



CULTURAL INFRASTRUCTURE GRANT PROGRAM GUIDELINES

The Cultural Infrastructure Grant program supports 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. Grant funding will support development of new spaces or upgrades to existing infrastructure including accessibility and urgent life-safety, specialized equipment, and planning projects for arts and culture facilities located in the City of Victoria.

CONTEXT

Safe 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 supporting the tourism sector.

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 building, and resources for arts and cultural spaces.

OBJECTIVES

- To improve and upgrade existing cultural facilities, providing safe, accessible, and sustainable spaces for individuals and groups with diverse needs;
- To build organizational capacity and support a diverse ecosystem of arts and culture organizations that own, manage, or share 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.

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

Applicants must meet all the eligibility criteria listed below to have their application reviewed for funding under this grant program:

- 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 and primary arts and culture focus as part of the organization's vision and mandate;
- Be in good standing under the BC Society Act;
- Have operated as a registered organization (as per definition above) for one full year prior to application, and provide financial statements signed by the Board for the most recent fiscal year;
- Be in good standing as per the terms and conditions of all previous City of Victoria grant funding, including submission of final reports;
- Facility must be located and operating within the City of Victoria;
- Submit a completed application package including all required materials prior to the application deadline;
- Applicants seeking funding for **physical infrastructure** or **specialized equipment** projects should have a cultural space secured with a minimum tenancy period of 24 months from the application deadline. 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; and
- For spaces used for multiple activities and/or disciplines (recreation, community centre, etc.) applicants must demonstrate that 50% or greater use of the space is dedicated for arts and culture purposes.

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

Partnerships and collaboration between multiple organizations is encouraged. Not-for-profit arts and culture organizations applying in partnership or collaboration with other not-for-profit organizations should designate one organization as the lead applicant in the application. Collaboration between not-for-profit (designated as lead applicant) and private organizations working in the cultural sector are eligible.

The lead applicant will be responsible for completing the application and reporting on activities if funded. Evidence must be provided demonstrating that the proposed project is vital to the activities, audiences, and mandates of each of the organizations included in partnership applications. A Memorandum of Understanding (MOU) or Partnership Agreement (PA) between all partner organizations with clearly defined roles, responsibilities and relationships must be provided as part of the application package.

INELIGIBLE ACTIVITIES & EXPENSES

Applicants cannot apply for funding under this grant program to cover the following:

- Equipment that is essential to and part of ongoing operations and administration, examples include office furniture and appliances, computer or telecommunication systems, software programs, etc.
- Routine maintenance and repair work that is part of day-to-day operations.
- Project work that is already underway or completed prior to the grant application deadline and/or budget items to cover existing project or organization deficits.
- Fundraising, organizational development or marketing activities related to capital campaigns.
- Recurring operating expenses including fixed costs (e.g., rent, utilities) and staff time that is not specific to the proposed project.
- Programming activities including artistic research, production, and/or exhibition.

MAXIMUM GRANT FUNDING

- Organizations may receive Cultural Infrastructure Grant funding for three consecutive years after which the organization must wait one year before applying again;
- Applicants may apply for only one project per year, under any one of the three categories listed below:
- For acquisition and (re) development projects creating additional space applicants can apply for funding up to a maximum of \$100,000 and must provide matching funding from other partners and funding sources.
- For infrastructure upgrade projects applicants can apply for funding up to a maximum of \$50,000 or 50% of project costs, whichever is lower;
- For specialized equipment purchases applicants can apply for funding up to a maximum of \$25,000 or 50% of project costs, whichever is lower;

- For planning study projects applicants can apply for funding up to a maximum of \$15,000 or 50% of project costs, whichever is lower.

APPLICATION DEADLINE & PROJECT COMPLETION TIMELINE

The deadline for submissions is March 22nd, 2022, no later than 4:00pm PST. Completed applications along with all required materials should be sent via email to amahimwalla@victoria.ca.

Projects must be completed within 12 months after receiving Council approval. In limited cases, subject to special conditions or extenuating circumstances extensions may be provided. Extensions must be approved in writing by the grant administrator.

APPLICATION PROCESS

1. Review program guidelines to determine eligibility.
2. Contact amahimwalla@victoria.ca to discuss your project or to answer questions.
3. Download and complete application forms and prepare required supporting materials.
4. **Optional:** Applicants requiring assistance can submit draft application packages for staff review at least 14 days prior to the deadline.
5. Submit completed application package along with all required supporting materials by the deadline.

All application documents must be submitted via email in either PDF, Excel, or JPG formats. Completed applications should be emailed to: amahimwalla@victoria.ca.

DOCUMENT CHECKLIST

1. Completed and signed application form
2. Completed budget (as per the template sheet provided)
3. Quotes for services and/or equipment listed in budget
4. Proof of tenure: ownership title or lease agreement
5. Financial statement for the most recent fiscal year
6. Team information: 50-word biography of each project team member
7. Additional information: photos, documentation, and/or letters of support (as applicable)
8. **For group applications only:** Memorandum of Understanding or Partnership Agreement

REVIEW PROCESS: 8-12 weeks

1. **Staff Review:** Completed applications submitted by the deadline will be reviewed by staff to ensure eligibility.
2. **Peer Evaluation:** All eligible applications will be evaluated as per the assessment criteria by a Committee comprised of City staff, community members and subject matter experts.

3. **City Council Approval:** Grant funding recommendations made by the Committee will be presented to Council for approval at a Committee of the Whole meeting.
4. **Notification:** Following Council approval, each applicant will receive a digital copy of funding notification by email along with terms and conditions of the grant funding.

ASSESSMENT CRITERIA

All eligible applications will be evaluated based the following assessment criteria. Applicants should discuss and demonstrate how the proposed project fulfils each of the four areas:

a) Vision and Need (25%)

- Project meets a current or future need and supports the organization’s mandate and long-term sustainability goals.
- Applicant exhibits clear understanding of and responds to stakeholder needs, including artists, organizations, and audiences.

b) Community Access and Benefits (30%)

- Clearly defined benefits in terms of upgrading infrastructure, creating, or expanding space and/or enhancing capacity for specific artistic discipline(s), practitioners, or audiences.
- Demonstrates community participation with support from the arts and cultural community and other stakeholders.
- 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%)

- Applicant demonstrates capacity with leadership, expertise, and experience to ensure successful and timely completion of the project.
- Applicant demonstrates project viability with balanced budget, realistic cost projections and clearly identified diverse sources of funding.
- Applicant exhibits financial accountability and long-term sustainability with balanced annual financial statement and operating funding to maintain the facility.

d) Equity, Diversity, Reconciliation & Accessibility (15%)

- Project demonstrates impact on increasing or improving accessibility, including physical, social and/or cultural accessibility for underrepresented, marginalized or equity-seeking groups that experience barriers to participation.
- Supports reconciliation with Songhees, Esquimalt and/or Urban Indigenous communities.

PAYMENT and REPORTING

Successful applicants will receive 80 percent of their grant within 30 days of Council approval. The remaining 20 percent of the grant will be provided upon receipt of the final report.

All grant recipients must submit a final report within 30 days of project completion. Required documentation includes a project summary, photo documentation, financial statement listing actual revenue and expenses signed by Board representative, and electronic copies of any studies or reports commissioned. A report template will be provided to successful applicants as part of the grant confirmation package.

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 property construction, renovation or alteration to existing premises, landlord approval has been obtained and provided to the City of Victoria. Confirmation is required prior to any initial grant payment.
- Securing all required permits and approvals to meet all Federal, Provincial and Municipal legislation, guidelines, and by-laws. The award of grant funding 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. Contact engage@victoria.ca to request electronic copies of the City of Victoria's logo and usage standards.
- Submission of a final report upon project completion, which includes project summary, photos, actual project budget signed by the board, and electronic copies of plans and studies commissioned as part of the project.

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.

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

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