

Cultural Infrastructure Grant 2018 Information Guide

The City’s Cultural Infrastructure Grant Program provides matching grant support for arts and cultural space planning, acquisition, renovation and development of Vancouver-based arts and cultural spaces operated by non-profit cultural societies, co-ops, First Nations Band Councils or registered charities.

2018 KEY DATES

Meetings with Staff:	January 9 through February 23, 2018
Application Deadline:	Wednesday, March 7, 4:00 pm
Council Approval:	June 2018 (TBC)
Project Window:	Projects cannot begin until after City Council Approval and must be completed within three years of approval.

Inside

Context	2
Project Categories	3
Organizational Eligibility	4
Partnerships & Collaborations.....	5
Who is Not Eligible?	6
Application Process	10
Assessment Process	13
Grants Terms & Conditions	14
Grant Payment & Reporting	15
Final Notes.....	16

Contact

Potential applicants **must** contact Debra Bodner, Cultural Planner for a discussion of your proposed project well in advance of the application deadline. 604-873-7211 / debra.bodner@vancouver.ca

Context

Cultural 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, [Vancouver's Culture Plan: Strategic Directions](#) provides a framework to support a diverse, thriving cultural space ecology.

FIND TOOLS DESIGNED TO HELP YOU SUBMIT AN EFFECTIVE APPLICATION.

SEE THE [CULTURAL SERVICES INFRASTRUCTURE GRANT WEBSITE](#) FOR HELPFUL TOOLS AND DATES FOR THE 2017 INFO SESSIONS.

The Cultural Infrastructure Grant Program is intended to enable arts and culture organizations to plan, develop and enhance successful spaces that support the work of Vancouver's arts and culture community. Eligible arts and culture organizations, that are intending to plan for, purchase, construct, renovate or expand an arts and cultural space may apply for funding in support of their infrastructure project. The goals of the program are to:

- Support a robust and diverse ecology of cultural spaces
- Enable the planning, development, renovation and acquisition of arts and cultural spaces
- Strengthen the community's ability to develop, operate and sustain arts and cultural spaces
- As a City of Reconciliation and in efforts to promote equity, diversity and inclusion, this program aims to support those organizations representing or supporting Musqueam, Squamish and Tsleil-Waututh First Nations, Urban Aboriginals and historically underrepresented communities.

AS A CITY OF RECONCILIATION AND IN EFFORTS TO PROMOTE EQUITY, DIVERSITY AND INCLUSION, A PROGRAM GOAL IS TO SUPPORT TO ORGANIZATIONS REPRESENTING OR SUPPORTING ABORIGINAL AND HISTORICALLY UNDERREPRESENTED COMMUNITIES.

The Program encourages innovation, best practices and strong collaborative partnerships with funders, developers, arts and cultural groups, and other stakeholders. For example, cultural facility projects may result in (but not be limited to):

- **Improved inventory:** protected and increased number of arts and cultural creation, production, presentation, preservation, and living spaces;
- **Facility renewal and preservation:** improved quality and standards of existing arts and cultural facilities and infrastructure including accessibility;
- **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.

Project Categories

There are three categories of Cultural Infrastructure Grants:

A. Planning Projects

Projects that involve planning studies, for the acquisition, construction, renovation, or expansion of an arts and cultural facility, may be granted to a **maximum of \$50,000**. This includes (eg.) pre-planning, needs assessment and feasibility studies, building program plans, master planning, and fundraising / capital campaign assessment.

B. Minor Capital Improvements

Building-based projects involving the purchase, construction, renovation, or expansion of an arts and cultural facility with budgets up to \$100,000 may be granted to a **maximum of \$50,000**. This includes projects involving the purchase or installation of equipment that is integral to the existence of the facility.

C. Major Capital Improvements

Building-based projects involving construction, renovation, or expansion of an arts and cultural facility with budgets over \$100,000 may be granted to a **maximum of \$250,000**. This includes projects involving the purchase or installation of equipment that is integral to the existence of the facility.

Grant Funding

Projects that demonstrate partnerships, diverse financial support and the ability to leverage additional funds have a competitive advantage.

- The maximum level of support from all City sources is 50% of total project costs to a set maximum (up to \$50,000 or \$250,000).
- Applicants receiving funds from multiple City of Vancouver or Park Board programs or departments towards the same infrastructure project must ensure the total City contribution does not exceed 50% of eligible project costs.

MORE DETAILS ABOUT EACH CATEGORY ARE FOUND BEGINNING ON PAGE 6.

THE MAXIMUM LEVEL OF SUPPORT FROM ALL CITY OF VANCOUVER SOURCES (INCLUDING SOURCES SUCH AS THE PARK BOARD) IS 50% OF THE TOTAL PROJECT COST TO A SET MAXIMUM DOLLAR AMOUNT.

POTENTIAL APPLICANTS MUST CONTACT A STAFF MEMBER TO DISCUSS THEIR ELIGIBILITY AND PROJECT, WELL IN ADVANCE OF THE SUBMISSION DEADLINE.

- Payment of Cultural Infrastructure Grants will be contingent on securing all project revenues from other sources (see Payment and Reporting for more details).
- 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.
- 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.
- Applicants may not submit more than one application to Planning or Capital 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.
- Funded projects must be completed within three (3) years of the Council approval date.

Organizational Eligibility

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. At minimum, all applicants must:

- Be a registered Vancouver-based non-profit society*, charitable organization, non-profit cooperative, or Musqueam, Squamish and Tsleil-Waututh First Nations Band Council** having an independent, active governing body composed of volunteers (i.e. a Board of Directors/Council). Voting members of the Board of Directors/Council of the organization receiving funds from the City of Vancouver may not concurrently hold a paid staff position with the organization, and may not be paid for services to the organization (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.*

- The organization must have a clear arts and cultural focus in their vision and mandate. Funding is focused primarily on arts

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

creation/production, presentation, and performance spaces, as well as their supporting ancillary spaces.

- The organization must have operated for at least two fiscal years prior to the application deadline and be able to submit their most recent approved financial statements.
- Infrastructure must be located within Vancouver City Limits.
- Provide arts and cultural programs to Vancouver residents and be accommodating, welcoming and open to people of all ages, abilities, sexual orientation, gender identities (including trans*, gender-variant and two-spirit people), ethnicity, cultural background, religion, language, socio-economic conditions, in their policies, practices and programs.

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

Partnerships & Collaborations

The City of Vancouver encourages the creation of partnerships and collaborations that enable the development of sustainable, affordable arts and cultural spaces.

Non-profit arts and cultural organizations applying in partnership or as a collaborative with other non-profits should designate one organization as the lead applicant. Applications submitted by arts and cultural non-profits (as lead applicant) in partnership with private/commercial entities working in the creative sector are eligible.

Evidence must be provided that the proposed project is vital to the activities and mandates of each partner organization. For non-profit/private partnerships, evidence that the partnership is appropriate and that the privately-operated facility is vital to the arts and cultural community must be provided.

A detailed Memorandum of Understanding (MOU) or Partnership Agreement (PA) between the partner organizations with clearly defined roles, responsibilities and relationships must be provided with the application.

Multi-Purpose Spaces

Spaces that are used for multiple functions and/or disciplines, including cultural (ie. community centre, cultural centre), must demonstrate 50% or greater use of the space for arts and culture purposes in order to be eligible for the cultural grant. Speak with the Cultural Planner for further information.

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

**PROJECT CATEGORIES &
MAXIMUM GRANT
AWARDS:**

**A. PLANNING PROJECTS
UP TO \$35,000**

**B. MINOR CAPITAL
IMPROVEMENT PROJECTS
UNDER \$100,000 UP TO
\$50,000**

**C. MAJOR CAPITAL
IMPROVEMENT PROJECTS
OVER \$100,000 TO A
MAXIMUM OF \$250,000**

Tenure

If a project is specific to an existing space, the arts/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 (from the date of application) 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 arts and cultural purposes for a period of not less than ten (10) years from the date of application. For planning projects related to finding new space, evidence of tenure is not required.

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, language, 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 with an outstanding Infrastructure Grant may not be eligible to apply until their current grant is completed. Please speak with Debra Bodner, Grant Planner to discuss your situation.

Project Categories - Details

A. Planning Projects

Grants of up to \$50,000 are available for planning projects towards the acquisition or development of arts and cultural facilities. Grants may be used for feasibility studies, demand or needs assessment, building program plans, master planning, and 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, accessibility plans, etc.) or later planning stages (site massing and analysis, design concepts, engineering consultations, etc.). The development of Historic Conservation, Maintenance or Systems Replacement Plans for existing facilities are also eligible. 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.

PLEASE CONTACT STAFF FOR CLARIFICATION OR CONFIRMATION OF ITEMS ELIGIBLE FOR FUNDING

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

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](#).

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

There are two levels of grants for capital improvement or building-based projects support: up to \$50,000 (minor) and from \$50,001 to \$250,000 (major). Funds are available to support the acquisition, renovation, expansion, and construction of arts and cultural facilities. Improvements must be of a “built-in” or “permanent” nature and/or 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/or comfort; sprung flooring; soundproofing; lighting grids; expansion of existing spaces; etc.).

Note: the City specifically encourages applications to the program that create or improve physical access to facilities for individuals with disabilities and/or address known health and safety deficiencies.

- 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.).

Major Equipment: Major equipment that is essential to the operation of the facility and permanently 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 light fixtures, exhibition cases, etc.) or that is artifact-related (storage systems for historical objects or antiquities, archives, monuments, works of art, etc.).
- Stand-Alone equipment; audio/visual systems/equipment, computer or communication equipment or systems. Note: integral hard-wiring for equipment is eligible, however, the movable equipment itself is not.
- Furniture and other depreciable assets, appliances, light fixtures, curtains/blinds or other movable/transportable objects.

THE ASSESSMENT CRITERIA WILL BE USED TO EVALUATE YOUR PROPOSAL/PROJECT. ENSURE THAT ALL ELEMENTS ARE ADDRESSED IN YOUR SUBMISSION.

- 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 prior to the Council approval date.
- Administrative costs not directly related to the project.
- Cost associated with the development of the project proposal/grant application submission.
- Organizational operating expenses.
- Organizational strategic planning, capital campaigns, fundraising or marketing activities.
- Moving expenses. Training or tools. Computer software. Food and beverages.
- Planning or capital projects **not** located in Vancouver.

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?

Assessment Criteria

The 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.

1. VISION, DEMAND & ACCESS

Vision: The proposed facility project is rooted in a strong organizational vision and a larger shared vision that contributes to Vancouver's cultural space ecology. The project should be consistent with the organization's mission and long term strategic plan.

Demand: The project fits with Vancouver's Culture Plan ([2008-2018 Culture Plan](#)) and presents a compelling rationale for a cultural space by way of **demonstrated and substantiated need/demand** from the wider community and potential audiences through surveys, demand analysis, etc. Ideally the project addresses a need or key gap identified in the 2008-2023 Cultural Facilities Priorities Plan. (<http://vancouver.ca/files/cov/CulturePlan-Phase1-Facilities-Study.pdf>)

Identified Key Gaps:

- Development of live presentation facilities that address demand in the 400-seat to 600-seat range.

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

A STRONG APPLICATION ADDRESSES THE FOLLOWING:

- **STRENGTH AND QUALITY OF THE ORGANIZATION'S PROGRAMMING, ADMINISTRATION AND BOARD OF DIRECTORS**
- **THE NEED FOR THE PROPOSED PROJECT AND ITS BENEFIT TO THE COMMUNITY**
- **ABILITY OF THE ORGANIZATION TO RAISE THE REQUIRED MATCHING FUNDS AND TO SEE THE PROJECT TO COMPLETION**
- **ABILITY OF THE ORGANIZATION TO OPERATE AND MAINTAIN THE FACILITY AFTER THE PROPOSED IMPROVEMENTS ARE COMPLETE**

- 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.

Access & Diversity: 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.

2. ORGANIZATIONAL CAPACITY

Capacity and Leadership: The Proposal demonstrates effective organizational capacity and leadership necessary to deliver the project, including active involvement of a relevant board and staff.

Partnership and Collaboration: Partnership and collaboration play a role in the development, funding and delivery of the project.

Project Management: The Proposal demonstrates a detailed, effective and realistic project plan and project management for the Project. There is a solid rationale for the selection of the project leader/manager.

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

demonstrates multi-partner funding and/or a diverse range of financial support.

3. SUSTAINABILITY

Financial Sustainability: The proposal demonstrates how the organization will ensure financial viability to complete the project and articulates realistic projections of the long term operating revenues and expenses required to support and operate the completed facility for its useful future life.

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

Adaptability and Accessibility: 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.

Environmental Sustainability: the project makes a positive contribution to environmental sustainability. The project involves or promotes “green” initiatives and practices.

Accessibility, 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). The project addresses accessibility issues.

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

NEW!
UPON ARRANGING A MEETING WITH THE GRANT PLANNER YOU WILL BE PROVIDED WITH A “STATEMENT OF INTENT TO APPLY” FORM TO COMPLETE AND SUBMIT PRIOR TO MEETING WITH STAFF TO DISCUSS YOUR SUBMISSION.

Application Process

1. Once you have read through the Infrastructure Grant Guidelines carefully and made sure that both your organization and your project meet all eligibility requirements, contact the City staff representative to discuss your project well in advance of the application deadline date. You will be provided with a one-page “Statement of Intent to Apply” form to complete and submit prior to meeting with staff to discuss your submission.
2. Once your meeting with staff has occurred, and if your group and project are eligible, we will email you an invitation to apply online. The completed application form must be submitted by the deadline.

YOU MAY CONTRIBUTE UP TO 25% OF YOUR BUDGET AS IN-KIND SUPPORT... THIS CAN INCLUDE CASH AND/OR MATERIAL DONATIONS AS WELL AS RELEVANT STAFFING TIME OF SALARIED EMPLOYEES FROM YOUR OWN INSTITUTION. IN-KIND CONTRIBUTIONS MUST BE ITEMIZED AND EXPLAINED IN YOUR BUDGET NOTES. EXPLAIN HOW THE NUMBERS ARE DERIVED AND THE BASIS FOR THE DETERMINATION.

KEEP A RECORD OF STAFF OR OTHER IN-KIND CONTRIBUTIONS AS YOU WILL BE REQUIRED TO PROVIDE THIS IN YOUR FINAL GRANT REPORT.

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.

3. Review the Assessment Criteria before starting your application. Ensure that you provide adequate detail and context about your project and enough information to address each of the criteria as your proposal will be evaluated against these criteria.
4. **Budget:** The following points will assist with completing your budget:
 - Facility Projects must show a balanced budget, that is, revenues must equal expenses.
 - Be as clear and detailed as possible in the mandatory Budget Notes 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. Be as detailed as possible in your Budget Notes and explain how the numbers are derived.
 - 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 of the Budget.
 - In-kind contributions are permitted but may not exceed 25% of the total project budget. Itemized in-kind contributions must include the following information in Budget Notes: 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.**
 - 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", "approval pending" or "confirmed".
 - We allow a maximum of 5% of the total project budget for miscellaneous administrative costs such as photocopying, telephone, room rental, support staff, etc., and recommend a reasonable contingency to also be included.

BUDGET NOTES ARE REQUIRED AND ARE IMPORTANT FOR THE REVIEW OF YOUR FINANCIALS.

PLEASE ITEMIZE AND DETAIL BUDGET LINE ITEMS IN THE BUDGET NOTES.

IF YOU LEASE A SPACE FROM COV, YOU MUST DISCUSS YOUR PROJECT WITH CITY FACILITIES DEPARTMENT PRIOR TO SUBMITTING YOUR APPLICATION.

DON'T FORGET TO INCLUDE A REASONABLE CONTINGENCY IN YOUR BUDGET.

5. **Quotes:** For projects requesting a grant up to \$20,000, a minimum of one (1) quote is required; for projects requesting a grant between \$20,001 - \$100,000 a minimum of **two (2)** quotes is required; for projects requesting a grant between \$100,000 - \$250,000, **three (3)** quotes from prospective consultants or suppliers are required.

If a "sole source" consultant or contractor has been chosen for projects requesting grants over \$20,000, an explanation and compelling rationale for why and how they have been chosen must be included.

Quotes and/or explanations should include itemized costs related to the scope of work; total cost of the project; timeframe for the project; and expertise of consultants or suppliers.

6. **Permits:** If your capital project requires permits, you will need to confirm that all required building or development permits have been or will be obtained prior to any initial grant payment.

<http://vancouver.ca/home-property-development/permits-and-regulations.aspx>

You may apply to the Permit Fee Assistance Grant for 100% of the permit fees to a maximum of \$1500. If you receive a grant through the PFAG, you may not claim the same fees through this program.

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

7. **Permission from Landlord:** You are required to submit a letter from your landlord approving any capital work on the premises. If you lease a space from the City of Vancouver, you must discuss your planning or capital project with the City Facilities department to gain approval (even if in principle) **prior to submitting your application**. Please contact Debra Bodner, Cultural Planner for more information.
8. Ensure that you have provided all the necessary support material as incomplete applications will not be forwarded to the jury for assessment.
9. Ensure that your Board of Directors (or designate) has reviewed and signed off on the application.
10. All applications must be received by Cultural Services by 4:00 p.m. on the day of the deadline. **Be sure to keep a copy for your own records.**

11. 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.

Assessment Process

Completed applications are assessed through the following process:

1. Applicant Eligibility

Applications are checked by City staff for eligibility and completeness. Incomplete or ineligible applications will not be forwarded to the Assessment Committee. It is the organization's responsibility to ensure that all information required is included in the submitted application.

2. Application Review

Eligible applications are forwarded to an Assessment Committee composed of City staff, facility experts and community peers for review. The Committee evaluates the submissions based on the Assessment Criteria (page 8) and makes recommendations to Council on project funding and grant amounts.

3. City Council Approval

Assessment Committee recommendations require City Council approval and will be put forward in a public report to Council.

4. Notification

Each applicant will receive a notice of the City Council meeting at which the grants will be considered along with the Assessment Committee's recommendation. 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.
2. 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](#)).

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 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 may be requested to make available for 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 or may risk being ineligible.
- 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.
- 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 Grant may in no way be construed as providing for other City approval beyond the jurisdiction of the Grant Program.

Grant Payment & Reporting

Once the recommendations are approved by Council, you will receive a confirmation notification by email. Please retain this notification as your document of record for your Auditor, if required.

NEW!: All grant recipients are required to set up direct deposit using an Electronic Funds Transfer (EFT) form with the City's Financial Services Group to expedite payment. If your organization has not been set up for EFT, please contact cultural.services@vancouver.ca for the form and instructions so as not to delay payment.

Payment schedules may vary, however, generally grants up to \$50,000 will be provided in two instalments (typically 80% and 20%) while larger grants may be paid out in three installments (typically 50%, 30% and 20%).

FIND THE "FINAL REPORT" TEMPLATE ON THE [CULTURAL SERVICES INFRASTRUCTURE GRANT WEBSITE](#).

- For most approved grants, the initial payment 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 required permits where applicable (or evidence of submission for permit);
 - "subject to" stipulations where applicable.
- For Grants over \$50,000, a second payment of 30% may be released upon request through the submission of an interim budget and projected timeline for completion.
- The final payment will be released upon completion of the project and submission of a final report - signed off by the Board - to Cultural Services:
 - a final report (template is on CIG website) outlining the project and detailing the actual project costs;
 - evidence of expenditures including copies of receipts for eligible expenses over \$500;
 - copies of occupancy or other permits where applicable.

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

All Grants:

- If there are residual funds left at the completion of the project, the organization may discuss with staff to direct those funds to a cost **directly related** to the original project, for example: an

unforeseen but related expense. This must be approved by staff prior to release of the final payment.

- The total grant to be paid (all installments) will be based on the final actual costs and shall not exceed:
 - the original percentage (to total proposed budget) as approved by City Council
 - and the amount of the grant as awarded by City Council
- 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.

Final 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 may 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.

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.