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# Activation of Underutilized Spaces VCT Grant Information Guide 2019

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## Background

This guide provides information about the objectives, criteria and application process for the **Activation of Underutilized Spaces VCT Grant** program.

**Application intake opens: November 1, 2018**

### Vancouver Civic Theatres Granting Streams

Vancouver Civic Theatres administers two distinctly different granting streams:

1. [Activation of Underutilized Spaces Grant](#)
2. [Theatre Rental Grant](#)

Other arts and culture grants offered by the City of Vancouver found on the [City of Vancouver website](#).

## Contact Information

Emily Carvell  
Community Engagement Specialist  
Vancouver Civic Theatres  
604.665.2124  
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[vancouvercivictheatres.com](http://vancouvercivictheatres.com)



Figure 1 Conference at the ANNEX



Figure 2 Ballet on šxʷálexən Xwtl'a7shn (formerly QET Plaza)

## About the Activation of Underutilized Spaces Grant

The Activation of Underutilized Spaces Grant program addresses the need for space by arts and cultural groups in our city, while increasing the use of our civic theatre spaces and enhancing Vancouver's status as a liveable city.

The grant looks to support short term rental engagements with local not-for-profit arts, cultural and social organizations who are community driven with an artistic, social, cultural, health and wellness or food sustainability mandate.

This year Vancouver Civic Theatres will grant \$200,000 towards the programming of the underutilized spaces within its venue collective. The grant supports successful applicants by offsetting the facility rental cost of the following spaces:

- [šxʷálexən Xwtl'a7shn \(Formerly QET Plaza\)](#)
- [ANNEX](#)
- [Ancillary spaces at all four civic theatres](#)

The grant is not a cash award issued by cheque, or directly deposited into your organization's bank account. The grant amount will be considered a credit from which the facility rental costs that are invoiced to you by VCT will be deducted.

Please note the grant amount awarded will cover the majority of your events costs, however there may be additional costs that you could incur.

Examples of additional costs include overtime labour, insurance premiums, food and beverage fees, taxes, security, and additional technical crew based on production needs.



Figure 3 ANNEX Theatre



Figure 4 šxʷálexən Xwtl'a7shn (formerly QET Plaza)

## Eligibility

To apply to this program, the organization must:

- Be a not-for-profit society or a community service co-op legally registered in good standing with BC Registry Services, or a First Nations Band Council; or a registered charity with the Canadian Revenue Agency (CRA). Applicants will need to provide evidence of not-for-profit status along with their application form.
- Be a community driven arts, culture, or social organization.
- Have a clear artistic, social, cultural, health and wellness, or food sustainability mandate.

### Please note:

Priority is given to organizations and events that are not eligible to apply for a Theatre Rental Grant (TRG) or for events within the 2019 calendar year where the TRG deadline has passed.

### Project examples include:

- Community based festival or special event with a focus on celebrating diversity
- Workshops
- Performances
- Lectures
- Receptions
- Classes/courses



Figure 5 Dance event on ʔxʷálexən Xwtl'a7shn



Figure 6 Conference at the ANNEX

## Assessment and Evaluation Process

Organizations will be assessed on how well they meet the criteria according to responses on the application.

A staff review process is used for this program. Vancouver Civic Theatres' staff and managers evaluate requests against the criteria for each proposal's relative merits.

Successfully awarded organizations are permitted to request funding for additional projects within the application period, however preference will be given to organizations who have not yet received funding within the fiscal year.

Please note that there are established budget limits that have been set for each year by City Council. Not every applicant can be recommended for funding, and not every grant can be funded to the full request amount.

## Conditions of Assistance

The following terms and conditions to the awarded applicant will apply:

- Acknowledgment of Vancouver Civic Theatres in any promotional materials, speeches and welcoming/opening remarks in accordance with VCT's public acknowledgement guide.
- Cancellation fee(s) are applicable for the cancellation of confirmed dates.
- Complete and return a final report no later than 30 days post event.
- VCT must be notified of any significant programming/event changes in writing.
- Work with VCT to create cross collaboration opportunities to promote community engagement initiatives



Figure 7 Dance event on ʂxʂʂlexʂn Xwtl'a7shn



Figure 8 Dance event in QET Lobby



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## How to Apply

Application forms are available electronically here:  
<https://vancouvercivictheatres.com/about-us/grants/>

### Your application package must include:

1. Completed application form
2. Proof of not-for-profit status (not required for registered charities)
3. If applying for 7+ days of rental space, a treasurer's report showing the organization is in good financial standing is required.

Incomplete application packages will not be considered.

Complete and send the application form and all other required documents to:

**Emily Carvell**  
Community Engagement Specialist  
Vancouver Civic Theatres  
[emily.carvell@vancouver.ca](mailto:emily.carvell@vancouver.ca)

We will contact you to confirm we have received your application. Please allow up to 4 weeks for a decision.

## Confidentiality

All documents submitted by Applicants to the City become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained therein except 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.

## Frequently Asked Questions

**Q: I'm an individual artist, can I apply?**

**A:** No, but we encourage partnerships and collaborations. We suggest working with your local NFP organization and collaborating on a project proposal.

**Q: Can I apply more than once?**

**A:** Yes, you can apply for multiple projects throughout the year, however preference will be given to organizations who have not yet received funding within the fiscal year.

**Q: I have multiple projects, should I put them all in one application?**

**A:** No, please submit one application per project/event.

**Q: Can I apply for both the Theatre Rental Grant (TRG) and Underutilized Spaces Grant?**

**A:** Priority is given to organizations and events that are not eligible to apply for a Theatre Rental Grant, however you may be eligible to apply for the Underutilized Spaces Grant if your event occurs within the 2019 calendar year where the TRG deadline has passed.

**Q: Are there any out of pocket costs to us?**

**A:** The grant offsets the majority of the event costs, however you may incur additional expenses associated with security, food and beverage, overtime labour, technical staff bases on production needs etc.

**Q: If we are unable to find an available date or need to cancel can we carry the award forward to next year?**

**A:** No. If you withdraw then the funds will be reallocated to another applicant.

**Q: What is the cancellation policy/penalty?**

**A:** Cancellation fee(s) are applicable for the cancellation of confirmed date(s). Should the VCT Booking Department be able to re-book the cancelled date(s) then the fee would not be charged.

**Q: When will I find out the result of my application?**

**A:** Please allow up to 4 weeks.