



ADMINISTRATIVE REPORT

Report Date: June 8, 2015
Contact: Gracen Chungath
Contact No.: 604.873.8405
RTS No.: 10924
VanRIMS No.: 08-2000-20
Meeting Date: July 8, 2015

TO: Standing Committee on City Finance and Services
FROM: General Manager of Community Services
SUBJECT: 2015 Cultural Infrastructure Grant Allocations

RECOMMENDATION

- A. THAT Council approve twenty (20) Cultural Infrastructure Grants totaling \$724,680 as outlined in this report and noted in Table 1 and Appendix B; source of funds to be 2015 Capital Budget - Cultural Infrastructure Grants.
- B. THAT Council authorize a new Permit Fee Assistance Grant stream, within the Cultural Infrastructure Grant Program, to assist Vancouver-based non-profit and charitable cultural organizations with paying their development and building permit fees associated with improving cultural facilities, as outlined in this report and to be administered under the direction of the Managing Director of Cultural Services; and that Council hereby deems any organization meeting the criteria specified in Appendix E of this report to be an organization contributing to the culture of the City;

FURTHER THAT Council direct staff to reallocate up to \$10,000 from the 2015 Cultural Infrastructure Grant budget for this new grant stream.

REPORT SUMMARY

This report seeks Council's approval of the 2015 Cultural Infrastructure Grant Program to twenty (20) Vancouver-based not-for-profit and charitable cultural organizations. The report also seeks approval of a new Permit Fee Assistance Grant stream.

The Cultural Infrastructure Grant Program supports investment in existing cultural facilities and the planning and creation of new spaces. It is intended to support all aspects of capital

development including planning for cultural facilities. It is not designed to provide operating budget support.

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

With this report, staff is also recommending the introduction of a new Permit Fee Assistance Grant stream for Vancouver-based not-for-profit and charitable cultural organizations to offset development and building permit fees charged for their cultural facility development approvals.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

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

In 2008, Council adopted Phase I of the 2008 - 2023 Cultural Facilities Priorities Plan, which outlined strategies and tactics for enabling the sustainable creation and operation of cultural infrastructure. One of the key recommendations of the 2008 Facilities Plan was the new Cultural Infrastructure Grant Program.

In 2010 and 2011, Council approved implementation of two regulatory reviews for live performance venues and artist studios with implementation frameworks to address issues and barriers to the successful creation and operation of these two important types of cultural spaces.

In 2013, Vancouver's Culture Plan: Strategic Directions for the Next Five Years was presented to Council providing a framework to support a diverse, thriving cultural ecology. The plan identified five key strategic directions: further develop adaptable support programs; support increased community participation and engagement; foster artistic and cultural leadership; optimize investment in civic cultural assets; and invest in our creative economy. This was further enhanced in 2014, with the 2014 - 2018 Directions for Cultural Spaces, which reaffirmed the importance of the Cultural Infrastructure Grant Program.

Council approval of Grant Recommendations requires eight affirmative votes.

CITY MANAGER/S/GENERAL MANAGER'S COMMENTS

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

REPORT

Background/Context

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

There are three categories of Cultural Infrastructure Grants:

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

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

Cultural Infrastructure Grants are discretionary and are only provided for projects which meet high standards of quality and excellence in the planning and development of cultural spaces.

The Cultural Infrastructure Grant Program has been in its current form since 2009. Since that time, the Program has been successful in achieving its goals towards enabling the sustainable creation and operation of cultural spaces. Beginning in the fall of 2015, staff will undertake a program review with the objective of further improving the Program's effectiveness. This review will include a consultation process with the Arts and Culture Policy Council and stakeholder groups encompassing past applicants, recipients, jury members and relevant staff. A report back to Council will be provided upon its conclusion.

Strategic Analysis

The Cultural Infrastructure Grant Program is one way in which the City works with cultural not-for-profit organizations to create, maintain and improve cultural infrastructure in Vancouver. The Grant Program supports Council's goals for safe, livable neighbourhoods through community based spaces for creation, production and presentation activities, and supports economic development in the creative sector through retention and investment in cultural facilities including leveraging partnerships with other agencies such as the Park Board and Vancouver School Board. Of particular significance is the cost-sharing nature of these grants, which ensures that the projects are developed on a partnership basis, leveraging significant support from other funding sources including the organizations themselves, senior levels of government and the private sector. Since 2009, the Cultural Infrastructure Grant

Program has generally averaged a 4:1 ratio of \$4 in additional resources leveraged from every \$1 in civic investment.

2015 Intake & Recommendations
<ul style="list-style-type: none"> • 30 applications received • 20 projects recommended for funding
<ul style="list-style-type: none"> • Grant requests = \$1,309,957 • Recommended total grant awards = \$724,680
<ul style="list-style-type: none"> • Total project value of recommended grants = \$8,297,123

The 2015 Grant year was similar to past years in the number of applications received and the total grant requested value. This year however, the Assessment Committees felt that fewer applications / projects were ready to be recommended for an award. Not all organizations met the evaluation criteria to the same level as their peers and some lacked the necessary and relevant information for the Assessment Committees to adequately evaluate their projects. Ten (10) are not being recommended for support at this time; however, all were seen as important projects and proponents are encouraged to re-submit to future Infrastructure Grant intakes.

The 2015 intake demonstrated an approximately 55/45 split in the number of planning versus capital requests, with a 15% increase in planning requests from 2014. Staff believes this increase reflects a positive continued awareness and diligence by the cultural community for comprehensive and strategic pre-planning of facility-related projects prior to undertaking the capital investment.

Of the applications submitted to the Cultural Infrastructure Grant Program since its inception in 2009, 64% of grant awards have been for improvements to existing infrastructure and 36% towards consideration of new space (planning, acquisition, or adaptive reuse of an existing space for new purposes). This split between existing and new infrastructure has been reasonably consistent throughout the Program years and demonstrates a high regard for sustainable practices and a pragmatic approach to space development, adapting and upgrading existing spaces to improve functionality and quality.

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

TABLE 1: 2015 Cultural Infrastructure Grant Application Requests and Recommendations

Organization	Request	Project Budget	Project Budget Funded	Recommendations
Planning				
Alliance Française de Vancouver	\$35,000	\$80,000	\$0	\$0
Assn. of Book Publishers of B.C.	\$12,000	\$29,000	\$29,000	\$12,000
Bill Reid Fdn.*	\$6,000	\$12,000	\$12,000	\$6,000
Children's Arts Umbrella Assn.	\$16,407	\$43,295	\$0	\$0
Cineworks Independent Filmmakers Soc.*	\$11,000	\$22,200	\$22,200	\$11,000
Dr. Sun Yat-Sen Garden Soc. of Van.*	\$10,000	\$28,700	\$28,700	\$10,000
Elektra Women's Choir	\$35,000	\$75,000	\$75,000	\$35,000
First Pacific Theatre Soc.	\$23,880	\$47,761	\$47,761	\$23,880
Italian Cultural Centre Soc.	\$35,000	\$96,250	\$0	\$0
Plastic Orchid Factory Soc.	\$10,000	\$26,000	\$26,000	\$10,000
Realwheels Soc.	\$12,500	\$25,000	\$25,000	\$12,500
St. James Community Square Soc.	\$25,000	\$51,300	\$51,300	\$25,000
Still Moon Arts Soc.	\$11,500	\$23,395	\$0	\$0
United Black Canadians Community Assn.	\$34,000	\$69,000	\$0	\$0
Van. Aboriginal Friendship Centre Soc.	\$17,036	\$36,250	\$36,250	\$17,000
Van. Maritime Museum Soc.*	\$35,000	\$83,455	\$35,000	\$35,000
Major/Minor Capital				
221A Artist Run Centre Soc.	\$25,000	\$50,000	\$50,000	\$25,000
Beaumont Studios Artist Soc.	\$105,000	\$215,250	\$215,250	\$65,000
Downtown Eastside Women's Centre Assn.	\$12,501	\$25,003	\$25,003	\$12,500
Eastside Culture Crawl Soc.	\$150,000	\$1,483,940	\$0	\$0
Fed. of Russian Canadians of B.C.	\$150,000	\$403,884	\$403,884	\$150,000
Magpie's Nest Community Art Soc.	\$23,325	\$46,325	\$0	\$0
Metropolitan Co-operative Theatre Soc.	\$11,990	\$23,980	\$23,980	\$11,990
Movement Enterprises Soc.	\$35,000	\$72,000	\$0	\$0
Murality for the Arts	\$55,000	\$117,940	\$0	\$0
Pacific Cinémathèque Pacifique Soc.*	\$61,018	\$122,036	\$122,036	\$61,010
Soc. for Contemporary Works on Paper	\$20,000	\$45,000	\$45,000	\$20,000
St. James Community Square Soc.	\$150,000	\$6,890,000	\$6,890,000	\$150,000
Van. Co-operative Radio /Community Radio Edn. Soc.	\$31,800	\$133,759	\$133,759	\$31,800
Volumes Creative Spaces Fdn.	\$150,000	\$420,025	\$0	\$0
Totals	\$1,309,957	\$10,797,748	\$8,297,123	\$724,680

*Denotes society is situated in a City owned or leased facility/property

Conditions for Receipt of the Grant Funding

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

Permit Fee Assistance Grant Stream for Development and Building Permits

Recommendation B seeks Council's approval for the Permit Fee Assistance Grant stream, funded by the Cultural Infrastructure Grant Program. This Grant stream allows Vancouver-based non-profit and charitable cultural organizations to seek a grant to offset development and/or building permit fees on applicable cultural facility projects. This Grant stream is recommended in response to the 2009/2010 work completed through the Council-directed Live Performance Venue and Artist Studio Regulatory Reviews and provides an opportunity to support a broader range of organizations that may not have qualified under the regular Cultural Infrastructure Grant Program. Note: Projects already receiving Cultural Infrastructure Grant funding for permit fees will not qualify for additional Permit Fee Assistance funding.

In order to streamline the approval process, the proposal recommends that Council authorize staff to disperse grants up to \$1,500 each, to a maximum of \$10,000 in total per year, based on the eligibility criteria listed in Appendix E. The grant is offered on a first come, first served basis until the annual allocation of \$10,000 is depleted. Should the full amount of \$10,000 not be fully used in any one given year, remaining funds will be reallocated back to the Cultural Infrastructure Grant Program to be used for future years' allocations. Should the permit fees of the project exceed \$1,500, the organization will be responsible for the remaining balance. Staff will pilot for one year and report back annually as a part of the Cultural Infrastructure Grant Council Report and the Cultural Infrastructure Grant Program review.

Through the Regulatory Reviews, arts and cultural stakeholders identified challenges around the expenses associated with running a facility, including the cost of permit fees. This has been validated by third party report - *Rent-Lease-Own: Understanding the Real Estate Challenges Affecting the Non-For-Profit, Social Purpose and Cultural Sectors in Metro Vancouver*¹. The cost of permits (typically \$800 - 1,200 for non-profit cultural facilities) plus the cost of assembling professional drawings and documents for the permit application can be a significant hurdle for some organizations.

The Permit Fee Assistance Grant stream will support the enabling of creative spaces, which is a part of the multi-pronged approach for success of the Culture Plan: Strategic Directions for the Next 5 Years (2013-2018). Specifically, the "Strategic Directions" includes taking innovative approaches to optimizing City investments and maximizing community benefits, investing in Vancouver's creative economy, and cutting red tape. The Grant stream will help advance the Cultural Facilities Plan and the Strategic Direction's goals of enabling the sustainable creation and operation of cultural spaces. This Grant stream is an active

¹ This study was prepared for the Real Estate Institute of BC and the Social Purpose Real Estate Collective in 2013. <http://socialpurposerealestate.net/resources/rent-lease-own-understanding-real-estate-challenges-affecting-not-profit-social-purpose>.

investment towards increasing the number of legal and safe arts and culture spaces in Vancouver.

FINANCIAL IMPLICATIONS

In rare circumstances, grant awards made in previous years are not always fully utilized by the receiving organizations. In these cases, funds not spent remain in the Grant Program to be awarded in future years. \$17,214 of such funding remained at the end of the 2012- 2014 Capital plan and is available for use in the 2015 intake. This Report recommends the final allocation of \$724,680 for Cultural Infrastructure Grants and \$10,000 for the new Permit Fee Assistance Grant stream, totaling \$734,680 from the 2015 Capital Budget - Cultural Infrastructure Grants.

Pending approval of the 2015 recommendations, the impact from seven years of Cultural Infrastructure Program investment is approximately \$33.6 million worth of activity in cultural space development in Vancouver, with an investment from the City of approximately \$6.1 million.

CONCLUSION

Based on the recommendations from the blended peer/staff Assessment Committees, staff recommends approval of twenty (20) Cultural Infrastructure grants totaling \$724,680 as outlined in this report and the reallocation of \$10,000 for the new Permit Fee Assistance Grant.

The City's Cultural Infrastructure Grant program provides an important contribution to the creation and operation of cultural infrastructure in Vancouver. Approval of these recommended Cultural Infrastructure Grants will support the community's undertaking of approximately \$8.3 million worth of renovation and new construction of cultural facilities in Vancouver.

Approval of the new annual Permit Fee Assistance Grant stream will provide expanded and enhanced access towards increasing safe, legal and functional cultural spaces in Vancouver.

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CULTURAL INFRASTRUCTURE GRANT PROCESS & CRITERIA

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

The Cultural Infrastructure Grant Program provides the following:

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

The Assessment Criteria cover six broad dimensions of evaluation:

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

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

- Blended staff/peer review adjudication process.

2015 Infrastructure Grant Program

In advance of the April 2015 deadline, widespread notice of the Infrastructure Grant opportunity was sent to Vancouver-based cultural organizations via electronic distribution lists, social media and the Cultural Services website.

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

The independent community Assessment Committee members were:

- Allison Collins, formerly President, Board of Directors, 221A Artist Run Centre; currently Curator, Western Front Media Arts
- Margaret Dickson, Advisor, Tides Canada
- Roxanne Duncan, Managing Director, PuSh International Performing Arts Festival
- Paul Gravett, Principal, Paul Gravett Consulting
- Caitlin Jones, Executive Director, Western Front Media Arts
- Mark Ostry, Principal, Aston Ostry Architects

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

RECOMMENDED CULTURAL INFRASTRUCTURE GRANTS - 2015

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

MAJOR CAPITAL - up to \$150,000

Beaumont Studios Artist Society

\$65,000

Operating since 2003 and newly incorporated as a nonprofit Society in 2012, The Beaumont seeks to create adaptable artists spaces that evolve with the needs of the community, address the multi-disciplinary nature of the city's artistic landscape and fulfill public demand for access to exhibition and performance space. In 2014 the Beaumont added a second building to their site in Mt. Pleasant and undertook extensive renovations and upgrades to that facility. This application is for upgrades to their first building including lighting, entry, ceiling, bathroom, window and electrical upgrades, conversion of presentation spaces, and upgrades to the parking lot.

The Assessment Committee recommends a grant of up to \$65,000 (49%) SUBJECT TO confirmation of a signed 10-year lease for all leased premises; submission of a revised 5-year operating pro forma; a revised capital budget outlining revenues and expenses for priority projects focusing on life safety improvements and increasing functionality and accessibility to the building and working studios; confirmation of all other funding in place; and attention to any perceived or real conflict of interests in the procurement process.

Federation of Russian Canadians of BC (Russian Hall)

\$150,000

The Federation of Russian Canadians of BC operates the Russian Hall as a space dedicated to carrying on the cooperative spirit of its founders by hosting professional performing arts activities including rehearsals, meetings, workshops and performances by a variety of arts and cultural organizations. A recently completed Feasibility Study funded in 2010 through the Cultural Infrastructure Grant Program identified critical and optional upgrades to the Hall. This request is for funding to undertake Phase 1 of the renovations including the lobbies, mechanical room, exit stairs and recommended critical mechanical and electrical upgrades to the facility.

The Assessment Committee recommends a grant of up to \$150,000 (37%) for Phase 1 renovations to the Russian Hall.

Pacific Cinémathèque Pacifique Society*

\$61,010

The Cinémathèque, incorporated in 1972, is a Society and Centre dedicated to the understanding of film and moving images in both Canadian and international contexts. Through public film screening and the provision of educational services and resources, the Cinémathèque fosters critical media literacy and advances cinema as art and a vital means of communication in BC and Canada. The Society's application seeks support to replace the old, worn and damaged seating in the Cinémathèque theatre.

The Assessment Committee recommends a grant of up to \$61,010 (50%) towards replacement of theatre seating.

St. James Community Square Society (SJCSS) \$150,000

St. James Community Square Society (SJCSS) has been operating the St. James Square in Kitsilano for over 20 years. A strong community hub, the site provides affordable and accessible space for arts and culture as well as social and recreational users. Their 350-seat theatre is widely used for rehearsals and performances and several non-profit arts and cultural groups call the Square “home.” Trinity United Church, the site owners, have provided SJCSS with first right of refusal to purchase the site and this application is for funds towards the purchase costs of St. James Community Square. The Society has also submitted a planning request for funds to undertake a capital campaign feasibility study towards for this acquisition.

The Assessment Committee recommends a grant of up to \$150,000 (2.2%) toward purchase of the St. James Community Square SUBJECT TO delivery of a fundraising plan that demonstrates project viability; confirmation of financing in place; and a revised MOU between the Society and the Church outlining the financial relationship for this sale/purchase exchange.

MINOR CAPITAL - up to \$35,000

221A Artist Run Centre Society \$25,000

221A is an artist-run centre located in Chinatown that was formed in 2005 by a group of students from Emily Carr interested in creating an interdisciplinary learning environment that supports dialogue between contemporary art and design. Projects are presented in the form of exhibitions, talks, workshops and publications and address design in its widest sense. 221A is requesting funding to undertake Phase 2 of renovations to complete interior finishing to a newly acquired 11,515 square foot multi-tenant artist studio at 1654 Franklin Street.

The Assessment Committee recommends a grant of up to \$25,000 (50%) to undertake finishing work in the space SUBJECT TO the submission of appropriate building permits for the various phases of the project.

Downtown Eastside Women’s Centre (DEWC) \$12,500

The Downtown Eastside Women’s Centre exists to support and empower women and children living in extreme poverty in the Downtown Eastside of Vancouver. Cultural programming has been deemed to be of particular value for the Centre users, thus arts programs have been incorporated into the day-to-day activities at the Centre. The DEWC requests funding to create a dedicated cultural activity room and cultural

coordinator's office in the currently open area on the lower level of their Hastings Street space in order to facilitate focused cultural programming.

The Assessment Committee recommends funding of up to \$12,500 (50%) towards the creation of a discrete cultural programming space at the DEWC SUBJECT TO the submission of a proposed schedule of cultural activities for the year and a 10-year lease commitment for the space.

Metropolitan Cooperative Theatre Society

\$11,990

Starting as a cooperative in 1962, Metro Theatre is the largest community theatre in the Lower Mainland with a mission to provide and operate a non-professional theatre club as well as instruction in the arts of the theatre, while advancing the development of the non-professional performing arts throughout BC. Metro Theatre is requesting funds to upgrade portions of their lighting and heating system to a higher level of energy efficiency and for support towards replacement of the masking draperies for the stage.

The Assessment Committee recommends a grant of up to \$11,990 (50%) to complete lighting, heating and drapery upgrades to Metro Theatre.

Society for Contemporary Works on Paper (SCWOP)

\$20,000

Established in 2006, SCWOP has a mandate to support the artistic expression of artists working on or with paper with objectives to nurture the creation of new work through collaborative projects, organize residency opportunities for artists, and advance the knowledge, appreciation and awareness of various forms of art on paper. Since their inception, SCWOP has relied on New Leaf Editions, a commercial printing workshop specializing in etching and relief printmaking, for administrative, storage and meeting space. SCWOP is applying to the Grant Program for funding to cooperatively renovate shared headquarters and studio with New Leaf Editions that will serve to engage the public, and offer accessible, affordable meeting, production, education and exhibition space to Vancouver's printmaking community.

The Assessment Committee recommends a grant of up to \$20,000 (44%) to renovate the Granville Island space SUBJECT TO a 10-year lease commitment and a letter from the landlord approving the renovations.

Vancouver Cooperative Radio / Community Radio Education Society

\$31,800

Co-op Radio and CRES together provide innovative grassroots radio programming and radio-based education to diverse communities in Vancouver. Co-op Radio's mission is to produce creative and engaging radio programming for communities whose voices are underrepresented in the mainstream media. Their grant request is to undertake upgrades to their broadcast and office space on the ground floor of the Sunrise Hotel.

Renovations will ensure consistent ratio transmission, up-to-date broadcast facilities and a safe, secure and hospitable space.

The Assessment Committee recommends a grant of up to \$31,800 (24%) for upgrades to Co-op Radio's new space SUBJECT TO the submission of a revised scope of work and budget.

PLANNING - up to \$35,000

Association of Book Publishers of B.C. \$12,000

The Association of Book Publishers of BC is a provincial association and is the largest regional affiliate of the Association of Canadian Publishers. Founded in 1974, the Association currently has over 40 members representing BC-owned and controlled companies from across the province. The Association's objectives are to encourage a healthy book publishing industry through liaison with government and industry-related organizations, professional development and cooperative efforts. The proposal to the Grant Program follows two phases of feasibility planning for a Literary Arts Hub. The current proposal is to look at options for business plans and governance for the Hub with consideration to their not-for-profit and commercial mix.

The Assessment Committee recommends a grant of up to \$12,000 (41%) to research options for business plans and governance towards a Literary Arts Hub.

Bill Reid Foundation* \$6,000

Governed by the Bill Reid Foundation, the Bill Reid Gallery was founded to perpetuate, protect and promote Haida artist Bill Reid's artistic and cultural legacy and to foster and encourage broad public interest in the First Nations art and culture of the Northwest Coast of BC. The Foundation is requesting funding to identify key renovations required to more effectively use its existing space in order to engage the public through expanded programs and to support revenue generating activities.

The Assessment Committee recommends a grant of up to \$6,000 (50%) to undertake space and renovation planning for the Bill Reid Gallery.

Cineworks Independent Filmmakers Society* \$11,000

Cineworks is an artist-run production and exhibition centre that supports independent filmmakers and media artists. Cineworks has been a tenant in the City-owned cultural amenity at 1131 Howe Street since 1983, but has now outgrown its current space. Recognizing changes potentially coming to the shared space on Howe Street, Cineworks has applied for funding to undertake an Accommodation Options study, utilizing their recently completed Functional Program as the basis for examining up to three scenarios for the relocation or possible renovation of the Cineworks space.

The Assessment Committee recommends a grant of up to \$11,000 (50%) towards an Accommodation Options study.

Dr. Sun Yat-Sen Garden Society of Vancouver* **\$10,000**

Established in 1981, the Dr. Sun Yat-Sen Garden Society operates and programs the Dr. Sun Yat-Sen Classical Chinese Garden and has provided creative and performance space for many disciplines over the years. The Society is requesting funds for a feasibility study to assess the viability of assuming stewardship of the adjoining Dr. Sun Yat-Sen Park from the Vancouver Park Board.

The Assessment Committee recommends a grant of up to \$10,000 (35%) for a feasibility study to assess the viability of assuming stewardship of Dr. Sun Yat-Sen Park.

Elektra Women's Choir Society **\$35,000**

Now in its 28th year, Elektra Women's Choir is recognized locally, nationally and internationally for its contributions to women's choral repertoire. Elektra, like many other choral and music organizations, presents concerts at Ryerson United Church, which is known as a fine music performance space for its accessibility and good acoustics. As part of the proposed re-development of the church property, Ryerson intends to build a new activity centre to support community-based choral music while also serving as a replacement for an aging "church hall". Elektra, in partnership with Ryerson, and with the support of other choral and music organizations is requesting funding to undertake necessary planning to ensure a) the right design elements are incorporated into the activity centre and b) the choirs and church will have a robust organizational model to support shared use of a building intended to house increased community activity.

The Assessment Committee recommends a grant of up to \$35,000 (47%) for design and organizational planning SUBJECT TO a Memorandum of Understanding between Elektra and Ryerson outlining the long-term partnership with respect to this project.

First Pacific Theatre Society (Pacific Theatre) **\$23,880**

Founded in 1984, First Pacific Theatre Society has since 1994 presented professional main stage theatre productions in the Chalmers Heritage Building, under the present ownership of Holy Trinity Anglican Church. Due to imminent re-development of the church site, Pacific Theatre is faced with the possible need to relocate. Having already completed a Functional Plan, also funded through this Grant Program, the Society is requesting funding for a Relocation Plan to evaluate several buildings and sites in Vancouver to determine optimal venue options.

The Assessment Committee recommends a grant of up to \$23,880 (50%) for a Relocation Plan and encourages Pacific Theatre to fully consider co-location options within this study.

Plastic Orchid Factory Society (POFS)

\$10,000

The Plastic Orchid Factory Society (POFS) is an artist-run, Vancouver-based contemporary dance company that has been exploring visually compelling and innovative dance since its establishment as a Society in 2008. POFS recently completed a Cultural Infrastructure planning project looking at facility needs and feasibility. The current request is for funds to undertake a complimentary business planning and partner identification project as part of the consideration to acquire a shared dance-suitable creation/production/office space in Vancouver.

The Committee recommends an award of up to \$10,000 (38%) for business planning and partner identification and strongly encourages an exploration of shared space with a range of organizations including other dance companies.

Realwheels Society

\$12,500

Founded in 2003 Realwheels is a theatre company focused on deepening audience's understanding of the disability experience through respectful, accurate representations on stage, backstage and behind the scenes. This organization is requesting funds for a planning project to identify the characteristics of fully accessible performance space and to create a planning tool to aid in auditing, retrofitting or designing accessible cultural facilities.

The Assessment Committee recommends a grant of up to \$12,500 (50%) to undertake an accessibility study and encourages Realwheels to consider pushing the boundaries of what might be possible with this work to ensure the results are as widely applicable as possible.

St. James Community Square Society

\$25,000

St. James Community Square Society (SJCSS) has been operating the St. James Square in Kitsilano for over 20 years. A strong community hub, the site provides affordable and accessible space for arts and culture as well as social and recreational users. Their 350-seat theatre is widely used for rehearsals and performances and several non-profit arts and cultural groups call the Square "home." The Society proposes to undertake a capital campaign feasibility assessment and fundraising plan with the eventual goal of purchasing their facility from Trinity United Church. St. James has also submitted a capital request for seed funds to aid in the purchase of the facility.

The Assessment Committee recommends a grant of up to \$25,000 (49%) for a fundraising feasibility assessment and plan as an important step towards the purchase of their facility.

Vancouver Aboriginal Friendship Centre (VAFCS)

\$17,000

The Vancouver Aboriginal Friendship Centre (VAFCS) has been providing a variety of services to Vancouver's urban aboriginal community for 57 years in the areas of housing, food, shelter, skills development, employment and cultural activities. This includes an Elder gathering space that is utilized for a variety of cultural activities including arts and crafts, button and star blanket making, story-telling and sharing of traditional foods. The request is for funding to plan for the renovation of the frontage/façade of the Centre for reasons of safety, cultural appropriateness, and to better reflect the nature and quality of the services provided.

The Assessment Committee recommends a grant of up to \$17,000 (47%) towards planning for frontage/façade improvements to the Centre and encourages VAFCS to ensure consultants have expertise in culturally appropriate design and allocation of sufficient funding to fully realize the project.

Vancouver Maritime Museum Society*

\$35,000

Situated in Vanier Park since 1959, the Vancouver Maritime Museum has endeavored to preserve and deepen our understanding of the maritime history of the Pacific Northwest and Arctic. The Museum has been considering its options for a new facility for many years and is now looking towards renewal in its current location. Building on a Facilities Analysis Report prepared by the City of Vancouver in 2011 and a Functional Plan completed by the Museum in 2014, the Society is proposing to undertake a Facilities Master Plan to guide future development at the Museum.

The Assessment Committee recommends a grant of up to \$35,000 (42%) for a Facilities Master Plan SUBJECT TO the submission of a revised schedule/work plan and consultant selection process to be approved by the City and Park Board in advance of work proceeding with the study. The Committee also encourages that the Plan is developed as a long-range planning/guiding document and includes the addressing of building and systems functionality, phasing and financing.

Cultural Infrastructure Grant Program Guidelines

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

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

2015 INTAKE

- Deadline:** April 10, 4:30 pm
- Award Approvals:** July 2015 (TBC) (pending date of City Council Approval)
- Project Window:** Projects cannot begin until after the date of City Council Approval and must be completed within three years of approval.

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Context

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

Cultural Infrastructure Grant Program

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

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

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

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

TIP

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

Project Categories

There are three categories of Cultural Infrastructure Grants:

A. Planning Projects

Planning projects for the development or acquisition of cultural facilities may be granted to a **maximum of \$35,000**. This includes pre-planning, needs assessment and feasibility studies, building program plans, master planning, and fundraising and capital campaign assessment.

B. Minor Capital Improvements

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

C. Major Capital Improvements

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

NOTE

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

THE PERFORMING ARTS LODGE (PAL)—INSIDE THE THEATRE



Eligibility Requirements

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

Applicant Eligibility

At minimum, all applicants must:

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

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

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

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

TIP

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

Partnerships & Collaborations

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

Non-profit Organizations

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

Private/Commercial Cultural Facilities

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

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

Who Is Not Eligible?

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

TIP

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

NOTE

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

Project Eligibility

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

A. Planning Projects

Funds of up to \$35,000 are available for planning projects for the development or acquisition of cultural facilities. Grants may be used for feasibility studies, demand or needs assessment, building program plans, master planning, short term consultancies, and fundraising or capital campaign assessment. Projects can be focused on pre-design (site selection, building systems assessment, operational/business model, space needs assessment, master plan, renovation planning, etc.) or later planning stages (site massing and analysis, design concepts, engineering consultations, etc.). Please note that organizational/business development may be eligible only if it is directly related to cultural space creation or operation. Please contact staff for confirmation. All planning projects **must** include a detailed *Scope of Work for the Procurement of Goods or Services* as presented to prospective consultants and a minimum of **two (2)** comparative and competitive quotes from prospective consultants or supplier. If a “sole source” consultant or supplier has been chosen, an explanation and strong rationale for why and how they have been chosen must be included. Quotes and/or explanations must clearly list: itemized costs related to the Scope of Work; total cost of study; timeframe for study; expertise of consultants or suppliers.

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

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

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

TIP

PROJECT CATEGORIES & MAXIMUM GRANT AWARDS:

A. PLANNING PROJECTS UP TO \$35,000

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

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

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

NOTE

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

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

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

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

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

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

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

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

What We Do Not Fund

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

TIP

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

TIP

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

TIP

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

TIP

PLEASE CONTACT STAFF FOR CONFIRMATION OF ITEMS ELIGIBLE FOR FUNDING

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

Assessment Process & Criteria

Assessment Process

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

Completed applications are assessed through the following process:

1. Application Eligibility

Applications are checked by City staff for eligibility and completeness.

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

2. Application Review

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

3. Funding Recommendations

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

4. City Council

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

5. Notification

Each applicant will receive a notice of the City Council meeting at which

NOTE

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

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

Request for Reconsideration

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

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

Assessment Criteria

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

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

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

Vision: the proposed facility project is rooted in a strong organizational vision and a larger shared vision that contributes to Vancouver's

TIP

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

cultural space ecology. The project should be consistent with the organization's mission and strategic plan.

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

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

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

TIP

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

2. ORGANIZATIONAL CAPACITY & SUSTAINABILITY (15%)

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

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

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

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

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

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

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

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

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

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

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

TIP

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

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

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

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

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

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

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

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

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

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

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

Application Process

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

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

TIP

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

TIP

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

NOTE

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

Preparing your Application

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

NOTE

CONTACT DEBRA.BODNER@VANCOUVER.CA FOR A MANDATORY DISCUSSION OF YOUR PROPOSED PROJECT WELL IN ADVANCE OF THE APPLICATION DEADLINE.

TIP

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

NOTE

BUDGET NOTES ARE MANDATORY.

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

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

Confidentiality

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

Funding

The maximum level of support from all City sources is 50% of total project costs to a set maximum (up to \$35,000 or \$150,000). As the Cultural Infrastructure Grant program is expected to be in high demand, projects that demonstrate multi-partner and diverse financial support will have a competitive advantage. Payment of Cultural Infrastructure Grants will be contingent on securing all project revenues including funding from other sources.

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

include an explanation of that default and resolution of any outstanding issues.

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

NOTE

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

Fiscal Responsibility

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

Award of Grants

Terms & Conditions

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

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

TIP

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

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

Payment & Reporting

City funding will be released in two* payments:

- The first 50% of grant amount will be released upon project start up and fulfilment of the following:
 - confirmation of funding from all sources other than City of Vancouver Cultural Infrastructure Grant;
 - copies of building permits where applicable;
 - “subject to” stipulations satisfied where applicable.

- The remaining funds will be released upon completion of the project and submission of the following to Cultural Services:
 - a final report (please contact Staff for template) outlining the project and detailing the financial accounting including final budget details and receipts for eligible expenses;
 - copies of occupancy or other permits where applicable.
- Given that your final actual budget is likely to be somewhat different from your proposed budget, the total grant to be paid (all installments) will be based on the final actual budget and shall not exceed:
 - the original percentage (to total project budget) as approved by City Council
 - and the amount of the grant as awarded by City Council

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

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

*NOTE: under special circumstances large grants may be disbursed in three payments to enable a more fluid cash flow. Please contact the grant planner to request this consideration.

Important Notes

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

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

NOTE

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

Contact

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

Please contact Debra Bodner, Cultural Planner
604-873-7211 or debra.bodner@vancouver.ca

Deadline and Address

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

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

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

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

**** Applications must be received by, not postmarked by, 4:30 pm, APRIL 10, 2015.**

GENERAL CONDITIONS OF DISBURSEMENT / LETTER OF ACCEPTANCE

City Council has placed the following conditions on all Infrastructure Grants:

- Confirmation that the cultural space is owned by, or on a long term (ten year minimum) lease to the non-profit;
- Written approval by landlord, where applicable, to undertake renovations or work on the premises. In cases where the City of Vancouver is the landlord, grant recipients are required to contact Debra Bodner, Cultural Planner who will facilitate a meeting with the City's Facilities Design and Management Department from whom approval is required;
- Grant recipients must report back to the Managing Director of Cultural Services (or designate), by the following year's Cultural Infrastructure Grant application deadline (or end of the calendar year), on any outstanding work including a timeline for completion;
- Project must not be represented as a City project; the Organization may not hold itself out as an agency of the City in any way, the only relationship being that the City has approved and granted financial assistance to the Organization;
- Appropriate acknowledgement of the City of Vancouver's support must be provided in all information materials, including publications and programs related to infrastructure project activities. Such recognition is to be commensurate with the value of the grant given and with that of other funding agencies. If the logos of other funders are used in an acknowledgement, the City should be similarly represented;
- Civic funding from all sources is not to exceed 50% of the project budget;
- Any variation of more than 15% of the proposed budget, or any change in funding or scope of the project as presented in the application, must be discussed with Cultural Services staff in advance of project implementation or in advance of the proposed change;
- If the project proposed is not commenced or not completed and City funds remain on hand within three years of approval date, or if the project is completed without requiring full use of the City funds, such funds to be returned to the City of Vancouver;
- The Organization must keep proper accounts of all receipts and expenditures relating to the project and make available for inspection by the City or its auditors all records and books of accounts of the Organization upon request of the City;
- City funding will be released in two payments:

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

The total grant to be paid (all installments) will be based on the final actual budget and shall not exceed:

- the original percentage awarded
- the amount of the grant as awarded by City Council

As a recipient of a Cultural Infrastructure Grant, our organization agrees to meet all the conditions and criteria for the Cultural Infrastructure Grant Program and to ensure that our project meets all applicable local, provincial and federal regulatory guidelines including City By-Laws and permit requirements. We understand that approval of this grant does not waive our obligation to seek City permits and approvals from the relevant civic departments as applicable. We further declare that funds will be used for facility planning or capital project only and will not be used to fund projects related to exhibitions, movable equipment or day-to-day operating expenses.

Organization Name

Project Name

Organization Representative (Printed Name)

Organization Representative (Signature)

Date

Please return a signed copy of this letter to:

*Debra Bodner, Cultural Planner
Cultural Services, City of Vancouver
Woodwards Heritage Building
Suite 501-111 West Hastings Street
Vancouver, BC V6B 1K*

PERMIT FEE ASSISTANCE GRANT STREAM

Maximum Assistance: \$1500 for either or combined building/development permit fees per project, per year.

Eligibility criteria:

1. The organization must be a Vancouver-based registered non-profit or charitable arts and culture organization.
2. The organization must demonstrate secure tenure in their space (eg. a rental track record, memorandum of understanding, lease or ownership).
3. Building or development permit(s) must be associated with alterations to or the development of a cultural facility. Using *Zoning and Development By-law* terminology, cultural facilities that may qualify include but are not limited to: Artist Studio, Hall, Library, Museum or Archives, Office, Photofinishing or Photography Studio, Production or Rehearsal Studio, Retail (Gallery), School - Arts, Theatre, Zoo and Botanical Garden. Facilities being considered for this Grant stream must have a defined cultural use.
4. The organization must have submitted a complete development and/or building permit application to Development Services.
5. The project must not be already receiving Cultural Infrastructure Grant funding for permit fees.
6. Allocations are made on a first come, first served basis until funds are expended, after which time, no further allocations will be made in that Grant year.