

## **CULTURAL INFRASTRUCTURE GRANT PROGRAM GUIDELINES**

The Cultural Infrastructure Grant program is a new funding stream for 2021, to support Victoria-based arts and cultural spaces operated by non-profit societies, non-profit cooperatives, registered charities, Songhees and Esquimalt First Nation Councils or Urban Indigenous non-profit organizations. Grants will be provided for capital, infrastructure, planning and urgent life-safety upgrade projects for arts and culture facilities located in the City of Victoria.

### **CONTEXT**

Affordable and accessible cultural spaces are an essential part of the community. They provide spaces to work, practice, host activities and engage communities. The arts and culture industries play a larger role in society providing quality-of-life benefits, generating economic development opportunities for local businesses and support tourism.

Rising real-estate values and redevelopment pressures are causing displacement and precarity of tenure for arts and culture organizations. The Create Victoria Arts and Culture Master Plan provides a strategic framework along with specific priorities and action items developed through stakeholder and community input, to support a vibrant, diverse and thriving cultural ecosystem which includes funding, capacity and resources for arts and cultural spaces.

### **OBJECTIVES**

- To build organizational capacity and support arts and culture organizations that own or manage shared production, exhibition and work space;
- To increase the supply of cultural spaces owned and/or operated by not-for-profit organizations with an arts and culture mandate;
- To improve and upgrade existing cultural facilities, providing safe and accessible spaces for individuals and groups with diverse needs.

### **EQUITABLE APPROACH**

The City of Victoria's Cultural Policy guides decision-making on how we do our work. The City is strengthening its commitment to equity, diversity and inclusion through an Equity Framework that is currently under development. The City defines equity as treating everyone fairly by acknowledging their unique situation and addressing systemic barriers. In keeping with our Cultural Policy Statement, the City is working to ensure that everyone has access to equal benefits and outcomes by being able to participate fully in the creative life of the city which is essential to a healthy and democratic society.

We will continue to learn, respond, examine and adapt our practices as we move forward. Please read the City's cultural policy statement, guiding principles and values that guide our work.

#### **Create Victoria Arts and Culture Master Plan and Cultural Policy**

**Statement:** <https://www.victoria.ca/assets/Departments/Parks~Rec~Culture/Culture/Create~Victoria/Create%20Victoria%202018-SINGLE%20pgs%20for%20print.pdf>

## **ELIGIBILITY CRITERIA**

**Each applicant must meet all the eligibility requirements listed below in order to have the application reviewed:**

- Be registered as a non-profit society, non-profit cooperative, charitable organization, Songhees and Esquimalt First Nation Council, or a registered Urban Indigenous non-profit society, with an independent and active volunteer board of directors;
- Have a clear arts and culture focus as part of the organization's vision and mandate;
- Infrastructure must be located and operating within the City of Victoria;
- Have operated as a registered organization for one fiscal year prior to application;
- Be in good standing with BC Society Act having completed all previous City of Victoria grant report requirements;
- Submit a completed application form along with all required materials prior to the application deadline; and
- Applicants seeking funding for physical infrastructure upgrades or (re)development projects should operate a cultural space with a minimum lease of 18 months tenancy from the time of application. Exceptions will be considered on a case-by-case basis, but the focus is on supporting long-term space for the arts and culture sector.

Organizations in arrears with any local authority, are bankrupt, seeking creditor protection, are insolvent, or under court supervision of any kind are not eligible to apply.

### **Partnerships & Collaborations**

We encourage partnerships and collaboration between multiple partners. Non-profit arts and cultural organizations applying in partnership or in collaboration with other non-profits should designate one organization as the lead applicant, who will be responsible for applying. Evidence must be provided that the proposed project is vital to the activities and mandates of each partner organization. A Memorandum of Understanding (MOU) or Partnership Agreement (PA) between the partner organizations with clearly defined roles, responsibilities and relationships must be provided.

### **Sample of eligible expenses:**

- Urgent safety upgrades and/or repair to tenanted or owned cultural space
- Infrastructure upgrades to improve accessibility, safety, environmental sustainability or usability of existing space
- Purchase, build, expand or renovate cultural spaces and/or specialized equipment critical to cultural creation, production and exhibition purposes.
- Planning studies or research related to the acquisition or (re) development of arts and cultural spaces including consultant fees for feasibility studies and/or specialist technical reports

## **GRANT AMOUNT**

Eligible applicants can apply for funding up to a maximum of \$25,000 or 50% of project costs, whichever is lower for physical infrastructure upgrades, equipment and land purchase. For 'soft infrastructure' projects including feasibility studies and consultant reports, applicants can apply for a maximum of \$10,000 or 50% of project costs, whichever is lower. Each organization is eligible to apply and receive funding for one project per year. Matching grants are not a requirement, however, applicants demonstrating matching funding from other private or public agencies will have a higher chance of success based on review criteria.

## **APPLICATION DEADLINE & PROJECT COMPLETION TIMELINE**

The deadline for submissions is Monday, May 31<sup>st</sup>, 2021 no later than 4:00pm PST. Completed applications along with all required materials should be sent via email to [amahimwalla@victoria.ca](mailto:amahimwalla@victoria.ca).

Projects must be completed by December 31<sup>st</sup> 2021. In limited cases, subject to special conditions or extenuating circumstances extensions may be provided. Extensions must be approved in writing.

### **List of ineligible expenses:**

- Routine maintenance and repair that is part of day-to-day operations.
- Work that is already underway or completed prior to the grant application submission/deadline and/or existing deficits.
- Fundraising or marketing activities related to capital campaigns.
- Recurring operating expenses including fixed costs and staff time (e.g. staff salaries, communication or computer hardware and software).
- Equipment that is part of ongoing operations including furniture items.

## **APPLICATION PROCESS**

1. Review program guidelines.
2. Contact [amahimwalla@victoria.ca](mailto:amahimwalla@victoria.ca) to discuss your project and determine eligibility.
3. If your project is eligible, request an application form.
4. If required, submit a draft application form for feedback at least 3 weeks prior to the deadline.
5. Submit completed application package along with all required documentation by the deadline.

All application documents must be submitted via email as attached PDF documents. Completed applications should be sent via email to: [amahimwalla@victoria.ca](mailto:amahimwalla@victoria.ca).

## **DOCUMENT CHECKLIST**

- I. Complete the application form.
- II. Completed project budget and financial statement documents.

- III. Copy of applicant's BC not-for-profit Society Registration Certificate or Canada Revenue Agency issued Charity Registration Number

## REVIEW PROCESS

1. **Application Review:** Completed eligible applications will be reviewed by a staff team based on assessment criteria.
2. **City Manager Approval:** Grant recommendations require City Manager approval.
3. **Notification:** Following the City Manager approval, each applicant will receive a digital copy of notification of funding by email.

## ASSESSMENT CRITERIA

All eligible applications will be evaluated based the following assessment criteria. Applicants should discuss and demonstrate in their application how the proposed project fulfils each area of the criteria.

### a) Vision and Need (30%)

- Extent to which the project meets a current or future need and supports the applicant's mandate and long-term goals.
- Impact of the project on creating or expanding space and enhancing capacity for specific artistic discipline(s), practitioners or audiences.
- Demonstrates knowledge and understanding of potential audience and participant needs.

### b) Community Access and Inclusion (30%)

- Impact of the project on increasing accessibility, including physical, social and/or cultural accessibility for groups that may experience barriers to arts and cultural production and/or participation.
- Demonstrates support from the arts and cultural community and other stakeholders that will benefit from this project.
- Demonstrates social and community impacts as measured by audience participation, creative outputs and opportunities offered by activity, reach and diversity of participants.

### c) Feasibility (30%)

- Appropriate human resource capacity with leadership, expertise and experience to ensure successful and timely completion of the project.

- Demonstrates financial accountability and viability with balanced budgets, realistic cost projections and clearly identified funding sources.
- Exhibits long-term sustainability with budgets clearly identifying operating expenses to maintain the facility along with funding sources.

#### **d) Strategic Priorities (10%)**

- Demonstrates outcomes that support other City strategies, goals or objectives including reducing GHG emissions, increasing economic inclusion and prosperity, and improving accessibility standards.

### **CONFIDENTIALITY OF INFORMATION**

All documents submitted to the Cultural Infrastructure Grant Program become the property of the City of Victoria. 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 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.

### **FINAL REPORTING**

All grant recipients must submit a brief final report within 60 days of project completion stated in the application. Required documentation includes a project summary, economic and social impact of the project, and a financial statement listing actual revenue and expenses. A report template will be provided to successful applicants as part of the grant confirmation package.

### **FUNDING DISBURSEMENT SCHEDULE**

80 percent of the grant will be issued upon confirmation of grant funding. The remaining 20 percent of the grant will be delivered upon receipt of the final report.

### **TERMS AND CONDITIONS**

Applicants awarded a grant will be required to agree to terms and conditions including:

- The information provided in the project proposal, and related documents, is accurate and complete. Any significant change or any change in scope or deliverables of the project as presented in the application, must be discussed and receive approval in writing from the Arts, Culture and Events Liaison in advance of implementation.

- Prior to undertaking any work related to renovations or alterations to existing premises, landlord approval has been obtained and provided to the City of Victoria. Confirmation is required prior to any initial grant payment.
- All required permits and approvals are in place and meet 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.
- The City's support must be acknowledged in all promotional or public materials related to funded activities, including all print and online media. Applicants will receive electronic copies of the City of Victoria's logo and usage standards as part of the grant confirmation package.
- Submission of a final report upon project completion, which includes project results, actual project budget signed by the board, and electronic copies of plans and studies commissioned as part of the project.

## **CONTACT INFORMATION**

Applicants are encouraged to discuss their project with staff prior to submission to ensure eligibility. Staff can provide feedback, answer questions and provide general assistance to applicants with limited grant writing experience or resources to reduce barriers and increase participation.

Ammar Mahimwalla

Arts Culture and Events Liaison

City of Victoria

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