City of Vancouver Cultural Art & Heritage Grant

VISION

The City of Vancouver’s Culture, Art & Heritage Commission recognizes that art and cultural heritage programs enliven and elevate the livability of our community. Integral to the economy as well, the success of our local artists, performers and historians ensure a vibrant and diverse Vancouver. Through the Cultural Art and Heritage Grants, the City of Vancouver seeks to fund programs that exemplify the best of our creative community through performances, exhibitions, events and other innovative collaborations for the public’s benefit.

GRANT PROGRAMS OVERVIEW

<table>
<thead>
<tr>
<th>What will this grant fund?</th>
<th>This grant funds eligible programs &amp; projects that help elevate Vancouver’s vitality through its culture, arts and heritage produced by local 501c3 nonprofit organizations.</th>
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<tbody>
<tr>
<td>Who can apply?</td>
<td>Nonprofit organizations in the City of Vancouver, with current 501c3, 501c4, or 501c6 status, individual artists sponsored by a 501c3, 503c4, or 501c6 nonprofit, or government organization within the City of Vancouver.</td>
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<td>How much funding is available?</td>
<td>Applicants may request any amount from $1,000 to $10,000</td>
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<td>When do I apply?</td>
<td>Applications will open February 19, 2020</td>
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<td>Applications will close at 3:00 p.m. on April 8, 2020</td>
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<td>How do I apply?</td>
<td>All applications will be made through the city's online grant portal, which will open February 19, 2020</td>
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<td>Apply online at: <a href="http://www.cityofvancouver.us/culturegrants">www.cityofvancouver.us/culturegrants</a></td>
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<td>How do I ask questions?</td>
<td>New applicants should attend an optional workshop prior to submitting their first application. Two workshop times are provided; however, it is not necessary to attend both. Workshops are held at City Hall.</td>
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<td>Grant Workshop Wednesday, February 26 - 6:00 pm</td>
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<td>Grant Workshop Thursday, March 5 - 4:00 pm</td>
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<td>For questions regarding eligibility and criteria: <a href="mailto:jan.bader@cityofvancouver.us">jan.bader@cityofvancouver.us</a></td>
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<td></td>
<td>For technical assistance: <a href="mailto:cmograntadmin@cityofvancouver.us">cmograntadmin@cityofvancouver.us</a></td>
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How This Program Works

Through the creation of the City of Vancouver’s Culture, Arts, & Heritage Plan approved by City Council on April 16, 2018, the City recognizes the importance of supporting our the work of artists and organizations that create a vibrant, creative culture for our community.

Bringing together the diverse interests and talents of Vancouver, we will integrate culture, arts, and heritage into the daily life of our community. We will steward the exceptional assets of Vancouver’s heritage and natural setting, making contributions that enhance the identity of Vancouver, welcome all community members and visitors, strengthen the local economy, and improve the quality of live in Vancouver.

The City of Vancouver has designated funding for this grant program to support projects that:

- Support creative arts and heritage in our community
- Occur primarily within the City of Vancouver
- Demonstrate high artistic quality, innovation, and creativity in programming
- Are open to the public, or otherwise provide a benefit to the public (private events are not eligible)
- Provide the infrastructure or support needed to bring professional development programming to Vancouver’s arts community, including for example, workshops, conferences or classes
- Expand public awareness of, and/or access to quality art and culture experiences in Vancouver
- Reflect, celebrate, and preserve the heritage and diversity found in our community

Before You Apply

Helpful Reminders

- Read the entire Grants application packet
- Attend a Grant Workshop
- Plan your application responses carefully to avoid repetition, and pay attention to word limits. All applications are reviewed and scored on how well the applicant meets the eligibility and evaluation criteria provided in this document.
- Do not make assumptions. The review panel may not have any prior knowledge of your organization or its programming. Make sure your descriptions are detailed and accurate. The application should stand on its own merits.
- Be specific and avoid generalizations.
- Proofread BEFORE submitting your application.
- Clearly demonstrate adequate revenue sources for the project’s matching fund requirement.
- All questions must be answered COMPLETELY. Do not copy and paste the same text for multiple questions.
Applicant Eligibility:

1. Completed application and all supporting documents submitted by grant deadline
2. The applicant must be a 501(c) 3 nonprofit organization or a government organization
3. Individuals may partner with a sponsoring non-profit organization, who must provide written support of the project from their governing body along with proof of its tax-exempt status. The sponsoring organization becomes responsible for the project administration and management
4. The project primarily occurs inside the Vancouver city limits
5. The organization does not have any outstanding legal or financial items due to the City of Vancouver, including overdue reports for previously awarded grants
6. The project is not currently funded with a grant from the City of Vancouver’s Lodging Tax Grant Program (the organization may be currently funded by a Lodging Tax Grant for a different project).

Eligible Projects:

- Artists’ fees (e.g. creation, preparation, performance time)
- Contractor Fees (e.g. printer, graphic designer, web developer)
- Exhibition costs
- Equipment under a total of $5,000 per unit (e.g. camera, software, kiln, lights)
- Marketing and promotion
- Production costs (e.g. costumes, paint, props, sets, recording, and one time rentals such as scissor lifts, sound reinforcement, portable restrooms)
- Activities and projects that lead to cultural continuity of traditional arts practices, such as apprenticeship programs or workshops
- Scholarships for educational programs
- Up to 15% of the organization’s operating/overhead expenses associated with the project

Ineligible Projects:

- Debt, fines, penalties, costs of litigation or items for resale
- Operating/overhead expenses NOT directly associated with the project (e.g., personnel normally associated with general operations of the organization)
- Programs in which the art and/or cultural component is incidental
- Membership dues
- Lobbying
- Fundraising events or activities
- Events for clubs, trade associations, etc. that are not open to the general public
- Projects that are already funded and/or completed
- Alcohol
- Cash prizes
- Grant preparation costs
Funding Details & Restrictions

Applicants may request funding for eligible, one-time project expenses that are incurred and expended within the eligible funding period.

Minimum Grant Request: $1,000 | Maximum Grant Request: $10,000

Grantees will be required to provide matching dollars toward the project expenses. Grantees will be required to match 20% in cash or a combination of cash and in-kind.

Projects must be completed one year from the award date.

All Grantees must submit a report to the City describing the results of the project, program or event. For events/festivals, report must be submitted within 90 days after the event. For all other projects or facilities, the report is submitted annually, due by December 31, 2021.

Funding is provided on a reimbursable basis and copies of receipts must be included with the reimbursement request. Reimbursements will be made within 30 days of submittal of report and receipts. Expenses that are not in accordance with the approved scope of work and Grant Agreement will not be eligible for reimbursement.

Costs incurred prior to the grants being approved by the City Council and the execution of the Grant Agreement, are not eligible for reimbursement.

The applicant must have liability insurance, in an amount commensurate with the risk exposure of the project, and which names the City of Vancouver as an additional insured.

If Funded

The organization must complete a final report within 90 days of the event or project completion. The final report must include attendance figures (if applicable) and a financial report of the event/project, including a sampling of printed and published items such as flyers, programs, news releases, and articles.

If an organization does not provide a complete final report to the Commission within the 90-day period, the Commission will not accept any future grants from the organization. The Commission welcomes pictures, videos, and flyers from the sponsored event.

The Culture, Art & Heritage Commission strongly recommends that the applicants promote their event/project to the best of their ability. All grant recipients are expected to acknowledge the City of Vancouver’s Culture, Arts & Heritage Commission as a sponsor in all forms of publicity.

Funds shall be used only for the specific purpose stated in the application.
Application Process

Attend an Optional Grant Workshop on February 26 or March 5, 2020 at City Hall. Times to be announced.

Apply Online: All Application materials must be submitted online. Applicants should create and account, or log into their existing account in the City of Vancouver Grant Portal to submit an application.

Completed and eligible applications are reviewed and scored by the Review Committee. An application is not considered complete until all supplemental materials have been uploaded. Late or incomplete applications will not be accepted. Applicants will receive a confirmation email when their application has been successfully submitted.

A completed budget worksheet must be submitted via upload into the online application. You must download and complete the worksheet before submitting your completed application.

The Application Questions and Budget Worksheet may be downloaded from the bottom of the grants page at: www.cityofvancouver.us/culturegrants

Supplemental materials must be uploaded through the City of Vancouver Grant Portal as part of the application. Please note that supplemental materials and work samples are reviewed online, so please be sure to save your files with names that clearly reflect the contents of the file so that it is clear what the reviewer is opening. Supplemental materials include:

1. List of current board members including their professional affiliations and contact information
2. Resumes or bios of any collaborating artists and/or lead project staff (if applicable)
3. Organizational summary budget for the current fiscal year
4. (OPTIONAL) Up to 3 work samples* that showcase previous work or programming by the applicant, or collaborating artists. Work samples may include
   a. PDF documents: manuscripts, poetry, other literary projects – please make sure the name of each file reflects the contents of the file.
   b. Digital images: (submit as .jpeg or .tif files) Total number of images should not exceed 10 per application.
   c. Audio, video samples: Submit as .mp3, .mp4, or .mov files or as website links to online audio or video (submitted in a PDF)

*Excess materials will be removed and not reviewed by committee.

Questions or concerns about application? Applicants with questions or concerns about the status of their application may contact staff, who may then communicate with the panel members at its discretion. Communications will not be passed on to panel members if the staff determines that the question or message: a) is intended to lobby the panel members in favor of an application, or b) will purposefully or inadvertently interfere with the stewardship of the grants program. Please email questions about the grant to jan.bader@cityofvancouver.us, or call 360-487-8606. Questions about the online grant portal may be emailed to: cmograntadmin@cityofvancouver.us.
Application Evaluation Process

After a completed application has been submitted through the online portal, the application will be reviewed by the Culture, Arts & Heritage Commission.

Applicants that do not submit their application and supporting documents by the deadline, or not in the required format, will not be eligible for consideration. Applications and all materials submitted to the City of Vancouver become the property of the City and may be reviewed by the public upon a public disclosure request.

During the scoring process, the members of the Commission should not be contacted through any means by applicants and/or their surrogates.

At the Culture, Arts & Heritage Grant Review meeting, the Commission discusses each application and has the opportunity to re-score the applicant based on the conversation. During this open, public meeting, the panel will not engage in dialog with applicants or other attendees, nor will presentations by applicants be allowed.

Applicants are scored and ranked based on how well they fit the criteria*.

The Culture, Arts & Heritage Commission will submit the list of recommended awardees to City Council for approval.

Once approved by City Council, the Grantee will receive a grant agreement which serves as a contract with the City. All Council decisions are final.

Review Criteria
Commission members are trained in how to interpret the scoring system, and how to use this set of scoring criteria, reducing the instances of subjective scores based on personal preferences. Please note, however, that these applications are scored by humans, with a certain expectation of subjectivity individual to each panel member. Panel members must be able to defend their scores based on their observations of the application during the scoring and in the event of any re-scoring following discussion at the Review Panel meeting.

The review panel will score each application question with a score of 1 to 5:

1 – Poor – Very little strength and numerous major weaknesses that severely limit the project’s impact
2 – Fair – Some strength but with at least one major weakness that severely limits the project’s impact
3 – Good – Strong but with at least one moderate weakness that lessens the project’s impact
4 – Outstanding – Very strong with some minor weaknesses that do no substantially weaken the project.
5 – Exceptional – Exceptionally strong – a model for the field with essentially no weaknesses.

The review committee will evaluate and score each application based on a set of criteria. When crafting responses to the application questions, please keep the following criteria in mind:
Purpose of the Project
How well does the project demonstrate high artistic quality, innovation, and creativity? How will the project enhance the city of Vancouver’s cultural identity?

Organizational Capacity
How well does this project fit the mission of the organization? How will this project elevate the work of this organization? Does the organization’s past work suggest this project will be successful?

Frequency
Is this a one time, recurring or ongoing project? Preference is given to first time or one time projects.

Feasibility
Is this project likely to succeed? Does the budget show at least a 20% confirmed contributed match (with 10% being cash contributions)? If the project includes the acquisition of equipment, or creation of a lasting work for the public, is there a viable maintenance plan for the item?