



ADMINISTRATIVE REPORT

Report Date: May 26, 2015
Contact: Richard Newirth
Contact No.: 604.871.6455
RTS No.: 10881
VanRIMS No.: 08-2000-20
Meeting Date: June 23, 2015

TO: Vancouver City Council
FROM: Acting General Manager of Community Services
SUBJECT: Fall 2015 and Spring 2016 Theatre Rental Grant Allocations

RECOMMENDATION

- A. THAT Council approve re-allocation of five (5) unused/underused Theatre Rental Grants from January-August 2015 totalling \$24,690 that were approved in RTS 10690; source of funds to be the 2015 Theatre Rental Grant budget.
- B. THAT Council approve Theatre Rental Grants to 31 organizations totalling \$1,034,770 as listed in Appendix A for use of the Civic Theatres from September 1-December 31, 2015; source of funds to be the remaining 2015 Theatre Rental Grant budget.
- C. THAT Council approve, in advance of the 2016 operating budget, Theatre Rental Grants to 38 organizations for Civic Theatre uses from January 1-August 31, 2016 totalling \$1,699,713 as listed in Appendix B; source of funds to be the 2016 Theatre Rental Grant budget.
- D. THAT Council approve a staff-driven process to re-allocate any potential 2015-recommended Theatre Rental Grants that are cancelled or underused in this fiscal year—to a maximum of \$200,000—subject to the written approval by the City Manager and towards priority, eligible uses as published in the Theatre Rental Grant guidelines.

REPORT SUMMARY

In accordance with a process Council established in 1995, this report recommends approval of Theatre Rental Grants for use of the Civic Theatres during the 2015/16 performing arts season that runs from September 1, 2015 through August 31, 2016.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

On October 15, 2014 (RTS 10690) Council approved 32 Theatre Rental Grants totalling \$1,624,890 for January 1-August 31, 2015. The amount approved in advance of the 2015 Theatre Rental Grant budget has been decreased by \$24,690 due to three organizations cancelling and two organizations underusing their recommended grant. The \$24,690 is requested to be returned to the current-year budget to be re-allocated to different organizations for Civic Theatre uses in fall 2015.

Approval of grant recommendations requires eight affirmative votes.

CITY MANAGER'S/GENERAL MANAGER'S COMMENTS

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

REPORT

Background/Context

Theatre Rental Grants are a non-cash grant that provides a partial subsidy towards rental costs for cultural non-profit producers and presenters to use the City's four well-equipped, downtown civic theatre venues. It serves a continuum of organizations—from large-scale year-round users through to small-sized occasional users—through an annual grant program.

The Theatre Rental Grant annual public call for applications was issued in March 2015 for civic theatre uses for the 2015/16 (September 1, 2015-August 31, 2016) performing arts season. Applications were received via a pilot on-line submission process from 53 organizations who collectively applied for 524 events in the theatres during this 12-month time frame.

On October 15, 2014 (RTS 10690), Council directed staff to review the Theatre Rental Grant policy and procedures, on which work continues. A report back will be presented in late fall 2015 in conjunction with a revised Business Plan for the Vancouver Civic Theatres. Continued review of the Theatre Rental Grant policy and procedures will result in a modernized subsidy program, in administrative efficiencies for staff and the non-profit community, and a clearer alignment with the City's Culture Plan and Vancouver Civic Theatres' strategic priorities.

Strategic Analysis

For the 2015/16 performing arts season, \$3,152,689 in rental support was requested and the amount recommended is \$2,734,483: a difference of \$418,206 (See **Table 1**). Due to this shortfall between need and available budget, the process is competitive and not all requests meet the evaluation criteria to the same degree as other applicants in the competition. Therefore, not every eligible organization can be recommended for funding. Furthermore, not every funded organization can receive their full requested amount.

Grant applications were evaluated by a staff team from Cultural Services and Vancouver Civic Theatres against the published criteria and then cross-checked against applicants' bookings and theatre availability. The review considers each proposal's relative merits, its potential to

reach expanded audiences, the organization's capacity to produce the event as proposed and the community impact of the presentation.

With all these considerations in place, grants are recommended to the applicants as listed in **Appendix A** (September 1-December 31, 2015) and **Appendix B** (January 1-August 31, 2016). **Appendix C** summarizes data by user category and artistic disciplines of the events recommended for funding in 2015.

Table 1 - Theatre Rental Grants requested for the 2015/16 Performing Arts Season

	Organization	Grants Requested September 1-December 31, 2015	Grants Requested January 1-August 31, 2016	Total Grants Requested for 2015/16 Performing Arts Season
1	Asian Canadian Special Events Association	7,760		7,760
2	Awkward Stage Productions Society		1,300	1,300
3	Ballet B.C. (Pacific Ballet B.C. Soc.)	123,330	136,170	259,500
4	Borealis String Quartet Society	0	1,300	1,300
5	Caravan World Rhythms		3,435	3,435
6	CelticFest		9,053	9,053
7	Children's Arts Umbrella Association	23,225	30,919	54,144
8	Chor Leoni Men's Choir	45,330	1,300	46,630
9	Coastal Jazz and Blues Soc.	26,040	52,080	78,120
10	DanceHouse (Seismic Shift Arts Soc.)	10,306	22,329	32,635
11	DOXA Documentary Film Festival		17,180	17,180
12	Early Music Vancouver	10,305	13,740	24,045
13	Erato Ensemble	2,600	5,200	7,800
14	Friends of Chamber Music	9,455	21,495	30,950
15	Fugue Theatre		18,850	18,850
16	Indian Summer Festival	0	20,865	20,865
17	International Health Council	1,300		1,300
18	Karen Flamenco	9,888	23,638	33,526
19	New Performance Works (New Works)	1,300	8,400	9,700
20	Pangaea Arts Society	8,450		8,450
21	PuSh International Performing Arts Festival Society	0	97,837	97,837
22	Railtown Cultural Enhancement Assoc. (Railtown Cultural Eclective)	2,600	2,600	5,200
23	Reel Causes Society	3,435	6,870	10,305
24	Rosario Ancer Flamenco (Flamenco Rosario)	3,435		3,435
25	Spring Show Production Organization		19,470	19,470
26	Standing Wave Society		1,300	1,300
27	Taiwanese Canadian Cultural Society	2,585		2,585
28	Tsleil-Waututh Nation Sacred Trust	13,020	14,520	27,540
29	Turkish Canadian Society		11,235	11,235
30	Turning Point Ensemble	3,250		3,250
31	Vancouver Academy of Music	19,540	29,310	48,850
32	Vancouver Bach Choir	35,690	40,485	76,175

33	Vancouver Cabaret Theatre	6,870	10,305	17,175
34	Vancouver Cantata Singers		1,950	1,950
35	Vancouver Chamber Choir	22,045	22,045	44,090
36	Vancouver Chinese Instrumental Music Society	1,300		1,300
37	Vancouver Chinese Singers Society		3,435	3,435
38	Vancouver Chopin Society	3,435	10,305	13,740
39	Vancouver Inter-Cultural Orchestra Society		3,250	3,250
40	Vancouver International Bhangra Celebration Society		19,470	19,470
41	Vancouver International Dance Festival Society		15,458	15,458
42	Vancouver International Film Festival	126,928	0	126,928
43	Vancouver Latin American Cultural Centre	3,435		3,435
44	Vancouver New Music	1,300	3,900	5,200
45	Vancouver Opera Association	158,883	286,925	445,808
46	Vancouver Out On Screen		11,805	11,805
47	Vancouver Pro Musica		1,300	1,300
48	Vancouver Recital Society	17,175	43,935	61,110
49	Vancouver Symphony Society	478,660	912,965	1,391,625
50	Vancouver Writers Fest	3,435		3,435
51	Vni Dansi	1,300		1,300
52	VSO School of Music	1,950	3,900	5,850
53	Yarilo Contemporary Music Society	1,300		1,300
	TOTAL	1,190,860	1,961,829	3,152,689
	TOTAL Recommended by Season	1,034,770	1,699,713	2,734,483
	Difference	156,090	262,116	418,206

On April 29, 2015 (RTS 10883), Council approved a new rental rate structure for Vancouver Civic Theatres that includes both commercial and non-profit rates for the period of September 1, 2015 to August 31, 2016. It is feasible, subject to their own financial resources, that cultural non-profit organizations that are not recommended for funding in this report may subsequently request a non-profit rate directly from the Vancouver Civic Theatres and continue to rent the venue for their events. The non-profit rate will also be available to those groups that did not apply to Theatre Rental Grants, or that missed the annual deadline.

Table 2 - Summary of 2015 Theatre Rental Grants funding

2015 Theatre Rental Grants Budget	2,634,970
2015 Rental Grants (Jan-August) allocated Oct 2014 (RTS 10690)	(1,624,890)
2015 Grant recipients that have spring 2015 cancellations	24,690
TOTAL FUNDING AVAILABLE FOR ALLOCATION	1,034,770
2015 Theatre Rental Grants recommended in this report - Sep-Dec 2015	(1,034,770)
2015 TOTAL UNALLOCATED THEATRE RENTAL GRANTS	(0)

Table 3 - Summary of 2016 Theatre Rental Grants funding in principle

2016 Theatre Rental Grants Budget	2,634,970
2016 Rental Grants (Jan-August) recommended in this report	(1,699,713)
2016 TOTAL THEATRE RENTAL GRANTS AVAILABLE TO ALLOCATE FOR Sep1-Dec 31, 2016	935,257

Financial

The 2015 Theatre Rental Grants budget is \$2,634,970. In an October 2014 report (RTS 10690), Council approved grants totalling \$1,624,890 leaving \$1,010,080 unallocated in the 2015 Theatre Rental Grant budget. Three 2015 granted organizations have since cancelled their 2015 bookings and two have underused their grant, thereby increasing the available funds by \$24,690 bringing the total available for allocation to \$1,034,770.

From this 2015 budget, staff recommend 31 Theatre Rental Grants with a combined value of \$1,034,770 for September 1-December 31, 2015. The source of funds is the 2015 Theatre Rental Grant budget, leaving no unallocated balance for 2015 Theatre Rental Grants. In the event that some events are cancelled between the period of June to December 2015, staff will present recommendations to the City Manager for re-allocation towards priority, eligible uses as published in the Theatre Rental Grant guidelines—up to a maximum of \$200,000.

The 2016 Theatre Rental Grants budget is anticipated to be \$2,634,970. In advance of Council's confirmation of the 2016 operating budget, staff recommend 38 Theatre Rental Grants with a total value of \$1,699,713 for January 1-August 31, 2016. Confirmation of actual uses will be outlined as in **Appendix A** in the next annual intake of this program. The source of funds is to be the 2016 Theatre Rental Grant operating budget, leaving a balance of the approximately \$935,257 in the 2016 Theatre Rental Grants budget.

CONCLUSION

Approval of these Theatre Rental Grant recommendations will support a diverse and thriving non-profit cultural sector that enriches the lives of residents and visitors through a range of cultural activities featuring professional and community artists from diverse cultural and artistic communities.

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Grants Recommendations for September 1 - December 31, 2015 and Fiscal 2015

Confirm Theatre Rental Grants from Jan-August 2015		Allocate Total 2015 Theatre Rental Grant Budget		
Organization	\$ Allocated Oct 15, 2014 (RTS 10690) in advance of the 2015 Budget	Jan-Aug 2015 Confirm Actual Uses	Sep-Dec 2015 Grants Recommended	Total 2015 Grants Recommended
1 Asian Canadian Special Events Association			3,880	3,880
2 Awkward Stage Productions Soc.	1,035	1,035		1,035
3 Ballet B.C. (Pacific Ballet B.C. Soc.)	180,610	180,610	116,880	297,490
4 Celtic Fest Van. Soc.	2,070	1,035		1,035
5 Children's Arts Umbrella Assn.	22,520	22,520	15,465	37,985
6 Chor Leoni Men's Choir			32,430	32,430
7 Coastal Jazz and Blues Soc.	25,280	25,280	0	25,280
8 DanceHouse (Seismic Shift Arts Soc.)	18,350	18,350	10,306	28,656
9 DOXA Documentary Film Festival	10,005	10,005		10,005
10 Early Music Vancouver	2,070	2,070	10,305	12,375
11 Erato Ensemble Soc.	3,105	3,105	2,600	5,705
12 Friends of Chamber Music	35,860	35,860	9,455	45,315
13 Grand Ensemble	0	0		0
14 Indian Summer Arts Soc.	19,310	16,805		16,805
15 International Health Council			0	0
16 Karen Flamenco Dance Soc.	5,845	5,845	8,588	14,433
17 MOVE: the company (Movement Dance Productions)	8,335	8,335		8,335
18 New Performance Works (New Works)	3,105	3,105	1,300	4,405
19 Norman Rothstein Theatre (Van. Westside Theatre Soc.)	3,335	0		0

Confirm Theatre Rental Grants from Jan-August 2015		Allocate Total 2015 Theatre Rental Grant Budget		
Organization	\$ Allocated Oct 15, 2014 (RTS 10690) in advance of the 2015 Budget	Jan-Aug 2015 Confirm Actual Uses	Sep-Dec 2015 Grants Recommended	Total 2015 Grants Recommended
20	Pangaea Arts Society		8,450	8,450
21	Pride in Art Soc.	3,335	3,335	3,335
22	PuSh International Performing Arts Festival Soc.	11,675	11,675	11,675
23	Railtown Cultural Enhancement Assoc. (Railtown Cultural Eclective)		2,600	2,600
24	Reel Causes Society		3,435	3,435
25	Rosario Ancer Flamenco (Flamenco Rosario)		3,435	3,435
26	Sophisticated Laughter Theatrical Soc.	0	6,870	6,870
27	Taiwanese Canadian Cultural Society		2,585	2,585
28	Theatre B.C.	5,175	0	0
29	Tsleil-Waututh Nation Sacred Trust	0	0	0
30	Turning Point Ensemble		3,250	3,250
31	Vancouver Academy of Music	28,440	19,540	47,980
32	Vancouver Bach Choir	18,960	29,240	48,200
33	Vancouver Chamber Choir	18,960	19,470	38,430
34	Vancouver Chinese Instrumental Music Society		1,300	1,300
35	Vancouver Chinese Singers Soc.	3,335	3,335	3,335
36	Vancouver Chopin Society	6,670	3,435	10,105
37	Vancouver International Dance Festival Society	10,010		10,010
38	Vancouver International Film Festival		113,575	113,575
39	Vancouver Intl. Bhangra Celebration Soc.	12,640	0	0

Confirm Theatre Rental Grants from Jan-August 2015		Allocate Total 2015 Theatre Rental Grant Budget		
Organization	\$ Allocated Oct 15, 2014 (RTS 10690) in advance of the 2015 Budget	Jan-Aug 2015 Confirm Actual Uses	Sep-Dec 2015 Grants Recommended	Total 2015 Grants Recommended
40	Vancouver Latin American Cultural Centre		3,435	3,435
41	Vancouver New Music	3,105	1,300	4,405
42	Vancouver Opera Association	215,055	157,131	372,186
43	Vancouver Out on Screen Film Festival Soc.	6,670		6,670
44	Vancouver Pro Musica (Pro Musica Soc. of Van.)	1,035		1,035
45	Vancouver Recital Society	29,225	17,175	46,400
46	Vancouver Seniors' Singing Club Assn.	11,690		11,690
47	Vancouver Symphony Society	898,075	421,300	1,319,375
48	Vancouver Writers Fest		3,435	3,435
49	V'ni Dansi		1,300	1,300
50	VSO School of Music		0	0
51	Yarilo Contemporary Music Society		1,300	1,300
	Total	1,624,890	1,034,770	2,634,970
	Difference between Allocated and Used		24,690	

Year-to-date Grants Recommended for January 1-December 31, 2016

Recommend Theatre Rental Grants from Jan-August 2016			Total 2016 Theatre Rental Grant Budget TBC			
Organization	Grants Requested Jan -Aug 31, 2016	\$ Recommend for Jan 1-Aug 31, 2016 in advance of 2016 Budget	Difference	Jan-Aug 2016 Actual Uses tbc	Sep-Dec 2016 Uses tbc	Total 2016 Grants Recommend to-date
1 Awkward Stage Productions Society	1,300	1,300	0			1,300
2 Ballet British Columbia	136,170	116,820	19,350			116,820
3 Borealis String Quartet Society	1,300	1,300	0			1,300
4 Caravan World Rhythms	3,435	3,435	0			3,435
5 CelticFest	9,053	3,900	5,153			3,900
6 Children's Arts Umbrella	30,919	24,046	6,873			24,046
7 Chor Leoni Men's Choir	1,300	1,300	0			1,300
8 Coastal Jazz & Blues	52,080	26,040	26,040			26,040
9 DanceHouse (Seismic Shift Arts)	22,329	22,329	0			22,329
10 DOXA Documentary Film Festival	17,180	13,745	3,435			13,745
11 Early Music Vancouver	13,740	13,740	0			13,740
12 Erato Ensemble	5,200	5,200	0			5,200
13 Friends of Chamber Music	21,495	21,495	0			21,495
14 Fugue Theatre	18,850	0	18,850			0
15 Indian Summer Festival	20,865	20,340	525			20,340
16 Karen Flamenco	23,638	8,588	15,050			8,588
17 New Performance Works (New Works)	8,400	3,900	4,500			3,900
18 PuSh International Performing Arts Festival	97,837	67,837	30,000			67,837

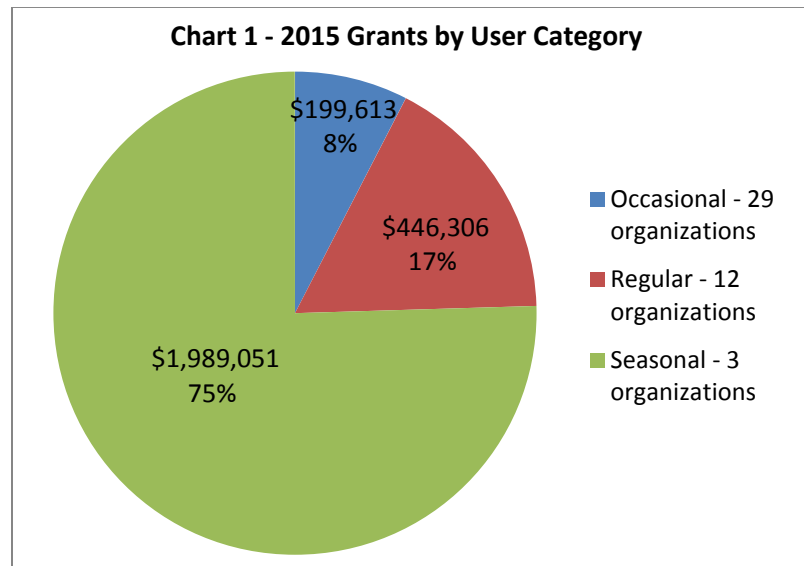
Recommend Theatre Rental Grants from Jan-August 2016			Total 2016 Theatre Rental Grant Budget TBC			
Organization	Grants Requested Jan -Aug 31, 2016	\$ Recommend for Jan 1-Aug 31, 2016 in advance of 2016 Budget	Difference	Jan-Aug 2016 Actual Uses tbc	Sep-Dec 2016 Uses tbc	Total 2016 Grants Recommend to-date
19	Railtown Cultural Enhancement Assoc. (Railtown Cultural Eclective)	2,600	1,300	1,300		1,300
20	Reel Causes Society	6,870	3,435	3,435		3,435
21	Sophisticated Laughter (Vancouver Cabaret Theatre)	10,305	0	10,305		0
22	Spring Show Production Organization	19,470	13,020	6,450		13,020
23	Standing Wave Society	1,300	1,300	0		1,300
24	Tsleil-Waututh Nation Sacred Trust	14,520	14,520	0		14,520
25	Turkish Canadian Society	11,235	0	11,235		0
26	Vancouver Academy of Music	29,310	29,310	0		29,310
27	Vancouver Bach Choir	40,485	40,485	0		40,485
28	Vancouver Cantata Singers	1,950	1,950	0		1,950
29	Vancouver Chamber Choir	22,045	22,045	0		22,045
30	Vancouver Chinese Singers Society	3,435	3,435	0		3,435
31	Vancouver Chopin Society	10,305	10,305	0		10,305
32	Vancouver Inter-Cultural Orchestra Society	3,250	3,250	0		3,250
33	Vancouver International Bhangra Celebration Society	19,470	13,020	6,450		13,020
34	Vancouver International Dance Festival Society	15,458	15,458	0		15,458
35	Vancouver New Music	3,900	3,900	0		3,900
36	Vancouver Opera Association	286,925	273,925	13,000		273,925
37	Vancouver Out On Screen	11,805	11,805	0		11,805
38	Vancouver Pro Musica	1,300	1,300	0		1,300

Recommend Theatre Rental Grants from Jan-August 2016 Total 2016 Theatre Rental Grant Budget TBC

	Organization	Grants Requested Jan -Aug 31, 2016	\$ Recommend for Jan 1-Aug 31, 2016 in advance of 2016 Budget	Difference	Jan-Aug 2016 Actual Uses tbc	Sep-Dec 2016 Uses tbc	Total 2016 Grants Recommend to-date
39	Vancouver Recital Society	43,935	43,935	0			43,935
40	Vancouver Symphony Society	912,965	832,800	80,165			832,800
41	VSO School of Music	3,900	3,900	0			3,900
	Total	1,961,829	1,699,713	262,116	0	0	1,699,713

2015 Summary Data by User Category and Artistic Discipline

User Category	Total 2015 Grants Recommended	% of Total
Occasional - 29 organizations	\$ 199,613	8%
Regular - 12 organizations	\$ 446,306	17%
Seasonal - 3 organizations	\$ 1,989,051	75%
	\$ 2,634,970	100%



Artistic Discipline of 2015 Funded Events	Total 2015 Grants Recommended	% of Total
Literary	\$ 3,435	0.1%
Theatre	\$ 9,485	0.4%
Multidisciplinary	\$ 51,185	2%
Film Screening	\$ 133,685	5%
Music - Opera	\$ 372,186	14%
Dance	\$ 406,049	15%
Music	\$ 1,658,945	63%
TOTAL	\$ 2,634,970	100%

CULTURAL GRANTS PROGRAM - THEATRE RENTAL GRANTS 2015/16 INFORMATION GUIDE

Deadline 1: Wednesday, March 18, 2015 at 4:00pm - Booking Request Form

Deadline 2: Wednesday, April 8, 2015 at 4:00pm - Grant Application Form

Theatre Rental 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 staff team that oversees this Program. Questions must be received well in advance of the deadline.

Marnie Rice, Cultural Planner
604.829.2007
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Peter Kendall, Booking & Sales
Manager
604-665-3028
peter.kendall@vancouver.ca

CULTURAL GRANTS PROGRAM -THEATRE RENTAL GRANTS 2015/16 INFORMATION GUIDE

Deadline has two steps: Booking Request due Mar. 18, 2015 and Grant Application Apr. 8, 2015

This guide provides information about the objectives, criteria and process for the Theatre Rental 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.

THEATRE RENTAL GRANTS PROGRAM OBJECTIVES AND DESCRIPTION

The Theatre Rental Grants program offers assistance to non-profit arts and cultural organizations for some of the costs when using the Vancouver Civic Theatres (Orpheum, Queen Elizabeth Theatre, Playhouse, Annex, and [new in 2015], QET Plaza, Rehearsal Halls and Studio, and Theatre Lobbies). The program is intended to assist with artistic development, increasing profile and expanding audiences for organizations by providing access to well-equipped and centrally-located professional venues.

Organizational Profile for Theatre Rental 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 for the benefit of the arts sector, in any artistic discipline (i.e. 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 public artistic programs. These producing and presenting organizations range from community-based to professional. They have identified that their performance requirements and audience estimates are a right fit with the available Civic Theatre spaces. They may be recently-incorporated (minimum 1 year before grant deadline) or long-standing societies. They have demonstrated capacity to produce in a professional venue, deliver artistically-strong work and promote the events to a broad Vancouver audience.

There are three categories of cultural non-profit organizations eligible for the program.

1. Seasonal (large-scale) renters using the Civic Theatres as their primary venue.
2. Regular (generally mid-sized and small-scale) seasonal and festival renters using the Civic Theatres for annual/consistent uses as their primary or secondary venue.
3. Occasional renters using a Civic Theatres facility for their presentation or production two times per year or less.

The program aims to offset some the costs of Civic Theatre rentals including technical and front of house labour. Please see the 2015/16 draft Civic Theatre Rental Rate Guide on Page 7. Specific costs eligible for a grant are outlined on Page 3. For more information about rental rates, contact Vancouver Civic Theatres.

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 one year at the time of the application deadline
- Have an mandate and proven capacity to present, produce, create or develop arts and cultural work
- Be based and active within the City of Vancouver and actively promote its events to a Vancouver audience
- Have an independent Board of Directors
 - 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 are volunteers and must not be remunerated for services in their capacity as a Director (but may be reimbursed for reasonable expenses incurred) nor can they hold concurrent staff positions
- Have proven capacity to promote the events (i.e. marketing and communications, outreach, human resources)
- Have demonstrated financial capacity
 - Diversified cash resources (earned, private and public) to produce the events and pay for any additional fees above the granted amount.
 - Independently-prepared financial statements
 - Have demonstrated capacity to pay professional artists at standard industry rates or community artists with fairly-negotiated honourariums.

Eligible costs:

- Venue fees, incl. the services of IATSE/City of Vancouver Technicians for the rental period
- Front of House fees for the performance time, pre-performance talks and talkbacks
- Technical days and rehearsal uses, where resources permit
- Ancillary fees such as strike-back charges, where resources permit

Ineligible costs and activity:

- Administrative charges (insurance, licenses, security)
- Taxes (GST)
- Technical service charges above what is included in a Technical day (e.g. stage crew wages, dance floor installation, use of video for projection or recording, piano tuning)
- Audience Services labour for pre and/or post show events and receptions, as well as charges for merchandising, licensing, commission, additional security, Stage Door, etc.
- Stage crew wages when used beyond the allotted time within the rental fee
- Third-party fundraisers, competitions, and events not aligned with society's mandate

Application Process

1. All applicants must contact Peter Kendall, Booking and Sales Manager at Civic Theatres, 604.665.3028 or peter.kendall@vancouver.ca to reserve applicable uses and date(s), discuss your requirements, and indicate your interest in applying for a grant.
2. New applicants should contact Cultural Services at 604.829.2007 to confirm eligibility.
3. Once you have secured a date with the Civic Theatres, contact staff at Cultural Services to receive an application form. It will be emailed to you and is to be submitted online.
4. Complete and email a copy of the Booking Request Form to Peter Kendall, Booking & Sales Manager at Civic Theatres, peter.kendall@vancouver.ca by 4:00 pm on March 18, 2015.
5. Submit the Theatre Rental Grant application by 4:00 pm on Wednesday, April 8, 2015.

Assessment Criteria

Most questions in the Application Form have corresponding criteria displayed directly below the question. Your answers in the Theatre Rental Grant application will be assessed against specific criteria. Where there is no criteria specified for a particular question, survey questions are posed to categorize your organization as a Seasonal, Regular or Occasional user as outlined on Page 2.

They also help us to collect statistical information that is not already in CADAC (Canadian Arts Data/Données sur les arts au Canada) data.

Questions in the Application Form are organized into the following categories:

- Organizational Mission
- Proposed Activity
- Participation and Impact
- Hold Status and Theatre Availability
- Financial Resources
- Promotional and Outreach

Criteria within each of these categories represent best practices in the arts and culture sector for community-based to professional non-profit arts producers and presenters as outlined in the Eligibility section on Page 2 of this guide. Organizations will be assessed on how well they meet the criteria according to the narrative response and additional material provided. It is understood that every organization is unique and there is no one-size-fits-all performance measure for cultural organizations in the non-profit cultural sector.

Assessment Process

A staff review is used for this program. Cultural Planners and Vancouver Civic Theatre staff evaluate requests against the criteria which consider each proposal's relative merits, its potential to expand audiences, the organization's capacity to produce the proposed events and the community impact of the presentation. Requests are cross-checked against booking dates and theatre availability.

Please note that recommendations are made within established budget limits that are set each year by City Council. As requests for assistance typically exceed the available budget, the process is competitive and not all requests meet the evaluation criteria to the same degree as other applicants in the competition. Therefore, not every applicant can be recommended for funding. Furthermore, not every grant can be funded to the full request amount.

Recommendations and Report to City Council

A report on the 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. The report is 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 *Theatre Rental Grant Allocations*

Results

Assuming Council approves the report, notification letters are sent to all applicants indicating the result. Successful applicants will receive a credit note on their Civic Theatres account to offset rental charges for their eligible performance dates. This application process as outlined above takes approximately three months from application deadline to notification of any allocated grant.

Any change to grant allocations (i.e. postponed performances, cancellations, change of dates) must be communicated to both the Civic Theatres Booking Coordinator and Cultural Services staff.

CONDITIONS OF ASSISTANCE

If your organization receives a Theatre Rental grant, the following conditions will apply:

- Grant funds must be applied to rental uses as outlined on the Booking Request form. Theatre uses 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 and Vancouver Civic Theatres must be notified in writing of such changes immediately. In the event that the organization's activities as described in the application, are completed without requiring the full use of the City funds, the remaining City funds will remain with the City.
- The Society will appropriately acknowledge the City's venue 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 and venues. 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 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

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