

NO: **R011**

COUNCIL DATE: **January 27, 2020**

REGULAR COUNCIL

TO: **Mayor & Council** DATE: **January 21, 2020**

FROM: **General Manager, Parks, Recreation & Culture** FILE: **7800-01**
General Manager, Finance

SUBJECT: **Cultural Grants Program – 2020 Grant Allocations**

RECOMMENDATION

The Parks, Recreation & Culture Department and the Finance Department recommend that Council:

1. Receive this report for information; and
2. Approve in accordance with the Surrey Cultural Grants Program Guidelines (attached as Appendix "I") 86 grants totalling \$457,600, as generally described in this report.

INTENT

The purpose of this report is to obtain approval for the issuance of 86 grants recommended for 2020 under the Cultural Grants Program.

BACKGROUND

At its Regular meeting on May 28, 2012, Council adopted the City's planning document "Surrey Cultural Plan: Enhancing Urbanization through Arts and Heritage," which included six key enhancement goals and a clear recommendation for the City to implement a cultural grants program. On November 5, 2012, Council approved the Surrey Cultural Grants Program.

As stated in the Surrey Cultural Grants Program Guidelines, the Program is intended to support a wide range of arts and cultural activity in Surrey, including artistic practices (music, dance, theatre, literary, visual, media, interdisciplinary, community-based and Indigenous arts) and cultural celebrations and events that reflect Surrey's diverse heritage and community.

DISCUSSION

2020 Application Process

Not-for-profit arts and cultural groups were invited to submit expressions of interest for the 2020 Cultural Grants Program in fall, 2019. Eligible organizations were then asked to submit

applications by the November 7th, 2019 deadline. Interested arts and cultural organizations were also offered the following learning and development opportunities with City staff to assist in the preparation of their applications:

- A public information session (September 18, 2019) reviewing the Cultural Grants guidelines and offering grant application tips;
- A grants budget workshop (October 19, 2019) covering budget planning, tracking, and reconciliation; and
- One-on-one mentorship sessions (October 16, 2019 and October 19, 2019) providing individual feedback on applications in progress.

Cultural Grant Funding

The approved funding allocation for the 2020 Cultural Grants Program is \$500,000. In addition, an unallocated balance from previous years of \$87,632 has been carried forward to 2020. Therefore, the amount of funding available for Council’s allocation in 2020 is \$587,632.

Ninety-six applications were received for the 2020 grant intake, requesting grants totalling \$714,108. The total value of the initiatives documented in the applications was \$5,561,585. This demonstrates the substantial and continually increasing community need for this support. Moreover, it illustrates that that the City’s investment in Cultural Grants leverages significant contributions both in cash and in-kind from other sources.

Year	Grants Budget	Total Expenses of Proposed Projects	Total Grant Funding Requested*	Value of Grants Awarded (\$)*
2013	\$75,000	\$624,885	\$131,411	\$123,061
2014	\$100,000	\$1,224,804	\$213,750	\$99,700
2015	\$200,000	\$1,185,150	\$208,275	\$198,275
2016	\$300,000	\$2,521,997	\$306,284	\$290,159
2017	\$400,000	\$2,460,417	\$357,920	\$368,874
2018	\$500,000	\$3,392,728	\$606,271	\$449,000
2019	\$500,000	\$5,096,559	\$755,008	\$528,750
2020	\$500,000	\$5,561,585	\$714,108 (to date)	\$457,600 (to date)

*Totals include the amounts requested and awarded in the main fall intake, as well as through supplemental grants throughout the remainder of each year.

2020 Cultural Grants Evaluation Process

An Evaluation Committee composed of a representative from the Parks, Recreation & Culture Advisory Committee as well as staff representing performing arts, literary arts, heritage, and finance, reviewed each of the applications, applying a point rating system to the following criteria:

- Artistic merit of the initiative for which grant funding is requested;
- Community impact of the initiative; and
- Organizational health of the applicant organization and feasibility of the initiative.

The Committee then met on December 18, 2019 to discuss the merits of each applicant and reach consensus on funding recommendations. Based on the Program funds available for 2020, the Evaluation Committee recommends awarding 86 separate grants totalling \$457,600. The total value of the initiatives for which these grants will provide funding is approximately \$5,328,583. The recommendations are outlined in Appendix II attached to this report.

The Committee declined to award funding to ten applicants whose proposed activities were either ineligible under the Cultural Grants guidelines, would offer very limited community benefit, or lack feasibility based on the information submitted. Each unsuccessful applicant will be offered individual feedback and coaching and will be encouraged to reapply in 2021. In a few cases, where the Committee agreed the organization was worthy of public support, but the proposed initiative was not well aligned with program guidelines, the applicant was given the opportunity to reapply in 2020 with a new project.

As per the Program Guidelines, up to 20% of the Cultural Grants budget can be retained for late applications and as a contingency. Therefore, the Committee also recommends that the balance of available funds (\$130,032) be reserved for emerging applicants—including the unsuccessful applicants invited to reapply—and special projects throughout 2020.

Distribution of Grant Funding

In accordance with the Surrey Cultural Grants Program Guidelines (Appendix I), for grants \$1,500 or greater, 80% of each approved grant will be distributed to the respective group upon Council approval of this report. The remaining 20% will be distributed upon completion of the project. For grants under \$1,500, the full grant amount will be distributed upon Council approval of this report. All grant recipients are required to prepare a final report demonstrating the activity for which the grant was awarded has been duly completed. For returning applicants, the receipt of 2020 Cultural Grant funding is dependent upon the applicant submitting outstanding final reports from 2019 and fulfilling any requirements identified by the Evaluation Committee.

SUSTAINABILITY CONSIDERATIONS

The work of the Cultural Grants Program supports the objectives of the City's Sustainability Charter 2.0. In particular, this work relates to Sustainability Charter 2.0 Theme of Education and Culture. Specifically, this project supports the following Desired Outcomes ("DO") and Strategic Directions ("SD"):

- DO7: An enviable and vibrant arts and heritage sector contributes to Surrey's citizen engagement, enrichment, economy, community livability and civic pride;
- DO9: Surrey supports and celebrates its diverse artists, cultures and community heritage through inclusive festivals, programming and events;
- DO12: Surrey nurtures a unique participatory community-based arts scene; and
- SD8: Support the growth of a diverse arts sector through the development of Surrey's cultural corridor.

CONCLUSION

The Surrey Cultural Grants Program continues to be received very positively by the local arts and cultural sectors. As outlined in the Surrey Parks, Recreation and Culture Strategic Plan 2018-2027, the Program benefits the community by strengthening the organizational capacity of new and existing cultural groups and supporting the development of a wide variety of art projects, cultural programs and services in the City.

Based on the above discussion, staff recommend that Council approve the 2020 Cultural Grants as documented in Appendix "II" attached to this report.

Laurie Cavan
General Manager,
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Appendix "I": Surrey Cultural Grants Program Guidelines
Appendix "II": 2020 Cultural Grants Program Funding Recommendations

Surrey Cultural Grants Program Guidelines

The Cultural Grants Program is intended to support a wide range of arts and cultural activity in Surrey including artistic practices (music, dance, theatre, literary, visual, media, inter-disciplinary, community-based and Indigenous arts); and cultural celebrations and events that reflect Surrey’s diverse heritage and community.

The vision of the Cultural Grants Program (the “Program”) is to support and enhance Surrey’s arts and cultural sector through:

- Building organizational capability and sustainability in each of existing and new local cultural organizations;
- Investing in community-based cultural activities that promote awareness, access, participation and appreciation of arts and heritage; and
- Encouraging collaborative opportunities and partnerships.

General guidelines for the Program include:

- Grants will be awarded annually for Capacity, Project or Operating Support;
- Grants will be awarded based on number of eligible applicants and available funding in each year;
- Up to twenty percent (20%) of available grant funding for the Program may be retained as a contingency for extemporaneous grants and as a contingency; and
- City cultural investment strategies as contained in City planning documents may be considered in the awarding grants.

The following will not be funded through the Program:

- educational institutions;
- religious, political, and business groups;
- fundraisers;
- travel (more than 200 kilometres outside the Lower Mainland);
- deficit reduction;
- capital projects (equipment, new buildings, facility upgrades);
- activities taking place outside Surrey; and,
- bursaries, scholarships or contests.

Grants may be awarded in each of the following three (3) noted categories:

1. **Capacity Building Grants**

Under this category, grants will be provided to qualified groups to support the organizations’ development needs, including but not restricted to any of the following:

- training;

- workshops and conferences;
- applying for registered not-for-profit status;
- Board development activities;
- marketing; and
- strategic planning.

Funding Levels:

- Registered Not-for-Profit Organizations are eligible to apply for up to \$3,000.
- Non-Registered Not-for-Profit Organizations are eligible to apply for up to \$2,500.

2. Project Grants

Under this category, grants will be provided to encourage partnerships and collaborations that result in cultural programs and initiatives. The grant award may contribute up to fifty percent (50%) of the project budget on a matching basis. Matching funds can be a combination of cash and in-kind contributions, with in-kind volunteer hours limited to thirty percent (30%) of the overall project budget.

Funding Levels:

- Registered Not-for-Profit Organizations, with a Project Budget greater than \$50,000, are eligible to apply for up to \$10,000.
- Registered Not-for-Profit Organizations, with a Project Budget less than \$50,000, are eligible to apply for up to \$5,000.
- Non-Registered Not-for-Profit Organizations are eligible to apply for up to \$5,000.

3. Operating Grants

Operating grants aim to support and sustain the work of mature, registered not-for-profit arts and cultural organizations that deliver consistent, meaningful, and original local programming, demonstrate sustainable administrative practices and organizational structures, and play a leadership role in enriching and enlivening Surrey's cultural landscape. Under this category, eligible organizations can apply for up to 20% of their annual operating budget, to a maximum of \$15,000. Organizations must apply each year; a funding approval in any given year should not be viewed as an ongoing source of funding.

The following documents the **eligibility criteria** under each of the above-referenced categories:

1. Capacity Building Grants

To be eligible under this category, the applicant must be:

- a not-for-profit organization (registered or non-registered);
- principally based in Surrey; and
- requesting a grant to address the organizations' development needs, including but not restricted to:
 - attendance at training, workshops and conferences;
 - registering for not-for-profit or charitable status;
 - Board development; and/or
 - strategic planning.

Organizations must be able to demonstrate how the proposed capacity building initiatives directly benefit the organization.

2. Project Grants

To be eligible under this category, the applicant must be:

- a not-for-profit organization (registered or non-registered) or individuals partnering with a not-for-profit organization (registered or non-registered);
- principally based in Surrey;
- proposing a project that has a duration of no more than 16 months; and
- having matching funds and/or in-kind contributions equivalent to the amount of the grant that is being requested.

3. Operating Grants

To be eligible under this category, the applicant must:

- Have a clear and relevant mandate with a primary focus on arts and culture programming;
- Demonstrate a significant history of arts and cultural programming in the City of Surrey with proven community impact:
 - Be based in Surrey and deliver the majority of their programs or services in Surrey;
 - Have received at least two (2) project grants from the City of Surrey, successfully completed the proposed projects, and submitted all final reports;
 - Be committed to providing arts and culture experiences that are open and accessible to all Surrey residents.
- Demonstrate financial stability:
 - Provide evidence of diversified cash revenue including earned revenue, fundraising, donations, other grants;
 - Provide externally-produced financial statements.
- Demonstrate organizational capacity and sustainability:
 - Have been operating for 5 (five) years as registered not-for-profit society in good standing;
 - Be supported by an active volunteer Board of Directors;
 - Have experienced and capable creative/artistic leadership and administrators, and maintain effective organizational structures.
- Demonstrate a commitment to compensating professional artists commensurate with industry standards

Application Processing Procedures

The following is a description of the **procedure for interested parties to make application** under the Program:

- Interested parties are required to submit a one-page expression of interest to the City that describes the reason that an application is being made and a demonstration that the related eligibility criteria are met.
- Staff will review the submissions and short-list those that appear to be fully eligible to make application.
- Eligible applicants will be invited to an information session where application forms will be distributed, information will be provided about how to fill out the application form, and questions will be answered.
- The deadline for applications will be shared. All applications received by that date will be evaluated with the results of the evaluation and the related grants announced.
- Each application will be reviewed by City staff to ensure that it is complete and meets the Program criteria. Each complete and eligible application will then be evaluated by a staff Grant Evaluation Committee comprised of representatives from: Arts, Heritage, Library, Economic Development and Finance. The Committee will recommend the grant amount for each eligible applicant that will then be forwarded to Council for approval.
- City staff will notify all applicants of Council's decision, and if applicable will advise them of the Appeal Procedure.

Appeal Procedure

- Appeals will be considered from organizations that have been denied funding and where significant new information is presented that was not available during the original review process.
- Appellants must notify City staff in writing of their intention to appeal within ten business days of the date that they receive notification of the City's decision regarding their application. The appellant must clearly identify the additional information that they view as being important to their appeal of the decision. The Evaluation Committee will review such appeals and where a change in the original recommendation is considered warranted will forward an appropriate recommendation to Council. If the appeal is denied, the applicant will be informed.

Grant Payment

- Where a grant is awarded, grant funding will be forwarded to the applicant once Council has approved the grant:
 - For grants of \$1,500 or less:
 - 100% of the full grant amount will be forwarded to the applicant upon grant approval pending receipt and approval of any outstanding grant requirements from previous years.
 - For grants of \$1,501 or greater:
 - 80% of the grant amount will be forwarded to the applicant pending receipt and approval of any outstanding grant requirements from previous years.
 - The remaining 20% will be forwarded to the applicant upon receipt by the City of a final report from the applicant that demonstrates that the initiative for which the grant was awarded has been fully and properly completed.

- The preparation and submission of a final report related to each grant is a pre-requisite for the applicant to be eligible for any future grants under the Program.
- Every organization that receives a grant under the Program is expected to acknowledge the City's support using the City's guidelines for City logo use.
- Significant changes to the scope and scale of proposed projects must be reported to Cultural Services staff.
- Organizations may be required to give progress reports and/or offer site visits upon request to demonstrate that the grant is being used for the purpose for which it was awarded

2020 Cultural Grants Program Funding Recommendations

2020 Approved Budget	\$500,000
Cultural Grant reserve funding from previous years	\$87,632
Available Grant Funding	\$587,632

CAPACITY BUILDING GRANTS

Awarded to support activities that increase organizational capacity, such as incorporation, strategic planning, website development, and board development, up to \$3000.

Pinoy Pride Vancouver Society	\$1,500
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OPERATING GRANTS

Awarded to support up to 20% of the overall budget, including operating expenses and overhead, of established organizations that have previously received two or more Project Grants. Up to a maximum of \$15,000.

Arts Council of Surrey	\$10,000
Fraser Valley Gilbert and Sullivan Society	\$15,000
Handel Society of Music	\$9,200
Peninsula Productions Society	\$15,000
Royal Canadian Theatre Company	\$15,000
Semiahmoo Arts Society	\$15,000
Surrey Art Gallery Association	\$15,000
Surrey Festival of Dance	\$15,000
Surrey Little Theatre	\$15,000
Surrey Symphony Society	\$15,000

PROJECT GRANTS

Awarded to support up to 50% of the costs of arts- and culture-related projects, such as concerts and performances, exhibitions and screenings, classes and educational programs, and cultural celebrations and events, up to a maximum of \$10,000.

African Stages Association of BC	\$5,000
Alexandra Neighbourhood House	\$3,500
Art2Heart	\$1,500
Arts Umbrella Association	\$10,000
Bangla Heritage Society	\$1,500
BC Bonsai Society	\$1,500
BC Chinese Music Association	\$5,000
Beach House Theatre Society	\$10,000
Borealis String Quartet Society	\$5,000
Canada Nepal Friendship and Cultural Society	\$4,000
Canadian Women and Art	\$10,000
Cedar Hills Caledonian Pipe Band	\$2,000

Centre of Integration for African Immigrants	\$2,500
Chinese Village Club	\$1,500
Close Look United Foundation	\$4,000
Cloverdale Arts and Entertainment Association	\$5,000
Community Living Society/Studio 73	\$4,000
Culture Chats BC Association	\$1,250
Dancing Tones Association	\$5,000
Darts Hill Garden Conservancy Trust Society	\$3,000
Diwali Celebration Society	\$10,000
EJS School of Fine Arts	\$3,000
Fil-Can Cultural Heritage Society	\$2500
Folk Star Arts Academy Society	\$1,500
Foolish Operations Society	\$5,000
Fraser Valley Chinese Culture Association	\$5,000
Fraser Valley Square and Round Dance Association	\$2,500
Ghanaian-Canadian Association of British Columbia	\$5,000
Global Insight	\$2,000
Global Peace Alliance, Surrey Society	\$4,000
Greater Vancouver Bangladesh Cultural Association	\$2,500
Jamaican Canadian Cultural Association of British Columbia	\$5,000
Lower Mainland Bengali Cultural Society of BC	\$1,750
Mha Puja BC Cultural Group	\$3,000
Mother Language Lovers of the World Society	\$4,000
Music Encore Concert Society	\$5,000
Muslim Food Bank and Community Services	\$3,500
Naked Stage Productions Society	\$5,000
Nepal Cultural Society of BC	\$1,500
Nepali Canadian Artist Group	\$2,500
Nigeria-Canada Association of BC	\$3,500
North American HanYang Arts and Culture Centre	\$4,000
Prabash Bangla Cultural Society	\$1,800
Progressive Intercultural Community Services	\$4,000
Royal Academy of Bhangra	\$10,000
Shakti: Empowerment of Women, Children, and Families	\$3,000
Sher Vancouver LGBTQ Friends Society	\$5,000
Sierra Leonean Community of British Columbia	\$2,500
Sikh Heritage Month BC	\$5,000
South African Cultural Association of BC	\$2,500
South Asian Arts Society	\$10,000
Surrey Artswest Society	\$3,000
Surrey Board of Trade/FUSIONPresents	\$3,500
Surrey Choral Arts Project Society	\$2,500
Surrey City Orchestra Society	\$10,000
Surrey English Teachers' Association	\$3,400
Surrey Filipino Canadian Society of BC	\$5,000
Surrey German Language School Society	\$800
Surrey Historical Society	\$1,000
Surrey Latin Integration Society	\$4,000

Surrey Muse Society of the Arts	\$2,000
Surrey Pride Society	\$5,000
Tara Rince Society	\$2,500
Transformational Theatre Society	\$2,000
Vancouver Cantonese Opera	\$5,000
Vancouver Inter-Cultural Orchestra Society	\$5,000
Vancouver International Bhangra Celebration	\$10,000
Vancouver International South Asian Film Festival	\$10,000
Vancouver Tagore Society	\$5,000
Westcoast Harmony Chorus	\$5,000
White Rock Community Orchestra	\$1,400
Young Peoples Opera Society	\$10,000
Z.inc Artist Collective	\$5,000
Total Grant Allocations for 2020	\$457,600
Grant Reserve Balance	\$130,032

NOT RECOMMENDED FOR FUNDING

Funding declined on the grounds that a) proposed activities are ineligible under the Cultural Grants guidelines b) proposed initiative offers very limited community benefit to merit funding; and/or c) proposed initiative lacks feasibility.

Association Francophone de Surrey
 BC Young Minds Education Association
 DreamRider Productions Society
 Empire of the Peace Arch Monarchist Association
 Find Your Forte
 FlamenConnect
 Kohinoor Folk Arts Club
 Nuru Training Association
 Surrey Photography Club
 Tech Bytes Foundation