



Grant Guidelines

Culture, Arts & Heritage Grants

Culture, Arts & Heritage grants support performances, exhibitions, activities, and public art that showcase the best of Vancouver's creative community. Grant funds are paid by reimbursement. Applications should demonstrate high artistic quality, innovation and creativity. Past projects include plays, cultural events, museum displays, murals and concerts.

Who can apply?

- This grant is open to non-profit and government organizations or community members who partner with an organization as their Fiscal Sponsor. (The role of the Fiscal Sponsor is to accept funds on the individual's behalf. Fiscal sponsors may also oversee project administration and assist with reimbursement or reporting.)
- Either the Applicant or their Fiscal Sponsor must be an Internal Revenue Services (IRS) designated 501(c) 3, 501(c) 4 or 501(c) 6 nonprofit or a governmental organization.
- The Applicant or their Fiscal Sponsor is required to match 10% of the proposed grant award in cash, plus an additional 10% either cash or in-kind for a total of 20% match towards the project costs.
- There is no residency requirement for Applicants, however the project/event must primarily occur inside the Vancouver city limits or primarily benefit Vancouver residents.
- The Applicant and their Fiscal Sponsor must not have any outstanding legal or financial items due to the City of Vancouver, including overdue reports for previously awarded grants.

How can funds be used?

- 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

To request other formats, please contact:

Kirsten Hull | 360-487-8307 | TTY: 711 | kirsten.hull@cityofvancouver.us
P.O. Box 1995 | Vancouver, WA 98668-1995 | cityofvancouver.us

- Production costs (e.g., costumes, paint, props, sets, recording, and one-time rentals such as scissor lifts, sound reinforcement, portable restrooms)
- Up to 15% of operating/overhead expenses (e.g., personnel, rent, utilities, etc.)
- Activities and projects that lead to cultural continuity of traditional arts practices, such as apprenticeship programs or workshops

Funds cannot be used for:

- Projects that are already funded and/or completed
- Cash prizes, debt, fines, penalties, costs of litigation or items for resale
- Programs in which the art and/or cultural component is incidental
- Membership dues
- Lobbying or fundraising events or activities
- Events for clubs, trade associations, etc. that are not open to the public
- Alcohol
- Grant preparation costs
- Projects, services or events that are not open to the public or that discriminate on the basis of race, religion, gender, sexual orientation, gender identity, national origin, age, disability, medical condition, veteran status, marital status, or any other characteristic protected by federal, state, or local law, regulation, or ordinance.

What to expect if your project is funded:

- The Grantee will be asked to sign a grant agreement with a scope of work based on the application submitted. The project cannot start accruing expenses until a signed grant agreement is returned.
- The Grantee 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.
- 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.
- All Grantees must submit a report to the City describing the results of the project, program or event within 90 days of completion. If an organization does not provide a complete final report to the Commission within the 90-day period, the Commission will not accept future applications from the organization.

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