

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 Cultural Celebrations, Projects or Operating Support;
- Grants will be awarded based on the 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 by the City as a contingency for extemporaneous grants and as a contingency; and
- City cultural investment strategies as contained in City planning documents will be considered in awarding grants.

The following will not be funded through the Program:

- Educational institutions.
 - Student projects.
 - Individuals.
 - Religious, political, and business groups.
 - For-profit organizations.
 - Activities prior to the date of receipt of the grant application by the City.
 - Fundraisers and banquets.
 - Travel.
 - Deficit reduction.
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- Capital projects (equipment, new buildings, facility upgrades).
- Ongoing core operations.
- Projects that, in the opinion of the City, may be contrary to the public interest to approve for financial assistance.
- Activities that principally take place outside the City of Surrey.
- Bursaries, scholarships, or contests.

GRANTS MAY BE AWARDED IN EACH OF THE FOLLOWING THREE (3) CATEGORIES:

① Cultural Celebrations Grants

Under this category, grants will be provided to eligible groups to support the organizations' initiative to provide audiences with an original artistic experience as part of a larger event.

Costs funded in this category may include any of the following:

- Artist fees payable to eligible artists.
- Supplies, materials and services necessary for the artist's performance.
- Liability insurance or WorkSafe BC Coverage specifically to protect the artist.

Funding Levels:

- Registered not-for-profit organizations are eligible to apply for up to \$3,000 not to exceed 50% of eligible costs.
- Non-registered not-for-profit organizations are eligible to apply for up to \$2,500 not to exceed 50% of eligible costs.

Cultural Celebrations Grants Eligibility Criteria

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

1. A not-for-profit organization (registered or non-registered).
 2. Based in the City of Surrey. Non-resident organizations may be considered for projects that occur within the City of Surrey's municipal boundaries and directly benefit Surrey residents, with priority given to projects that employ and utilize a majority of Surrey-based artists for the project, where there is no comparable organization based in Surrey, and where the project does not duplicate another that can be provided by another organization already offered in Surrey.
 3. Requesting a grant to support hiring an artist or artistic group to provide a cultural celebration experience.
 4. Able to demonstrate how the proposed cultural celebration is accessible to the public and how the presentation of the artistic component benefits residents of Surrey.
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② Project Grants

Under this category, grants will be provided to encourage partnerships and collaborations that result in cultural programs and initiatives.

Costs funded in this category may include any of the following:

- 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.
- Organizations can apply for up to \$10,000 annually for upcoming projects. Grant funding from multiple years cannot be combined to produce a single project.

Project Grants Eligibility Criteria

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

1. A not-for-profit organization (registered or non-registered) or individuals partnering with a not-for-profit organization (registered or non-registered).
2. Based in the City of Surrey. Non-resident organizations may be considered for projects that occur within the City of Surrey's municipal boundaries and directly benefit Surrey residents, with priority given to projects that employ and utilize a majority of Surrey-based artists for the project, where there is no comparable organization based in Surrey, and where the project does not duplicate another that can be provided by another organization already offered in Surrey.
3. Proposing a project that has a duration of no more than 16 months.
4. Having matching funds and/or in-kind contributions equivalent to the amount of the grant that is being requested.
5. Eligibility for returning applicants will be based on the applicant submitting all outstanding final reports from previous years, to the City's satisfaction, prior to applying for the current or upcoming year's Program. Failure to do so prior to the application deadline will render the applicant's application as ineligible. Permissible exceptions will be for those organizations that have Fall/Winter events which occur after the grant submission deadline, and that will require time upon the completion of the event(s) to submit final reports in a timely manner to be mutually agreed upon by the applicant and the City.

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

- Surrey resident organizations that employ and compensate professional staff (i.e. Executive Director and/or Artistic Director) whose role is to enable the organization to plan, develop, and ensure its ongoing resilience, and who pay artists fees meeting national standards (e.g. CARFAC, CAEA, IATSE, ACTRA, AFofM, etc.), can apply for up to 25% of their annual operating budget to a maximum of \$25,000 (previously \$15,000)
- Organizations must apply each year.
- A funding approval in any given year should not be viewed as an ongoing source of funding.
- Organizations are encouraged to demonstrate their ability to access provincial and/or federal funding, and to indicate success in receiving provincial and federal funding, as part of their annual operating budgets. This could include funding via the BC Arts Council, Canada Council for the Arts, and other government funding agencies where Surrey-based organizations have not received grants in the previous two years. Additional sources of funding may also include provincial gaming or lottery funding awards that are either new or which increase in level of support year-after-year; foundation funding not previously received in the last two years; the establishment of a new endowment; corporate sponsorships; other forms of reliable funding strategies (e.g. special events, membership drives, crowdfunding, etc.)

Operating Grants Eligibility Criteria

To be eligible under this category, the applicant must:

1. Have a clear and relevant mandate with a primary focus on arts and culture programming.
 2. Demonstrate a significant history of arts and cultural programming in the City of Surrey with proven community impact.
 3. Be based in the City of Surrey. Non-resident organizations may be considered for projects that occur within the City of Surrey's municipal boundaries and directly benefit Surrey residents, with priority given to projects that employ and utilize a majority of Surrey-based artists for the project, where there is no comparable organization based in Surrey, and where the project does not duplicate another that can be provided by another organization already offered in Surrey.
 4. Deliver a minimum of 75% of their programs to Surrey residents.
 5. Have received at least two (2) project grants from the City of Surrey, successfully completed the proposed projects, and submitted all final reports.
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6. Be committed to providing arts and culture experiences that are open and accessible to all Surrey residents.
7. Demonstrate financial stability:
 - a. Provide evidence of diversified cash revenue including earned revenue, fundraising, donations, other grants;
 - b. Provide externally-produced financial statements.
8. Demonstrate organizational capacity and sustainability:
 - a. Have been operating for 5 (five) years as registered not-for-profit society in good standing;
 - b. Be supported by an active volunteer Board of Directors;
 - c. Hire experienced and capable creative/artistic senior leadership and senior administrators, at least one of whom must be a paid Artistic Director, Managing Director, Managing Artistic Director, Executive Director or General Manager, compensated at industry standards comparable to similar sized arts and culture organizations, and must maintain effective organizational structures,
9. Demonstrate a commitment to compensating professional artists commensurate with fees that meet national industry standards (e.g. CARFAC, CAEA, IATSE, ACTRA, AFofM, etc.)

Surrey Civic Theatres (SCT) Rental-in-Kind Subsidy Grant

The SCT Rental In-Kind Subsidy Grant offers up to \$2,000 of assistance to non-profit, professional arts and cultural organizations renting the Surrey Civic Theatres. Based on availability, this subsidy will support performing arts groups by providing access to well-equipped professional venues and to continue to support artists in their creative endeavours.

Costs funded in this category may include any of the following:

- Council approved rental rates.
- Front of House labour (FOH Supervisor, ushers, concession staff).
- Technical labour (Civic Theatres technicians).
- In-house technical equipment.
- Box office staff.

SCT Rental-in-Kind Subsidy Grant Eligibility Criteria

This funding opportunity will prioritize those cultural organizations:

1. Who have not utilized the Surrey Civic Theatres stages for their performances ever, or in the past three years.

2. Whose organization or artistic performances, or artists, would benefit from the experience of utilizing a professional theatre, to develop their art practice, build their audience, and qualify for support to continue their artistic work (i.e. qualify to submit grant applications to other funders, and to be competitive in a peer jury environment).
3. Whose event is primarily presenting artists.

If your organization receives a Surrey Civic Theatres In-kind Theatre Subsidy Grant, the following conditions will apply:

- The requested SCT venue(s) are operational and available on the date requested.
- The subsidy for the SCT venue is limited to one rental day only.
- The organization will be required to enter into a SCT rental agreement setting out the rates and terms of use for the booking.
- The rental agreement will indicate the amount of the subsidy grant (up to a maximum of \$2,000), and an estimate of anticipated total costs. The estimate will be based on a description of the planned program and a pre-event meeting with SCT staff prior to creating the rental agreement.
- All estimated costs expected to be incurred over and above the subsidy amount must be paid in full to SCT at minimum two weeks prior to the date of the booking.
- Any variations in pre-paid costs with final costs will be invoiced or refunded by SCT as part of a post event final reconciliation which will be provided by SCT to the organization within a minimum of 10 business days following the booking date. In the event that the organization's activities are completed without requiring the full use of the subsidy funds, the remaining funds will remain with the City.
- The organization's program must be in compliance with prevailing Provincial Health Orders and the SCT Safety Plan.
- The organization must have their own Safety Plan for SCT events, subject to SCT approval.
- The artist(s) contracted for the event by the organization agree to participate in accordance with all SCT terms and conditions.

COVID-19 Considerations:

SCT has a comprehensive safety plan developed in accordance with BC Provincial Health, WorkSafe BC and City of Surrey Occupational Health and Safety guidelines. Organizations/artists renting SCT facilities are expected to adhere to these guidelines as well as submit their own detailed safety plan in advance of their booking. Organizations/artists will be required to sign off on a COVID-19 Assumption of Risk document and familiarize themselves with City of Surrey safety plans, policies and protocols.

APPLICATION PROCESSING PROCEDURES

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

Eligible applicants are required to submit a completed program application form to the City which demonstrates that the related eligibility criteria are met.

Eligible applicants will be invited to an information session where application forms will be available, 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.

Returning applicants from prior years will be required to submit all final reports from previously awarded projects to the satisfaction of the City's Cultural Program Staff prior to applying for a grant. Failure to submit final reports will render the applicant ineligible for additional grant support from the City. Permissible exceptions will be for those organizations that have Fall/Winter events which occur after the grant submission deadline, and that will require time upon the completion of the event(s) to submit final reports in a timely manner to be mutually agreed upon between the applicant and the City.

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 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.

Applicants are invited to indicate interest in the Surrey Civic Theatres Rental-in-Kind Subsidy by checking the checkbox in either the Project Grant or Cultural Celebrations Grant application form. Eligible applications will be reviewed as part of the evaluation process, and subsidies will be awarded based on availability.

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 PAYMENTS

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 to apply for any future grants under the Program. Failure to submit final reports may render the applicant ineligible to apply for additional grant support from the City. Permissible exceptions will be for those organizations that have Fall/Winter events which occur after the grant submission deadline, and that will require time upon the completion of the event(s) to submit final reports in a timely manner to be mutually agreed upon between the applicant and the City.

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.

Grant recipients must keep all invoices and receipts for goods and services utilized in the delivery of their program for a period of 5 years. From time to time, the City may conduct an audit or other process to verify grant recipients' expenditures and revenues match the project budgets and deliverables as outlined in the application form on which basis the grant was awarded.
