened the new JCC School of Music and is requesting funding to soundproof three rooms to the professional standards of music learning studios by installing acoustic panels and sound-absorbing carpeting.

The Committee noted the strong cultural programming developing at the JCC and in particular their desire to be a cultural focus along the evolving Cambie Corridor. Although the Committee felt that the narrative lacked concrete evidence of stakeholder support, it felt that this small investment would have high impact overall. An award of up to \$5,500 (50%) is recommended for soundproofing three new music studios.

#### **Pacific Cinematheque\* Pacifique Society \$7,660**

The Cinematheque, incorporated in 1972, is a Society and Centre dedicated to the understanding of film and moving images in both Canadian and international contexts, fostering critical media literacy and advancing cinema as art and a vital means of communication in BC and Canada. The Society is requesting funding to replace the 30-year old carpeting in the office space and public theatre.

The Committee applauded Cinematheque for their clear and concise submission and their commitment to providing the matching funds for the project. It was felt that, with their newly formed decision to remain in their current location, replacing the carpeting was a positive commitment towards the health and safety of audiences and staff, as well as a nod to increased professionalism overall. The Committee recommends an award of up to \$7,660 (50%) towards the replacement of carpet in the offices and theatre.

**Terminal City Glass Cooperative****\$11,740**

Terminal City Glass is a non-profit, member-owned cooperative, established in 2012, housed in the Mergatroid building on Parker Street in east Vancouver. The Cooperative provides access to glassmaking equipment and resources to its members and offers an apprentice glassmaking program for the larger community to encourage emerging and established artists. Terminal City's request to the program is for funding for the creation and installation of a neon sign to identify their space to the community; replacement of a malfunctioning garage door that accesses the studio space; and the resurfacing of their aged concrete floor.

The Committee commended Terminal City for its clear and articulate submission. It felt that solid rationales were put forward for immediate upgrades to the garage door and concrete floor and the value of signage was readily evident. An award of up to **\$11,740 (50%)** is recommended for physical upgrades to the glass studio and signage.

**Vancouver Fringe Festival (First Vancouver Theatrespace Society)****\$19,000**

Since 1985, the First Vancouver Theatrespace Society has produced the annual Vancouver Fringe Festival, showcasing theatre content that is non-conventional, unjuried and uncensored. The Society seeks to renovate an available office space on the ground floor of Festival House on Granville Island where they currently reside, to provide a multi-purpose space to be used as a volunteer centre and box office, year-round meeting and rehearsal space for the Fringe and independent theatre companies and festivals.

The Committee recognized the stable leadership provided to the Fringe Festival and commended the Society for its strong vision and strategic plan. Although the Committee felt that letters of support from the community the Fringe serves, and intends to serve through its future space rental program, would have strengthened the application, it recommends funding of up to **\$19,000 (50%)** for renovations to Festival House SUBJECT TO a 10-year lease commitment and permission from the landlord to undertake the renovations.

### Projects Not Recommended for Funding

#### **Bard on the Beach Theatre Society\***

Incorporated in 1991, Bard on the Beach produces an annual Shakespearian Festival in Vanier Park and a number of related educational and artistic outreach programs. Bard's request was to install an all-season surface to the section of Vanier Park that sustains the most usage from the annual set-up and dismantling of their tents and festival infrastructure, with the intention of reducing annual preparation and mitigations costs and repetitive damage to the Park grounds.

#### **Vancouver Maritime Museum Society\***

Situated in Vanier Park since 1959, the Vancouver Maritime Museum has endeavored to preserve and deepen our understanding of the maritime history of the Pacific Northwest and Arctic. The Museum's application was for funding of electrical upgrades to the museum building itself as well as electrical and infrastructure improvements to the boat docks.

# Cultural Infrastructure Grant Program Guidelines

In 2008, the City of Vancouver Cultural Services completed a long range master plan for cultural spaces in Vancouver. The 2008 - 2023 Cultural Facilities Priorities Plan includes a number of strategies and tactics for improving the climate for cultural spaces creation and operation. One of the key strategies is the Cultural Infrastructure Grant Program. This Program provides support for cultural space planning, acquisition, renovation and development. Grants are made to Vancouver-based non-profit cultural groups to undertake projects that strengthen their ability to develop and operate cultural spaces.

The maximum level of support from all City of Vancouver sources (including sources such as the Park Board) is 50% of total project cost. Vancouver-based, registered, non-profit cultural societies in good standing with the Province of British Columbia Registrar of Companies may apply. Societies must have been in existence delivering programs and services for a minimum of one fiscal year. Existing cultural space, as applicable, must be owned by the organization, or secured through a long term lease (minimum 10 years which may include renewable terms totalling 10 years).

## FALL 2014 INTAKE

**Deadline:** October 10, 2014, 4:30 pm  
**Award:** End of December 2014 (TBC) (pending date of City Council Approval)  
**Project Window:** Projects cannot begin until after the date of City Council Approval and must be completed within three years of approval.

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# Context

Cultural facilities (places and spaces) are essential to every community. They serve a community’s residents, attract tourists, enhance the business environment and add to our quality of life. Ensuring access to appropriate and affordable facilities in Vancouver’s rapidly-developing real estate market requires a committed effort and strategic focus. To catalyze this effort, the [2008 - 2023 Cultural Facilities Priorities Plan](#) provides a strategic framework for developing and operating creative places and spaces in Vancouver.

# Cultural Infrastructure Grant Program

The Cultural Infrastructure Grant Program is intended to enable arts and culture organizations to thoughtfully consider and plan successful places and spaces that support the work of Vancouver’s arts and culture community. Non-profit arts and culture societies – in good standing with the Registrar of Companies of British Columbia – that are intending to plan for, purchase, construct, renovate or expand a cultural space can apply for funding in support of their facility project. Organizations must have existed and delivered programs and services for one full fiscal year and have demonstrated a strong record of excellence in cultural programming.

The Cultural Infrastructure Grant Program encourages innovative best practices and the leveraging of strong collaborative partnerships with funders, developers, cultural groups, and other stakeholders in creative space development. For example, cultural facility projects may result in (but not be limited to):

- **Improved inventory:** protected and increased number of cultural creation, production, presentation, preservation, and living spaces;
- **Facility renewal and preservation:** improved quality and standards of existing cultural facilities and infrastructure;
- **Organization sustainability:** greater investment in community-owned/operated facilities;
- **Facility lifecycle planning:** enhanced long-term capital planning and facility reinvestment.
- **Space development:** organizations committed to creating and operating spaces for others.

THE 2008 - 2023 CULTURAL FACILITIES PRIORITIES PLAN PROVIDES A STRATEGIC FRAMEWORK FOR DEVELOPING AND ANIMATING CREATIVE PLACES AND SPACES IN VANCOUVER.

## TIP

FOR TOOLS DESIGNED TO HELP YOU SUBMIT AN EFFECTIVE APPLICATION PLEASE VISIT THE [CULTURAL SERVICES INFRASTRUCTURE GRANT WEBSITE](#).

# Project Categories

There are three categories of Cultural Infrastructure Grants:

## A. Planning Projects

**NOT APPLICABLE FOR  
FALL 2014 INTAKE**

## B. Minor Capital Improvements

Building-based projects involving the purchase, construction, renovation, or expansion of a cultural facility may be granted to a **maximum of \$35,000**. This includes projects involving the purchase or installation of equipment that is integral to the existence of the facility. *(See notes regarding eligible and in-eligible equipment.)*

## C. Major Capital Improvements

Building-based projects involving construction, renovation, or expansion of a cultural facility **over \$35,000** may be granted to a **maximum of \$150,000**. This includes projects involving the purchase or installation of equipment that is integral to the existence of the facility. *(See notes regarding eligible and in-eligible equipment.)*

## NOTE

POTENTIAL APPLICANTS MUST CONTACT A STAFF MEMBER TO DISCUSS THEIR PROJECT, WELL IN ADVANCE OF SUBMISSION. APPLICANTS WHO DO NOT CONSULT WITH STAFF PRIOR TO SUBMISSION WILL BE DEEMED INELIGIBLE.

### THE PERFORMING ARTS LODGE (PAL)—INSIDE THE THEATRE



# Eligibility Requirements

The Cultural Infrastructure Grant Program is administered through an annual open call for applications. All applicants must meet minimum eligibility requirements in order to have their application forwarded for adjudication.

**Please read the eligibility requirements carefully.**

## Applicant Eligibility

At minimum, all applicants must:

- Be a registered non-profit society\* or charitable organization that is Vancouver-based and has an independent, active governing body composed of volunteers (i.e. the Board of Directors).\*\* Voting members of the Board of Directors of a society or charitable organization receiving funds from the City of Vancouver may not concurrently hold a paid staff position with the society, and may not be paid for services to the society (excluding reimbursement for expenses).

*\* Society must be in good standing with the B.C. Registrar of Companies*

*\*\* First Nations Band Councils interested in applying for an Infrastructure Grant should contact Cultural Services Staff to discuss eligibility.*

- Must have operated for at least one fiscal year prior to the application deadline.
- Provide cultural services to Vancouver residents without exclusion to anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability or income.
- Have a clear cultural focus in their vision and mandate that is reflected in the by-laws or other governance documents.
- Be able to demonstrate financial stability, sound administration and the organizational capacity necessary to carry out the project.
- Demonstrate a proven track record of public service and excellence in programming and cultural production.
- Demonstrate strong community ties and relationships.

## TIP

CHECK OUT THE [CULTURAL SERVICES INFRASTRUCTURE GRANT WEBSITE FOR A LISTING OF GRANTS AWARDED THROUGH THE PROGRAM SINCE 2009. YOU MAY FIND USEFUL INFORMATION HERE FOR PLANNING YOUR PROJECT.](#)



## Partnerships & Collaborations

The City of Vancouver encourages the creation of meaningful, intentional partnerships and collaborations to enable the development of sustainable, affordable cultural spaces and places.

### Non-profit Organizations

Non-profit cultural organizations applying in partnership or as a collaborative with other non-profits should designate one organization as the lead applicant. A detailed Memorandum of Understanding (MOU) or Partnership Agreement (PA) between the non-profit organizations with clearly defined roles, responsibilities and relationships must be provided with the application. Evidence must also be provided that the proposed project is vital to the activities and mandates of each partner organization.

### Private/Commercial Cultural Facilities

The City of Vancouver acknowledges the value of private/commercial cultural facilities and supports partnerships between private/commercial and non-profit organizations that result in meaningful, collaborative relationships that enhance and improve cultural spaces and places.

Applications submitted by non-profits on behalf of private/commercial entities working in the creative sector are eligible. However, a detailed Memorandum of Understanding (MOU) or Partnership Agreement between the non-profit organization and the private/commercial cultural entity, with clearly defined roles, responsibilities and relationships, must be provided. Evidence that the private/commercial facility is vital to the wider arts and culture community must also be provided.

### Who Is Not Eligible?

- Non-profit organizations that are **not** based in Vancouver and whose primary purpose or activity is the provision of health care, educational, sport, recreational, or religious programs and services are **not** eligible. Non-profit organizations providing social, child care, or other services are referred to the [City's Social Planning Department](#).
- Organizations currently being considered or recently approved for a City cultural amenity space are **not** eligible. A period of twelve months' residency within the amenity space is required prior to application to the Cultural Infrastructure Program.

## TIP

GUIDELINES ON HOW TO WRITE AN MOU/PA CAN BE FOUND ON THE [CULTURAL SERVICES INFRASTRUCTURE GRANT WEBSITE](#)

## NOTE

MULTI-PURPOSE SPACES (I.E. SPACES THAT ARE USED FOR MULTIPLE FUNCTIONS AND DISCIPLINES, INCLUDING CULTURAL) MUST DEMONSTRATE 50% OR GREATER USE FOR CULTURAL PURPOSES IN ORDER TO BE ELIGIBLE FOR THE CULTURAL INFRASTRUCTURE GRANT.

## Project Eligibility

Cultural capital projects located in Vancouver that involve planning studies, or the purchase, construction, renovation, or expansion of a facility, are eligible to apply for a Cultural Infrastructure Grant.

### A. Planning Projects

**NOT APPLICABLE FOR  
FALL 2014 INTAKE**

### B. Minor Capital Improvement or Building-Based Projects *and* C. Major Capital Improvement or Building-Based Projects

There are two categories for capital improvement or building-based projects support: up to \$35,000 (minor) and from \$35,001 to \$150,000 (major). Funds are available to support the acquisition, renovation, expansion, and construction of cultural facilities. Improvements must be of a “built-in” or “permanent” nature and specific to the space. Examples include:

- Upgrades or improvements that extend the life of—or increase the capacity or quality of—an existing facility (e.g. accessibility improvements; electrical or plumbing upgrades for improved functionality, safety and comfort; sprung flooring; soundproofing; lighting grids; expansion of existing spaces; etc.).

## TIP

PROJECT CATEGORIES & MAXIMUM GRANT AWARDS:

A. PLANNING PROJECTS UP TO \$35,000

B. MINOR CAPITAL IMPROVEMENT PROJECTS UP TO \$35,000

C. MAJOR CAPITAL IMPROVEMENT PROJECTS OVER \$35,000 TO A MAXIMUM OF \$150,000

BE SURE TO INCLUDE THE REQUIRED SUPPORT MATERIAL FOR YOUR PROJECT CATEGORY (SEE CHECKLIST).

## NOTE

QUOTES RELATED TO THE SCOPE OF WORK ARE REQUIRED WITH EACH APPLICATION.

PROJECTS REQUIRING SERVICES FROM CONSULTANTS OR SUPPLIERS MUST SUBMIT A DETAILED “SCOPE OF WORK FOR THE PROCUREMENT OF GOODS OR SERVICES”.

IF YOUR PROJECT WISHES TO “SOLE SOURCE” A CONSULTANT OR SUPPLIER, YOUR APPLICATION MUST PROVIDE AN EXPLANATION OF THE SELECTION PROCESS AND A STRONG RATIONALE FOR THE SELECTED CONSULTANT /SUPPLIER.

- Purchase of a new facility for arts and culture use (e.g. down payment; costs associated with conversion of the facility to be purchased; independent valuation; closure costs; etc.).

All proposals for capital projects **must** include a detailed Scope of Work for the Procurement of Goods or Services as presented to prospective consultants or contractors and a minimum of **two (2)** (for minor capital) or **three (3)** (for major capital) comparative and competitive quotes from prospective consultants or suppliers. If a “sole source” consultant or contractor has been chosen, an explanation and strong rationale for why and how they have been chosen must be included. Quotes and/or explanations must clearly list itemized costs related to the scope of work; total cost of the project; timeframe for the project; and expertise of consultants or suppliers.

For capital improvements to existing facilities, the cultural space must be owned by, or on a long term (ten year minimum from the date of application) lease to the non-profit. Organizations with multi-year, renewable leases that total a minimum of ten (10) years are also eligible. Organizations with less than ten years remaining on their lease must provide a letter signed by both the tenant and the landlord indicating commitment and intent to renew the lease for the minimum period of ten years from the date of application.

Applicants are expected to maintain the facility for future cultural purposes for a period of not less than ten (10) years from the date of application.

Equipment that is essential to the operation of the facility and integral to the cultural space is eligible within the Cultural Infrastructure Program. Examples include: heating, ventilation, and air-conditioning systems; boiler systems; plumbing and electrical systems; lighting systems; etc.

### What We Do Not Fund

- Equipment that is presentation or exhibition-related (individual lights, sound systems, projectors exhibition cases, etc.) or that is artifact-related (storage systems for historical objects or antiquities, archives, monuments, works of art, etc.). Note: integral hard-wiring for equipment is eligible, however, movable equipment is not.
- Furniture and other depreciable assets; appliances; light fixtures; curtains or other movable/transportable objects.
- Projects that are considered to be regular or routine repair and maintenance or part of ongoing, day-to-day operations.
- Any work that is already underway or completed.

### TIP

CONSIDER THE ADVANTAGES OF PHASING LARGE CAPITAL PROJECTS AND ENSURE YOUR APPLICATION CLEARLY DESCRIBES ANY PHASING.

### TIP

HELP WITH WRITING A SCOPE OF WORK FOR THE PROCUREMENT OF GOODS AND SERVICES CAN BE FOUND ON THE [CULTURAL SERVICES INFRASTRUCTURE GRANT WEBSITE](#).

### TIP

BUDGET CONTINGENCIES ARE ELIGIBLE BUT MUST BE REALISTIC AND ACCOMPANIED BY A CLEAR EXPLANATION AND RATIONALE.

- Administrative costs **not** directly related to the project.
- Operating expenses.
- Deficit coverage or reduction, or start-up/seed money for new organizations.
- Organizational strategic planning.
- Renovation or construction projects **not** located in Vancouver.

## Assessment Process & Criteria

### Assessment Process

Note that approval of grant awards may take up to five (5) months from the application deadline. Projects cannot begin before awards have been approved by City Council.

Completed applications are assessed through the following process:

#### 1. Application Eligibility

Applications are checked by City staff for eligibility and completeness.

**NOTE: Incomplete or ineligible applications will not be forwarded to the Assessment Committee.**

#### 2. Application Review

Eligible applications are forwarded to an Assessment Committee of City staff, facility planning, design and construction professionals, and cultural community peers for review. Assessment Committee members change each year; their names remain confidential until grants are approved by City Council.

#### 3. Funding Recommendations

Based on an evaluation of the applications, the Assessment Committee makes recommendations for project funding and grant amounts.

#### 4. City Council

Assessment Committee recommendations are subject to approval by City Council and require eight affirmative votes by Council. Recommendations are presented to City Council by staff in the form of a report.

### NOTE

THE CULTURAL PLANNER ASSIGNED TO YOUR APPLICATION IS AVAILABLE TO ASSIST YOUR ORGANIZATION IN CLEARLY OUTLINING YOUR PROJECT FOR ASSESSMENT. THEY ARE NOT AVAILABLE TO PREPARE APPLICATIONS OR SOLICIT INFORMATION ON BEHALF OF YOUR ORGANIZATION. INCOMPLETE OR INELIGIBLE APPLICATIONS WILL NOT BE FORWARDED TO THE ASSESSMENT COMMITTEE. PLEASE ENSURE THAT YOUR APPLICATION IS COMPLETE AND WELL-SUPPORTED UPON SUBMISSION.

## 5. Notification

Each applicant will receive a notice of the City Council meeting at which the grants will be considered along with the Assessment Committee's recommendation. Those applicants wishing to speak to the recommendations at Council may contact the City Clerk's office. Following the City Council meeting, all applicants will be notified of City Council's decision. The report can be accessed through the City's website by visiting the [Council Meetings](#) page.

## Request for Reconsideration

Under specific conditions, applicants may appeal the Assessment Committee recommendation and Council decision through a two-step process:

1. An applicant may contact Cultural Services staff for an informal request for clarification and to obtain further information on the assessment process (e.g. evaluation criteria, additional comments, ranking).
2. If still in disagreement with the recommendation, an applicant may make a formal request for reconsideration. The request must meet specific criteria and is then subject to a formal review (see [Reconsideration Process](#)).

## Assessment Criteria

Cultural Infrastructure Grants are discretionary and will only be awarded to projects that meet high standards of quality and excellence in the provision of cultural services to the residents of Vancouver. The criteria used to evaluate infrastructure proposals were developed in collaboration with the arts and culture community in 2008 and serve as a tool for the City in the evaluation and prioritization of all infrastructure project funding. The six criteria have been adapted into a [Self-Assessment Checklist](#) which may be used to assist organizations in developing capital projects as well as preparing for their grant application. This Checklist is available on the Cultural Services website.

The City of Vancouver is committed to an open and transparent assessment process. Eligible applications are assessed against six broad assessment criteria that are weighted (by percentage) and broken down into more detailed considerations. The Assessment Committee applies its expertise and judgment to the evidence presented in the application in order to assess and evaluate the degree to which the projects meet or exceed the following six criteria:

## TIP

THE CULTURAL SERVICES SELF-ASSESSMENT CHECKLIST HAS A SERIES OF QUESTIONS THAT ENABLE SELF-ASSESSMENT BY ORGANIZATIONS THINKING ABOUT OR PREPARING FOR CULTURAL FACILITY DEVELOPMENT. YOU CAN FIND THE CHECKLIST ON THE [CULTURAL SERVICES INFRASTRUCTURE GRANT WEBSITE](#).

## 1. VISION, IMPACT & KEY GAPS (15%)

**Vision:** the proposed facility project is rooted in a strong organizational vision and a larger shared vision that contributes to Vancouver’s cultural space ecology. The project should be consistent with the organization’s mission and strategic plan.

**Impact:** The project addresses the City’s overarching Cultural Strategic Directions of Innovation; Learning; Connecting People Ideas and Communities; Neighbourhoods; Valued and Valuable. (see [2008-2018 Culture Plan](#))

**Addressing Key Gaps:** The project addresses one or more of the nine key gaps identified in the 2008-2023 Cultural Facilities Priorities Plan or presents a compelling rationale for a cultural space not listed here by way of demonstrated and substantiated need/demand.

- Development of live presentation facilities that address demand in the 400-seat to 600-seat range.
- Addressing the demand for high-quality, dedicated performance spaces under 250 seats to ensure ongoing incubation of emerging organizations.
- Strategic public space improvements to address outdoor festival demand.
- Improvements to existing performance spaces including enhancements to key multi-functional facilities with potential to deliver high quality presentation opportunities.
- Stabilization and enhancement of key collections through modernized preservation, exhibition, and engagement infrastructure.
- Development of co-location facilities that are accessible, safe, and stable for large format storage/production workshop activities.
- Development of organizational co-location facilities that integrate multiple functions in one location (e.g. rehearsal/production/administration activity).
- Development of multi-tenant, artist workspaces that provide supportive opportunities for cross-fertilization, collaboration and incubation through a mix of cultural, civic, and entrepreneurial uses and tenures.
- Maximization of opportunities to maintain and develop affordable Artist Live/Work Studios in the core neighbourhoods.

## TIP

WE ENCOURAGE YOU TO ARTICULATE A ROBUST DEMONSTRATION OF NEED FOR YOUR PROJECT - HOW DOES THE PROJECT SERVE THE WIDER COMMUNITY AS WELL AS YOUR OWN ORGANIZATION?

## 2. ORGANIZATIONAL CAPACITY & SUSTAINABILITY (15%)

**Leadership:** the facility project demonstrates effective organizational leadership necessary to deliver the project.

**Organizational Sustainability:** the facility project is being developed by an established, stable and sustainable organization with active involvement of relevant board and staff.

**Financial Sustainability:** the facility project sets out realistic projections of project capital costs and operating revenues and expenses and is viable in relation to the organization’s financial capacity.

### 3. PROJECT DESCRIPTION/SCOPE, PROCUREMENT PROCESS, & PROJECT MANAGEMENT (25%)

**Project Description/Scope:** The overall project is guided by a detailed and methodical project description that outlines the full complexity of the project and its phases (as appropriate).

**Procurement Process:** procedures to recruit suppliers and/or consultants are fair, open and directly related to the project description and objectives, and are clearly articulated by the applicant in the narrative. Details of the procurement process (tendering and selection) for goods and services are clear, transparent and directly related to the overall project. Potential suppliers and/or consultants have been provided a Scope of Work for the Procurement of Goods or Services in order to solicit quotes. Competitive and comparative quotes have been provided based on this Scope of Work document.

**Project Management and Project Schedule:** the facility project demonstrates evidence of effective and knowledgeable project management. There is a solid rationale for the selection of the project leader/manager. The project schedule is realistic; the start date is scheduled after City Council Approval, and can be completed within 3 years of that date.

**Project Expense Budget:** the project expense budget is realistic and related to the Scope of Work, procurement process and pricing provided in quotes. Contingencies are realistic and accompanied by a detailed explanation. Administration costs do not exceed 5% of budget.

**Project Revenue Budget:** City funding from all sources (including, for example, Vancouver Parks Board) does not exceed 50% of the total budget. In-kind contributions are itemized, documented and determined at fair market value and do not exceed 25% of the total budget). Confirmed funding sources are documented.

### 4. FUNDRAISING CAPACITY, FUNDING DIVERSITY, & FUNDING PARTNERSHIPS (10%)

**Fundraising:** the project has a realistic fundraising plan in place and the expertise to undertake fundraising for the project.

## TIP

GUIDELINES ON HOW TO PREPARE A “SCOPE OF WORK FOR THE PROCUREMENT OF GOODS OR SERVICES” CAN BE FOUND ON THE [CULTURAL SERVICES INFRASTRUCTURE GRANT WEBSITE](#). THIS DOCUMENT, BASED ON THE PROJECT DESCRIPTION/SCOPE IN YOUR NARRATIVE IS USED TO SOLICIT QUOTES AND MUST BE ATTACHED TO YOUR SUBMISSION.

**Funding Diversity:** the project demonstrates multi-partner funding and/or a diverse range of financial support.

## 5. STAKEHOLDER SUPPORT, ENGAGEMENT & DEMAND (15%)

**Partnership and Collaboration:** the application demonstrates the extent to which partnership and collaboration play a role in the development, funding and delivery of the project.

**Sector Support and Engagement:** the project demonstrates support from the arts and cultural community it is intended to serve.

**Audience/Public Engagement and Demand:** the project demonstrates, or intends to demonstrate through the planning process, evidence of support and/or demand from the wider community and potential audiences through surveys, demand analysis, etc.

## 6. ENVIRONMENTAL, ADAPTABLE, ACCESSIBLE & PUBLIC HEALTH AND SAFETY (20%)

**Environmental Sustainability:** the project makes a positive contribution to environmental sustainability.

**Adaptability:** the project is fit for current needs and has the capacity to adapt to changing audience/cultural needs and changing cultural practice in the future.

**Diversity (Access):** the project makes a contribution to increasing access to and participation in arts and culture at all levels and across all areas of practice for Vancouver's diverse communities, including audience, staff, technicians and artists with disabilities and underserved communities.

**Public Health and Safety:** the project addresses public health and safety issues, including adherence to Federal, Provincial and Civic legislation including but not limited to City zoning and development by-laws, fire and building codes, and Provincial guidelines for safety (WorkSafe BC requirements).

# Application Process

Complete the Cultural Infrastructure Grant Checklist, Application Form, Application Narrative, and Budget Template. The application form is in Microsoft Word format and can be completed on your computer using MS Word. The Budget Template is in Microsoft Excel format.

The application must be signed by **two (2)** signing officers of your Board of Directors.

## TIP

DEMONSTRATION OF SIGNIFICANT COMMUNITY SUPPORT IS AN ASSET IN THE EVALUATION OF A PROJECT. CONSIDER QUALITY VERSUS QUANTITY WHEN SUBMITTING LETTERS OF SUPPORT FOR YOUR PROJECT.

## TIP

ASSESSMENT COMMITTEE MEMBERS MAY NOT BE FAMILIAR WITH YOUR ORGANIZATION OR PROJECT SO BE SURE TO PROVIDE DETAILED AND COMPLETE INFORMATION.

## NOTE

INCOMPLETE APPLICATIONS WILL NOT BE FORWARDED TO THE ASSESSMENT COMMITTEE. BE SURE TO THOROUGHLY PREPARE YOUR APPLICATION. INCLUDE ALL REQUIRED SUPPORT MATERIAL AS LISTED ON THE APPLICATION CHECKLIST.



## Preparing your Application

1. Read through the guidelines and make sure that both your organization and your project meet all of the eligibility requirements.
2. Contact the City staff representative to discuss your project well in advance of the application deadline date. Applications from organizations who do not contact City staff prior to submission will be deemed ineligible.
3. Review the Assessment Criteria before drafting the Application Narrative. Ensure that you provide adequate detail and context about your project and enough information to address each of the criteria.
4. In addition to the Application Form and Narrative, applicants must provide all the necessary support material—with the requested number of copies, in the order indicated—as required by the Application Checklist. Submit the Application Checklist as your cover sheet.
5. The Application Narrative allows you to describe your proposed project. Please adhere to the maximum length limitations.
6. The Assessment Committee carefully reviews all budget information. The following points will assist with providing the necessary information to evaluate your proposal:
  - a. Facility Projects must show a balanced budget, that is, revenues must equal expenses.
  - b. Be as detailed as possible in explanatory notes attached to your budget and explain how numbers were arrived at. For example, a Budget Note for a line item on consultant fees can explain the number of hours of consultant work and at what cost per hour or per deliverable.
  - c. On the Project Budget Form, each line item is numbered. Please ensure that the numbers of your Budget Notes correspond with the line item numbers on the Project Budget form.
  - d. If in-kind support is shown, discuss this in your Budget Notes. Sources of in-kind contributions must be itemized and documented at the time of application. (*See notes re: In-kind support - page 15*).

## TIP

THE APPLICATION CHECKLIST CAN BE FOUND ON THE [CULTURAL SERVICES INFRASTRUCTURE GRANT WEBSITE](#).

## NOTE

BUDGET NOTES ARE MANDATORY.

PLEASE ITEMIZE AND DETAIL ANY IN-KIND CONTRIBUTIONS INCLUDING ANY STAFF TIME ALLOCATED TO THE PROJECT.

- e. Indicate plans and sources for obtaining additional financial support for the project. Enclose letters of confirmation from funding sources indicating confirmed or approved funding. If additional funding is being sought, indicate source and status of the request, ie. “submission to be made”, “request pending” or “confirmed”.
7. Once the Application Checklist, Application Form, Application Narrative, Budget and support material are complete, submit the **signed original plus THREE (3) copies** to Cultural Services. All applications must be received by Cultural Services by 4:30 p.m. on the day of the deadline.  
**Be sure to keep a copy for your records.**
  8. Changes or updates to the project, including further developments in project design, updates about pending funding, changes in personnel, etc., should be reported to City staff as soon as possible.

## Confidentiality

All documents submitted to the Cultural Infrastructure Grant Program become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained within, except to the extent necessary to communicate information to staff and peer assessment committee members for the purposes of evaluation and analysis. The City will not release any of this information to the public except as required under the Province of British Columbia *Freedom of Information and Protection of Privacy Act* or other legal disclosure process.

## Funding

The maximum level of support from all City sources is 50% of total project costs. As the Cultural Infrastructure Grant program is expected to be in high demand, projects that demonstrate multi-partner and diverse financial support will have a competitive advantage. Payment of Cultural Infrastructure Grants will be contingent on securing all project revenues including funding from other sources.

- Organizations may receive Cultural Infrastructure Grants for—at most—three consecutive years after which they must sit out one year before applying for another Infrastructure Grant.
- Organizations must be in good standing with any previous or current grant from the City of Vancouver. If a grant has been defaulted, the applicant must include an explanation of that default and resolution of any outstanding issues.

- Applicants receiving funds from multiple City of Vancouver grant programs or departments towards the same project must ensure the total City contribution does not exceed 50% of eligible project costs. This includes support from Vancouver Park Board and any programs of the City of Vancouver.
- Applicants may not submit more than one application to A/ Planning or B/C Capital Program in any given program year. Two separate applications, one each to Planning and Capital are permissible.
- In-kind contributions are permitted but may not exceed 25% of the total project budget. Itemized in-kind contributions must include the following information: name of person or organization making the in-kind contribution; description of goods and services donated; fair market value of the in-kind contribution, including a total value of the goods and services, amount to be donated, and the basis for the determination of the value of the contribution. **NOTE: If a sole source consultant or contractor offers an in-kind contribution of goods or services, a second quote from a different consultant or contractor must be included to substantiate the original quote.**
- We allow a maximum of 5% of the total project budget for miscellaneous administrative costs such as photocopying, telephone, room rental, support staff, etc.

## NOTE

IF A SOLE SOURCE CONSULTANT OR CONTRACTOR OFFERS AN IN-KIND CONTRIBUTION OF GOODS OR SERVICES, A SECOND QUOTE FROM A DIFFERENT CONSULTANT OR CONTRACTOR MUST BE INCLUDED TO SUBSTANTIATE THE ORIGINAL QUOTE.

## Fiscal Responsibility

Organizations are expected to demonstrate fiscal responsibility. Any accumulated surpluses or deficits must be explained in audited statements or Notes detailing how the surplus/deficit came to be, and plans for addressing it. Organizations with outstanding loans or who have defaulted on loans must provide Notes which detail the terms of the loan repayment or circumstances of the default.

## Award of Grants

### Terms & Conditions

All organizations awarded a Cultural Infrastructure Grant must agree to the following terms and conditions and provide as appropriate, the required documentation in order to receive grant funds.

- Confirmation of total project funding must be received and in place prior to release of any City funding.
- Confirmation that the cultural space is owned by, or on a long term (ten year minimum) lease to the on-profit.

- Written approval by landlord, where the existing space is not owned by the applicant, must be provided to undertake renovations or work on the premises.
- The organization must keep proper accounts of all receipts and expenditures relating to the project and make available for inspection by the City or its auditors all records and books of accounts of the organization upon request of the City.
- Any variation of more than 15% of the proposed budget, or any changes in the funding of the project as presented in the application, must be discussed with Cultural Services staff in advance of implementation.
- The organization must not represent projects as City projects or represent itself publicly as an agency of the City in any way.
- Appropriate acknowledgement of the City of Vancouver’s support is required in all information materials, including publications and programs related to infrastructure project activities. Such recognition is to be commensurate with the value of the grant given and with that of other funding agencies. If the logos of other funders are used in an acknowledgement, the City should be similarly represented.

## TIP

ASK STAFF FOR A REPORTING TEMPLATE WHEN REQUESTING YOUR FINAL PAYMENT AT COMPLETION OF YOUR PROJECT.

It is the responsibility of the applicant to ensure their project has all the required permits and approvals in place and meets all Federal, Provincial and Municipal legislation, guidelines and by-laws. The award of a Cultural Infrastructure Grant may in no way be construed as providing for other City approval beyond the jurisdiction of the Grant Program.

## Payment & Reporting

City funding will be released in two payments:

- The first 50% of grant amount will be released upon project start up and fulfilment of the following:
  - confirmation of funding from all sources other than City of Vancouver Cultural Infrastructure Grant;
  - copies of building permits where applicable;
  - “subject to” stipulations satisfied where applicable.
- The remaining funds will be released upon completion of the project and submission of the following to Cultural Services:
  - a final report (please contact Staff for template) outlining the project and detailing the financial accounting including final budget details and receipts for eligible expenses;

- copies of occupancy or other permits where applicable.
- Given that your final actual budget is likely to be somewhat different from your proposed budget, the total grant to be paid (all installments) will be based on the final actual budget and shall not exceed:
  - the original percentage (to total project budget) as approved by City Council
  - and the amount of the grant as awarded by City Council

Grant recipients are required to report back by the following year’s Grant application deadline on any outstanding work including a timeline for completion.

In situations where grants have been approved but the proposed project has not commenced or not been completed and City funds remain on hand after three years of the Council approval date, or if the project is completed without requiring full use of City funds, such remaining funds shall remain in the Cultural Infrastructure Grant Program for use in future years.

## Important Notes

It is the applicant’s responsibility to ensure that they have read, understood and responded to the application criteria and that all sections of the application are complete and all supporting documentation is attached. Incomplete applications or applications missing supporting documentation will not be forwarded to the Assessment Committee.

Applicants are cautioned that entering into contractual agreements or beginning infrastructure projects before receiving written confirmation of Infrastructure Grant award is at the applicant’s own risk. Even if funding for a project is awarded, the Cultural Infrastructure Grant Program does not fund expenses incurred before the award approval date.

## Contact

We are anticipating a high demand for Cultural Infrastructure Grants with an extremely competitive selection process. Potential applicants **must** contact a staff member to discuss their project, well in advance of submission. Applicants who do not consult with staff prior to submission will be deemed ineligible.

Please contact Debra Bodner, Cultural Planner  
604-873-7211 or [debra.bodner@vancouver.ca](mailto:debra.bodner@vancouver.ca)

## NOTE

ORIGINAL MUST CONTAIN ALL APPLICABLE SUPPORTING MATERIALS. THE THREE (3) COPIES SHOULD EXCLUDE THE FOLLOWING: LEASE, CERTIFICATE OF INCORPORATION , PERMISSION LETTER FROM LANDLORD

## Deadline and Address

Cultural Infrastructure Grant applications must be received by **October 10, 2014 by 4:30 p.m.** In fairness to others, **late and/or incomplete applications will not be accepted.**

Include the completed Application Checklist, Application Form, Application Narrative, Budget and Support Materials. **Submit the signed original, plus THREE (3) copies (please note exceptions on the Checklist).**

### **Submit by mail\*, courier or drop-off in person:**

Attention: Cultural Infrastructure Grant  
Cultural Services, City of Vancouver  
5<sup>th</sup> Floor, Woodward's Heritage Building  
501 - 111 West Hastings Street  
Vancouver, BC, V6B 1H4

\* Applications must be received by, not postmarked by, 4:30 pm, OCTOBER 10, 2014.



## General Conditions

City Council has placed conditions on all Infrastructure Grants, namely:

- Confirmation of total project funding received and in place prior to release of City funding (Civic funding from all sources not to exceed 50% of the project budget);
- City funding to be released in two payments: the first 50% of civic grant upon project start up and fulfilment of relevant conditions including confirmation of all funding from sources other than City of Vancouver Cultural Infrastructure Grant; the remainder of civic grant upon receipt of a final report outlining the project and detailing the financial accounting including copies of paid invoices/receipts for eligible expenses, and, where applicable, copies of occupancy or other permits;
- Confirmation that the cultural space is owned by, or on a long term (ten year minimum) lease to the non-profit;
- Written approval by landlord, where applicable, to undertake renovations or work on the premises. In cases where the City of Vancouver is the landlord, grant recipients are required to contact Debra Bodner, Cultural Planner who will facilitate a meeting with the City's Facilities Design and management Department from whom approval is required;
- Any changes in the funding of the project as presented in the application, to be discussed with Cultural Services staff in advance of implementation and, if the project proposed is not commenced or not completed and City funds remain on hand within three years of approval date, or if the project is completed without requiring full use of the City funds, such funds to be returned to the City of Vancouver;
- The Organization to keep proper accounts of all receipts and expenditures relating to the project and make available for inspection by the City or its auditors all records and books of accounts of the Organization upon request of the City;
- Grant recipients to report back to the Managing Director of Cultural Services (designate), by the following year's Cultural Infrastructure Grant application deadline (or end of the calendar year), on any outstanding work including a timeline for completion;
- Project not to be represented as a City project with requirement that the Organization does not hold itself out as an agency of the City in any way, the only relationship being that the City has approved and granted financial assistance to the Organization;
- Appropriate acknowledgement of the City of Vancouver's support in all information materials, including publications and programs related to infrastructure project activities. Such recognition to be commensurate with the value of the grant given and with that of other funding agencies. If the logos of other funders are used in an acknowledgement, the City should be similarly represented.