



ADMINISTRATIVE REPORT

Report Date: June 10, 2019
Contact: Natalie Lue/ Branislav Henselmann
Contact No.: 604.665.3020/604.871.6455
RTS No.: 12915
VanRIMS No.: 08-2000-20
Meeting Date: July 9, 2019

TO: Vancouver City Council
FROM: General Manager, Arts, Culture, and Community Services
SUBJECT: Vancouver Civic Theatres Grant 2020-2022

RECOMMENDATION

- A. THAT Council authorize Vancouver Civic Theatres (VCT) staff to maintain an annual grant program to animate non-commercial VCT spaces and enhance their profile, subject to a maximum expenditure of \$200,000 for each of the next three years 2020, 2021, and 2022 to be included in the annual VCT budget.
- B. THAT Council authorize staff to allocate a maximum of \$200,000 in each of the next three years to organizations meeting the criteria outlined in this report and specified in the VCT Grant Information Guide 2020 attached as Appendix A.
- C. THAT pursuant to Section 206 (1) (j) of the Vancouver Charter, Council deems any organization receiving a grant under this program from January 1, 2020 to December 31, 2022, 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) (or their designate), 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 (or their designate), and the Director of Legal Services.
- E. THAT no legal rights or obligations are created by the approval of Recommendation A above unless and until the applicable theatre license agreement is complete and approved by the City in accordance with Recommendation C above and executed and delivered by both the grant recipient and GM of ACCS (or their designate).

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

REPORT SUMMARY

This report seeks approval for a grant program to support not-for-profit arts, cultural, and social events at non-commercial Vancouver Civic Theatres (VCT) spaces and is requesting a three year annual grant program, to continue the community engagement momentum built within the 2017-2019 program at VCT.

Based on the success of the 2017-2019 grant program, VCT experienced greater utilization and diversity of users on the ʔxʷłexən Xwtl'a7shn, Annex and VCT lobby spaces, by groups and events that supported the City's vision of a diverse and thriving cultural ecology that enriches the lives of residents and visitors.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

On April 19, 2016 (RTS 11252), Council approved to authorize VCT staff to run a one year pilot to subsidize the use of VCT underutilized non-commercial public spaces to community groups to support arts, culture, diversity, local food and wellness, from VCT net revenues to a maximum of \$100,000 per annum.

On October 18, 2016 (RTS 11595), Council approved to authorize VCT staff to create an annual subsidy grant program to animate underutilized non-commercial VCT public spaces and enhance their profile while increasing partnerships with the community for three consecutive years to a maximum of \$150,000 in 2017; \$200,000 in 2018; and \$200,000 in 2019.

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 June 20, 2018 (RTS 12468), Council approved new rental rates for VCT that included both commercial and not-for-profit rates for Sept. 1, 2019-Aug. 31, 2020.

CITY MANAGER'S/GENERAL MANAGER'S COMMENTS

The City Manager recommends approval of the foregoing.

VCT Grants are non-cash grants that support eligible community groups with a focus on arts, culture, or a social mandate. Grants to these organizations animate the City's unique public spaces and present a range of culturally diverse events 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.

REPORT

Background/Context

The VCT Grant program, formerly known as the VCT Activation of Underutilized Spaces Grant Program, is designed to support Vancouver-based, arts organizations, not-for-profit local community driven groups, as well as community based festivals/events celebrating diversity within the city.

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), with an overall goal of maintaining a strong utilization of VCT non-commercial public spaces. An additional goal of this

program is to build community engagement and strategic partnerships with arts, culture, and socially focused groups, while assisting organizations with artistic development, to increase their profile, and expand their audiences.

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. 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

In an effort to increase awareness of the 2019 VCT Underutilized Spaces Grant 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.

One of the primary goals of this grant program is to provide low barrier access to small, new and emerging not-for-profit groups with a creative or social mandate by being able to continue to successfully negotiate short term rental engagements. The grant eligibility and guidelines of these short term rental agreements and grant award processes for 2020 are shown in Appendix A. This grant program is now well known within the creative and social not-for-profit sectors. Requests for grants continue to increase year after year. This signifies the value and continued need for this program as outlined in Table 1.

Table 1 – Summary of grant requests per year; 2017-2019

Year	Grant Requests	Grant Budget
2017	\$180,752	\$150,000
2018	\$241,932	\$200,000
2019	\$251,360*	\$200,000

**Partial Statistics: figure is only reflective of 2019 requests as of May 9, 2019.*

The 2017-2019 VCT Grant program featured a wide range of performance and cultural events. The works reflect the diversity of Vancouver's cultural communities, which include Indigenous and LGBTQ2+ communities, as well as performers, speakers, and artists from the traditional lands of the Squamish Nation, and other cultural traditions, including China, Iran, Taiwan, Africa, and Japan. In addition, the VCT grant supported organizations with strong community-based programming. A summary of Vancouver-based, arts organizations, not-for-profit local community driven groups, as well as community based

festivals/events that were awarded a grant in 2018 and provided access to VCT Non Commercial Public Spaces are listed in table 2:

Table 2 – Underutilized Spaces Grant 2018 Awardees

Organization	Nov 1, 2017 - Dec. 31, 2018 In-Kind Grant Estimate	Jan 1 - Dec 31, 2018 In-kind Grant Dispersed (event actuals)
Yarilo Contemporary Music Society	\$ 1,365.00	\$ 1,365.00
Bright Sunset Chinese Dance Group	\$ 1,365.00	\$ 1,392.00
Vashaan Music Society	\$ 1,365.00	\$ 1,365.00
Vancouver Opera Assn.	\$ 14,000.00	\$ 8,874.46
BC Chinese Music Assn.	\$ 1,365.00	\$ 1,365.00
Sky Theatre Group	\$ 17,394.00	\$ 13,647.00
Vancouver Comedy and Arts Society	\$ 6,000.00	\$ 5,832.33
Realwheels Society	\$ 10,704.00	\$ 6,139.00
Uzume Taiko Drum Society	\$ 2,676.00	\$ 2,730.00
ArtStarts in Schools Society	\$ 4,014.00	\$ 4,776.00
Reality Curve Theatre	\$ 13,380.00	\$ 14,331.00
Vancouver Queer Film Fest	\$ 6,000.00	\$ 2,573.74
Music on Main	\$ 4,014.00	\$ 4,014.00
Van Inter-Cultural Orchestra	\$ 4,014.00	\$ 3,412.00
BC Dance and Arts Live Society	\$ 4,014.00	\$ 2,047.00
Shift Theatre	\$ 5,352.00	\$ 2,728.00
Reality Curve Theatre	\$ 1,365.00	\$ 2,047.00
Redshift Music Society	\$ 4,000.00	\$ 4,000.00
Re:Naissance Opera	\$ 1,365.00	\$ 1,365.00
Chor Leoni Men's Choir	\$ 1,365.00	\$ 1,365.00
Heroic Opera	\$ 5,352.00	\$ 2,046.00
DVBIA	\$ 6,000.00	\$ 500.00
Ballet BC	\$ 4,095.00	\$ 4,095.00
Music In The Morning	\$ 4,000.00	\$ 5,911.16
Vancouver Poetry House	\$ 4,014.00	\$ 3,412.00
Great Vancouver Society to Bridge Arts and Community	\$ 1,365.00	\$ 1,365.00
Cinevolution Media Arts Society	\$ 5,000.00	\$ 5,000.00
The Tasai Collective	\$ 5,352.00	\$ 3,480.00
PHS Community Services Society	\$ 1,365.00	\$ 1,392.00
Taiwanese Canadian Cultural Society	\$ 4,095.00	\$ 4,176.00
Music on Main	\$ 1,392.00	\$ 1,392.00
Greater Vancouver International Film Festival Society	\$ 10,440.00	\$ 10,440.00
Vancouver Seniors' Singing Club Association	\$ 4,176.00	\$ 4,176.00
Turning Point Ensemble	\$ 1,392.00	\$ 1,392.00
Vancouver New Music Society	\$ 3,480.00	\$ 2,088.00

BC Chinese Music Association	\$ 1,392.00	\$ 1,392.00
MISCELLANEOUS Productions Society	\$ 1,392.00	\$ 1,392.00
Vashaan Music Society	\$ 1,392.00	\$ 1,392.00
Asian-Canadian Special Events Association	\$ 1,392.00	\$ 1,392.00
Hardline Productions	\$ 26,448.00	\$ 26,448.00
Total	\$198, 651.00	\$ 168, 249.69

As of 2020, should Council approve the continuation of this program, the name of the grant program will change from “VCT Activation of Underutilized Spaces Grant Program” (as announced from 2016-2019) to “Vancouver Civic Theatres Grant Program”. This name change is due to the fact that the 2017-2019 booking statistics from organizations that had access to the ANNEX, VCT’s premiere multi-use performing arts space, and one of the eligible venues within the VCT Grant Program, saw significant increases in utilization to this now sought after venue. Therefore as of 2020, it has been determined by VCT Staff that the term “underutilization” is no longer needed in the name of the grant program. Utilization statistics for the ANNEX, from VCT Grant supported events from the 2017-2019, are shown in table 3 below:

Table 3 – Summary of utilization for ANNEX; 2017-2019

Year	Number of Users	Number of Booked Days
2016*	36	121
2017	70	220
2018	65	234
2019	58**	218*

*2016 was a pilot project

**Partial Statistics: figures are only reflective of events booked as of May 9, 2019.

Financial

VCT is proposing this \$200,000 annual subsidy grant program be managed within the approved VCT operating budget, with a maximum expenditure of \$200,000 annually for 2020, 2021, and 2022.

CONCLUSION

This report recommends approval for VCT to continue to run an annual grant program for an additional three year cycle from 2020-2022 by supporting a diverse and thriving cultural ecology through subsidizing the use of VCT non-commercial public spaces. This grant program provides access to community driven not-for-profit organizations that support the breadth of creativity and social justice - from Indigenous lectures and fashion, Japanese poetry, celebration of African culture, to providing venue access to professionally trained artists with disabilities.

* * * * *

VCT Grant Information Guide 2020

Table of Contents

Background	2
Contact Information	2
About the Grant	3
Eligibility	4
Assessment and Evaluation Process	5
Conditions of Assistance	5
How to Apply	5
Confidentiality	6
Frequently Asked Questions	7

Background

This guide provides information about the objectives, criteria and application process for the VCT Access Grant program.

Application Intakes

October 1, 2019 for events that occur from January 1-June 30, 2020

April 1, 2020 for events that occur from July 1-December 31, 2020

Vancouver Civic Theatres Granting Streams

Vancouver Civic Theatres administers two distinctly different granting streams:

1. [VCT Grant](#)
2. [Theatre Rental Grant](#)

Other arts and culture grants offered by the City of Vancouver found on the [City of Vancouver website](#).

Contact Information

Emily Carvell
Community Engagement Specialist
604.665.2124
emily.carvell@vancouver.ca



Figure 1 Conference at the ANNEX



Figure 2 Ballet on šxwłexən Xwtl'a7shn (formerly QET Plaza)

About the VCT Grant

The VCT Grant program addresses the need for space by arts and cultural groups in Vancouver, while building on our commitment to equity, diversity and inclusivity in our civic theatre spaces.

The grant looks to support short-term rental engagements with local not-for-profit organizations with an artistic, social, or cultural mandate, as well as community-driven festivals or events celebrating diversity within the city.

This year Vancouver Civic Theatres will award \$200,000 towards the programming of select VCT spaces within its venue collective. The grant supports successful applicants by offsetting the facility rental costs of the following spaces:

- [ANNEX](#)
- [šxʷálexən Xwtl'a7shn \(Formerly QET Plaza\) ¹](#)
- [Ancillary spaces at all four civic theatres ¹](#)

The grant is not a cash award issued by cheque, or directly deposited into your organization's bank account. The grant amount will be considered a credit from which the facility rental costs that are invoiced to you by VCT will be deducted.

The grant amounts awarded will typically cover the majority of your rental costs, however there may be additional costs that you could incur. Examples include: overtime labour, insurance premiums, food and beverage fees, taxes, security, and additional technical crew based on production needs.



Figure 3 ANNEX Theatre



Figure 4 šxʷálexən Xwtl'a7shn (formerly QET Plaza)

¹ Bookings can only be confirmed 30 days prior to event

Eligibility

To apply to this program, the organization must:

- Be a Vancouver-based not-for-profit society; or a community service co-op legally registered in good standing with BC Registry Services; a registered charity with the Canadian Revenue Agency (CRA); or a First Nations Band Council
- Be a community-driven organization with a clear artistic, social, or cultural mandate
- Be accommodating, welcoming and open to people of all ages, abilities, sexual orientations, gender identities (including trans, gender diverse, two-spirit people), ethnicities, cultural backgrounds, religions, languages, and socio-economic conditions, in their policies, practices, and programs

Priority for funding will be given to:

- Organizations that are not eligible to apply for a Theatre Rental Grant (TRG) or for events within the 2020 calendar year where the TRG deadline has passed
- Public-facing events or performances that promote accessibility and inclusivity
- First time applicants

Eligible projects include:

- Community-based festival or special event with a focus on celebrating diversity
- Workshops/courses
- Performances
- Lectures
- Receptions

Ineligible organizations/projects include:

- Organizations that do not meet program objectives and eligibility
- Non-Indigenous led organizations or activity operating outside Vancouver's city limits
- Religious organizations
- Third-party fundraisers

Assessment and Evaluation Process

Organizations will be assessed on how well they meet the program criteria and funding priorities according to responses on the application.

A staff review process is used for this program. Vancouver Civic Theatres' staff and managers evaluate requests against the criteria for each proposal's relative merits.

There are established budget limits that have been set for each year by City Council. Not every applicant can be recommended for funding, and not every grant can be funded to the full request amount. Receipt of a grant does not guarantee funding in any future intakes.

Organizations are eligible to apply for a maximum of one project/event per intake. Any additional requests will not be considered.

Conditions of Assistance

The following terms and conditions to the awarded applicant will apply:

- Acknowledgment of Vancouver Civic Theatres in any promotional materials, speeches and welcoming/opening remarks in accordance with VCT's public acknowledgement guide.
- VCT must be notified of any significant programming/event changes in writing.
- Cancellation fee(s) are applicable for the cancellation of confirmed dates.
- Complete and return a final report no later than 30 days post event.
- Work with VCT to create cross collaboration opportunities to promote community engagement initiatives



Figure 5 Dance event on ǫxw'álexən Xwtl'a7shn



Figure 6 Dance event in QET Lobby

How to Apply

Application forms are available electronically here:
<https://vancouvercivictheatres.com/about-us/grants/>

Your application package must include:

1. Completed application form
2. Proof of not-for-profit status for (not required for organizations that provided a charitable registration number)

Please note: Incomplete applications will not be considered.

Complete and send the application form and all other required documents to:

Emily Carvell
Community Engagement Specialist
Vancouver Civic Theatres
emily.carvell@vancouver.ca

We will contact you to confirm we have received your application. Please allow up to 4 weeks for a decision.

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.

Frequently Asked Questions

Q: I'm an individual artist, can I apply?

A: No, but we encourage partnerships and collaborations. We suggest working with your local NFP organization and collaborating on a project proposal.

Q: Can I apply more than once?

A: No, organizations may only be approved for one project/event per intake.

Q: Can I apply for both the Theatre Rental Grant (TRG) and Underutilized Spaces Grant?

A: Priority is given to organizations and events that are not eligible to apply for a Theatre Rental Grant, however you may be eligible to apply for the VCT Grant if your event occurs within the 2020 calendar year where the TRG deadline has passed.

Q: Can I apply for a technical or rehearsal day?

A: The grant prioritizes applications for public-facing performances or events, but a technical day may be granted in addition to a performance day for events with complex technical needs.

Q: Am I guaranteed the dates I requested in my application form?

A: No, event dates cannot be confirmed until your grant has been approved. If approved, you will work with a booking coordinator to select dates within the venue's current availability.

Q: Are there any out of pocket costs to us?

A: The grant offsets the majority of the event costs, however you may incur additional expenses associated with security, food and beverage, overtime labour, additional technical staff based on production needs, etc.

Q: If I received funding last year, will I be approved again this year?

A: No, receipt of a grant in the past does not guarantee funding for any future intakes.

Q: If we are unable to find an available date or need to cancel can we carry the award forward to next year?

A: No, if you withdraw then the funds will be reallocated to another applicant.

Q: What is the cancellation policy/penalty?

A: Cancellation fee(s) are applicable for the cancellation of confirmed date(s). Should VCT be able to re-book the cancelled date(s) then the fee would not be charged.

Q: When will I find out the result of my application?

A: Please allow up to 4 weeks for a decision.