



ADMINISTRATIVE REPORT

Report Date: March 17, 2015
Contact: Richard Newirth
Contact No.: 604.871.6455
RTS No.: 10880
VanRIMS No.: 08-2000-20
Meeting Date: April 15, 2015

TO: Standing Committee on City Finance and Services

FROM: General Manager, Community Services

SUBJECT: 2015 Cultural Grants Allocations

RECOMMENDATION

- A. That Council approve 61 Project grants in the amount of \$400,000, 32 Annual grants in the amount of \$457,000, and 95 Operating grants in the amount of \$6,851,400 as presented in Table 2 and detailed in Appendix A. Source of funds is the 2015 Cultural Grants Budget.
- B. That Council approve a grant of \$100,000 to Vantage Point, for a renewed partnership to provide capacity building support for the City's arts and cultural grantees.

REPORT SUMMARY

This report recommends grant allocations totalling \$7,708,400 to 188 art organizations who contribute to a diverse and thriving cultural ecology. It further recommends a grant of \$100,000 to Vantage Point to provide capacity building support for cultural grantees. The report also presents the evolution of the Cultural Grants Program Framework in support of providing Adaptable and Sustainable Support Programs, a key strategic direction in Vancouver's Culture Plan.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

On October 23, 2013, Vancouver's *Culture Plan: Strategic Directions for the Next 5 Years* was presented to Council providing policy directions and a framework in support of City's cultural vision of supporting a diverse and thriving cultural ecology. On the same day Council approved a grant and partnership with Vantage Point to support a capacity building framework in support of the Culture Plan (RTS 10286).

On April 2, 2014 (RTS 10474) Council approved 2014 cultural grant allocations and endorsed a new Cultural Grants Program Framework in support of providing adaptable and sustainable support programs, a key strategic direction in the Culture Plan.

On December 17, 2014 (RTS 10682) Council approved one-time and supplemental assistance grants to strengthen organizational capacity and increase ongoing sustainability of 32 organizations transitioning into a new Annual program stream—the next step in providing adaptable and sustainable support programs.

On January 21, 2015 (RTS 10708) Council approved advance grants to 85 Operating organizations in the amount of \$1,140,000 and the first quarter grant installments in the amount of \$988,600 to the five major exhibiting institutions.

Approval of grant recommendations requires eight affirmative votes of Council.

CITY MANAGER'S/GENERAL MANAGER'S COMMENTS

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

REPORT

Background/Context

The Culture Plan lays the groundwork for new models of support for the cultural community through the strategic priority of developing adaptable and flexible support programs. This work has focused on changes to the Cultural Grants Program Framework to support a sustainable cultural ecology and meet organizations where they are in their organizational development.

In 2013, changes to the Operating grant stream were implemented through the introduction of an online application process and the use of best practice evaluation criteria for mature organizations. Input from assessment committee and focus group members informed further development in 2014 which focused on aligning programs more with where groups are in their organizational development. This included research on the non-profit lifecycle model, the development of capacity self-assessment tools and workshops in partnership with Vantage Point and the creation of a new grants stream, Annual Assistance.

The Annual Assistance program fills a gap in our funding framework and in the provincial funding ecology in that it provides consistent support to groups who are artistically strong and consistent in their programs and services delivery, but lack sufficient structure to adequately meet their vision. Thirty-two organizations were transitioned into the stream from Projects and Community and Neighbourhood Arts and were provided an increase to their base level and a one-time investment to help build systems and administration to meet the growing demand of program delivery to the community. In addition, they were also provided capacity building support through Vantage Point.

The program aims to meet groups in a growth phase of their development and provide a tailored form of support at a time where they may benefit from it most. One-time strategic investments took the form of \$5,000 where a home-based organization was able to secure a

lease for a publicly accessible office space for the first time, where another levered \$5,000 to secure provincial revenues and hired the company's first General Manager. The program aims to lay the foundation for a common understanding of where the group are in their developmental lifecycle and anticipated performance outcomes so staff can provide applicable support for them to achieve their goals.

With this addition, cultural programs are better aligned with common organizational development stages and create the conditions for common understanding of capacity, clear steps for success and appropriate types of assistance for support.

Cultural Grants Programs Description and Objectives

All Cultural Grant programs aim to support a diverse range of activity including the performing, literary, visual arts and community-arts practice which reflect historic cultural traditions as well contemporary art forms and practices. Program streams are as follows:

Project (start-up) – Supports the development of professional artistic ideas and services of emerging and diverse practices and contributes to costs of the creative project or service on a project basis.

Annual (growth) – *NEW* – Provides consistent and reliable support of professional annual programs or services and contributes to the establishment or strengthening of operational infrastructure to a level which adequately supports artistic output and vision.

Operating (mature) – Provides consistent and reliable support of professional, well-established ongoing programs, services and operations to sustain leadership and impact in support of a dynamic artistic community.

Program Information for the above streams can be found in Appendices B, C, and D.

Capacity Building Support - Vantage Point

Complementing our cultural grants programs are our capacity building programs offered in partnership with [Vantage Point](#) - a partnership we entered into with Social Policy in 2011. Vantage Point is a non-profit society with a mission to develop excellence in leadership in the non-profit sector and together, we provide capacity building support to our grantees.

Having strong cultural organizations as partners is how the City can ensure it is achieving its goals of enhancing the sustainability of cultural organizations and supporting sustainable growth in the sector. All organizations supported with cultural grants (and those the City supports through space) have access to a range of professional development training for their Board and executive staff to help leaders with the skills and resources they need to meet their missions. Support provided to groups in the Annual Assistance program, for example, to shore up or build organizational structure is estimated at a total of \$50,000 in-kind. Recommending capacity building support is now part of the annual assessment process.

In 2014 lifecycle resources were developed specifically for cultural organizations to help gain a solid understanding of their organizational capacity. Lifecycle 101 workshops, In-depth Lifecycle Lab, Lifecycle books, self-assessment surveys and customized opportunities are now

available to support groups with their development and will be applied to assist staff and organizations in transitioning from one program stream to another.

Assessment Process

Eligible organizations and applications are assessed by members of Assessment (one-time) and/or Advisory Committees (standing committees over time) and City Cultural Planners, who review requests against 'best practices' criteria in specific capacities depending on their mission and stage in their organizational development and the program stream they are applying to. Every effort is made to create a fair and transparent process for the assessment of grant requests.

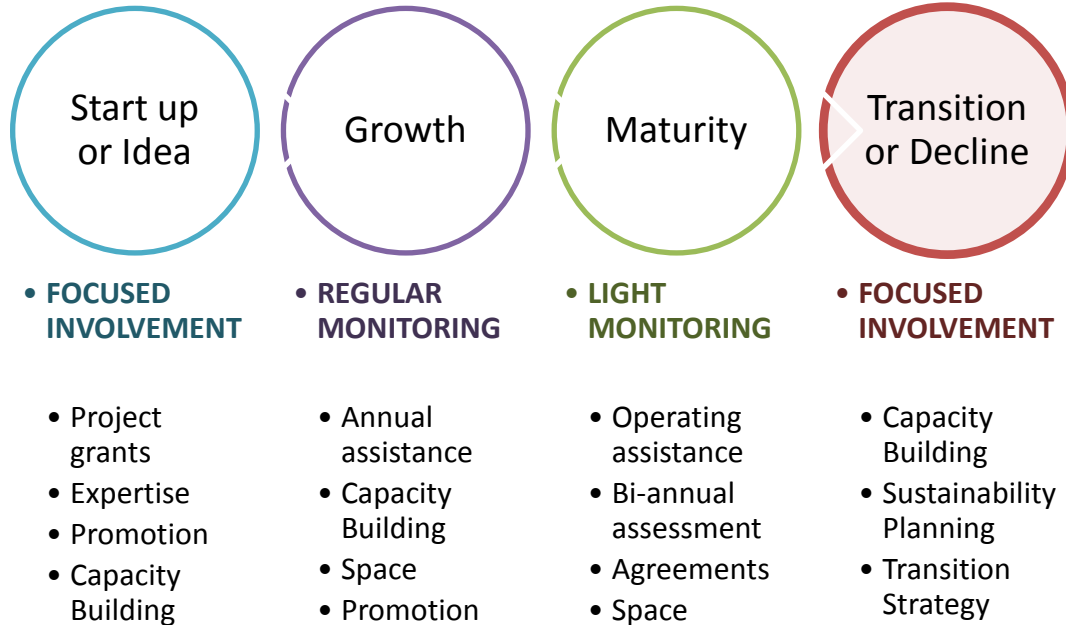
Request for Reconsideration

This policy allows for a fair reconsideration of recommendations for eligible organizations. As requests for assistance will always exceed the available budget in a competitive process, not all requests will achieve 'best practice' performance or meet program objectives to the same degree. As such, not all Project requests can be recommended for support and not all recommendations for Operating or Annual assistance can meet requested amounts. Any formal requests for reconsideration will be considered by Council in a separate report at a later date. The Request for Reconsideration Policy can be found in the Program Information Guidelines appended.

Strategic Analysis

Adaptable and Sustainable Support – emerging Cultural Grants Program Framework

The next evolution of the cultural grants program framework will focus on a bi-annual assessment approach for Operating groups who are mature and stable and do not require the same level of review each year. This approach would streamline the application process every other year while continuing to allocate the grant on an annual basis. This would allow staff and assessment committees to focus on priority organizations who would benefit from a more focused review where customized planning and support may be required to support significant opportunities or transition. The diagram below illustrates the emerging program framework.



2015 Assessment Processes and Recommendations

For this year staff is recommending that grant levels for Annual and Operation groups be held at the same level as 2014 and that recommendations for any increases be strategic and informed by input from an Advisory Committee, from Cultural Services department and key departments within the corporation (finance, facilities, real estate), and in timing with budget increases confirmation and further changes to the program framework. Project Grant recommendations are being made in the same fashion as before, with input from a one-time Assessment Committee.

The Advisory Committee consists of six members from previous focus groups and assessment committees who have been involved in discussions around the program framework changes to date. The committee will sit three times over seven months (March, May and September) and will advise on the development of bi-annual assessment, provide input on candidates for bi-annual assessment and processes for transition, and advise on further candidates for Annual Assistance and processes for transition. They will also ratify any recommendations for increased grants to Operating and Annual groups in support of strategic directions. The names of members will be provided when the assessment process is complete.

Staff will report back to Council in November with the balance of grant recommendations and a fuller analysis of the City's contribution to culture and its impacts, at that time.

Projects - 61 grants for a total of \$400,000

Three members of the artistic community plus staff formed a multi-disciplinary assessment committee to review 77 applications and are making recommendations for 61 Project grants. The peer committee members were:

- Ziyian Kwan, Vancouver-based independent choreographer and dance artist
- Jordan Nobles, musician and composer, Artistic Director of Redshift Music
- Richard Wolfe, theatre director and Artistic Director of Pi Theatre

Overall the committee noted a vibrant exchange of ideas across disciplines and noted some projects incorporating an element of “gaming” as a way of creating an entry point to the work for a younger demographic that reflected their interest in online games, promoted interaction, participation and engagement of an audience.

This year, the total project requests amounted to more than double the available budget however the success rate was 79%. As is common each year, some proposals do not meet program objectives or criteria to the same degree. As such, sixteen project requests are not being recommended for support. This compares to 21 groups who were not recommended for a grant last year.

Operating Grants - 95 grants for a total of \$6,851,400

Staff conducted a review of 95 Operating applications and, in consultation with the Advisory Committee, are recommending that the base level grant awarded in 2014 (the grant awarded to support ongoing operations and programming) be recommended now and that the Advisory Committee continue to work with staff over the next few months to advise and ratify recommendations for any increased grants and report back with the analysis and recommendations in November.

Annual Assistance - 32 grants for a total of \$457,000

Staff conducted a review of 32 Annual Assistance applications, and in consultation with the Advisory Committee, is recommending that the 2014 project grant level plus the 2014 supplement grant awarded to increase the grant level to a more sustainable level, be approved as the base level grant for 2015. Staff is further reviewing performance outcome goals and plans for each organization to monitor the impact of the City’s strategic investment. Staff will bring this review forward to the Advisory Committee to advise and ratify recommendations for any increased grants and report back with the analysis and recommendations in November.

Total requests and recommendations by program stream are presented in Table 2.

Table 2 - 2015 Total Requests and Initial Recommendations* by Program Stream

Program	# Requests	# Recommended	\$ Requested	\$ Recommended
Project	77	61	\$856,170	\$400,000
Annual	32	32	\$546,500	\$457,000
Operating	95	95	\$7,690,300	\$6,851,400
Total	204	188	\$9,092,970	\$7,708,400

**Final recommendations will be informed by Assessment Processes and Recommendations p.4 and reported to Council in Nov.*

See Appendix A for a list of all organizations and recommended amounts.

Capacity Building in partnership with Vantage Point - \$100,000

An assessment of the City's investment in capacity building through its partnership with Vantage Point is being conducted by Howe Group Public Sector Consultants (following an evaluation completed in July 2013). Findings to date indicate that leaders are implementing practical tools that are proving useful (e.g. board training tools, succession planning action plans, job description templates, contingency tool kits) and developing leadership skills which are resulting in securing additional funding, attracting relevant expertise and strengthening networks. A significant benefit expressed by all participants was learning together and supporting each other in the common challenges of leading non-profit organizations. A final evaluation report is due in April.

In 2014, 138 participants from 71 cultural organizations benefited from leadership development workshops and labs as well as planning processes and customized organizational opportunities. Capacity building is a continuous process and a renewed partnership with Vantage Point will offer seamless leadership development, planning and tailored support to contribute to a sustainable thriving cultural sector.

Financial

Approval of these recommendations for a total of \$7,708,400 to 188 arts and cultural organizations and a grant of \$100,000 to Vantage Point to deliver capacity building programs leaves a balance of \$1,625,100 in the 2015 Cultural Grants Budget.

TABLE 4 - 2015 Recommendations for Operating, Annual and Project Grants

Program Category	2015 Budget	Previously Approved	Recommended in this report	Balance
Operating	\$6,851,400		\$6,851,400	\$0
Annual	\$457,000		\$457,000	\$0
Projects	\$400,000		\$400,000	\$0
Arts Capacity	\$100,000		\$100,000	\$0
Community Arts	Up to \$400,000		May 2015	Up to \$400,000
Theatre Rental Grants	\$1,008,170		June 2015	\$1,008,170
	1,626,800	1,626,800*		
Artists Fund	\$50,000		Sept 2015	\$50,000
Unallocated	\$166,930		November 2015	\$166,930
TOTAL BUDGET	\$11,060,300	\$1,626,800	\$7,808,400	\$1,625,100

*Theatre rental grants of \$1,626,800 were approved in October 2014 (RTS 10690)

These recommendations include, and are not in addition to advance Operating Grant instalments or payment schedules already approved by City Council on January 21, 2014 (RTS 10708). Approval of the recommendations leaves a balance of \$1,625,100 in the Cultural Grants Budget.

The balance of the Cultural Grants budget will be allocated through the upcoming assessment processes for Theatre Rental and Community Arts. Any additional grants to the Operating and Annual grantees will be drawn from the unallocated portion of the 2015 budget and will be considered and ratified by the Advisory Committee, and will be made in support of strategic priorities and presented to Council for approval in November.

In addition, \$50,000 of the unallocated budget will assist the development of a program to support emerging artists and structures, an initiative approved by Council, and staff will report back to Council on the program in the fall.

CONCLUSION

These recommendations reflect a thorough and holistic assessment process on grant recommendations and ways to continue to adapt the cultural grants support program model in an effort to support the sustainability of arts and cultural organizations and sustainable growth in the sector.

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2015 City of Vancouver Cultural Grants Allocations
Operating, Annual Assistance and Project

Operating Organization Name	2014 Grant	2015 Request	2015 Recommended
Access Gallery (Vancouver Access Artist Run Centre)	15,000	18,500	15,000
Alliance for Arts and Culture Soc.	45,000	60,000	45,000
Arts Club of Vancouver Theatre Soc.	160,000	175,000	160,000
Artspeak Gallery Soc.	29,000	39,000	29,000
Axis Theatre Soc.	34,000	39,000	34,000
Ballet B.C. (Pacific Ballet B.C. Soc.)	100,000	160,000	100,000
Bard on the Beach Theatre Soc.	27,500	50,000	27,500
Battery Opera Performing Arts Soc.	15,000	17,000	15,000
Boca Del Lupo Theatre Soc.	30,000	40,000	30,000
Canadian Music Centre - B.C.	26,500	40,000	26,500
Carousel Theatre Soc.	32,000	40,000	32,000
Centre A (Van. Intl. Centre for Contemporary Asian Art)	37,000	40,000	37,000
Centre culturel francophone de Vancouver	18,000	25,000	18,000
Chor Leoni Men's Choir	17,000	22,000	17,000
Cineworks Independent Filmmakers Soc.	36,000	50,000	36,000
Co. Erasga Dance Soc.	11,000	13,000	11,000
Coastal Jazz and Blues Soc.	85,000	100,000	85,000
Contemporary Art Gallery Soc.	67,000	75,000	67,000
Craft Council of B.C.	13,000	18,000	13,000
DanceHouse (Seismic Shift Arts Soc.)	21,000	26,000	21,000
Dancing on the Edge Festival Soc.	25,000	25,000	25,000
DOXA Documentary Film and Video Festival (The Documentary Media Soc.)	17,000	21,000	17,000
Early Music Vancouver (Van. Soc. for Early Music)	38,000	40,000	38,000
EDAM Performing Arts Soc.	20,000	20,000	20,000
Electric Company Theatre Soc.	35,000	35,000	35,000
Elektra Women's Choir	13,000	14,500	13,000
Fillip (Projectile Publishing Soc.)	15,000	25,000	15,000
Firehall Theatre Soc.	75,000	80,000	75,000
Flamenco Rosario (Rosario Ancer Flamenco Arts Soc.)	10,000	15,000	10,000
Full Circle: First Nations Performance Soc.	15,000	25,000	15,000
Gallery Gachet Soc.	19,000	20,000	19,000

Operating Organization Name	2014 Grant	2015 Request	2015 Recommended
Greater Van. Professional Theatre Alliance	12,000	16,000	12,000
Green Thumb Theatre for Young People (Green Thumb Players Soc.)	58,000	62,000	58,000
grunt gallery (Visible Arts Soc.)	37,500	40,000	37,500
H.R. MacMillan Space Centre	519,400	519,400	519,400
Health Arts Soc.	16,000	25,000	16,000
Joe Ink Performance Soc.	15,000	17,000	15,000
Karen Jamieson Dance Soc.	13,000	15,000	13,000
Kidd Pivot Performing Arts Soc.	28,000	35,000	28,000
Kokoro Dance Theatre Soc.	17,000	25,000	17,000
Malaspina Printmakers Soc.	16,000	20,000	16,000
Mascall Dance Soc.	9,000	11,000	9,000
Museum of Vancouver (Van. Museum Soc.)	758,000	775,000	758,000
Music in the Morning Concert Soc.	18,000	25,000	18,000
Music on Main	**28,000	48,000	*18,000
Musica Intima Soc.	21,000	25,000	21,000
Native Daughters of B.C., Post No. 1	9,000	9,000	9,000
New Performance Works Soc.	11,000	15,000	11,000
Newworld Theatre Soc.	33,000	38,000	33,000
Norman Rothstein Theatre (Van. Westside Theatre Soc.)	23,000	33,000	23,000
Or Gallery Soc.	29,000	33,000	29,000
Pacific Baroque Orchestra Soc.	17,000	20,000	17,000
Pacific Cinémathèque Pacifique Soc.	45,000	50,000	45,000
Pacific Theatre (First Pacific Theatre Soc.)	16,000	19,500	16,000
Pink Ink Theatre Productions Assn.	20,000	22,000	20,000
Playwrights Theatre Centre	40,000	45,000	40,000
Powell St. Festival Soc.	20,000	25,000	20,000
PuSH International Performing Arts Festival Soc.	80,000	100,000	80,000
Radix Theatre Soc.	11,000	15,000	11,000
Reel to Real: Celebration of Moving Images Soc.	16,000	20,000	16,000
Ruby Slippers Productions Soc.	14,000	17,000	14,000
Rumble Productions Soc.	30,000	35,000	30,000
Science World (A.S.T.C.)	96,000	125,000	96,000
The Only Animal Theatre Soc.	12,000	15,000	12,000
Theatre Conspiracy (Western Theatre Conspiracy Arts)	15,000	20,000	15,000
Theatre for Living Soc. (Headlines Theatre Soc.)	24,000	26,400	24,000

Operating Organization Name	2014 Grant	2015 Request	2015 Recommended
Théâtre la Seizième	27,500	42,000	27,500
Theatre Replacement Soc.	25,000	30,000	25,000
Touchstone Theatre Soc.	35,000	38,000	35,000
Turning Point Ensemble Soc.	29,000	45,000	29,000
Unit/Pitt Projects (Unit/Pitt Soc. for Arts & Critical Awareness)	16,000	22,000	16,000
Urban Ink Productions Soc.	15,000	30,000	15,000
Van. Art Gallery	2,181,000	2,250,000	2,181,000
Van. Cantata Soc.	16,500	20,000	16,500
Van. Chamber Choir	18,000	25,000	18,000
Van. Co-operative Radio (Community Radio Edn. Soc.)	25,000	32,000	25,000
Van. Dance Centre Soc.	78,000	83,000	78,000
Van. East Cultural Centre	115,000	125,000	115,000
Van. Folk Music Festival Soc.	80,000	85,000	80,000
Van. Fringe Festival (First Van. Theatrespace Soc.)	40,000	60,000	40,000
Van. Inter-Cultural Orchestra (VICO)	10,000	10,000	10,000
Van. Intl. Children's Festival Soc.	126,500	130,000	126,500
Van. Intl. Film Festival Soc.	60,000	60,000	60,000
Van. Intl. Writers Festival Soc.	62,000	65,000	62,000
Van. Latin American Film Festival (First Latin American Film Festival of Vancouver)	14,000	17,000	14,000
Van. Maritime Museum Soc.	400,000	480,000	400,000
Van. Moving Theatre Soc.	25,000	30,000	25,000
Van. New Music Soc.	32,000	37,000	32,000
Van. Opera Assn.	30,000	50,000	30,000
Van. Out on Screen Film Festival Soc.	28,000	33,000	28,000
Van. Symphony Soc.	44,000	50,000	44,000
Vetta Chamber Music and Recital Soc.	7,000	15,000	7,000
VIVO Media Arts Centre (Satellite Video Exchange Soc.)	26,000	30,000	26,000
Wen Wei Dance Soc.	22,000	27,000	22,000
Western Front Soc.	46,000	60,000	46,000
Total Operating	6,851,400	7,690,300	6,851,400

*Music on Main - an additional one-time grant of \$10,000 was awarded in advance of a Cultural Tourism Fund, to support the development of the ISCM conference bid. The base level grant is \$18,000.

Annual Assistance Organization Name	2014 one-time strategic investment	2014 Project grant plus supplement	2015 Request	2015 Recommended
221A Artist Run Centre Soc.	5,000	16,000	27,000	16,000
605 Collective Dance Soc.	5,000	15,000	17,000	15,000
Aeriosa Dance Soc.	5,000	15,000	15,000	15,000
Assn. of Book Publishers of B.C.	6,000	13,000	13,000	13,000
Blackbird Theatre	4,500	13,000	13,000	13,000
Canadian Alliance of Dance Artists B.C. Chapter	7,000	10,000	10,000	10,000
City Opera Vancouver	5,000	15,000	15,000	15,000
Community Arts Council of Vancouver	4,000	11,000	11,000	11,000
Fight With a Stick (Leaky Heaven Perf. Soc.)	5,000	15,000	15,000	15,000
Geist Foundation	4,500	10,500	15,000	10,500
Hard Rubber New Music Soc.	5,000	15,000	15,000	15,000
Indian Summer Arts Soc.	5,000	15,000	20,000	15,000
Live Biennial of Performance Art Soc.	5,000	15,000	22,000	15,000
Miscellaneous Productions Soc.	5,000	15,000	15,000	15,000
Movement Enterprises Soc.	5,000	13,000	15,000	13,000
New Forms Media Soc.	5,000	15,000	25,000	15,000
New Orchestra Workshop Soc.	4,500	14,000	17,000	14,000
Out Innerspace Dance Theatre and Film Soc.	7,000	15,000	16,500	15,000
Pride in Art Soc.	8,300	15,000	25,000	15,000
Realwheels Soc.	5,000	15,000	15,000	15,000
Redshift Music Soc.	5,000	17,000	25,000	17,000
Secret Lantern Soc.	5,000	16,500	22,000	16,500
Still Moon Arts Soc.	5,000	15,000	15,000	15,000
Sub-TERRAIN Literary Collective Soc.	4,500	12,000	12,000	12,000
Tara Cheyenne Perf. (DanStaBat Perf. Soc.)	2,500	14,000	15,000	14,000
The Frank Theatre (Screaming Weenie Prod.)	5,000	15,000	25,000	15,000
Theatre Terrific Soc.	15,000	10,000	15,000	10,000
Up in The Air Theatre Soc.	6,500	15,000	17,500	15,000
Van. Intl. Dance Festival Soc.	8,500	23,500	25,000	23,500
Van. Jewish Film Centre Soc.	3,000	10,000	10,000	10,000
Van. Theatresports League	7,000	10,500	10,500	10,500
Word Van. (Van. Book & Magazine Fair Soc.)	7,500	18,000	18,000	18,000
Total Annual Assistance	180,300	457,000	546,500	457,000

Project Organization Name	2014 Grant	2015 Request	2015 Recommended
Accordion Noir Soc.		7,000	6,000
Artists' Legal Outreach	7,000	15,000	6,500
Asian Canadian Writers' Workshop Soc.	5,000	20,000	8,000
B.C. Chinese Music Assn.		6,000	3,500
Barking Sphinx Performance Soc.	5,000	9,945	6,500
Bill Reid Foundation	8,000	15,000	7,500
Borealis String Quartet Soc.	0	5,000	2,500
Canadian Council of the Blind (CCB) Van. Vocaleye Chapter Soc.	5,000	10,000	6,000
Capture Photography Festival Soc.		20,000	7,000
Caravan World Rhythms Soc.	17,000	20,000	17,000
CARFAC BC	3,000	4,000	3,500
Cloudscape Comics Soc.	5,000	7,500	5,500
Compagnie Vision Selective Arts Soc.	0	8,000	5,500
Compaigni V'ni Dansi Soc.	5,000	12,000	5,000
Delinquent Theatre Soc.	0	12,000	8,500
Dream Rider Theatre Soc.		15,000	0
exit.left productions		12,000	0
Fugue Theatre Soc.	6,000	12,000	6,000
Granville Island Cultural Soc.		10,000	0
Hardline Productions Theatre Soc.		5,000	4,000
Hong Kong Exile Arts Assn.	0	8,000	4,000
Horseshoes and Hand Grenades Theatre Soc.	8,500	8,000	0
ITSAZOO Productions	7,000	20,000	11,000
Jewish Community Centre of Greater Van.	10,000	12,000	10,000
Jewish Museum and Archives of B.C. (Jewish Historical Soc. Of B.C.)	5,000	10,000	7,000
Jubilate Vocal Ensemble Soc.		7,925	0
Judith Marcuse Projects Soc.	0	18,000	5,000
Karen Flamenco Dance Soc.	0	14,000	0
Kickstart Disability Arts and Culture	10,000	25,000	13,000
Kinesis Dance Soc.	0	5,000	4,000
MACHINENOiSY Dance Soc.	8,000	10,000	7,000
marta marta HoP Soc.	5,000	7,000	0
Monster Creative Productions		5,000	3,500
OCW Arts & Publishing Foundation	3,500	7,500	6,000
osimous theatre (The Soc. of osimous theatre)		8,000	5,000

Project Organization Name	2014 Grant	2015 Request	2015 Recommended
Other Sights for Artists' Projects Assn.		25,000	10,000
Pangaea Arts Soc.		20,000	12,500
Patrick Street Productions	4,000	15,000	9,500
Plastic Orchid Factory Soc.	12,000	13,000	6,000
Poetry is Dead Magazine	4,000	5,000	5,000
Raven Spirit Dance Soc.	4,000	8,000	6,000
Raven Theatre Performance Soc.	5,000	15,000	8,000
Rice and Beans Theatre Soc.		9,000	3,000
Roedde House Preservation Soc.		6,000	0
Satellite Gallery Assn.	0	10,000	6,000
Shameless Hussy Production Soc.		10,000	8,000
Shay Kuebler Radical System Arts Soc.		6,000	3,000
Solo Collective Theatre Soc.	11,000	14,500	11,000
Sophisticated Laughter Theatrical Soc.		15,000	0
Sound of Dragon Soc.		13,200	5,000
Staircase XI Theatre Soc.		8,000	0
Standing Wave Soc.	7,000	8,000	7,000
The Elbow Theatre Soc.	7,000	10,000	0
The Response Dance Soc.	7,000	8,000	5,000
Tomoe Arts Soc.	4,000	7,000	6,000
Tomorrow Collective Arts Soc.	11,000	20,000	0
Twenty-Something Theatre	4,000	15,000	8,000
Urban Crawl Performance Soc.		10,000	7,500
Uzume Taiko Drum Group Soc.		5,000	4,000
Van. Asian Canadian Theatre	0	7,000	6,000
Van. Asian Film Festival Soc.	6,500	10,000	6,500
Van. Chinese Instrumental Music Soc.	4,000	6,000	4,000
Van. Community Gamelan Soc.		7,000	5,000
Van. Creative Space Soc. (C-Space)		4,500	4,000
Van. Independent Music Centre Soc.	4,000	10,000	5,000
Van. Poetry House Soc.	4,000	12,000	8,000
Van. Pro Musica (Pro Musica Soc. of Van.)	13,000	16,000	13,500
Van. Seniors' Singing Club Assn.		10,000	0
Van. Soc. of Storytelling	5,000	15,000	0
Van. Tap Dance Soc.	6,000	6,000	5,500
Van. Urban Spaces Initiative (VUSI)	4,000	7,000	3,000

Project Organization Name	2014 Grant	2015 Request	2015 Recommended
Virtual Stage Arts Soc.	10,000	15,000	0
Visceral Visions		25,000	10,000
Western Gold Theatre Soc.	4,000	8,000	4,500
Working Spark Theatre Arts Soc.		8,100	0
Yarilo Contemporary Music Soc.	0	14,000	3,000
Zee Zee Theatre	5,000	9,000	7,500
Total Project	268,500	856,170	400,000

CULTURAL GRANTS PROGRAM - OPERATING - 2015 INFORMATION GUIDE

Deadline: Wednesday, December 10, 2014 at 4:00pm

Operating Grants is one of many programs, awards and services we offer to advance the vision and goals of the Culture Plan for Vancouver. Other programs, awards and services are detailed on the City's web page at:

<http://vancouver.ca/people-programs/arts-and-culture-grants.aspx>

CULTURE PLAN FOR VANCOUVER

VISION

A diverse and thriving cultural ecology that enriches the lives of residents and visitors

GOALS

- Diversity, innovation, artistic excellence
- Community engagement and participation
- Vibrant, creative neighbourhoods & public spaces
- Dynamic robust creative economy

STRATEGIC DIRECTIONS 2014-2018

- Fostering cultural leadership
- Increasing participation and engagement
- Providing sustainable support programs
- Optimizing city investment
- Investing in creative economy

Learn more about the Culture Plan and strategic directions for the next five years:

<http://vancouver.ca/culture-plan>

If this Grant Information Guide does not help you with your content questions about the application, you can be in touch with the Culture Planner who oversees this Program. Questions must be received well in advance of the deadline.

Cherryl Masters, Cultural Planner
604.829.2007
cherryl.masters@vancouver.ca

CULTURAL GRANTS PROGRAM - OPERATING - 2015 INFORMATION GUIDE

Deadline: Wednesday, December 10, 2014 at 4:00pm

This guide provides information about the objectives, criteria and process for the Cultural Operating Grants program. There is a companion document that provides a step by step "How to" Guide that outlines the technical process of submitting an online application.

OPERATING GRANTS PROGRAM OBJECTIVES AND DESCRIPTION

The Operating Grants program aims to provide consistent and reliable support to professional established non-profit arts and cultural organizations in their program and operational development in order for them to provide impactful, quality programs or services which contribute to a dynamic artistic community, in a healthy and sustainable manner.

ORGANIZATIONAL PROFILE FOR OPERATING GRANTS

This program is for Vancouver-based, established professional non-profit arts and cultural organizations that have a mission to develop, create, produce, present and disseminate artistic work or who provide professional umbrella services* or space** for the benefit of the arts sector, in any artistic discipline (Aboriginal arts, community arts, dance, interdisciplinary, literary, media, multidisciplinary, music, theatre, visual arts).

The program is for organizations that have a clear and relevant mission guided by long-term goals and strategies. They generally have been incorporated for at least five years, have well-established programs or services that are developed and delivered with consistency and are artistically strong with proven impact in the community. There is full-time paid professional leadership (artistic and administrative), well-developed administrative structures, stable financial resources and planning, and an active Board of Directors with a clear governance role.

*Professional Services - the delivery of services or resources in support of artists and arts organizations in the areas of research, information, professional development, networking, administration, audience development, marketing and communications.

**Professional Space - the provision and operation of facilities for professional artists and arts organizations adequately zoned and equipped (box office, technical support) for public assembly, performance, rehearsal, meetings, etc.

ELIGIBILITY

To apply to this program the organization must:

- Be a registered non-profit society or a community service co-op registered with BC Registry Services or a registered charity with the Canadian Revenue Agency (CRA) and be registered for at least five years at the time of the application deadline
- Will have a track record of receiving at minimum two consecutive grants from Cultural Services through either Projects or (Pilot) Annual Assistance
- Be physically located, have an active presence and have programs and services delivered within the City of Vancouver
- Have an established body of high quality work or services with a track record of consistent delivery and demand
- Have an independent Board of Directors composed of volunteers and representative of the mission and people served
 - Directors must meet the minimum articles of respective governing acts (BC Society Act, BC Cooperative Service Act for Community Service Coops, or the Canada Not-for-profit Corporations Act)
 - Directors must not be remunerated for services in their capacity as a Director (but may be reimbursed for reasonable expenses incurred) nor hold concurrent staff positions
 - Directors must function in a governance role and be active in policy, planning, legal and fiduciary responsibilities
- Have full-time professional and paid leadership (artistic and administrative) (min. 1 FTE)
- Have well-developed administrative systems (communications, financial, human resources)
- Have diverse and stable financial resources and practices
 - Sustained average annual cash budget generally of over \$250,000
 - Diversified cash resources (earned, private and public)
 - Independently-prepared financial statements (audit or review engagement)
- Compensate professional artists at standard rates

Ineligible Organizations and activity:

- Publicly funded or private educational institutions (public schools, universities, colleges, training organizations)
- Organizations that do not have arts and cultural mandates or whose proposed activity does not meet the Program Objectives and Eligibility
- Other City of Vancouver departments, branches including community centres
- Social Service, Religious, Sports organizations or clubs
- Core artistic training

- Capital proposals
- Deficits
- Organizations and activity outside the City of Vancouver city limits
- Fundraisers
- Bursaries or scholarships

ASSESSMENT CRITERIA

Most of your answers in the Operating Grant application will be assessed against specific criteria which can be found in the Application Form. Criteria follows directly below the corresponding question in the Application Form. Where criteria are not listed, those questions are posed to collect information that is not already in CADAC data. Questions in the Application Form are organized into categories familiar to Operating organizations:

- History and Purpose
- Artistic Program and Services
- Participation and Impact
- Organizational Structure
- Board and Governance
- Financial Management

Criteria within each of these categories represent “good” practices in the arts and culture sector for established professional non-profit arts organizations as outlined in the Eligibility section of this guide. Organizations will be assessed on how well they meet the criteria according to the narrative response or additional material provided. It is understood that every organization is unique and there is no one-size-fits-all performance measure for operating organizations in the non-profit cultural sector. As a result, it is not anticipated that organizations will meet “good” practices” in every criteria but this will provide strong indication as to how the organization is performing in specific areas.

ASSESSMENT PROCESS

Assessment Committee Peer Review

Cultural Services uses a blended assessment approach where members of the arts and cultural community (peers) are nominated to participate in the assessment process along with a Cultural Planner from Cultural Services. This approach has been successful in that it allows for practicing artists and administrators to contribute their current and historical knowledge of a particular sector, while allowing staff to impart a funding history and a thorough financial and organizational analysis of the applicant and overall knowledge of the sector. Cultural Planners and Peer Assessment Committee members meet in person to discuss the submissions and make recommendations to City Council for consideration and approval.

For those interested in participating in an assessment committee or to nominate a qualified individual, please refer to the Assessment Committee Policy and Nomination Form online at:

<http://vancouver.ca/people-programs/grant-application-and-assessment-process>

Recommendations and Report to City Council

A report on the assessment committee recommendations is written by staff and submitted to City Council for consideration and approval. At the same time, applicants will receive a Recommendation Notification from Cultural Services, with the recommendation and amount along with comments from the Assessment Committee. Information on the Request for Reconsideration process is also provided. The report is made public on the City's website shortly before the Council meeting date. Names of the Assessment Committee members are also made public in this report.

To find reports online go to:

1. vancouver.ca
2. Under "Your Government", click on "Council meetings and decisions"
3. Click on "Upcoming Meetings"
4. Find the appropriate Regular Council or City Finance and Services meeting date and click on "Agenda and Minutes"
5. Scroll down to locate the appropriate Administrative Report - often called 20XX *Cultural Grants Allocations*

Request for Reconsideration

For applicants who do not agree with the Assessment Committee's recommendation to Council, there are two options:

1. Informal request for clarification - an applicant may contact staff to obtain further information on the assessment process (e.g. evaluation criteria, additional comments, overall budget).
2. Formal Request for Reconsideration - if still in disagreement with the recommendation and the applicant meets specific criteria, they can make a formal submission. This is reviewed by the Manager of Grants, Awards and Support Programs, who will make a final recommendation and submission to City Council for their consideration.

For specific details on the **Request for Reconsideration** policy and process, please visit <http://vancouver.ca/people-programs/request-for-reconsideration>

Results

Once Council approves the report, notification letters are sent to all applicants indicating the result. Successful applicants will receive payment, by separate post, usually within three weeks of the Council meeting date. This entire application process as outlined above takes approximately five months from application deadline to receipt of the grant cheque or direct deposit.

CONDITIONS OF ASSISTANCE

If your organization receives an Operating 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 its application, Cultural Services must be notified in writing of such changes immediately. 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.
- The Society will appropriately acknowledge the City's support in all their information materials, including publications and programs related to funded activities. Such recognition must be commensurate with that given to other funding agencies. Grant recipients can contact Klodyne Rodney by email; klodyne.rodney@vancouver.ca or by phone at 604.871.6228 to receive the City's logo electronically.
- Receipt of a grant does not guarantee funding in the following fiscal year.

CONFIDENTIALITY

All documents submitted by Applicants to the City become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained therein 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.

CONTACT INFORMATION

Staff: Cheryl Masters, Cultural Planner
Address: Cultural Services/City of Vancouver
Woodwards Heritage Building
Suite 501 - 111 West Hastings Street
Vancouver, BC V6B 1H4
Tel: 604.829.2007
Hours: Monday - Friday 8:30am - 4:30pm
Email: culture@vancouver.ca
Website: vancouver.ca/culture

ADDITIONAL CITY RESOURCES

Capacity Building - Vantage Point

The City, in partnership with Vantage Point, offers leadership development and planning workshops and labs to grantees at no cost. Workshops and advanced learning labs are available in the areas of board and staff leadership development, strategic planning, the non-profit Lifecycle and customized opportunities as needed.

For more information: <http://www.thevantagepoint.ca/>

Nonprofit Lifecycles: Stage-based Wisdom for Nonprofit Capacity

This book written by Susan Kenny Stevens is a Lifecycle approach to understanding capacity and how to increase performance. A publication and a summary PowerPoint presentation are available upon request for organizations interested in learning more about understanding organizational capacity.

Contact staff for more information.

Financial Technical and Planning Assistance - Vancity

Financial Fitness workshops are available to grantees (at a nominal fee) and technical and planning assistance is available for organizations facing significant financial challenges or opportunities. Contact staff for more information.

Cultural Infrastructure Grants

For organizations who are planning for or embarking on facility upgrades, renovations or development, this grant program can support both planning and implementation phases.

For more information:

<http://vancouver.ca/people-programs/cultural-infrastructure-grant-program.aspx>

Access to Vancouver Civic Theatres Space

The Theatre Rental Grants program provides access to venues owned by the City at reduced costs (Orpheum and Annex, Queen Elizabeth Theatre and Plaza, Vancouver Playhouse Theatre).

For more information: <http://vancouver.ca/people-programs/theatre-rental-grant-program.aspx>

VIVA Vancouver

In collaboration with community groups, local businesses, and regional partners, Viva Vancouver is a program that transforms road spaces into vibrant pedestrian spaces through short-term street closures throughout the year.

For more information: <http://vancouver.ca/streets-transportation/reducing-cars-on-city-streets.aspx>

Greening Your Event

Greenest City 2020 aims to position Vancouver as the greenest city in the world by 2020. The City encourages the cultural community to consider how to minimize the environmental impacts of cultural—especially outdoor—events.

For more information: vancouver.ca/doing-business/greening-your-event

CULTURAL GRANTS PROGRAM - (PILOT) ANNUAL ASSISTANCE- 2015 INFORMATION GUIDE

Deadline: Wednesday, December 10, 2014 at 4:00pm

(Pilot) Annual Assistance Grants is one of many programs, awards and services we offer to advance the vision and goals of the Culture Plan for Vancouver. Other programs, awards and services are detailed on the City's web page at:
<http://vancouver.ca/people-programs/arts-and-culture-grants.aspx>

CULTURE PLAN FOR VANCOUVER

VISION

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GOALS

- Diversity, innovation, artistic excellence
- Community engagement and participation
- Vibrant, creative neighbourhoods & public spaces
- Dynamic robust creative economy

STRATEGIC DIRECTIONS 2014-2018

- Fostering cultural leadership
- Increasing participation and engagement
- Providing sustainable support programs
- Optimizing city investment
- Investing in creative economy

Learn more about the Culture Plan and strategic directions for the next five years:
<http://vancouver.ca/culture-plan>

If this Grant Information Guide does not help you with your content questions about the application, you can be in touch with the Culture Planner who oversees this Program. Questions must be received well in advance of the deadline.

Marnie Rice, Cultural Planner
604.829.2007
marnie.rice@vancouver.ca

CULTURAL GRANTS PROGRAM - (PILOT) ANNUAL ASSISTANCE- 2015 INFORMATION GUIDE

Deadline: Wednesday, December 10, 2014 at 4:00pm

This guide provides information about the objectives, criteria and process for the Annual Assistance Grants program. There is a companion document that provides a step by step "How to" Guide that outlines the technical process of submitting an online application.

(PILOT) ANNUAL ASSISTANCE GRANTS PROGRAM OBJECTIVES AND DESCRIPTION

The Annual Assistance Grants program aims to provide consistent and reliable support to professional non-profit arts and cultural organizations in order for them to provide impactful, quality annual programs or services and build or strengthen operational infrastructure to contribute to a dynamic artistic community.

ORGANIZATIONAL PROFILE FOR (PILOT) ANNUAL ASSISTANCE GRANTS

This program is for Vancouver-based, professional non-profit arts and cultural organizations that have a mission to develop, create, produce, present and disseminate artistic work or who provide professional umbrella services* or space** for the benefit of the arts sector, in any artistic discipline (Aboriginal arts, community arts, dance, interdisciplinary, literary, media, multidisciplinary, music, theatre, visual arts).

The program is for organizations that have a clear and relevant mission to deliver annual artistic programs or services. These organizations have evolved out of a project-to-project start-up model. They have identified that increased organizational infrastructure is required to meet programming needs and opportunities but are still acquiring resources to establish necessary systems and structures. They generally have been incorporated for at least three years, have impactful annual programs or services that are delivered with consistency and are artistically strong. There is paid professional leadership, emerging administrative and board structures, stabilizing financial resources, emergent longer-term planning, and an engaged Board of Directors.

*Professional Services - the delivery of services or resources in support of artists and arts organizations in the areas of research, information, professional development, networking, administration, audience development, marketing and communications.

**Professional Space - the provision and operation of facilities for professional artists and arts organizations adequately zoned and equipped (box office, technical support) for public assembly, performance, rehearsal, meetings, etc.

ELIGIBILITY

To apply to this program the organization must:

- Be a registered non-profit society or a community service co-op registered with BC Registry Services or a registered charity with the Canadian Revenue Agency (CRA) and be registered for at least five years at the time of the application deadline
- Have a track record of receiving at minimum two consecutive grants from Cultural Services through either Projects or Community and Neighbourhood Arts
- Be physically located, have an active presence and have programs and services delivered within the City of Vancouver
- Have a body of distinct and high-quality work or services with a track record of consistent delivery and demand
- Have an independent Board of Directors composed of volunteers and representative of the mission and people served
 - Directors must meet the minimum articles of respective governing acts (BC Society Act, BC Cooperative Service Act for Community Service Coops, or the Canada Not-for-profit Corporations Act)
 - Directors must not be remunerated for services in their capacity as a Director (but may be reimbursed for reasonable expenses incurred) nor hold concurrent staff positions
 - Directors must have a clear understanding of their leadership role and be willing to engage in policy, planning, legal and fiduciary responsibilities
- Have evidence of professional and paid leadership (artistic and administrative) (generally between 0.5 to 2 Full Time Equivalent (FTE) staff members which may be comprised of several part-time positions)
- Have growing capacity with administrative systems (communications, human resources)
- Have growing financial resource diversification
 - Sustained average annual cash budget generally between \$75,000 and \$250,000
 - Diversified cash resources (earned, private and public)
 - Independently-prepared financial statements (ideally a Review Engagement)
- Have demonstrated increasing capacity to consistently pay professional artists at standard industry rates

Ineligible Organizations and activity:

- Publicly funded or private educational institutions (public schools, universities, colleges, training organizations)
- Organizations that do not have arts and cultural mandates or whose proposed activity does not meet the Program Objectives and Eligibility
- Other City of Vancouver departments, branches including community centres
- Social Service, Religious, Sports organizations or clubs
- Core artistic training
- Capital proposals
- Deficits
- Organizations and activity outside the City of Vancouver city limits
- Fundraisers
- Bursaries or scholarships

ASSESSMENT CRITERIA

Most questions in the Application Form have corresponding criteria displayed directly below the question. Your answers in the Annual Assistance Grant application will be assessed against specific criteria. Where there are no criteria specified for a particular question, they are posed to help you tell your organization's story and for us to collect statistical information that is not already in CADAC data. Questions in the Application Form are organized into the following categories:

- Organizational Purpose
- Artistic Programs or Services
- Participation and Impact
- Organizational Structure
- Board Structure
- Financial Management

Criteria within each of these categories represent best practices in the arts and culture sector for established professional non-profit arts organizations as outlined in the Eligibility section of this guide. Organizations will be assessed on how well they meet the criteria according to the narrative response or additional material provided. It is understood that every organization is unique and there is no one-size-fits-all performance measure for annual assistance organizations in the non-profit cultural sector. As a result, it is not anticipated that organizations will meet best practices in every criteria but this will provide strong indication as to how the organization is performing in specific areas.

ASSESSMENT PROCESS

Assessment Committee Peer Review

Cultural Services uses a blended assessment approach where members of the arts and cultural community (peers) are nominated to participate in the assessment process along with a Cultural Planner from Cultural Services. This approach has been successful in that it allows for practicing artists and administrators to contribute their current and historical knowledge of a particular sector, while allowing staff to impart a funding history and a thorough financial and organizational analysis of the applicant and overall knowledge of the sector. Cultural Planners and Peer Assessment Committee members meet in person to discuss the submissions and make recommendations to City Council for consideration and approval.

For those interested in participating in an assessment committee or to nominate a qualified individual, please refer to the Assessment Committee Policy and Nomination Form online at:

<http://vancouver.ca/people-programs/grant-application-and-assessment-process>

Recommendations and Report to City Council

A report on the assessment committee recommendations is written by staff and submitted to City Council for consideration and approval. At the same time, applicants will receive a Recommendation Notification from Cultural Services, with the recommendation and amount along with comments from the Assessment Committee. Information on the Request for Reconsideration process is also provided. The report is made public on the City's website shortly before the Council meeting date. Names of the Assessment Committee members are also made public in this report.

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Request for Reconsideration

For applicants who do not agree with the Assessment Committee's recommendation to Council, there are two options:

3. Informal request for clarification - an applicant may contact staff to obtain further information on the assessment process (e.g. evaluation criteria, additional comments, overall budget).
4. Formal Request for Reconsideration - if still in disagreement with the recommendation and the applicant meets specific criteria, they can make a formal submission. This is reviewed by the Manager of Grants, Awards and Support Programs, who will make a final recommendation and submission to City Council for their consideration.

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Results

Once Council approves the report, notification letters are sent to all applicants indicating the result. Successful applicants will receive payment, by separate post, usually within three weeks of the Council meeting date. This entire application process as outlined above takes approximately five months from application deadline to receipt of the grant cheque or direct deposit. All grant recipients are strongly encouraged to set up direct deposit using an Electronic Funds Transfer form with the City's Financial Services Group to expedite payment.

CONDITIONS OF ASSISTANCE

If your organization receives an Annual Assistance 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 its application, Cultural Services must be notified in writing of such changes immediately. 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.

- The Society will appropriately acknowledge the City's support in all their information materials, including publications and programs related to funded activities. Such recognition must be commensurate with that given to other funding agencies. Grant recipients can contact Klodyne Rodney by email; klodyne.rodney@vancouver.ca or by phone at 604.871.6228 to receive the City's logo electronically.
- Receipt of a grant does not guarantee funding in the following fiscal year.

CONFIDENTIALITY

All documents submitted by Applicants to the City become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained therein 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.

CONTACT INFORMATION

Staff: Marnie Rice, Cultural Planner
Address: Cultural Services/City of Vancouver
Woodwards Heritage Building
Suite 501 - 111 West Hastings Street
Vancouver, BC V6B 1H4
Tel: 604.829.2007
Hours: Monday - Friday 8:30am - 4:30pm
Email: culture@vancouver.ca
Website: vancouver.ca/culture

ADDITIONAL CITY RESOURCES

Capacity Building - Vantage Point

The City, in partnership with Vantage Point, offers leadership development and planning workshops and labs to grantees at no cost. Workshops and advanced learning labs are available in the areas of board and staff leadership development, strategic planning, the non-profit Lifecycle and customized opportunities as needed.

For more information: <http://www.thevantagepoint.ca/>

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Financial Fitness workshops are available to grantees (at a nominal fee) and technical and planning assistance is available for organizations facing significant financial challenges or opportunities. Contact staff for more information.

Cultural Infrastructure Grants

For organizations who are planning for or embarking on facility upgrades, renovations or development, this grant program can support both planning and implementation phases.

For more information:

<http://vancouver.ca/people-programs/cultural-infrastructure-grant-program.aspx>

Access to Vancouver Civic Theatres Space

The Theatre Rental Grants program provides access to venues owned by the City at reduced costs (Orpheum and Annex, Queen Elizabeth Theatre and Plaza, Vancouver Playhouse Theatre).

For more information: <http://vancouver.ca/people-programs/theatre-rental-grant-program.aspx>

VIVA Vancouver

In collaboration with community groups, local businesses, and regional partners, VIVA Vancouver is a program that transforms road spaces into vibrant pedestrian spaces through short-term street closures throughout the year.

For more information: <http://vancouver.ca/streets-transportation/reducing-cars-on-city-streets.aspx>

Greening Your Event

Greenest City 2020 aims to position Vancouver as the greenest city in the world by 2020. The City encourages the cultural community to consider how to minimize the environmental impacts of cultural—especially outdoor—events.

For more information: vancouver.ca/doing-business/greening-your-event

CULTURAL PROJECT GRANTS PROGRAM 2015 INFORMATION GUIDE

Deadline: Wednesday, December 10, 2014 at 4:00pm

The Project Grants program is one of many programs, awards and services we offer to advance the vision and goals of the Culture Plan for Vancouver. Other programs, awards and services are detailed on the City's web page at: <http://vancouver.ca/people-programs/arts-and-culture-grants.aspx>

CULTURE PLAN FOR VANCOUVER

VISION

A diverse and thriving cultural ecology that enriches the lives of residents and visitors

GOALS

- Diversity, innovation, artistic excellence
- Community engagement and participation
- Vibrant, creative neighbourhoods & public spaces
- Dynamic robust creative economy

STRATEGIC DIRECTIONS 2014-2018

- Fostering cultural leadership
- Increasing participation and engagement
- Providing sustainable support programs
- Optimizing city investment
- Investing in creative economy

Learn more about the Culture Plan and strategic directions for the next five years: <http://vancouver.ca/culture-plan>

This Grant Information Guide does not answer content questions about the application. First-time applicants, as well as anyone with questions regarding their project or the application, must contact a Cultural Planner to discuss proposed projects and eligibility **at least three weeks prior to the application deadline (i.e. before November 19th)**.

Karen Hasselfelt, Cultural Planner
604.829.2007
karen.hasselfelt@vancouver.ca

CULTURAL PROJECT GRANTS PROGRAM - 2015 INFORMATION GUIDE

Deadline: Wednesday, December 10, 2014 at 4:00pm

This guide provides information about the objectives, criteria and process for the Cultural Project Grants program. There is a companion document that provides a step by step "How to" Guide that outlines the technical process of submitting an online application.

PROJECT GRANTS PROGRAM OBJECTIVES AND DESCRIPTION

The Project Grants program supports project initiatives in any artistic discipline (Aboriginal arts, community arts, dance, interdisciplinary, literary, media, multidisciplinary, music, theatre, visual arts). Projects contribute to the discourse, practice or art form and can be a one-time, single creative project, or a time-limited series or season.

Creative work supported by City of Vancouver Project Grants should ideally reach out to well-defined and varied public audiences through some form of dissemination or presentation (including exhibitions, performances, community-engaged events with professional artists, publications, presentations, video, film, new media, radio, audio recordings or web-based creative initiatives).

Applicants are strongly encouraged to have paid professional administration and artistic leadership. All principal professional artists should be compensated for their participation commensurate with arts sector standards.¹

ORGANIZATIONAL PROFILE FOR PROJECT GRANTS

This program is for Vancouver-based, professional non-profit arts and cultural organizations that have been incorporated for at least six months and have a mission to develop, create, produce, present and disseminate artistic work for the benefit of the public and the arts sector.

These organizations generally work on a project-by-project basis and are led by an arts professional who is often the founder of the organization. The organization supports artists and creative personnel, and the artistic programming is often innovative and addresses a need or opportunity in the community or the arts sector. These organizations are supported by an active working Board of

¹ For more information on these standards, please refer to the following organizations:
American Federation of Musicians: www.afm.org; Canadian Actors Equity Association: www.caea.com;
Canadian League of Composers: www.clc-lcc.ca; Canadian Alliance of Dance Artists: www.cadabc.org;
Professional Writers Association of Canada: www.pwac.ca; Canadian Artists Representation/Le front des artistes canadiens/CARFAC: www.carfac.ca

DIRECTORS THAT OFTEN HAVE A PERSONAL CONNECTION TO THE MISSION OR THE FOUNDER. BASIC FINANCIAL AND ADMINISTRATIVE SYSTEMS ARE IN PLACE, AND DUTIES ARE GENERALLY PERFORMED BY ONE OR TWO PAID PROFESSIONAL STAFF, IN COMBINATION WITH CONTRACT STAFF AND VOLUNTEERS, INCLUDING BOARD MEMBERS.

ELIGIBILITY

To apply to this program, the organization must:

- Be a non-profit society or a community service co-op legally registered with BC Registry Services or be a registered charity with the Canadian Revenue Agency (CRA) for at least six months at the time of the application deadline;
- Have no voting members of the Society's Board of Directors holding any paid staff position with the Society or being remunerated for services to the Society (except reimbursement of expenses incurred while on Board business);
- Be located and active in Vancouver and provide arts and cultural opportunities that are accessible to citizens of Vancouver and, when appropriate, publicized city-wide;
- Be committed to providing arts and cultural opportunities to Vancouver residents without exclusion of anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability or income;
- Have other revenue sources for their projects;
- Provide independently prepared financial statements for the most recently completed fiscal year in the form of an un-audited Notice to Reader (with Balance Sheet and Income Statement) or a Review Engagement;
- Have completed and reported out as required on all previous projects and activities funded through Cultural Services; and
- Have no other applications for Project, Operating or Community and Neighbourhood Arts Development grants for the 2015 calendar year.

Examples of Eligible Activity

- A single production or show or a series of curated or produced arts and cultural events or programs.
- Collaborative creative initiatives that involve professional artists and community members in creatively addressing local interests and issues.
- Projects that develop distinctive creative directions or cultural coalitions by building upon the delivery or sharing of services and resources.
- The production of arts and cultural conferences that offer significant learning and networking opportunities for artists, arts and cultural organizations and the general public.
- Artistic Residencies that facilitate learning, development and cultural exchange between professional artists and qualified Host organizations.
- Artistic or Administrative Mentorships that facilitate learning opportunities for professional artists and administrators wishing to gain experiential training with qualified professionals.
- Outdoor projects that have received civic approval from the appropriate departments. Evidence of permits or approvals may be a condition for release of grant funds.²

Ineligible Organizations and activity:

- Organizations that do not have arts and cultural mandates or whose proposed activity does not meet the Program Objectives and Eligibility Criteria
- Projects where the central focus or theme is not artistic or cultural
- Other City of Vancouver departments, branches including community centres
- Publicly funded or private educational institutions (public schools, universities, colleges, training organizations)
- Core artistic training
- Social Service, Religious, Sports organizations or clubs
- Capital projects
- Deficits
- Organizations and activity outside the City of Vancouver city limits
- Fundraisers
- Bursaries or scholarships
- Contests or competitions

ASSESSMENT CRITERIA

Most of the Project Grants application will be assessed against specific criteria that follows directly below the corresponding question in the Application Form. Where criteria are not listed, those questions are posed to collect data for reporting purposes. Questions in the Application Form are organized into the following categories:

1. City Support
2. Proposed Project
3. Participation and Impact
4. Board and Finance
5. Agreement

Criteria within each of these categories represent standard practices in the arts and culture sector for professional non-profit arts organizations as outlined in the Eligibility section of this guide. Organizations will be assessed on how well they meet the criteria according to the written responses or attachments provided. It is understood that every organization is unique and there is no one-size-fits-all performance measure for Project organizations in the non-profit cultural sector. As a result, it is not anticipated that organizations will meet standard practices in every criteria, but the criteria provides a good indication as to how the organization is performing in specific areas.

² For Projects taking place on City streets or plazas, contact the City's Film and Special Events Office at 604-257-8850 or email specialevents@vancouver.ca.

For Projects taking place in parks: Contact the Park Board Special Events & Filming Office at 604-257-8516 or email parkevents@vancouver.ca.

ASSESSMENT PROCESS

Assessment Committee Peer Review

Cultural Services uses a blended assessment approach where members of the arts and cultural community (peers) are nominated to participate in the assessment process along with a Cultural Planner from Cultural Services. This approach has been successful in that it allows for practicing artists and administrators to contribute their current and historical knowledge of a particular sector, while allowing staff to impart a funding history and a thorough financial and organizational analysis of the applicant and overall knowledge of the sector. Cultural Planners and Peer Assessment Committee members meet in person to discuss the submissions and make recommendations to City Council for consideration and approval.

For those interested in participating in an assessment committee or to nominate a qualified individual, please refer to the Assessment Committee Policy and Nomination Form online at:

<http://vancouver.ca/people-programs/grant-application-and-assessment-process>

Recommendations and Report to City Council

A report on the Assessment Committee recommendations is written by staff and submitted to City Council for consideration and approval. At the same time, applicants will receive a recommendation letter from Cultural Services, with the recommendation and grant amount, along with comments from the Assessment Committee. Information on the Request for Reconsideration process is also provided. The report and the names of the Assessment Committee members are made public on the City's website shortly before the Council meeting date.

To find reports online go to:

1. vancouver.ca
2. Under "Your Government", click on "Council meetings and decisions"
3. Click on "Upcoming Meetings"
4. Find the appropriate Regular Council or City Finance and Services meeting date and click on "Agenda and Minutes"
5. Scroll down to locate the appropriate Administrative Report - often called *20XX Cultural Grants Allocations*

Request for Reconsideration

For applicants who do not agree with the Assessment Committee's recommendation to Council, there are two options:

1. Informal request for clarification - an applicant may contact staff to obtain further information on the assessment process (e.g. evaluation criteria, additional comments, overall budget).
2. Formal Request for Reconsideration - if still in disagreement with the recommendation and the applicant meets specific criteria, they can make a formal submission. This is reviewed by the Director of Grants, Awards and Support Programs, who will make a final recommendation and submission to City Council for their consideration.

For specific details on the **Request for Reconsideration** policy and process, please visit <http://vancouver.ca/people-programs/request-for-reconsideration>

Results

Once Council approves the report, notification letters are sent to all applicants indicating the result. Successful applicants will receive payment, by separate post, usually within three weeks of the Council meeting date. This entire application process as outlined above takes approximately five months from application deadline to receipt of the grant cheque or direct deposit.

CONDITIONS OF ASSISTANCE

If your organization receives a Project 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 its application, Cultural Services must be notified in writing immediately and approve a 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.
- The Society will appropriately acknowledge the City's support in all their information materials, including publications and programs related to funded activities. Such recognition must be commensurate with that given to other funding agencies. Grant recipients can contact Klodyne Rodney by email; klodyne.rodney@vancouver.ca or by phone at 604.871.6228 to receive the City's logo electronically.
- Receipt of a grant does not guarantee funding in the future.

CONFIDENTIALITY

All documents submitted by Applicants to the City become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained therein 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.

CONTACT INFORMATION

Staff: Karen Hasselfelt, Cultural Planner
Address: Cultural Services/City of Vancouver
Woodwards Heritage Building
Suite 501 - 111 West Hastings Street
Vancouver, BC V6B 1H4
Tel: 604.829.2007
Hours: Monday - Friday 8:30am - 4:30pm
Email: culture@vancouver.ca
Website: vancouver.ca/culture

ADDITIONAL CITY RESOURCES

Capacity Building - Vantage Point

The City, in partnership with Vantage Point, offers leadership development and planning workshops and labs to grantees at no cost. Workshops and advanced learning labs are available in the areas of board and staff leadership development, strategic planning, the non-profit Lifecycle and customized opportunities as needed.

For more information: <http://www.thevantagepoint.ca/>

Nonprofit Lifecycles: Stage-based Wisdom for Nonprofit Capacity

This book written by Susan Kenny Stevens is a Lifecycle approach to understanding capacity and how to increase performance. A publication and a summary PowerPoint presentation are available upon request for organizations interested in learning more about understanding organizational capacity.

Contact staff for more information.

Financial Technical and Planning Assistance - Vancity

Financial Fitness workshops are available to grantees (at a nominal fee) and technical and planning assistance is available for organizations facing significant financial challenges or opportunities. Contact staff for more information.

Cultural Infrastructure Grants

For organizations who are planning for or embarking on facility upgrades, renovations or development, this grant program can support both planning and implementation phases.

For more information:

<http://vancouver.ca/people-programs/cultural-infrastructure-grant-program.aspx>

Access to Vancouver Civic Theatres Space

The Theatre Rental Grants program provides access to venues owned by the City at reduced costs (Orpheum and Annex, Queen Elizabeth Theatre and Plaza, Vancouver Playhouse Theatre).

For more information: <http://vancouver.ca/people-programs/theatre-rental-grant-program.aspx>

VIVA Vancouver

In collaboration with community groups, local businesses, and regional partners, Viva Vancouver is a program that transforms road spaces into vibrant pedestrian spaces through short-term street closures throughout the year.

For more information: <http://vancouver.ca/streets-transportation/reducing-cars-on-city-streets.aspx>

Greening Your Event

Greenest City 2020 aims to position Vancouver as the greenest city in the world by 2020. The City encourages the cultural community to consider how to minimize the environmental impacts of cultural—especially outdoor—events.

For more information: vancouver.ca/doing-business/greening-your-event