

Preparing for the City of Vancouver COVID-19 Cultural Impact Critical Assistance Grants

Thursday, October 8, 2020 | 10:30am-12:00pm

Hosted by **GVPTa** **GREATER VANCOUVER
PROFESSIONAL
THEATRE ALLIANCE**

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Preparing for the City of Vancouver COVID-19 Cultural Impact Critical Assistance Grants

10:30am-11:30am – Overview of the grant + Q&A

11:30am-12:00pm – Grant Portal Walkthrough

Expression of Interest Questions

Section 1

Impact of COVID-19 on the organization and/or sector

- 1) Describe how COVID-19 has impacted your ability to deliver programs, services, and/or operate spaces, and the impact it has had on the communities you serve.
- 2) Why is it critically important to your organization and/or sector to receive these funds right now?

Expression of Interest Questions

Section 2

Use of funds and alignment with program priorities

3) Select the priority program(s) you are requesting the funds for, and include the request amount for each program.

- Equity Seeking
 - Continuity or adaptation
- Live Music / Performing Arts
 - Continuity or adaptation
 - Access to Civic Theatres
- Cultural Spaces
 - Restart
 - Rebuild
 - Resilience
 - Urgent life safety upgrades

4) Describe the project, program, or service and how the funds will contribute to the priority program(s) you selected in question 3.

Expression of Interest Questions

Section 3

Feasibility of proposal

5) What is the projected timeline for use of the funding?

6) For the program(s) you are requesting funds for, what other COVID-19 aid/resources/measures have you received or are likely to receive or implement?

(eg. Federal or provincial COVID-19 grants, subsidies, loans, rent deferrals, etc)

7) What other types of COVID-19 aid/resources/measures does your organization need to sustain operations, programs and services for the benefit of the communities you serve?



Indian Summer Festival - Photo: Nick Siu

**City of Vancouver – Cultural Services
CICA Cultural Impact Critical Assistance Grants
October 8, 2020**

To support groups who have played and continue to play a critical role in the city’s cultural and economic vitality, who have been most impacted by COVID-19.



Special Thanks to GVPTA

To Kenji and friends at the GVPTA, and to you the community for telling us your stories. Kudos for continuing to program and provide services to the community and the public under extremely complex conditions and for supporting each other throughout it.

AGENDA

- Welcome and introductions
- CICA Grants Overview
- Priority areas and streams
- Assessment criteria
- Q + A
- Online technical walk-through

CICA Program Overview

- Purpose
- Who it is for (eligibility, priorities)
- Funding amounts and what it can be used for
- Staged approach (EOI, 2nd stage application)
- Timeline
 - EOI submission deadline Nov. 4th
 - 2nd stage application (where applicable) Nov. 18th
 - Funding dispersed after Dec. 9th to end of year

CICA Priorities

Groups who contribute to the:

- livelihood of artists from equity-seeking communities
- sustainability of a diverse and inclusive live music or performing arts sector
- sustainability of affordable, accessible, and safe cultural spaces

CICA Priorities

Equity seeking - groups that identify barriers to equal access, opportunities, and resources due to disadvantage and discrimination and actively seek social justice and reparation.

These include cultural groups who have specific mandates, programs, and services to support equity-seeking artists and equity-seeking cultural organizations.

CICA Priorities

Live Music/Performing Arts: organizations who contribute to the cultural and economic vitality of the city's diverse live music and performing arts sectors.

These include festivals and celebrations, presenting and producing companies, service organizations, and cultural venues and facilities.

CICA Priorities

Theatre Rental Grants (“TRG”): in-kind grant stream that offers assistance to non-profit professional arts and cultural organizations for some of the costs when using the Vancouver Civic Theatres.

These grants will support performing arts groups to continue to support artists and bring content to the public in new ways (various access to VCT facilities, activating non-theatre space including lobbies and ʔx^wʔ exən Xwtl’a7shn, and digital performance experiences).

CICA Priorities

Cultural Spaces: operators and cultural organizations providing access to equitable, safe, legal, affordable, and fully functioning cultural spaces in Vancouver.

These include groups who provide space for community or professional artist use including theatres, concert halls, rehearsal, exhibition, cinema, studio, workshop, storage, office, administration, and other spaces for cultural use.

CICA Priorities

Cultural Spaces - Operating Projects

Restart: Support for facility operating costs for space operators who provide subsidized affordable space for artists and cultural organizations, and who are at risk of losing space due to COVID-19

Cultural Spaces - Capital Projects

Rebuild: Capital projects for improvements/upgrades for community arts and cultural spaces

Resilience: Capital planning projects, including studies, research or mentorships

Urgent Life Safety Upgrades: unforeseen and urgent replacement, repairs and/or life-safety capital infrastructure projects

CICA Assessment

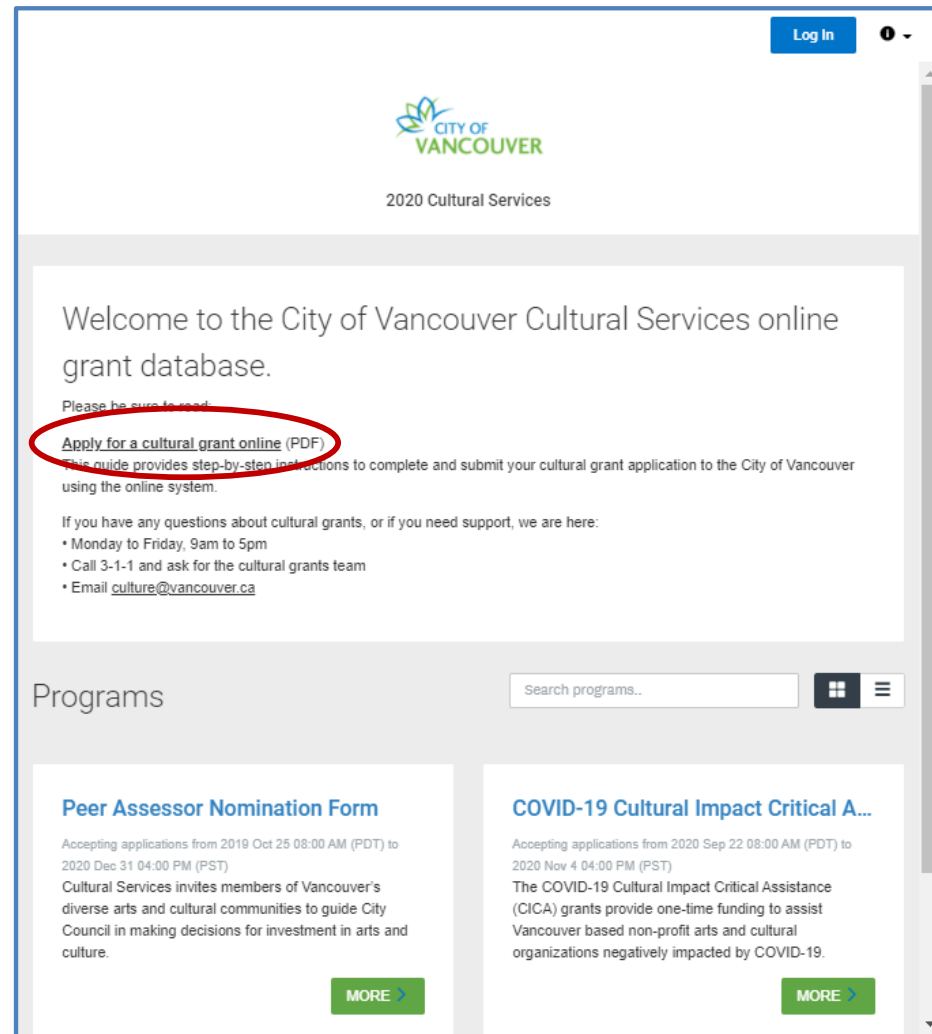
- **Impact on group and community it serves**
(staffing, finances, programs, operations, services, space)
- **Further contributes to sustainability of priority groups**
(wide reach and demonstrated positive impact for priority groups through mission, programs, services, operations, leadership, space, etc.)
- **Feasibility**
(clear, specific, and achievable timeline and evidence that funds will enhance wide reaching impact, and group has the capacity to continue to deliver)

Questions

culture@vancouver.ca

Apply for a cultural grant online

<https://vanculture.smapply.ca/>



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Create an account

Share your email address and create a private personal password

1. Give the grants team your first name, last name, and email address.
2. Check your email account for an invitation to join.
 - The system sends two emails. The first email invites you to register and create a private personal password. The second email makes sure you want to connect with us by email.
 - This meets Canada's anti-spam laws. Spam is email that is sent to you without your consent.
3. Click 'Join now'

2020 Cultural Services

Dear tested tester,

You have been invited to be an Applicant for the following site, **2020 Cultural Services**.

Please click on the following link to complete the registration process.

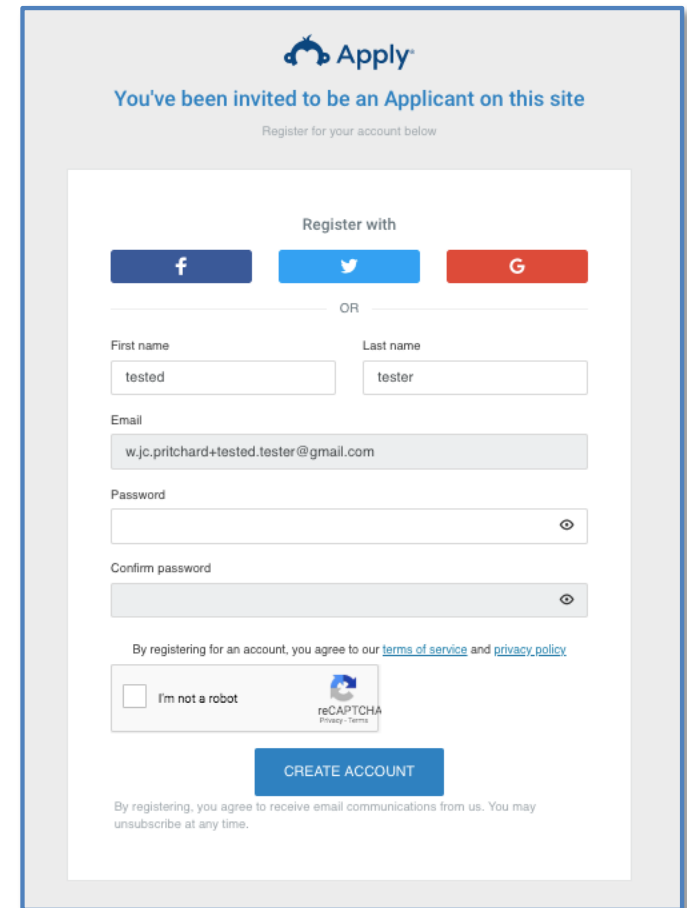
To ensure you receive notification from the system, please be sure to add noreply@mail.smapply.io as a safe sender to your email inbox.

Thanks,
Cultural Services

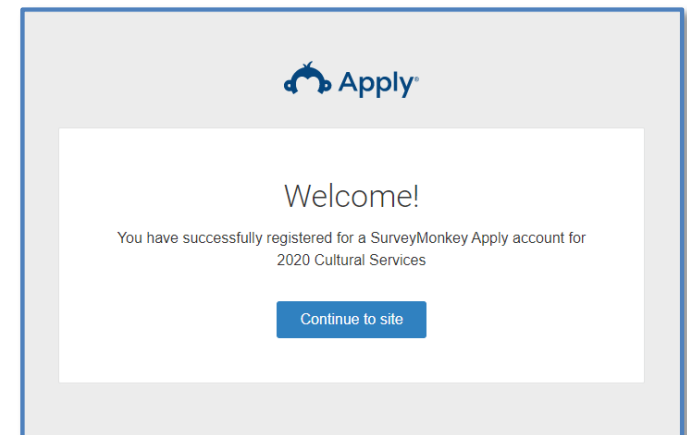
Join now

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4. You will be taken to the online grant website. The system will ask you to make a password and create an account.
5. Click 'Create account'
6. The system will indicate you have been successful.
7. Click 'Continue to site'



The screenshot shows the 'Apply' registration page. At the top, it says 'Apply' with a logo and 'You've been invited to be an Applicant on this site'. Below that, it says 'Register for your account below'. The registration options are 'Register with' followed by buttons for Facebook, Twitter, and Google. Below these is an 'OR' separator. The form fields include 'First name' (test), 'Last name' (tester), 'Email' (w.jc.pritchard+tested.test@gmail.com), 'Password', and 'Confirm password'. There is a checkbox for 'I'm not a robot' with a reCAPTCHA logo. A blue 'CREATE ACCOUNT' button is at the bottom. At the very bottom, there is a small disclaimer: 'By registering, you agree to receive email communications from us. You may unsubscribe at any time.'



The screenshot shows the 'Apply' welcome page. At the top, it says 'Apply' with a logo. Below that, it says 'Welcome!'. The text reads: 'You have successfully registered for a SurveyMonkey Apply account for 2020 Cultural Services'. A blue 'Continue to site' button is at the bottom.

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Create an application

Login to the online system

1. Visit the online grant system at:
<https://vanculture.smapply.ca/>.
2. Login with your email address and password.
3. Select the cultural grant program you want to apply to.
4. Enter your organization's legally registered name or the name of your First Nation band council.
5. This will take you to the main page of a new application

COVID-19 Cultural Impact Critical Assista...



Accepting applications from 2020 Sep 22 08:00 AM (PDT) to 2020 Nov 4 04:00 PM (PST)

The COVID-19 Cultural Impact Critical Assistance (CICA) grants provide one-time funding to assist Vancouver based non-profit arts and cultural organizations negatively impacted by COVID-19.

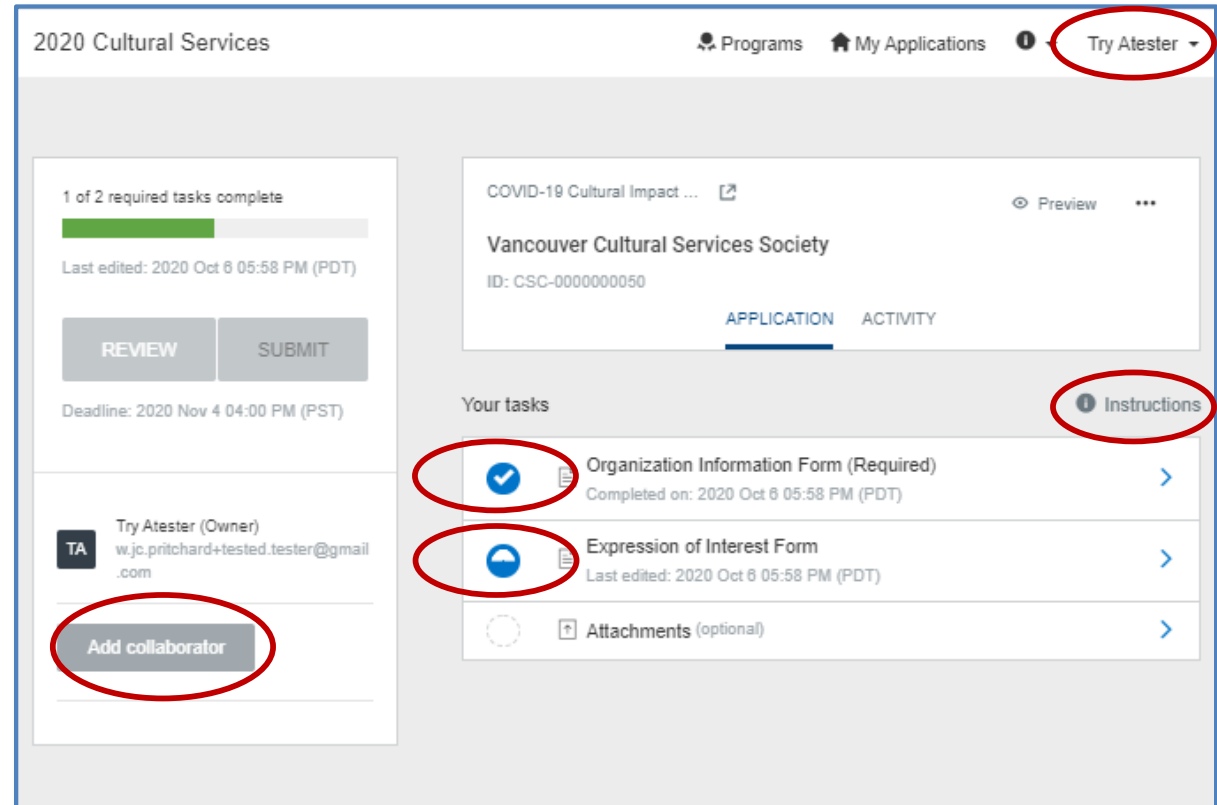
[MORE >](#)

Begin an application

Main page

1. Your name
2. Instructions
3. Required tasks/optional tasks
 - Required tasks in the list must be completed in order to submit your application.
 - A task is underway when it shows the half-full icon: 
 - A task is complete when it show the checkmark icon: 
4. Add collaborators
 - You can invite your colleagues to review or edit your application.

Your Name

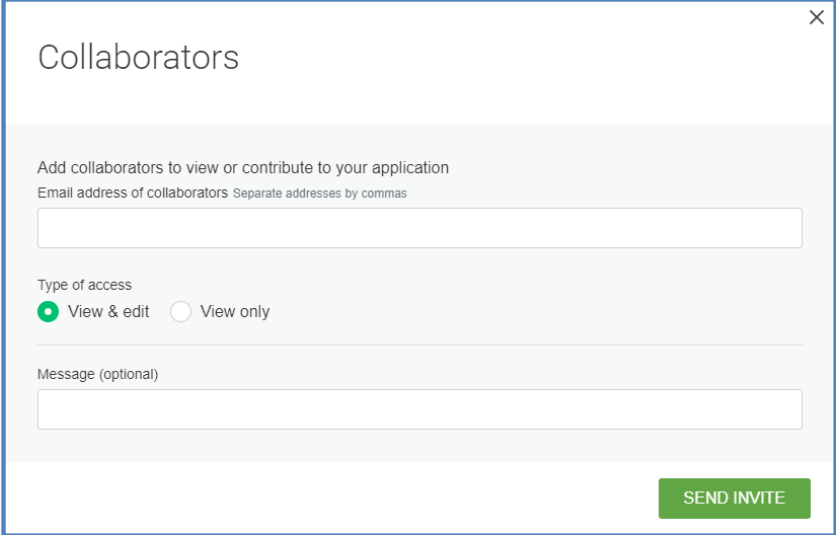


The screenshot shows a web interface for managing applications. At the top, the title is '2020 Cultural Services'. In the top right corner, there are navigation links for 'Programs', 'My Applications', and a user profile for 'Try Atester' which is circled in red. Below the navigation, there is a progress bar indicating '1 of 2 required tasks complete'. The main content area is divided into two columns. The left column shows application details: 'Last edited: 2020 Oct 6 05:58 PM (PDT)', 'REVIEW' and 'SUBMIT' buttons, and 'Deadline: 2020 Nov 4 04:00 PM (PST)'. Below this, the user 'Try Atester (Owner)' is listed with the email 'w.jc.pritchard+tested.tester@gmail.com', and an 'Add collaborator' button is circled in red. The right column shows the application title 'COVID-19 Cultural Impact ...', the organization 'Vancouver Cultural Services Society', and the ID 'CSC-0000000050'. Below this, there are tabs for 'APPLICATION' and 'ACTIVITY'. Under the 'APPLICATION' tab, there is a section 'Your tasks' with an 'Instructions' link circled in red. The tasks listed are: 'Organization Information Form (Required)' with a checkmark icon circled in red and 'Completed on: 2020 Oct 6 05:58 PM (PDT)'; 'Expression of Interest Form' with a half-full icon circled in red and 'Last edited: 2020 Oct 6 05:58 PM (PDT)'; and 'Attachments (optional)' with a document icon.

Add collaborators

You can invite your colleagues to review or edit your application.

1. Click the 'Add collaborators' button on the left side of the screen.
2. Enter the email address of your colleague.
3. Select 'View & edit' if you want them to be able to make changes to your application.
4. Select 'View only' if you want them to review the application, but not change it.
5. Click the 'Send invite' button.
6. They will receive an email from the system, and should follow the directions to create an account.



The screenshot shows a dialog box titled "Collaborators" with a close button (X) in the top right corner. The dialog contains the following elements:

- A heading: "Collaborators"
- A sub-heading: "Add collaborators to view or contribute to your application"
- A label: "Email address of collaborators Separate addresses by commas"
- A text input field for entering email addresses.
- A section titled "Type of access" with two radio button options: "View & edit" (which is selected) and "View only".
- A label: "Message (optional)"
- A text input field for an optional message.
- A green button labeled "SEND INVITE" at the bottom right.

Using forms

Forms ask questions, provide space for you to answer, and show you the criteria which reviewers will use to assess your application.

1. Task list
2. Navigating in the form




3. Saving your work

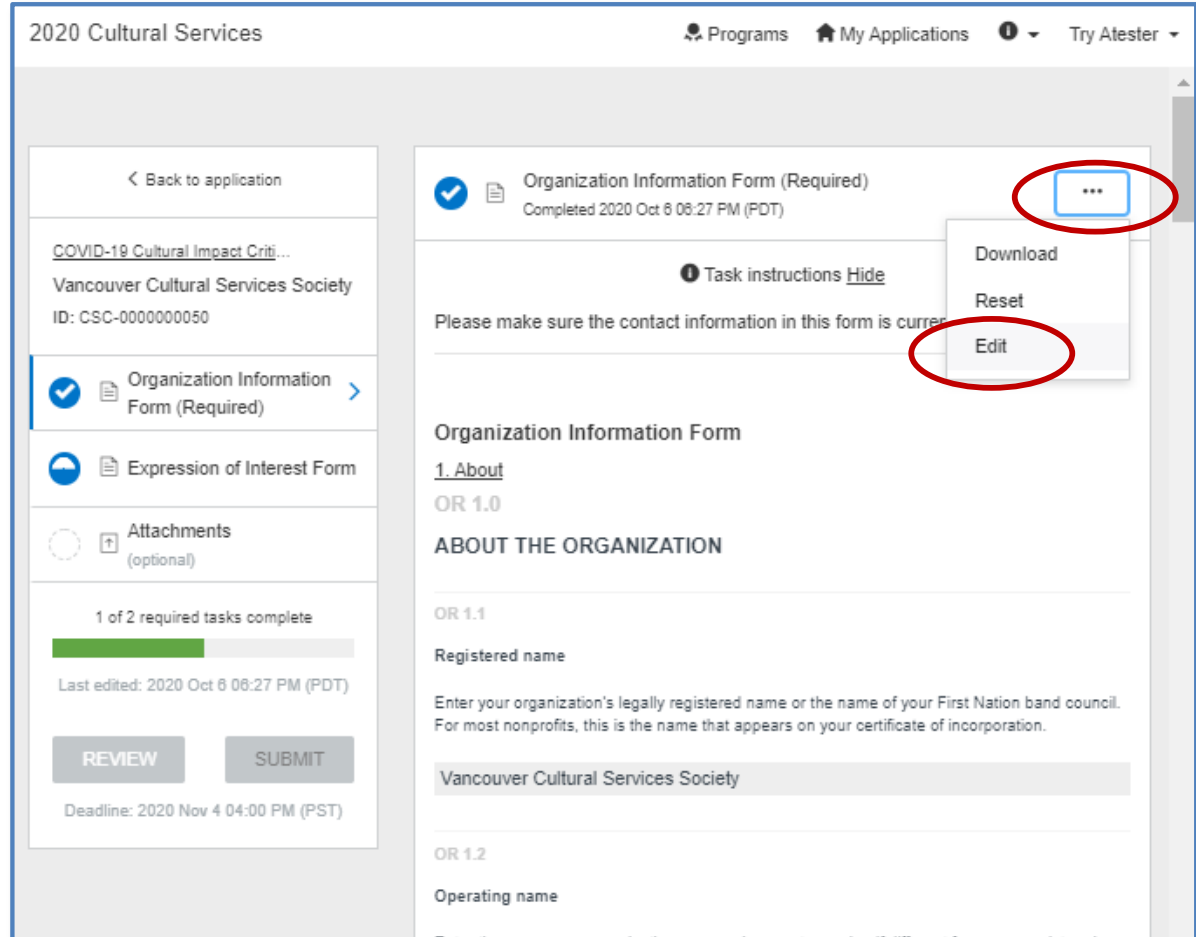
4. Mark as complete

A screenshot of a web application interface for '2020 Cultural Services'. The top navigation bar includes 'Programs', 'My Applications', and a user profile 'Try Atester'. The main content area is split into two columns. The left column is a sidebar with a 'Back to application' link and a list of tasks: 'COVID-19 Cultural Impact Criti...', 'Organization Information Form (Required)', 'Expression of Interest Form', and 'Attachments (optional)'. Below the tasks is a progress indicator '0 of 2 required tasks complete', a 'Last edited' timestamp, and 'REVIEW' and 'SUBMIT' buttons. The right column shows the 'Organization Information Form (Required)' with a 'Reuse data' button. It includes 'Task instructions Hide', a note to ensure contact information is current, a progress bar at 0%, and sections for 'ABOUT THE ORGANIZATION' with sub-sections 'OR 1.0' and 'OR 1.1'. The 'Registered name' field contains 'Vancouver Cultural Services Society'. A 'Draft saved' indicator is visible in the top right of the form area.

Editing forms

Once completed, instead of a live form that you can edit, the system displays the form as one long PDF showing all the questions and your answers.

1. To re-open the form and edit it, go to the top of the task, and click the 'More options' icon: 
2. Click 'Edit.' The task will be re-opened and the live form will be displayed again.
3. If you click 'Reset' the system will remove all the information you entered and your form will be blank again.
4. When you click 'Reset,' you will be asked to confirm you want to proceed.



The screenshot displays the '2020 Cultural Services' application interface. On the left, a sidebar lists tasks: 'COVID-19 Cultural Impact Criti...', 'Vancouver Cultural Services Society ID: CSC-0000000050', 'Organization Information Form (Required)', 'Expression of Interest Form', and 'Attachments (optional)'. The 'Organization Information Form (Required)' is highlighted. Below the sidebar, a progress bar shows '1 of 2 required tasks complete' and a 'REVIEW' button. The main content area shows the 'Organization Information Form (Required)' completed on '2020 Oct 6 08:27 PM (PDT)'. A dropdown menu is open, showing options: 'Download', 'Reset', and 'Edit'. The 'More options' icon (three dots) is circled in red, and the 'Edit' option is also circled in red. The form content includes sections for '1. About', 'OR 1.0 ABOUT THE ORGANIZATION', 'OR 1.1 Registered name' (with a text input field containing 'Vancouver Cultural Services Society'), and 'OR 1.2 Operating name'.

Expression of Interest Form

- Please review the information on the CICA grants webpage.
- <https://vancouver.ca/home-property-development/cultural-impact-critical-assistance-grants.aspx>
- There are links to additional information guides for TRG and Cultural Spaces.

Question 3.0 in the Expression of Interest Form is where you indicate the programs you want to apply to and the amounts you are requesting.

1. Click the box in the 'Select this program' column.
2. Enter the value of your request in the 'Request amount' column
3. The amounts automatically total for you.

CICA | 3.0

Select the priority program(s) you are requesting the funds for, and include the request amount for each program.

Given the anticipated demand and limited resources, it is recommended that you select the program(s) of highest need where you can demonstrate the strongest impact. The total request may not exceed \$75,000.

Cultural Spaces Grants support timely critical cultural space projects that address urgent life safety issues, equity, accessibility, COVID 19 pandemic restart and sector resilience. For more information please see [COVID-19 Cultural Impact Critical Assistance \(CICA\) Grants Cultural Spaces Program Guidelines](#).

Priority programs	Select this program	Request amount (no commas or \$)
Equity Seeking Continuity or adaptation (up to \$25,000): COVID-19 related costs to continue or adapt or enhance ongoing programs and services for equity-seeking artists and/or communities.	<input type="checkbox"/>	
Live Music/Performing Arts Continuity or adaptation (up to \$25,000): COVID-19 related costs to continue or adapt or enhance ongoing programs and services that contribute to the city's diverse live music and performing arts sectors.	<input checked="" type="checkbox"/>	15000
Live Music/Performing Arts Access to Civic Theatres (in-kind support up to \$25,000): Costs for use of Vancouver Civic Theatres to adapt to new use of VCT space (i.e., Live Stream/Recording, Projection System rental, Camera, recording, and IMAG rental package, Audience Services Staff for Live Stream/Recording Events, Ancillary Space Rental).	<input type="checkbox"/>	
Cultural Spaces Restart (up to \$25,000): Support for facility operating costs for space operators who provide subsidized affordable space for artists and cultural organizations, and who are at risk of losing space due to COVID-19.	<input checked="" type="checkbox"/>	10000
Cultural Spaces Rebuild (Capital Infrastructure Projects up to \$25,000): Support for capital projects for improvements/upgrades for community arts and cultural space.	<input type="checkbox"/>	
Cultural Spaces Resilience (Capital Infrastructure Projects up to \$25,000): Support for capital planning projects, including studies, research or mentorships.	<input type="checkbox"/>	
Cultural Spaces Urgent life safety upgrades (Capital Infrastructure Projects up to \$25,000): support for unforeseen and urgent replacement, repairs and/or life-safety capital infrastructure projects.	<input type="checkbox"/>	
Total		25000

The total request may not exceed \$75,000.



Using uploads

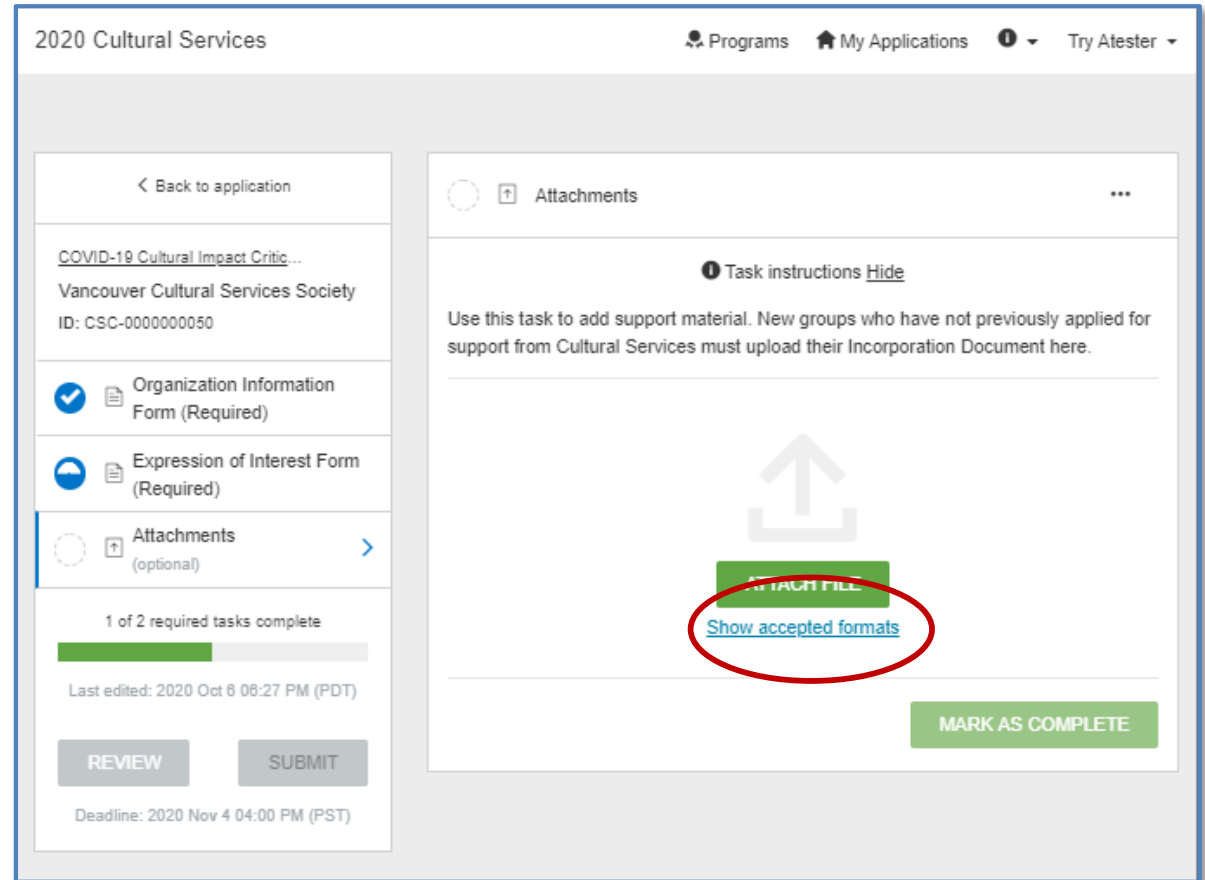
Upload tasks let you attach documents requested by the cultural grant program.

Use this task to add support material. New groups who have not previously applied for support from Cultural Services must upload their Incorporation Document here.

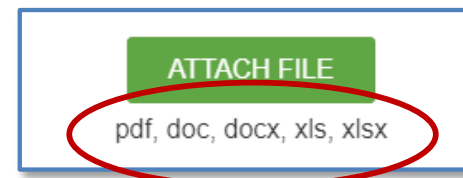
1. Click 'Attach' and browse your computer for the file you want to upload.
2. Mark as complete

Editing uploads

1. To re-open the upload and edit it, go to the top of the task, and click the 'More options' icon: 
2. Click 'Edit.' The task will be re-opened.
3. To replace the uploaded file with another file, click the 'More options' icon: 
4. Click 'Edit' and browse your computer for the file you want to upload



The screenshot shows the '2020 Cultural Services' application interface. The left sidebar lists tasks: 'COVID-19 Cultural Impact Critic...' (Vancouver Cultural Services Society, ID: CSC-0000000050), 'Organization Information Form (Required)', 'Expression of Interest Form (Required)', and 'Attachments (optional)'. The 'Attachments' task is selected. The main content area shows 'Task instructions Hide' and a message: 'Use this task to add support material. New groups who have not previously applied for support from Cultural Services must upload their Incorporation Document here.' Below the message is a large green 'ATTACH FILE' button and a blue link 'Show accepted formats'. At the bottom right is a green 'MARK AS COMPLETE' button. The bottom of the sidebar shows '1 of 2 required tasks complete', 'Last edited: 2020 Oct 8 08:27 PM (PDT)', 'REVIEW' and 'SUBMIT' buttons, and 'Deadline: 2020 Nov 4 04:00 PM (PST)'. A red circle highlights the 'ATTACH FILE' button and the 'Show accepted formats' link.



A close-up of the 'ATTACH FILE' button and the list of accepted file formats: pdf, doc, docx, xls, xlsx. A red circle highlights the button and the list of formats.

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Submit your application

1. On the left side of the screen, the 'Review & submit' button will turn green when all required tasks are completed.
2. Click 'Review & submit.'
3. Once you are satisfied with your application, click the 'Submit your application' button which appears at the bottom of the screen.

Submission confirmation

1. The system will confirm your application was submitted.
2. This system will send you an email confirming your application was received.
3. If you didn't get an email receipt, check your spam or junk folder. If you still can't find an email, contact: culture@vancouver.ca.

The screenshot shows the '2020 Cultural Services' application page. At the top, there are navigation links for 'Programs', 'My Applications', and the user 'Try Atester'. The main content area is divided into two columns. The left column shows a progress bar indicating '2 of 2 required tasks complete', the last edited time '2020 Oct 7 08:53 AM (PDT)', and a deadline of '2020 Nov 4 04:00 PM (PST)'. Below this, there are two buttons: 'REVIEW' and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red circle. The right column shows the application title 'COVID-19 Cultural Impact ...', the organization 'Vancouver Cultural Services Society', and the ID 'CSC-0000000050'. Below this, there are tabs for 'APPLICATION' and 'ACTIVITY'. At the bottom, there is a 'Your tasks' section with three items: 'Organization Information Form (Required)' (Completed on: 2020 Oct 6 08:27 PM (PDT)), 'Expression of Interest Form (Required)' (Completed on: 2020 Oct 7 08:53 AM (PDT)), and 'Attachments (optional)'. An 'Add collaborator' button is also visible in the bottom left of the main content area.

Questions

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