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## VCT Activating Spaces Grant - 2023 Information Guide

This guide provides information about the objectives, eligibility, criteria and application process for the VCT Activating Spaces Grant program.

### Application Dates

Access to applications opens on December 7, 2022 for events that occur within the 2023 calendar year (January 1 to December 31, 2023). Applications will be received on a rolling basis until all funds have been dispersed.

### Contact Information

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Vancouver Civic Theatres and the City's Cultural Services department offer many other programs, awards, and services which you can learn about by visiting the City of Vancouver's [website](#).

### About the Grant

The VCT Activating Spaces Grant program addresses the need for space by arts and cultural groups in Vancouver, while building on our commitment to equity, diversity, accessibility, and inclusivity in our civic theatre spaces. The program supports short-term rental engagements with non-profit organizations with an artistic or cultural mandate and First Nation Band Councils.

This year Vancouver Civic Theatres will award grants towards the programming of select VCT spaces within its venue collection. The grant supports successful applicants by offsetting the facility rental costs of the following spaces:

[ANNEX](#)  
[Vancouver Playhouse](#)  
[ᓂᓕᓐ ᓂᓕᓐ ᓂᓕᓐ Xwtl'a7shn \(formerly QET Plaza\)](#)  
[Ancillary spaces at all civic theatres](#)

In an effort to support a wide range of events, organizations will be eligible to apply for one project/event per year with a maximum grant award of \$10,000.

<sup>1</sup> Ancillary spaces can only be confirmed 30 days prior to event

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 an in-kind credit from which the facility rental costs that are invoiced to you by VCT will be deducted.

The grant amounts awarded may cover many of your rental costs, however there may be additional costs that could incur. Examples include: overtime labour, insurance premiums, food and beverage fees, taxes, security, and additional technical crew based on production needs. GST is assessed and collected on the total amount of all rentals and staff. Grant monies cannot be used to pay a tax amount.

## Eligibility

To apply to this program, the organization must:

- Be a non-profit society, a community service co-op legally registered and in good standing with BC Registries and Services, a First Nations Band Council on whose unceded traditional homelands Vancouver sits, or a registered charity with the Canada Revenue Agency (CRA)  
OR  
Groups that are not incorporated as registered non-profits, co-ops, or charities may contact staff to determine if an application in partnership with a registered non-profit society, co-op, charity or First Nations Band council is eligible
- Have an active presence in and deliver programs and services within Vancouver, or if led by either the *xʷməθkʷəy̓'əṃ* (Musqueam), *Skwxwú7mesh* (Squamish) and *səlilwətaɫ* (Tsleil-Waututh) peoples held in their traditional homelands
- Have a clear artistic or cultural mandate
- Have skilled leadership, and be working with artists and creative collaborators with the relevant lived experience, permission, knowledge, skills, and expertise to lead and contribute to the work
- Provide respectful and safe working conditions for artists, staff, volunteers and contractors
- Comply with all applicable laws, governing acts, regulations, bylaws and guidelines, including obtaining any necessary licenses, permits or approvals required for the project

## Priority for funding will be given to:

- Organizations that are ineligible to apply for a Theatre Rental Grant (TRG) or for events within the 2023 calendar year where the TRG deadline has passed
- Organizations and projects that reflect the priorities of the City's culture plan, [Culture/Shift](#)
- Public-facing events or performances that are free or ticketed at a low cost
- First time applicants

## Eligible projects include:

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

### **Ineligible organizations/projects include:**

- Organizations that do not meet program eligibility and objectives
- Political organizations
- Religious organizations
- Third-party fundraisers

### **Assessment and Evaluation Process**

A staff review process is used for this program. VCT staff and managers evaluate requests against the program criteria and funding priorities which consider each proposal's relative merits.

Grant results will be available approximately 4 weeks after the application is submitted.

Please note that grant requests often exceed available resources. As a result, not every grant can be funded or funded to the full request amount. Receipt of a grant does not guarantee funding in any future intakes.

### **Conditions of Assistance**

The awarded applicant will:

- Acknowledge Vancouver Civic Theatres in all promotional materials, speeches and welcoming/opening remarks in accordance with VCT's public acknowledgement guide
- Notify VCT of any significant programming/event changes in writing, which may result in the reduction or cancellation of the granted amount
- Complete and return a final report no later than 60 days post-event
- Acknowledge that cancellation fee(s) are applicable for the cancellation of any confirmed dates

### **How to Apply**

Applications for the VCT Activating Spaces Grant are to be completed online using [VanApply](#), the City's new grants management system.

### **Application Process**

1. Contact the VCT Activating Spaces Grant program administrator to confirm eligibility and indicate interest in applying for a grant
2. Secure event date(s) at Vancouver Civic Theatres
3. VCT staff will send you a booking request form to fill in along with an access code for VanApply
4. Return the booking request form to VCT to obtain your total grant request amount
5. Once the completed booking request form has been returned to you, your application can be submitted online using VanApply

## Returning Applicants

- Login to <https://vanapply.vancouver.ca/>
- From the drop down beside your name, select your organization profile
- Click on “Manage Organization” under your name
- In your organization profile, scroll to question 6
- Enter the access code provided by VCT and save
- Click on “Programs”
- VCT Activating Spaces Grant will show as available

## New Applicants

New applicants are those who have never applied for a cultural grant in VanApply and will need to create an organization profile.

- Go to <https://vanapply.vancouver.ca/> and click to register
- Select “Register as an organization”
- Create your profile and click to create account
- Complete organization info and enter the access code provided by VCT in question 6
- Complete the organization eligibility profile
- It will take 24-48 hours for your organization profile to be approved in VanApply
- Once approved, click on “View Programs”
- VCT Activating Spaces Grant will show as available

Please review for more info: <https://vancouver.ca/files/cov/introduction-to-vanapply.pdf>

## Online How-To Guides and Videos

For step-by-step instructions and tutorial videos, visit:

<https://vancouver.ca/people-programs/vanapply-online-grant-application-system.aspx>

## Freedom of Information

The Parties acknowledge that they are each subject to the *Freedom of Information and Protection of Privacy Act (British Columbia)*, and that all records prepared by either Party may be under the custody and control of that Party for the purposes of the said act and that all records prepared by that Party in the performance of this Agreement are in the custody and control of that Party. Each Party is or will be subject to the access and privacy provisions of the *Freedom of Information and Protection of Privacy Act (British Columbia)*, which creates a right of access to records under the custody and control of public bodies subject to specific limited exceptions.