



ADMINISTRATIVE REPORT

Report Date: April 30, 2019
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RTS No.: 12914
VanRIMS No.: 08-2000-20
Meeting Date: May 29, 2019

TO: Standing Committee on City Finance and Services
FROM: General Manager, Arts, Culture, and Community Services
SUBJECT: Theatre Rental Grant Allocations – Fall 2019 and Spring 2020

RECOMMENDATION

- A. THAT Council approve 40 Theatre Rental Grants to the institutions listed in the Organization column of Appendix A, in the amounts set out beside their names in the “Sept 1-Dec 31, 2019 TRG Recommendation” column of the Table in Appendix A for use of the Civic Theatres from September 1-December 31, 2019, in an aggregate amount of \$591,620; source of funding is the remaining balance in the 2019 Theatre Rental Grant Budget.
- B. THAT Council approve, in advance of the 2020 operating budget, 53 Theatre Rental Grants to the institutions listed in the Organization column of Appendix B, in the amounts set out beside their names in the “Jan 1– Aug 31, 2020 TRG Recommendation” column of the Table in Appendix B for use of the Civic Theatres from January 1-August 31, 2020, in an aggregate amount of \$967,590; source of funding is the 2020 Theatre Rental Grants Budget.
- C. THAT, pursuant to Section 206 (1) (j) of the *Vancouver Charter*, Council deems any organization listed in Appendix A or Appendix B that is not otherwise a charity registered with the Canada Revenue Agency to be contributing to the culture of Vancouver.
- D. THAT the General Manager of Arts, Culture and Community Services (GM of ACCS) is authorized to negotiate and execute agreements to disburse the grants described in this report on the terms and conditions generally set out below, and

on such other terms and conditions as are satisfactory to the GM of ACCS and the City Solicitor.

- E. THAT no legal rights or obligations are created by the approval of Recommendations A and B above unless and until the applicable theatre license agreement is complete and approved by the City in accordance with Recommendation D above and executed and delivered by both the grant recipient and GM of ACCS (or their designate).

Recommendations A and B require two-thirds affirmative votes of all Council members per section 206 (1) of the *Vancouver Charter*.

REPORT SUMMARY

This report recommends grants to 66 cultural organizations for a total of \$1,559,210, for use of the Vancouver Civic Theatres (VCT) during the 2019/2020 performing arts season that runs from September 1, 2019, to August 31, 2020. Grants are made in support of the City's vision of a diverse and thriving cultural ecology that enriches the lives of residents and visitors.

The recommendations (**Table 1**) have been made by a staff assessment process - a process that is rooted in the 2013-2018 Culture Plan Strategic Directions, based on criteria of the existing cultural grant framework, and mindful of the community-driven directions and opportunities of the forthcoming Creative City Strategy.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

On May 2, 2017, Council approved a motion for staff to develop a new, comprehensive Creative City Strategy that: addresses current and emerging challenges and opportunities; reflects the culture and history of the city; and interfaces with other City policies and strategies.

On July 11, 2017, (RTS No. 11804), Council approved that the GM of ACCS can approve the re-allocation of funds from any underused or cancelled Theatre Rental Grants to a maximum of \$200,000 per annum.

On May 16, 2018, (RTS No. 12154), Council approved 44 Theatre Rental Grants totalling \$1,749,055 for the period of January 1 - August 31, 2019.

On June 20, 2018, (RTS No. 12468), Council approved new rental rates for VCT that included both commercial and non-profit rates for September 1, 2019 - August 31, 2020.

On September 19, 2018, (RTS No. 12719), Council approved six Supplemental Assistance Theatre Rental Grants in alignment with emerging priorities of the Creative City Strategy totalling \$31,249 for the period of January 1 - August 31, 2019.

CITY MANAGER'S/GENERAL MANAGER'S COMMENTS

Theatre Rental Grants (TRGs) 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. Grants to these organizations animate the City's theatres and present a range of culturally diverse performances for public enjoyment. This program is one of many programs, awards, and services that the City offers to support a diverse and thriving cultural ecology.

The City Manager recommends approval of the foregoing.

REPORT

Background/Context

The Theatre Rental Grant (TRG) program is designed to support Vancouver-based, professional not-for-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).

This in-kind grant 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. The TRG program is currently one of the few non-cash grants within the Cultural Services grant programs. The 2019 TRG budget of \$2,772,851 is part of the overall 2019 Cultural Grants Budget of \$12,960,010. It is a direct internal transfer from the Cultural Services Grants budget to the VCT Operating Budget. Council approved TRG are disbursed as a credit equal to the appropriate not-for-profit VCT rental rate to offset the eligible technical, rehearsal, or performance rental cost usage and is applied as rental revenue to the VCT Operating Budget.

The work to develop a Creative City Strategy (CCS) was initiated in 2017 to update the 2008-2018 Culture Plan for Vancouver. This work, which is still underway, is guided by members of the community through the Creative City Strategy External Advisory committee, whose 18 committee members reflect diverse perspectives from across the arts, culture, and creative sectors. After extensive community consultation, early findings were presented to Council in May 2018, resulting in the identification of four high-level priorities: Reconciliation, Equity and Access, Visibility and Investment, and Capacity and Collaboration. Further work to identify goals and specific actions is still underway. A few quick start milestones have been achieved to date: the launch and allocation of Creative City Strategic Grants in 2018 to support projects in alignment with the early findings and grants to support 10 local community groups to host their own engagements on their own terms; a free Creative City Strategy Symposium on March 4, 2019, at the Vancouver Playhouse to present and discuss the findings; and a full-time Indigenous Arts and Culture Planner joined Cultural Services and has been leading a consultation process with Musqueam, Squamish, and Tsleil-Waututh First Nations to name a few.

Staff will deliver the draft CCS to Council later in 2019, with the aim to propose overall priorities and directions for the City's future investments in the creative sector and to inform the many cultural programs the City offers, including cash grants and access to VCT through rental grants.

Strategic Analysis

The TRG annual public call for applications was issued in January 2019, for VCT uses for the 2019/20 (September 1, 2019 - August 31, 2020) performing arts season. In an effort to increase awareness of the TRG program and other available civic cultural grant opportunities, staff conducted three outreach sessions at various neighbourhood venues (Roundhouse Community Arts and Recreation Centre, Dr. Sun Yat-Sen Classical Chinese Garden and Aboriginal Friendship Centre) in the fall of 2018. American Sign Language interpretation was available for all three sessions and Chinese translation was provided at the Dr. Sun Yat-Sen Classical Chinese Garden. Approximately 100 people attended, connecting them to City Cultural Planners and Vancouver Civic Theatre staff, their peers in the community, and to several programs that could support their work. Potential applicants who are deaf or live with a disability and needed support to complete their grant applications had the opportunity to access support to cover the costs of assistance from service providers.

Applications were received via an online submission process from 68 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 for its potential to reach expanded audiences, the organization's capacity to produce the event as proposed, and the community impact of the presentation. Grants are being recommended to applicants as listed in Appendix A (September 1 - December 31, 2019) and Appendix B (January 1 - August 31, 2020).

TRG requests and recommendations for the Vancouver Symphony Society (VSS) are being reviewed and recommendations will be put forward to Council in a separate report later in the summer.

For the 2019/20 performing arts season, \$2,184,870 in rental support was requested and a total of \$1,559,210 is recommended in this report, a difference of \$625,660 as outlined in Table 1.

Table 1 – Summary of 2019/20 Theatre Rental Grants Requests & Recommendations

2019 Theatre Rental Grant Requests (Sept. – Dec.)	797,520
2020 Theatre Rental Grant Requests (Jan. – Aug.)	1,387,350
TOTAL Theatre Rental Grant Requests for 2019/20 Season	2,184,870
2019 Theatre Rental Grant Recommendations (Sept. - Dec. Appendix 1)	591,620
2020 Theatre Rental Grant Recommendations (Jan. - Aug. Appendix 2)	967,590
TOTAL 2019/20 Theatre Rental Grant Recommendations in this report	1,559,210
Difference between 2019/2020 Recommendations and Requests	(625,660)

There is growing pressure on the TRG program as a result of increasing growth in the creative community. Requests for grants have been increasing with efforts to increase access to the program and as existing groups continue to expand their level of activity. In addition, closures of other non-civic performing arts facilities due to renovations, such as St. Andrews Wesley Church, are directing groups to access the civic theatres. As a result, the TRG process is competitive and not all requests meet the evaluation criteria to the same degree as other applicants and, therefore, not every organization can be recommended for funding or to the level of their request.

The TRG grant recommendations for the 2019/20 season at VCT feature a wide range of classical and contemporary performances in music, dance, theatre, and film. The works reflect the diversity of Vancouver's cultural communities, which include Indigenous and LGBTQ2+ communities, as well as performers and artists from the traditional lands of the Inuit, and other cultural traditions, including South Asia, China, Brazil, Taiwan, and Latin America. In addition, recommendations include support for several new or long absent applicants including Urban Ink, Movement Dance, The Frank Theatre, Vancouver Cantonese Opera, Music in the Morning, Westcoast Symphony, and others.

Organizations that are not recommended for funding or did not receive their full TRG request can request a not-for-profit rate directly from VCT and continue to rent the venue for their events, subject to their own financial resources. The not-for-profit rate is open to all eligible not-for-profit cultural groups and is available to groups that did not apply to TRG program, missed the annual deadline, or are yet to book dates for future productions that fall within the 2019/20 season.

Financial

The 2019 TRG budget is \$2,772,851 and the history of budget allocations in 2019 is summarized in Table 2. In September 2018 (RTS No. 12719), Council approved grants in advance of the 2019 approved budget, totalling \$1,749,055 for Spring 2019 events. Council approved in advance of the 2019 budget, supplemental grants totalling \$31,249 for Spring 2019 events. As of the April 26, 2019, 12 grantees have cancelled or will underuse their Spring 2019 approved grants, allowing \$79,000 for reallocation. With that, the total available for allocation is \$1,071,380 for events from September 1 – December 31, 2019.

Table 2 – Summary of 2019 Theatre Rental Grants (TRG) Allocations

2019 TRG Budget	2,772,851
2019 TRG (Jan. – Aug.) allocated May 2018 (RTS 12154)	(1,749,055)
2019 Supplemental TRG (Jan. – Aug.) one- time allocation Sept. 2018 (RTS 12719) to align with Creative City Strategy early findings	(31,249)
2019 TRG Spring 2019 cancellations or underuses available for reallocation	79,000
TOTAL FUNDING AVAILABLE FOR ALLOCATION	1,071,547

Staff are therefore recommending 40 grants totalling \$591,620 for September 1 - December 31, 2019. The source of funds is the 2019 TRG budget. In the event that events are cancelled between the period of May - December 2019, staff will present recommendations to the GM of

ACCS 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 53 organizations for VCT uses from January 1- August 31, 2020, totalling \$967,590 in advance of Council's approval of the 2020 operating budget. The source of funds is to be the 2020 TRG budget. These grants are summarized in Table 3 and listed in Appendix B. Should the 2020 TRG budget remain the same as 2019 at \$2,772,851, a balance of \$1,805,261 would remain for allocation for the rest of the 2020 year. This balance would not include any potential re-allocations from the Approved Spring 2020 grants due to cancellations or underuses.

Table 3 – Summary of 2020 Theatre Rental Grants (TRG) projected allocations

2020 TRG Budget (projected to be the same as 2019)	2,772,851
2020 TRG Recommendations in this report (Jan. – Aug.)	(967,590)
2020 TOTAL Estimated TRG BUDGET AVAILABLE FOR ALLOCATION Sept. 1 - Dec. 31, 2020	1,805,261

CONCLUSION

Staff are recommending TRG allocations of \$591,620 to 40 organizations to support Fall 2019 events and \$967,590 to 53 organizations for Spring 2020. Investment in these projects and organizations supports a diverse and thriving cultural ecology which supports the breadth of creativity - from Indigenous theatre, contemporary dance, Chinese opera, to classical music and opera.

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September 1 - December 31, 2019, Theatre Rental Grants
Organizations Recommended for Funding

	Organization (Legal Name)	Sept 1 - Dec 31, 2019 TRG Requested	Sept 1 - Dec 31, 2019 TRG Recommendation
1	Arts Umbrella Association	32,830	22,615
2	Asian-Canadian Special Events Association	12,890	7,155
3	Ballet B.C. (Pacific Ballet British Columbia Society)	134,790	120,690
4	BC Philharmonic Society	4,315	4,315
5	Borealis String Quartet Society	1,420	1,420
6	Canada International Arts & Music Society	3,225	3,225
7	Chor Leoni Men's Choir	35,550	21,120
8	DanceHouse (Seismic Shift Arts Society)	12,950	8,630
9	Erato Ensemble Society	2,130	1,420
10	Flamenco Rosario (Rosario Ancer Flamenco Arts Society)	6,475	4,315
11	Friends of Chamber Music	15,080	10,765
12	James & Jamesy Performance Society	15,635	4,315
13	Karen Flamenco Dance Society	10,790	4,315
14	Latincouver Cultural & Business Society	14,220	10,560

September 1 - December 31, 2019, Theatre Rental Grants
Organizations Recommended for Funding

	Organization (Legal Name)	Sept 1 - Dec 31, 2019 TRG Requested	Sept 1 - Dec 31, 2019 TRG Recommendation
15	Movement Dance Productions Society	17,265	8,630
16	Music in the Morning Concert Society	1,420	1,420
17	Music on Main Society	1,420	1,420
18	New Performance Works Society	4,970	2,840
19	Palme's Performing Arts Society	8,100	4,315
20	Post Modern Camerata Society	7,810	1,420
21	SAD Magazine Publishing Society	1,420	1,420
22	Sound of Dragon Society	1,420	1,420
23	The Standing Wave Society	1,420	1,420
24	The Vancouver Chopin Society	6,450	3,225
25	Turning Point Ensemble	7,155	2,840
26	Vancouver Academy of Music	21,120	21,120
27	Vancouver Bach Choir	60,150	39,000
28	Vancouver Cantonese Opera Society	2,130	1,420

September 1 - December 31, 2019, Theatre Rental Grants
Organizations Recommended for Funding

	Organization (Legal Name)	Sept 1 - Dec 31, 2019 TRG Requested	Sept 1 - Dec 31, 2019 TRG Recommendation
29	Vancouver Cabaret Theatre (Sophisticated Laughter Theatrical Society)	8,630	6,470
30	Vancouver Chamber Choir	23,755	21,270
31	Vancouver Inter-Cultural Orchestra Society	10,050	10,050
32	Vancouver International Film Festival (Greater Vancouver International Film Festival Society)	164,815	114,760
33	Vancouver International Writers Festival Society	4,315	4,315
34	Vancouver Latin American Cultural Centre Society	6,475	4,315
35	Vancouver New Music Society	4,970	4,260
36	Vancouver Opera Association	102,570	88,470
37	Vancouver Recital Society	20,235	13,785
38	Vancouver Seniors' Singing Club Association	1,420	1,420
39	VSO School of Music Society	4,315	4,315
40	Yarilo Contemporary Music Society	1,420	1,420
	Total	797,520	591,620

January 1 - August 31, 2020, Theatre Rental Grants
Organizations Recommended for Funding

	Organization (Legal Name)	Jan 1 - Aug 31, 2020 TRG Requested	Jan 1 - Aug 31, 2020 TRG Recommendation
1	Arts Umbrella Association	60,115	30,205
2	Asian-Canadian Special Events Association	14,820	4,260
3	Ballet B.C. (Pacific Ballet British Columbia Society)	127,620	120,570
4	BC Chinese Music Association	7,865	4,315
5	Blueridge Chamber Music Society	5,680	1,420
6	Borealis String Quartet Society	1,420	1,420
7	CircusWest Performing Arts Society	9,230	1,420
8	Coastal Jazz and Blues Society	168,090	56,880
9	Craft Council of British Columbia	4,260	1,420
10	DanceHouse (Seismic Shift Arts Society)	62,585	47,475
11	DOXA Documentary Film Festival (The Documentary Media Society)	10,760	8,630
12	Early Music Vancouver (Vancouver Society For Early Music)	4,315	4,315
13	Electric Company Theatre Society	69,050	47,455
14	Erato Ensemble Society	5,680	1,420

January 1 - August 31, 2020, Theatre Rental Grants
Organizations Recommended for Funding

	Organization (Legal Name)	Jan 1 - Aug 31, 2020 TRG Requested	Jan 1 - Aug 31, 2020 TRG Recommendation
15	Flamenco Rosario (Rosario Ancer Flamenco Arts Society)	1,420	1,420
16	Friends of Chamber Music	24,755	24,755
17	Greater Vancouver Professional Theatre Alliance Society	4,315	4,315
18	Hard Rubber New Music Society	1,420	1,420
19	Indian Summer Arts Society	14,220	10,560
20	Karen Flamenco Dance Society	9,700	6,475
21	Latincouver Cultural & Business Society	4,315	4,315
22	Music in the Morning Concert Society	4,645	3,225
23	Music on Main Society	8,520	5,680
24	New Orchestra Workshop Society	1,420	1,420
25	PuSH International Performing Arts Festival Society	41,100	25,580
26	Sky Theatre Group Society	7,100	2,840
27	Sound of Dragon Society	7,810	4,260
28	The Frank Theatre (Screaming Weenie Productions)	8,520	8,520

January 1 - August 31, 2020, Theatre Rental Grants
Organizations Recommended for Funding

	Organization (Legal Name)	Jan 1 - Aug 31, 2020 TRG Requested	Jan 1 - Aug 31, 2020 TRG Recommendation
29	The Post Modern Camerata Society	3,550	1,420
30	The Standing Wave Society	1,420	1,420
31	The Vancouver Chinese Singers Society	4,315	4,315
32	The Vancouver Chopin Society	12,945	8,630
33	The Vancouver Out on Screen Film Festival Society	12,945	12,945
34	Taiwanese Canadian Cultural Society	10,790	4,315
35	Turning Point Ensemble	2,840	2,840
36	Urban Ink Production Society	44,240	44,240
37	Vancouver Academy of Music	29,600	19,040
38	Vancouver Asian Film Festival Society	4,315	4,315
39	Vancouver Bach Choir	1,420	1,420
40	Van. Cabaret Theatre (Sophisticated Laughter Theatrical Soc.)	32,140	10,560
41	Vancouver Cantata Society	2,130	1,420
42	Vancouver Chamber Choir	23,755	21,270

January 1 - August 31, 2020, Theatre Rental Grants
Organizations Recommended for Funding

	Organization (Legal Name)	Jan 1 - Aug 31, 2020 TRG Requested	Jan 1 - Aug 31, 2020 TRG Recommendation
43	Vancouver Inter-Cultural Orchestra Society	2,840	2,840
44	Vancouver International Burlesque Festival Association	8,630	8,630
45	Vancouver International Dance Festival Society	26,965	21,580
46	Vancouver New Music Society	4,260	2,840
47	Vancouver Opera Association	329,905	291,145
48	Vancouver Pro Musica (Pro Musica Society of Vancouver)	1,420	1,420
49	Vancouver Recital Society	38,700	32,250
50	Vancouver Seniors' Singing Club Association	23,505	12,945
51	Vancouver Tap Dance Society	4,260	2,840
52	VSO School of Music Society	17,110	8,480
53	Westcoast Symphony Society	15,530	8,480
	Total	1,387,350	967,590

**January 1 - August 31, 2020, Theatre Rental Grants
Organizations Recommended for Funding**

**September 1, 2019-August 31, 2020 Theatre Rental Grants
Organizations Not Recommended for Funding**

	Organization (Legal Name)	Jan 1 - Aug 31, 2020 TRG Requested	Jan 1 - Aug 31, 2020 TRG Recommendation
1	Vancouver Comedy & Arts Society	37,070	0



CULTURAL SERVICES
Cultural Grants Programs

2019/2020 THEATRE RENTAL GRANTS INFORMATION GUIDE

Grant Application Deadline: Wednesday, February 27, 2019 at 4:00pm

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

The Theatre Rental Grant program supports a wide range of arts, culture and creative activities in Vancouver in support of a diverse and thriving cultural community. The City's Cultural Services department offers many other programs, awards and services. Those are detailed on the City's web page at: <http://vancouver.ca/people-programs/arts-and-culture-grants.aspx>

Creative City Strategy for Vancouver

The City of Vancouver is developing the Creative City Strategy (CCS), for arts, culture and creativity in Vancouver. The aim of this process is to develop a plan and vision for culture and creativity in Vancouver which addresses current and emerging challenges and opportunities, reflects the culture and history of the city, and interfaces with other City policies and strategies. Early findings have been expressed by the community through a pre-engagement phase of the CCS process, and have been identified as follows:

- Reconciliation
- Equity and Access
- Investment and Visibility
- Capacity
- Collaboration

Further details can be found here: vancouver.ca/creative-city-strategy

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

2019/2020 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 non-profit society, a community service co-op legally registered and in good standing with BC Registries and Services, a First Nations Band Council on whose unceded traditional homelands Vancouver sits, or a registered charity with the Canadian Revenue Agency (CRA).
- Have an mandate and proven capacity to present, produce, create or develop arts and cultural work
- Have an active presence and have programs and services delivered within Vancouver or be led by either Musqueam, Squamish or Tsleil-Waututh Nation members and held in their unceded traditional homelands upon which Vancouver sits.
- 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
- Be accommodating, welcoming and open to people of all ages, abilities, sexual orientation, gender identities (including trans, gender diverse and Two-Spirit people), ethnicity, cultural background, religion, language, socio-economic conditions, in their policies, practices and programs.

Ineligible Organizations, costs, and activity

- Organizations that do not have arts and cultural mandates or whose proposed activity does not meet the Program Objectives and Eligibility.
- Other City of Vancouver departments and branches including community centres.
- Social Service, Religious, Sports organizations or clubs.
- Non-Indigenous-led organizations and activity outside Vancouver city limits.
- Administrative charges (insurance, licenses, security)
- 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)
- Taxes (GST)
- Certain Stage equipment as identified by the Senior Manager of Production or his designate
- 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

Eligible costs

- Venue fees, including the services of IATSE/City of Vancouver Technicians (Head Carpenter, Head Sound, and Head Electrician at regular rates only, 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 (number of dates booked and usage to be booked at the discretion of the Director or his designate with performance rentals given priority over Technical day or rehearsal rentals)

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 Peter Kendall, TRG Administrator at Civic Theatres, peter.kendall@vancouver.ca. 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 February 27, 2019. After February 27, 2019 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 3. 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 Theatres and Cultural Services 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. Applicants receive an email notification from City Clerks generally a week in advance of the report going forward for Council's consideration and the meeting date. 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 be required to enter into a Theatre License Agreement in the City's standard form, setting out the terms of use of the Vancouver Civic Theatres.
- The Society will pay for all Vancouver Civic Theatres rental usage amounts, or portions thereof, including goods and services tax, to the City, that were not recommended for funding
- 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 Joe Santos by email; joe.santos@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

City of Reconciliation Vision and Goals

<https://vancouver.ca/people-programs/city-of-reconciliation.aspx>

Indigenous Community Resources

<https://vancouver.ca/people-programs/indigenous-communities>

Accessible Events Checklist and Resources

<https://vancouver.ca/people-programs/accessible-events-checklist-and-resources.aspx>

For organizations seeking to make their events more accessible and welcoming to all Vancouverites.

Transit Shelter and Video Screens Outdoor Promotional Programs

<https://vancouver.ca/people-programs/video-screen-advertising-program.aspx>

For organizations looking for a high-profile way to promote their events.

Free Support for City-wide Poster or Brochure Distribution

<http://vancouver.ca/people-programs/advertising-for-arts-culture-non-profit-groups.aspx>

Cultural Infrastructure Grants

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

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

Permit Fee Assistance

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

For organizations requiring support towards development & building permit fees for cultural space projects.

Critical Assistance Grant

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

For arts and cultural organizations facing a critical situation as a result of a facility emergency or urgent life-safety issue, this grant can help pay for costs associated with emergency repairs or safety upgrades.

Small Grants for Cultural Spaces

<https://vancouver.ca/people-programs/small-grants-for-cultural-spaces.aspx>

For organizations requesting support for small and time-sensitive projects related to arts and cultural spaces including planning, research, minor capital, mentorships and capacity building.

Theatre Rental Grants

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

For organizations requesting subsidized access to civic performance venues including the Orpheum, Annex, Queen Elizabeth Theatre and Vancouver Playhouse.

Other Civic Theatre Grants

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

For organizations seeking subsidized access to underutilized spaces at the Civic Theatres.

VIVA Vancouver

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

For organizations to transform road spaces into vibrant people spaces.

Greening Your Event

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

For organizations seeking to minimize their event's environmental impact: tools, tips or equipment.

Arts Event Licence

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

For organizations hosting pop-up events in unconventional spaces. One application, one licence, one low fee.