



ADMINISTRATIVE REPORT

Report Date: April 18, 2018
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RTS No.: 12154
VanRIMS No.: 08-2000-20
Meeting Date: May 15, 2018

TO: Vancouver City Council
FROM: General Manager, Arts, Culture, and Community Services
SUBJECT: Theatre Rental Grant Allocations - Fall 2018 and Spring 2019

RECOMMENDATION

- A. THAT Council approve re-allocation of unused/underused Theatre Rental Grants from January-August 2018 totalling \$149,995 that were approved in RTS11804; source of funds is the 2018 Theatre Rental Grant budget.
- B. THAT Council approve Theatre Rental Grants to 38 organizations totalling \$1,047,275 as listed in Appendix A for use of the Civic Theatres from September 1-December 31, 2018; source of funds is the remaining balance in the 2018 Theatre Rental Grant budget.
- C. THAT Council approve, in advance of the 2019 operating budget, Theatre Rental Grants to 44 organizations for Civic Theatre uses from January 1-August 31, 2019 totalling \$1,749,055 as listed in Appendix B; source of funds to be the 2019 Theatre Rental Grants budget.

Approval of grant recommendations requires two-thirds affirmative votes of all Council members.

REPORT SUMMARY

This report recommends grants to 61 organizations for a total allocation of \$2,796,330, for use of the Vancouver Civic Theatres (VCT) during the 2018/19 performing arts season that runs from September 1, 2018 through August 31, 2019.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

On July 12, 2017 (RTS 11804), Council approved 40 TRG totalling \$1,790,389 for the period of Jan. 1-Aug. 31, 2018.

On October 18, 2017 (RTS 12157), Council approved new rental rates for VCT that included both commercial and non-profit rates for Sept. 1, 2018 - Aug. 31, 2019.

CITY MANAGER'S/GENERAL MANAGER'S COMMENTS

The City Manager approves the recommendations in this report.

REPORT

Background/Context

The Theatre Rental Grant (TRG) program is one of many programs, awards and services that the City offers to advance the cultural vision and goals for Vancouver - to support a diverse and thriving cultural ecology. This program is designed to support 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 public and the arts sector, in any artistic discipline (e.g. Indigenous arts, community arts, dance, interdisciplinary, literary, media, multidisciplinary, music, theatre, visual arts).

TRG are non-cash grants that support eligible cultural non-profit producers and presenters to access the City's four professionally-equipped, downtown civic theatre venues – the Queen Elizabeth Theatre (QET), the Orpheum, the Vancouver Playhouse and the Annex. This program provides rental subsidy and assistance for certain VCT costs (including a portion of technical and front of house labour costs), and serves a range of organizations—from large-scale, year-round users through to small-sized, occasional users. The program objectives are to assist organizations with artistic development, to increase their profile, and expand their audiences.

In an effort to increase visibility and the opportunities available through Cultural Services and VCT in the community, staff conducted three outreach sessions in various neighborhoods (Aboriginal Friendship Centre, VIVO Media Arts Centre, KW Studios at Woodwards) in the fall of 2017. These sessions focused on Cultural Services and VCT grant programs including Projects, Community Arts, Theatre Rental and Underutilized Spaces. Approximately 100 people attended these sessions, where they had the opportunity to connect with grantee organizations and programs, peers in the community, and venues that may support their work.

The TRG annual public call for applications was issued in October 2017 for civic theatre uses for the 2018/19 (Sept. 1, 2018-Aug. 31, 2019) performing arts season. Applications were received via an online submission process from 62 organizations for performances during this 12-month time frame (see Appendix C). The applications were evaluated by a staff team from VCT and Cultural Services using the published criteria, and cross-checking 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 these considerations in place,

grants are recommended to the applicants as listed in Appendix A (Sept. 1-Dec. 31, 2018) and Appendix B (Jan. 1-Aug. 31, 2019).

Strategic Analysis

For the 2018/19 performing arts season, \$3,806,603 in rental support was requested and a total of \$2,796,330 is recommended in this report, a difference of \$1,010,273 as outlined in Table 1.

Table 1 - Summary of 2018/19 Theatre Rental Grants Requests & Recommendations

2018 Theatre Rental Grant Requests (Sept. - Dec.)	1,417,345
2019 Theatre Rental Grant Requests (Jan. - Aug.)	2,389,258
TOTAL Theatre Rental Grant Requests for 2018/19 Season	3,806,603
2018 Theatre Rental Grant Recommendations (Sept. - Dec. Appendix 1)	1,047,275
2019 Theatre Rental Grant Recommendations (Jan. - Aug. Appendix 2)	1,749,055
TOTAL 2018/19 Theatre Rental Grant Recommendations in this report	2,796,330
Difference between 2018/19 Recommendations and Requests	(1,010,273)

The TRG request exceeds available resources as result of expanded level of activity in the community, requested additional usage, and due to the increasing overall difference between the annual grants budget and theatre rental rate increases. As a result of this difference between demand and available budget, the TRG 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 to the level of their request

The 2018/2019 TRG season at VCT features a wide range of classical and contemporary performances in dance, theatre, film, and music. The work reflects the diversity of Vancouver's cultural communities, which include Indigenous and LGBTQ2+ communities, as well as performers from South Asia, Philippines, Taiwan, and Latin America. In addition, the TRG program is recommending support for several new or long absent applicants including Chibi Taiko Association, Electric Company Theatre, Greater Vancouver Professional Theatre Alliance, Latincover, and support for other venue presenters who want to present larger, more complex productions such as the Vancouver East Cultural Centre and the Italian Cultural Centre.

It is possible for organizations that are not recommended for funding, or did not receive their full TRG request, subject to their own financial resources, to request a non-profit rate directly from VCT 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 TRG, that missed the annual deadline, or are yet to book dates for future productions that fall within the 2018/2019 season.

Financial

The 2018 TRG budget is \$2,687,669. In July 2017 (RTS 11804), Council approved in advance of the 2018 budget, grants totalling \$1,790,389 for Spring 2018 events at VCT venues, leaving \$897,280 unallocated in the 2018 TRG budget. As of the April 11, 2018, seven granted organizations have cancelled or will underuse their Spring 2018 approved bookings, thereby making \$149,995 available for reallocation. This will bring the total available for allocation to \$1,047,275 for events from Sept. 1 - Dec. 31, 2018 as shown in Table 2.

Table 2 - Summary of 2018 Theatre Rental Grants funding

2018 Theatre Rental Grants Budget	2,687,669
2018 Theatre Rental Grants (Jan. - Aug.) allocated July 2017 (RTS 11804)	(1,790,389)
2018 Theatre Rental Grants Spring 2018 cancellations or underuses available for reallocation	149,995
TOTAL FUNDING AVAILABLE FOR ALLOCATION	1,047,275
2018 Theatre Rental Grants recommended in this report - Sept. - Dec.	(1,047,275)
2018 TOTAL UNALLOCATED THEATRE RENTAL GRANTS	(0)

Staff are therefore recommending 38 grants totalling \$1,047,275 for Sept. 1 - Dec. 31, 2018. The source of funds is the 2018 TRG budget. In the event that events are cancelled between the period of May - Dec. 2018, staff will present recommendations to the General Manager of Arts, Culture, and Community Services for re-allocation towards priority, eligible uses as published in the TRG guidelines, up to a maximum of \$200,000.

This report also requests approval of grants to 44 organizations for VCT uses from Jan 1-Aug 31, 2019 totalling \$1,749,055 in advance of Council's confirmation of the 2019 operating budget. The source of funds is to be the 2019 TRG budget. These grants are summarized in Table 3 and listed in Appendix B. Should the 2019 TRG budget remain the same as 2018 at \$2,687,669, a balance of \$938,614 would remain in unallocated funds for the rest of the year. This balance would not include any potential re-allocations from the Spring of 2019 due to cancellations or underuses.

Table 3 - Summary of 2019 Theatre Rental Grants projected funding

2019 Theatre Rental Grants Budget (projected to be the same as 2018)	2,687,669
2019 Theatre Rental Grant Recommendations in this report (Jan. - Aug.)	(1,749,055)
2019 TOTAL THEATRE RENTAL GRANTS BUDGET AVAILABLE TO ALLOCATE FOR Sept. 1 - Dec. 31, 2019	938,614

CONCLUSION

Staff are recommending TRG allocations of \$1,047,275 to 38 organizations to support Fall 2018 events and \$1,749,055 to 44 organizations for Spring 2019. All of these organizations are eligible recipients of Theatre rental Grants as noted in this report. Approval of these TRG

recommendations will support a wide spectrum of activities, featuring professional and community artists from diverse cultural and artistic communities, and will contribute to a thriving cultural ecology that enriches the lives of residents and visitors to Vancouver.

* * * * *

Recommendation A, Fall 2018

	Organization	Jan 1- Aug 31, 2018 Grants Allocated (RTS 11804)	Sept 1 - Dec 31, 2018 Requested	Sept 1 - Dec 31, 2018 Recommendation
1	Asian-Canadian Special Events Assn.		22,959	7,013
2	Ballet B.C. (Pacific Ballet B.C. Soc.)	119,294	166,980	118,312
3	Blueridge Chamber Music Soc.	4,550		
4	Borealis String Quartet Soc.	1,138	1,392	1,392
5	Caravan World Rhythms Soc.	23,483	32,111	24,293
6	Chibi Taiko Assn.		4,229	4,229
7	Children's Arts Umbrella Assn.	32,824	32,173	22,162
8	Chor Leoni Men's Choir	11,390		
9	CircusWest Performing Arts Soc.	2,843		
10	City of Nations Soc.		13,941	0
11	Coastal Jazz and Blues Soc.	79,733		
12	Compaigni V'ni Dansi Soc.		1,392	1,392
13	Craft Council of B.C.	3,413		
14	DanceHouse (Seismic Shift Arts Soc.)	39,734	12,686	8,458

Recommendation A, Fall 2018

15	DOXA Documentary Film and Video Festival (The Documentary Media Soc.)	13,734		
16	Electric Company Theatre Soc.		10,570	0
17	Erato Ensemble Soc.	3,412	2,088	1,392
18	Flamenco Rosario (Rosario Ancer Flamenco Arts Soc.)		9,797	5,621
19	Friends of Chamber Music	18,108	13,706	10,547
20	Greater Vancouver Professional Theatre Alliance Soc.		4,229	4,229
21	Indian Summer Arts Soc.	11,390		
22	Italian Cultural Centre Soc.		4,229	4,229
23	Kababayang Pilipino Of B.C. Soc.		10,572	8,458
24	Karen Flamenco Dance Soc.	7,764	10,572	4,229
25	New Orchestra Workshop Soc.	1,138		
26	New Performance Works Soc.	2,843	6,264	4,176
27	PuSH International Performing Arts Festival Soc.	33,549		
28	Soc. for the Museum of Original Costume		1,392	1,392
29	Sophisticated Laughter Theatrical Soc.		10,352	10,352

Recommendation A, Fall 2018

30	Sound of Dragon Soc.	7,393		
31	Standing Wave Soc.	1,138	1,392	1,392
32	Taiwanese Canadian Cultural Soc.		4,229	4,229
33	Universal Gospel Choir		13,941	10,352
34	Van. Academy of Music	23,708	20,704	20,704
35	Van. Bach Choir	26,134	17,260	17,260
36	Van. Chamber Choir	19,064	23,333	20,849
37	Van. Chinese Instrumental Music Soc.		1,392	1,392
38	Van. Chinese Singers Soc.	4,146		
39	Van. Chopin Soc.	6,036	8,458	8,458
40	Van. East Cultural Centre (The Cultch)		28,532	20,075
41	Van. Inter-Cultural Orchestra (VICO)	1,138	1,392	1,392
42	Van. Intl. Bhangra Celebration Soc.	5,730		
43	Van. Intl. Burlesque Festival Assoc.	6,910		
44	Van. Intl. Dance Festival Soc.	10,365		
45	Van. Intl. Film Festival Soc.		138,299	112,493
46	Van. Intl. Writers Festival Soc.		4,229	4,229
47	Van. Latin American Cultural Centre Soc.		10,572	8,458
48	Van. New Music Soc.	3,413	6,960	2,784

Recommendation A, Fall 2018

49	Van. Opera Assn.	338,375	121,380	86,840
50	Van. Out on Screen Film Festival Soc.	10,365		
51	Van. Pro Musica (Pro Musica Soc. of Van.)	1,138		
52	Van. Recital Soc.	16,360	14,028	10,869
53	Van. Seniors' Singing Club Assn.	6,910	13,941	0
54	Van. Spring Show Production Organization Soc.	17,035		
55	Van. Symphony Soc.	860,932	612,885	470,839
56	Van. Tap Dance Soc.	2,275		
57	VSO School of Music	9,727	1,392	1,392
58	West Coast Tap Dance Collective	2,581		
59	Yarilo Contemporary Music Soc.		1,392	1,392
	Total	1,781,460	1,417,345	1,047,275

Recommendation B, Spring 2019

	Organization	Jan 1- Aug 31, 2018 Grants Allocated (RTS 11804)	Jan 1 - Aug 31, 2019 Requested	Grant Recommendation. for Jan - Aug 31, 2019
1	Asian-Canadian Special Events Assn.		6,343	4,229
2	Ballet B.C. (Pacific Ballet B.C. Soc.)	119,294	125,094	118,186
3	Blueridge Chamber Music Soc.	4,550	6,960	4,176
4	Borealis String Quartet Soc.	1,138	1,392	1,392
5	Children's Arts Umbrella Assn.	32,824	40,049	29,602
6	Chor Leoni Men's Choir	11,390	19,029	12,687
7	CircusWest Performing Arts Soc.	2,843	22,734	6,343
8	Coastal Jazz and Blues Soc.	79,733	128,444	55,764
9	DanceHouse (Seismic Shift Arts Soc.)	39,734	48,630	38,059
10	DOXA Documentary Film and Video Festival (The Documentary Media Soc.)	13,734	20,986	10,546
11	Early Music Vancouver (Vancouver So. For Early Music		4,229	4,229
12	Electric Company Theatre Soc.		46,516	42,288
13	Erato Ensemble Soc.	3,412	4,176	2,784
14	Friends of Chamber Music	18,108	25,374	25,374

Recommendation B, Spring 2019

15	Indian Summer Arts Soc.	11,390	13,941	10,352
16	Karen Flamenco Dance Soc.	7,764	9,502	7,388
17	Latincouver Cultural and Business Soc.		4,229	4,229
18	Music on Main Soc.		2,784	2,784
19	New Orchestra Workshop Soc.	1,138	1,392	1,392
20	New Performance Works Soc.	2,843	3,480	2,784
21	PuSH International Performing Arts Festival Soc.	33,549	56,501	48,897
22	Sound of Dragon Soc.	7,393	12,685	8,457
23	Standing Wave Soc.	1,138	1,392	1,392
24	Turning Point Ensemble Soc.		4,872	4,176
25	Van. Academy of Music	23,708	29,017	29,017
26	Van. Asian Film Festival Soc.		8,458	4,229
27	Van. Bach Choir	26,134	25,078	20,849
28	Van. Cantata Soc.		2,088	1,392
29	Van. Chamber Choir	19,064	23,333	20,849
30	Van. Chinese Singers Soc.	3,455	4,229	4,229
31	Van. Chopin Soc.	6,036	9,477	9,477
32	Van. Inter-Cultural Orchestra (VICO)	1,138	1,392	1,392
33	Van. Intl. Bhangra Celebration Soc	5,730	20,954	1,392

Recommendation B, Spring 2019

34	Van. Intl. Burlesque Festival Assn.	6,910	8,458	8,458
35	Van. Intl. Dance Festival Soc.	10,365	25,372	21,144
36	Van. New Music Soc.	3,413	4,176	4,176
37	Van. Opera Assn.	338,375	407,255	290,669
38	Van. Out on Screen Film Festival Soc.	10,365	12,687	12,687
39	Van. Pro Musica (Pro Musica Soc. of Van.)	1,138	1,392	1,392
40	Van. Recital Soc.	16,360	25,272	25,272
41	Van. Seniors' Singing Club Assn.	6,910	21,969	17,740
42	Van. Symphony Soc.	860,932	1,134,781	814,045
43	Van. Tap Dance Soc.	2,275	2,784	2,784
44	VSO School of Music	9,595	10,352	10,352
	Total	1,729,645*	2,389,258	1,749,055

*Note: This total will not match the one in Appendix A as the list includes only the groups that applied for 2019 uses.



CULTURAL SERVICES
Cultural Grants Programs

2018/2019 THEATRE RENTAL GRANTS

Grant Application Deadline: Wednesday, November 1, 2017 at 4:00pm

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>

CONTEXT

The City of Vancouver's vision for arts and culture is to support a diverse and thriving cultural ecology that enriches the lives of residents and visitors.

Cultural Services and Vancouver Civic Theatres provide a broad range of services, programs, and awards to advance the vision, strategic directions, and goals of the Culture Plan for Vancouver (<http://vancouver.ca/culture-plan>), including allocating cultural grants, providing awards and other support programs, supporting creative spaces and commissioning public art.

For more information, please review this information guide and contact staff to determine eligibility and to obtain an application form well ahead of the deadline.

CONTACT INFORMATION

Peter Kendall, Theatre Rental Grant Administrator
Vancouver Civic Theatres
604.665.3028
peter.kendall@vancouver.ca
vancouver.ca/theatres



CULTURAL SERVICES
Cultural Grants Programs

2018/2019 THEATRE RENTAL GRANTS INFORMATION GUIDE

Deadline has two steps: Confirmation of Dates and Grant Application

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

OBJECTIVES AND DESCRIPTION

The Theatre Rental Grants program offers assistance to non-profit professional arts and cultural organizations for some of the costs (including some technical and front of house labour) when using the Vancouver Civic Theatres (Orpheum, Queen Elizabeth Theatre, Playhouse, and Annex). 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.

Please note: Theatre Rental Grant requests often exceed available resources. As a result, grants can range from 0 to 100% of any applicant's request. Unless otherwise specified, grant recipients should budget to pay for some labour expenses above what is included in the guidelines. Contact Civic Theatres to assist with cost estimates.

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 honorariums

Eligible costs

- Venue fees, including the services of IATSE/City of Vancouver Technicians (Head Carpenter, Head Sound, and Head Electrician for the QET/Orpheum, and Vancouver Playhouse; One Theatre Technician for the Annex) for up to 8 hours
- Front of House fees for the performance time (one hour prior to the event on stage up to 15 minutes after the on stage performance end time)
- Technical days and rehearsal uses

Ineligible costs and activity

- Administrative charges (insurance, licenses, security)
- Taxes (GST)
- Technical service charges above what is included (e.g. IATSE Local 118 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 and commission, additional security, Stage Door, etc.
- Included City of Vancouver Stage crew wages overtime
- Third-party fundraisers, competitions, and events not aligned with society's mandate

Rental Information and Rates for Vancouver Civic Theatre Spaces

<https://vancouvercivictheatres.com/plan-an-event/>

Application Process

1. All applicants must contact Peter Kendall, Theatre Rental Grant Administrator at Civic Theatres, 604.665.3028 or peter.kendall@vancouver.ca to confirm eligibility, reserve applicable uses and date(s), discuss your requirements, indicate your interest in applying for a grant.
2. Ensure that you have a confirmed date at Vancouver Civic Theatres with Peter Kendall, TRG Administrator at Civic Theatres, peter.kendall@vancouver.ca by the deadline.
3. Once you have secured a date with the Civic Theatres, request an application from Civic Theatres staff. Log in information will be emailed to you and the application is to be submitted online.
4. Submit the Theatre Rental Grant application by the deadline.
5. Please note that changes to your grant request including additional uses or addition of dates (subject to venue availability) are welcome up to November 1, 2017. After November 1, 2017 at 4:00 pm we will not be able to accept any changes to the application.

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 3 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. 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 event(s) 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 every grant can be funded or 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 the Civic Theatres TRG Administrator.

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 Acknowledgement 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, 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 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 Kate Swaney by email; kate.swaney@vancouver.ca or by phone at 604.665.2145 to receive the City's and VCT'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.

ADDITIONAL CITY RESOURCES

Activation of Underutilized Vancouver Civic Theatres (VCT) Spaces Grant

<https://vancouvercivictheatres.com/about-us/grants/>

The Underutilized Spaces Grant is available for events hosted by non-profit organizations that do not meet the criteria for the Theatre Rental Grant. It seeks to increase activation of underused VCT spaces, by removing barriers to access. It is applicable for events at the Queen Elizabeth Theatre Plaza, lobbies at all civic theatres, and the Annex.

Vancouver Civic Theatres Community Engagement Opportunities

Vancouver Civic Theatres welcomes the opportunity to partner with non-profit organizations to co-present events in VCT spaces. These spaces typically include the outdoor areas, lobby spaces, and the art galleries. For more information or to meet with the VCT Community Engagement team, please send an email to vctinfo@vancouver.ca.

Capacity Building - Vantage Point

<http://www.thevantagepoint.ca/>

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

Cultural Infrastructure Grants

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

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

VIVA Vancouver

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

In collaboration with community groups, local businesses, and regional partners, this program transforms road spaces into vibrant pedestrian spaces through short-term street closures.

Greening Your Event

vancouver.ca/doing-business/greening-your-event

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

Arts Event Licence

<http://vancouver.ca/doing-business/arts-event-licence.aspx>

Host pop-up performances in unconventional spaces including: studios, warehouses, factories, shops and wholesale spaces. Hold events at your location up to three days per month for up to 250 people, depending on the size of your venue. One application, one desk, one licence, and one low fee.

Permit Fee Assistance

<http://vancouver.ca/people-programs/permit-fee-assistance-for-cultural-spaces.aspx>

Cultural Services will pay up to \$1,500 towards development and building permit fees for cultural space projects. Offered on a first-come, first-served basis until the annual \$10,000 budget is spent.