

2018/2019 THEATRE RENTAL GRANTS

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

Theatre Rental Grants is one of many programs, awards and services we offer to advance the vision and goals of the Culture Plan for Vancouver. Other programs, awards and services are detailed on the City's web page at:

<http://vancouver.ca/people-programs/arts-and-culture-grants.aspx>

CONTEXT

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

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

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

CONTACT INFORMATION

Peter Kendall, Theatre Rental Grant Administrator

Vancouver Civic Theatres

604.665.3028

peter.kendall@vancouver.ca

vancouver.ca/theatres

2018/2019 THEATRE RENTAL GRANTS INFORMATION GUIDE

Deadline has two steps: Confirmation of Dates and Grant Application

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

OBJECTIVES AND DESCRIPTION

The Theatre Rental Grants program offers assistance to non-profit professional arts and cultural organizations for some of the costs (including some technical and front of house labour) when using the Vancouver Civic Theatres (Orpheum, Queen Elizabeth Theatre, Playhouse, and Annex). The program is intended to assist with artistic development, increasing profile and expanding audiences for organizations by providing access to well-equipped and centrally-located professional venues.

Organizational Profile for Theatre Rental Grants

This program is for Vancouver-based, professional non-profit arts and cultural organizations that have a mission to develop, create, produce, present and disseminate artistic work for the benefit of the arts sector, in any artistic discipline (i.e. Aboriginal arts, community arts, dance, interdisciplinary, literary, media, multidisciplinary, music, theatre, visual arts).

The program is for organizations that have a clear and relevant mission to deliver annual public artistic programs. These producing and presenting organizations range from community-based to professional. They have identified that their performance requirements and audience estimates are a right fit with the available Civic Theatre spaces. They may be recently-incorporated (minimum 1 year before grant deadline) or long-standing societies. They have demonstrated capacity to produce in a professional venue, deliver artistically-strong work and promote the events to a broad Vancouver audience.

There are three categories of cultural non-profit organizations eligible for the program.

1. Seasonal (large-scale) renters using the Civic Theatres as their primary venue.
2. Regular (generally mid-sized and small-scale) seasonal and festival renters using the Civic Theatres for annual/consistent uses as their primary or secondary venue.
3. Occasional renters using a Civic Theatres facility for their presentation or production two times per year or less.

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

Eligibility

To apply to this program the organization must:

- Be a registered non-profit society or a community service co-op registered with BC Registry Services or a registered charity with the Canadian Revenue Agency (CRA) and be registered for at least one year at the time of the application deadline
- Have an mandate and proven capacity to present, produce, create or develop arts and cultural work
- Be based and active within the City of Vancouver and actively promote its events to a Vancouver audience
- Have an independent Board of Directors
 - Directors must meet the minimum articles of respective governing acts (BC Society Act, BC Cooperative Service Act for Community Service Coops, or the Canada Not-for-profit Corporations Act)
 - Directors are volunteers and must not be remunerated for services in their capacity as a Director (but may be reimbursed for reasonable expenses incurred) nor can they hold concurrent staff positions
- Have proven capacity to promote the events (i.e. marketing and communications, outreach, human resources)
- Have demonstrated financial capacity
 - Diversified cash resources (earned, private and public) to produce the events and pay for any additional fees above the granted amount
 - Independently-prepared financial statements
 - Have demonstrated capacity to pay professional artists at standard industry rates or community artists with fairly-negotiated honorariums

Eligible costs

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

Ineligible costs and activity

- Administrative charges (insurance, licenses, security)
- Taxes (GST)
- Technical service charges above what is included (e.g. IATSE Local 118 stage crew wages, dance floor installation, use of video for projection or recording, piano tuning)
- Audience Services labour for pre and/or post show events and receptions, as well as charges for merchandising, licensing and commission, additional security, Stage Door, etc.
- Included City of Vancouver Stage crew wages overtime
- Third-party fundraisers, competitions, and events not aligned with society's mandate

Rental Information and Rates for Vancouver Civic Theatre Spaces

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

Application Process

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

Assessment Criteria

Most questions in the Application Form have corresponding criteria displayed directly below the question. Your answers in the Theatre Rental Grant application will be assessed against specific criteria. Where there is no criteria specified for a particular question, survey questions are posed to categorize your organization as a Seasonal, Regular or Occasional user as outlined on Page 2. They also help us to collect statistical information that is not already in CADAC (Canadian Arts Data/Données sur les arts au Canada) data.

Questions in the Application Form are organized into the following categories:

- Organizational Mission
- Proposed Activity
- Participation and Impact
- Hold Status and Theatre Availability
- Financial Resources
- Promotional and Outreach

Criteria within each of these categories represent best practices in the arts and culture sector for community-based to professional non-profit arts producers and presenters as outlined in the Eligibility section on Page 3 of this guide. Organizations will be assessed on how well they meet the criteria according to the narrative response and additional material provided. It is understood that every organization is unique and there is no one-size-fits-all performance measure for cultural organizations in the non-profit cultural sector.

Assessment Process

A staff review is used for this program. Vancouver Civic Theatre staff evaluate requests against the criteria which consider each proposal's relative merits, its potential to expand audiences, the organization's capacity to produce the proposed event(s) and the community impact of the presentation. Requests are cross-checked against booking dates and theatre availability.

Please note that recommendations are made within established budget limits that are set each year by City Council. As requests for assistance typically exceed the available budget, the process is competitive and not every grant can be funded or funded to the full request amount.

Recommendations and Report to City Council

A report on the recommendations is written by staff and submitted to City Council for consideration and approval. At the same time, applicants will receive a Recommendation Notification from Cultural Services. The report is made public on the City's website shortly before the Council meeting date.

To find reports online go to:

1. vancouver.ca
2. Under "Your Government", click on "Council meetings and decisions"
3. Click on "Upcoming Meetings"
4. Find the appropriate Regular Council or City Finance and Services meeting date and click on "Agenda and Minutes"
5. Scroll down to locate the appropriate Administrative Report - often called *20XX Theatre Rental Grant Allocations*

Results

Assuming Council approves the report, notification letters are sent to all applicants indicating the result. Successful applicants will receive a credit note on their Civic Theatres account to offset rental charges for their eligible performance dates. This application process as outlined above takes approximately three months from application deadline to notification of any allocated grant.

Any change to grant allocations (i.e. postponed performances, cancellations, change of dates) must be communicated to the Civic Theatres TRG Administrator.

CONDITIONS OF ASSISTANCE

If your organization receives a Theatre Rental grant, the following conditions will apply:

- Grant funds must be applied to rental uses as outlined on the Booking Acknowledgement form. Theatre uses cannot be funded retroactively.
- The Society will make every effort to secure funding from other sources as indicated in its application. It will keep proper books of accounts of all receipts and expenditures relating to its activities and, upon the City's request, make available for inspection by the City or its auditors all records and books of accounts.
- If there are any changes in the organization's activities as presented in its application, Vancouver Civic Theatres must be notified in writing of such changes immediately. In the event that the organization's activities as described in the application are completed without requiring the full use of the City funds, the remaining City funds will remain with the City.
- The Society will appropriately acknowledge the City's venue support in all information materials, including publications and programs related to funded activities. Such recognition must be commensurate with that given to other funding agencies and venues. Grant recipients can contact Kate Swaney by email; kate.swaney@vancouver.ca or by phone at 604.665.2145 to receive the City's and VCT's logo electronically.
- Receipt of a grant does not guarantee funding in the following fiscal year.

CONFIDENTIALITY

All documents submitted by Applicants to the City become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained therein except for the purposes of evaluation and analysis. The City will not release any of this information to the public except as required under the Province of British Columbia *Freedom of Information and Protection of Privacy Act* or other legal disclosure process.

ADDITIONAL CITY RESOURCES

Activation of Underutilized Vancouver Civic Theatres (VCT) Spaces Grant

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

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

Vancouver Civic Theatres Community Engagement Opportunities

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

Capacity Building - Vantage Point

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

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

Cultural Infrastructure Grants

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

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

VIVA Vancouver

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

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

Greening Your Event

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

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

Arts Event Licence

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

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

Permit Fee Assistance

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

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