



COMMUNITY ARTS COUNCIL OF VANCOUVER

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

Vision, Mission and Core Values of the CACV

Founded in 1946, the vision of the Community Arts Council of Vancouver is of a socially-engaged, inclusive, and vibrant city alive with community arts. CACV's mission is to further the development of community arts throughout Vancouver.

Core Values

Accountability: To be transparent and responsive.

Contribution: To create opportunities for everyone to contribute and learn.

Community: To encourage active participation and collaboration.

Diversity: To be open, dynamic and inclusive in our practices and initiatives.

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

Meaning: 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 arts 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, and 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.



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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.



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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.

Lead organization – the organization that is responsible for the project. It need not be an arts organization but it must be a registered non-profit in the Downtown Eastside (Waterfront to Terminal, Clarke to Cambie).

Collaborating artist – this person needs to be integrally involved in the project, from inception, execution and evaluation. The artist is not the applicant – the lead organization is.

Organizational collaborators – although not a requirement, the program prioritizes projects that include collaborations between organizations as well as with an artist. The organizational collaborator does not need to be a Downtown Eastside organization.

Eligibility

Who Can Apply?

Proposals are invited from lead 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, 2018 and June 30, 2019.
2. While the project must be a community-engaged arts project, the organizations do not need to be primarily arts organizations.



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3. Projects should demonstrate primary impact within the Downtown Eastside community, although activities that bridge to other communities and take 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. This year’s workshop will take place on Monday, January 22nd, 2018. Contact the Program Manager kelty@cacv.ca for details.

Applicants must provide a signed, completed application form and complete all sections of the application (A through H). 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



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Section C: Project Description

When writing the project description, the following points should be covered:

1. **Describe your organization's mandate and experience with community arts** to provide credibility as the lead applicant.
2. **Describe your project, including how it addresses one or more of the Program Priorities and two or more of the Program Objectives** that are listed earlier in these guidelines. Refer to them directly; do not assume the reader will make the correct inference. Choosing a few strong objectives is more credible than attempting to meet all of them.
3. Make sure the **artist's role** in the project is adequately described and fits the definition of collaboration as outlined in the Guidelines.
4. If the project has been undertaken in the past and this is a new iteration, **what difference will the CAF money make? What is new about this project?** If your organization has received CAF funding previously, how will this project build on what has happened in the past?
5. **Identify other community organizations and groups you will be collaborating with and what their role will be, if applicable** – although not required, the program prioritizes applications that include collaborations between organizations as well as with an artist. These organizations must have a clearly defined and meaningful role in the project with shared investment in the project's success.
6. **Provide a description of how you will evaluate the project** – what will constitute success for this project and how will it be measured? Be as specific as possible, including who will be undertaking the evaluation.

Section D: Timeline

Provide a project schedule/timeline of key activities – funding is available for projects that commence on or after July 1, 2018 and conclude by June 30, 2019, with a final report submitted within 60 days of the project's conclusion. Include the timeframe for evaluating the project.

Section E: Budget

Use the template provided, adapting as necessary. Budget must include both revenues and expenses. The program anticipates projects having funding in addition to the program grant.

Include all revenue sources and indicate which, if any, are confirmed. In-kind revenues (non-monetary donations of goods and services that have a dollar value, e.g. donated food) should be included. **Include all expenses** needed to carry out the project. If you have included in-kind revenues, the same amount needs to be shown as in-kind expenses. Revenues should equal expenses.



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Section F: Confirmations of Collaborations

Artist Bio – speaks to the background of the artist(s) to undertake the project, including their experience with community engaged arts. Links to websites or samples of work should be included to support the artist(s) practice.

Artist Letter of Confirmation – this is a statement that the artist has worked with the applicant in developing the project and is willing and able to undertake it as described in the application. 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.

Letters of confirmation from organizational collaborators, if applicable – similar to the letter from the artist, it confirms the organization’s involvement and willingness to participate.

Section G: Financial Statements

Financial Statements must include a balance sheet (assets, liabilities, net assets) and income statement (revenue and expenses) for the last completed fiscal year. Ideally these will be reviewed by an independent auditor. Internally prepared statements must be signed by two members of the board 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, Former 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



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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.



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- 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



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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 as a single pdf document by 11:59pm on Tuesday, March 6, 2018, to:

Kelty McKerracher, Program Manager, Community Arts Council of Vancouver
Email: kelty@cacv.ca

Applicants will be notified of decisions by May 15, 2018. Please note that project monies will be distributed starting July 1, 2018.

*Alternatively, you may deliver a hard copy of the application to the CACV Office in the Woodward's Building:

Suite 440 - 111 West Hastings St
Vancouver, BC V6B 1H4