



## **Community Arts Fund Program: Support for Downtown Eastside Community Art Projects Project Guidelines**

### **Mandate, Mission and Core Values of the CACV**

Founded in 1946, the mandate of the Community Arts Council of Vancouver (CACV) is to create community through the arts.

#### **CACV's Mission**

CACV is the voice for the community arts in Vancouver. We explore critical social issues through creative processes. CACV fosters and supports programs, practices and initiatives that develop common understanding through shared experiences.

#### **CACV's Core Values**

**Accountability:** We are transparent and responsive.

**Contribution:** We create opportunities for everyone to contribute and learn.

**Community:** We encourage active participation and collaboration.

**Diversity:** We are open, dynamic and inclusive in our practices and initiatives.

**Creativity:** We value the role of the artist in bringing out the creativity in everyone.

**Meaning:** We seek to bring to light the beauty, issues of social justice and opportunities for healing within our communities.

### **Program Description**

The Community Arts Council of Vancouver is committed to working with organizations that have proven themselves capable of taking the risks necessary to build community arts opportunities that create stronger, more viable futures for people and community.

We are inviting proposals for projects that will help to build bridges of understanding and support between people and groups within the Downtown Eastside community and may also connect with people and groups throughout Vancouver.

The community art project can be in any one or more medium: including but not limited to performance/acting, writing, film, music and voice, crafts, sculpture, drawing and visual arts, set design and construction, sound and lighting, digital/media communications.

We expect that most projects will be supported by applicant organizations that have the capacity to leverage additional funding from other sources – creating a much larger impact on people's lives and their community.

**The aim of this program is to facilitate community-led renewal through community arts.**

Within this overall aim, we have identified 3 program priorities that are described below.

### **Program Priorities**

The Community Arts Fund Downtown Eastside Community Arts Program supports projects that are focused on at least one of the following:

1. **Promote health and well-being** through involvement in the arts including opportunities for involvement in the arts as a potential vehicle for employment and income generation for local artists.
2. **Promote social transformation** through the arts by speaking to social issues and social change in ways that inform and create understanding within and across groups, for instance, exploring themes of access to nutritious food, adequate housing and income.
3. **Build bridges** by involving the diverse communities of the Downtown Eastside and people from diverse socio-economic, ethnic and cultural backgrounds in creating shared interests and a shared voice, for example exploring issues of understanding and acceptance of people with mental health challenges; portraying the history and contributions of the numerous cultures composing the Downtown Eastside or incorporating various art forms, cultures and arts practices from multiple cultural groups in the area.

### **Objectives**

Projects should address at least three of the following objectives:

1. Improved health and well-being of Downtown Eastside residents.
2. Strengthened community life and greater civic engagement among residents.
3. Improved individual and community confidence and pride.
4. Opportunities to learn and discover new skills and abilities.
5. Increased employment and economic opportunities.
6. Safer opportunities for residents and visitors to gather and socialize.
7. Increased youth and family involvement in community events and activities.
8. Recognition of the role of culture and heritage in building community.
9. Changed perceptions of the Downtown Eastside to include creativity, vitality and resilience.

### **Definitions**

**Project** – a project is a temporary endeavour with a defined beginning and end.

**Collaboration** – a joint undertaking, involving two or more entities, in which the process of working together is equally important to the art created, and where there is shared decision-making and ownership of project results. The collaboration exists from inception through implementation and evaluation.

## Eligibility

### Who Can Apply?

Proposals are invited from organizations that meet all of the three following criteria:

1. Downtown Eastside-serving organizations registered to an address within the geographic boundaries of the neighbourhood (for the purposes of this program: Waterfront to Terminal, Clark to Cambie).
2. Organization(s) working collaboratively with an artist.
3. Organizations that are incorporated as a society in good standing with the Province of British Columbia and have operated as an incorporated society for at least one fiscal year prior to the application date.

### More eligibility information to keep in mind:

1. Projects must take place between July 1, 2016 and June 30, 2017.
2. While the project must be a community-engaged arts project, the organizations do not need to be primarily arts organizations.
3. Projects should demonstrate primary impact within the Downtown Eastside community, although activities taking place outside of the neighbourhood may be included.
4. Although not a requirement, projects involving meaningful collaboration with another organization (DTES or non-DTES) will be preferred.

### Exclusions

1. Individuals are not eligible to apply for funding.
2. On-going programs are not eligible for funding.
3. Capital expenditures, fundraising projects and organizational operating expenses are not eligible.

## Maximum Assistance Levels

Maximum funding per project is \$5000.00. There is a requirement of matching funds from the organization(s) involved to at least the level being requested. These can be “in-kind donations”, such as volunteer time or venue donation, and should be included in the project budget.

## Application Requirements

Applicants are encouraged to attend an information session/grant-writing workshop prior to applying. Workshops are scheduled for February 2016. Contact Kelty McKerracher at [kelty@cacv.ca](mailto:kelty@cacv.ca) for more information.

1. Applicants must include evidence of a confirmed collaboration with one or more professional artists in designing and creating the project. An artist bio and letter of confirmation from the artist(s) are required.
2. The project must compensate artists by paying fees to professional artists at industry standards and to community artists at agreed upon rates; and adhere to international intellectual property rights standards.
3. If the organization submitting this application is collaborating with one or more organizations, a letter of confirmation from each additional organization is needed.
4. Applicants must provide a signed, completed application form and complete all sections of the application (A through G). See checklist below:
  - Section A: Cover Sheet
  - Section B: Authorized Signatures
  - Section C: Project Description
  - Section D: Timeline
  - Section E: Project Budget
  - Section F: Confirmation from Collaborators and Artist Bios
  - Section G: Lead Organization's Financial Statements
  - Section H: List of Board of Directors

## Financial Statements

- Financial Statements must include a Balance Sheet, Income Statement and Notes.
- Internally prepared financial statements must be signed by two board members of the organization.

## Adjudication Process

Proposals will be reviewed based on merit and adherence to the program priorities, objectives and guidelines.

Applications are reviewed and assessed by an adjudication panel composed of Downtown Eastside Community Arts Program Advisory Committee and special advisors to the Committee. Panel members have been selected because of their strong connections to the Downtown Eastside community and to the community arts. No member of the adjudication panel will participate in the decision-making process for any proposals from organizations of which they have an affiliation (e.g., staff, board member or volunteer).

### Panel members:

**Leslie Kemp**, Chair, Past President, Community Arts Council of Vancouver

**Terry Hunter**, Executive Director, Vancouver Moving Theatre

**Phoenix Winter**, President, Carnegie Community Centre Association

**Lori Baxter**, Co-founder, Community Arts Fund; non-profit sector consultant

**Richard Evans**, Co-founder, Community Arts Fund; Architect

**Cynthia Miles**, Director-at-Large, Community Arts Council of Vancouver

### Application Assessment Process

The following process is used to assess each application:

1. The CACV receives applications and acknowledges receipt by email within one week.
2. The CACV's Downtown Eastside Community Arts Program Coordinator review applications for completeness. Incomplete applications will not be forwarded to the Program Committee.
3. The Adjudication Panel then evaluates the applications using the assessment criteria outlined below and determines the level of funding and conditions on payment of funds.
4. The Program Committee recommends the allocation of funds to the Board of Directors of the Community Arts Council of Vancouver.
5. The CACV informs each applicant of its decision in writing.

### Assessment Criteria

The Committee will consider each application according to three areas: 1) the project's potential to create community-led renewal through the arts; 2) organizational collaboration and community engagement; and 3) project feasibility.

The Committee will assess the following:

**1) The project's potential to create community-led renewal through the arts (50%)**

- A clear description of how the artistic component of the project will facilitate community-led renewal.
- Demonstrated experience of the organization and/or professional artists in the community arts.
- Ability to realize the project artistically, based on previous successes.
- Clear statements about compensation to project participants including professional fees.

**2) Organizational collaboration and community engagement (25%)**

- Demonstrated collaboration with one or more artists.
- Demonstrated collaboration with one or more community organizations. (If two applications are equally weighted on other factors, priority will be given to an applicant also working collaboratively with another organization).
- Demonstrated ability to engage with the diverse communities, neighbourhoods and groups of the Downtown Eastside.
- Commitment to engaging people from diverse socio-economic, ethnic and cultural backgrounds in creating shared interests and a shared voice.

**3) Project feasibility (25%)**

- Ability in project management including design, planning, audience and community development, communications and financial management.
- Demonstrated capacity to realize the project including presentation of realistic budget assumptions and projections.
- Strategies for the evaluation of the expected outcomes.

## Changes to Awards

The Community Arts Council of Vancouver reserves the right to redistribute, delay or suspend payments if the organization:

- Does not carry out its planned program of activities
- Does not meet its obligations as a fund recipient including submission of final reports to the Council

## Recognition of Assistance

In recognition of funding, the support of the Community Arts Council of Vancouver should be acknowledged in all promotional materials, both hard copy and online. The CACV logo or text based equivalent must be used on posters, brochures, print ads and programs and used where



possible on media releases and signs related to the funded project. As well, funded organizations with a website are encouraged to add a link to the Community Arts Council of Vancouver website.

### **Photo and Video Documentation**

Photo and video documentation of Community Arts Fund-supported projects ensures the future viability of the program by allowing us to demonstrate successes to funders. The CACV requests the cooperation of successful projects in sharing promotional materials, photo and/or video documentation, and written testimonials from participants, where appropriate and with permissions. In addition, lead artists, organizations, and participants of projects may be invited to be video-interviewed about their experiences for promotional videos created by the CACV, which will provide a professional videographer.

Documentation is an on-going conversation between project leads and the Program Coordinator in terms of what is appropriate for each particular situation.

### **Application Deadline**

Please send your proposal by email\* by 11pm on Monday, March 21, 2016, to:

Kelty McKerracher, Program Coordinator, Community Arts Council of Vancouver  
Email: [kelty@cacv.ca](mailto:kelty@cacv.ca)

Applicants will be notified of decisions by May 2, 2016. Project monies will be distributed before July 1, 2016.

\*Alternatively, you may deliver a hard copy of the application to the CACV Office, room 440 on the 4<sup>th</sup> Floor of the Woodward Building.