

2024/2025 THEATRE RENTAL GRANTS (TRG) INFORMATION GUIDE

Grant Application Deadline: Wednesday, March 20, 2024 at 11:59pm

This guide provides information about the objectives, eligibility, criteria and application process for the Theatre Rental Grant (TRG) program. Please review this information guide first. If you have any questions, please contact staff well in advance of the deadline.

The TRG program supports a wide range of arts, culture and creative activities in Vancouver delivered by registered non-profit arts and cultural organizations and Local First Nation Band Councils that advance the goals of the City's 10-year culture plan, [Culture|Shift](#).

Application Key Dates *(subject to change)*

Access to Application Opens	Wednesday, February 21, 2024
Applications Due	Wednesday, March 20, 2024, 11:59 pm
Notification of Recommendation	Late-May 2024
2024/2025 Theatre Rental Grant Season	September 1, 2024 to August 31, 2025

Contact Information

Staff: Peter Kendall, Theatre Rental Grant Administrator

Tel: 604.665.3028

Email: peter.kendall@vancouver.ca

Website: vancouver.ca/culture

The City's Cultural Services department offers many other programs, awards and services, which you can learn about at: vancouver.ca/people-programs/arts-and-culture-grants.aspx

Online Application System: VanApply

VanApply is the City's current online grants management system using the SurveyMonkey Apply platform. The pilot system, which Cultural Services had been using since 2014 has now been phased out. Many features remain the same, but there are some additional steps required for **all applicants** to get set up in the new system.

Before getting started in VanApply

- Please note that VanApply does not contain past applications from the pilot system
- Avoid creating duplicate profiles as this will delay processing applications
 - Check if your organization already has a current profile. If you are a new user for an existing organization or unsure, please contact your organization's VanApply administrator or send an email to cultural.services@vancouver.ca
- New organizational profiles may take up to one business day to be registered in the system
- Please allow up to 30 minutes to get set up in VanApply

Online How-To Guides and Videos

Previous Cultural Grant applicants that are new to VanApply

Login at <https://vanapply.vancouver.ca> with the same login ID and password as you used on the pilot site.

Then, use the introductory how-to guides and videos to help you navigate our system. Topics include instructions to set up your organizational profile, add team members to an existing organizational account, and apply for grants. Visit:

<https://vancouver.ca/people-programs/vanapply-online-grant-application-system.aspx>

Getting Started with your TRG application in VanApply

Once you have set up your organizational profile, follow these steps to access the TRG application:

- Log in at <https://vanapply.vancouver.ca/>
- From your profile, click on your name on the top left of the screen → select your organization name from the drop-down menu (do not select your individual name)
- Click on 'Manage Organization' near the top right of the screen
- Under the profile menu, scroll down to #6, enter the **access code** for the TRG grant that you received in your invitation email. If you do not have an access code, please contact Staff.
- Click on 'Programs' on the top right → TRG will appear in the program list

Technical Support

Applicants can contact cultural.services@vancouver.ca for support with VanApply. We are available Monday to Friday from 9 am to 4 pm.

Application Support

Application Assistance Funds – Deaf/deaf, Hard of Hearing, or Applicants with Disabilities

Applicants who are Deaf/deaf, Hard of Hearing, or live with a disability and need support to complete their grant applications can be reimbursed for up to \$500 towards the costs of assistance from service providers. Please contact Staff for more information.

Staff Support

Applicants are encouraged to contact staff to discuss their proposed project. Staff can answer questions related to eligibility, venue availability, and application requirements, and provide additional clarification. Please review this entire guide to familiarize yourself with updates to the program and prepare for discussions with staff.

Reference Materials

A glossary and links to additional resources in support of *Culture|Shift* can be found at the end of this guide.

Requests for application support will be accepted until Wednesday, March 13, 2024.

Background and Context

Culture|Shift: Blanketing the City in Arts and Culture. Culture Plan 2019 - 2029

Culture|Shift calls for us to be deeply mindful of how arts and culture is conducted upon the unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and səliiwətaʔt (Tsleil-Waututh) Nations. The plan aims to address current and emerging challenges and opportunities, reflect the culture and history of the city, and connect with other City policies and strategies.

Culture|Shift key directions are:

- Arts and Culture at the Centre of City Building
- Reconciliation & Decolonization
- Cultural Equity & Accessibility
- Making Space for Arts and Culture
- Collaboration & Capacity

Read the full culture plan at: <https://vancouver.ca/files/cov/vancouver-culture-shift.pdf>

Grants & Awards Guiding Principles

We acknowledge that grants and awards funding programs have historically been informed by a limited world view of arts and culture. This has enabled many organizations to establish and thrive, while simultaneously creating patterns of historic exclusion for many artists and organizations. *Culture|Shift* calls for us to address historical inequities, create new

frameworks, and set directions for more equitable distribution of support so that all can participate in the cultures and creative stories of Vancouver.

Our funding through Grants and Awards aims to celebrate, elevate, and support the range of creative people, projects and organizations who contribute to art and culture in Vancouver.

These investments will:

- Celebrate and reflect the diversity of the unique creative people who live here.
- Uphold, recognize, and support Musqueam, Squamish, Tsleil-Waututh and Urban Indigenous artists and cultural practitioners, grounded in inherent and constitutionally protected Indigenous Rights.
- Elevate racialized artists and cultural workers and support work to dismantle racism in the arts and culture sector.
- Provide accessible opportunities for diverse public participation in arts and cultural activities.
- Build reciprocal and meaningful relations.
- Be embedded in, informed and led by community.
- Centre the artists and people whose stories are being told.
- Fairly compensate artists and creative people involved.
- Draw from the depth of local knowledge.
- Build leadership, knowledge and resources for artists and cultural leaders across the sector.

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Deadline has two steps: Confirmation of Dates and Grant Application

This guide provides information about the objectives, criteria and process for the TRG program.

OBJECTIVES AND DESCRIPTION

The TRG program is an in-kind grant stream and offers assistance to non-profit professional arts and cultural organizations for some of the costs when using the Vancouver Civic Theatres. Examples of these costs include Council approved rental rates, Front of House labour, in-house technical equipment, and some Technical labour (Head Carpenter, Head Electrician, and Head Sound). These grants support performing arts groups by providing access to well-equipped professional venues and to continue to support artists.¹

Organizational Profile for Theatre Rental Grants (TRG)

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. Indigenous 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 Lunar New Year Celebration Festivals to Opera. 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 6 months before grant deadline) or long-standing societies. They have demonstrated capacity to produce in a professional venue, deliver quality work that reflects range of diverse and creative expression of Vancouver, 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.

¹ *This grant program defines “artist” as someone that has an active artistic practice, is recognized by their peers, has specialized training in their practice (not necessarily in academic settings), seeks compensation for their work, and has a history of public presentation or production.

Please note: TRG 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 Canada Revenue Agency (CRA)

OR

Groups that are not incorporated as registered non-profits, co-ops, or charities may contact staff to determine if an application in partnership with a registered non-profit society, co-op, charity or First Nations Band council is eligible

- First-time applicants must provide documentation of non-profit, registered or charitable status, e.g., Certificate of Incorporation
- Have an active presence in and deliver programs and services within Vancouver, or if led by either the $x^w m \theta k w \acute{a} y \acute{a} m$ (Musqueam), $S k w \acute{x} w \acute{u} 7 m e s h$ (Squamish) and $s \acute{e} l i l w \acute{e} t \acute{a} \acute{t}$ (Tsleil-Waututh) peoples held in their traditional homelands
- Provide equitable access to programs and services
- Provide respectful and safe working conditions for artists, staff, volunteers and contractors
- Have an active Board of Directors comprised of volunteers that are representative of the mission and people served
- Comply with all applicable laws, governing acts, regulations, bylaws and guidelines, including obtaining any necessary licenses, permits or approvals required for the project
- Have skilled leadership, and be working with artists and creative collaborators with the relevant lived experience, permission, knowledge, skills, and expertise to lead and contribute to the work
- Aim to compensate artists, cultural practitioners, and project contributors at standard industry rates.²

² For more information on industry payment standards, please refer to the following organizations: Canadian Federation of Musicians cfmusicians.afm.org/; Canadian Actors Equity Association: caea.com; Canadian League of Composers: composition.org/; Canadian Alliance of Dance Artists: cadawest.org; Professional Writers Association of Canada: pwac.ca; Canadian Artists Representation/Le front des artistes canadiens/CARFAC: carfac.ca

- Have a mix of revenue sources (earned, private and public) for the project
- Provide financial statements signed by the Board for the most recently completed fiscal year, including a Balance Sheet and Income/Expense Statement

Ineligible Organizations, costs, and activity

- Events where the central focus or theme is not artistic or cultural
- Events that do not meet the program goals and eligibility criteria
- Events that have taken place prior to September 1, 2024
- Other City of Vancouver departments and branches including community centres.
- Social Service, Religious, Sports organizations or clubs.
- Administrative charges (insurance, licenses)
- Technical service charges above what is included (e.g. IATSE Local 118 stage crew wages, dance floor installation, piano tuning)
- Taxes (GST)
- Charges for merchandising, licensing and commission
- Third-party fundraisers, event reception costs, and events not aligned with the society's mandate

Individual artists are not eligible to apply unless in partnership with a registered non-profit organizations, societies, charities, registered co-operatives, or Local First Nation Band Council.

Eligible costs

- Venue rental fees
- The services of IATSE/City of Vancouver Technicians at regular rates only
- VCT Installed Camera, recording, and IMAG rental package (where available)
- VCT Installed Projection system rental package (if necessary and where available)
- Audience Services Staff for Live Stream/Recording events
- Ancillary space staff costs - REFM, COV Tech and Audience Services (Plaza, lobbies, rehearsal halls, salons)

Rental Information and Rates for Vancouver Civic Theatre Spaces

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

Application Process

1. All applicants must contact the Theatre Rental Grant (TRG) Administrator 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 the TRG Administrator, by the deadline.
3. Once you have secured a date with the Civic Theatres, request an application from the TRG Administrator, Log in information will be emailed to you and the application is to be submitted online.
4. Submit the TRG 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 March 20, 2024. After March 20, 2024 at 11:59 pm we will not be able to accept any changes to the application.

Assessment Process

Vancouver Civic Theatres and Cultural Services staff evaluate requests against the criteria which consider each proposal's relative merits (supporting the organization's mission, aligning with the goals and principles of Grants and Awards as per *Culture|Shift*), and the organization's capacity to produce the proposed event(s). 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 presented 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, change of programming) must be communicated to the 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 in the Grant application and on the Booking Request form.
- **The Society will comply with all Eligibility requirements**
- The event date(s) must fall within the eligible period of September 1, 2024 – August 31, 2025
- The requested VCT venue(s) or associated ancillary space(s) are operational and available
- The artist(s) contracted for the event agree to participate in accordance with all VCT terms and conditions.
- 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. 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.
- Receipt of a grant does not guarantee funding in the following fiscal year.

Freedom of Information

The Parties acknowledge that they are each subject to the *Freedom of Information and Protection of Privacy Act (British Columbia)*, and that all records prepared by either Party may be under the custody and control of that Party for the purposes of the said act and that all records prepared by that Party in the performance of this Agreement are in the custody and control of that Party. Each Party is or will be subject to the access and privacy provisions of the *Freedom of Information and Protection of Privacy Act (British Columbia)*, which creates a right of access to records under the custody and control of public bodies subject to specific limited exceptions.

Resources – Other Civic Grant and Support Programs

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 ancillary 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, 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 fee.