Rise and Report (Items Released from Closed Meeting)

On July 27, 2018, the attached report was authorized by the Metro Vancouver Regional District Board of Directors to be released to the public:

**Metro Vancouver 2018 Cultural Grants: Regional Projects**

On July 27, 2018, the following recommendation was authorized by the Metro Vancouver Regional District (MVRD) Board of Directors to be released to the public:

**Pacific Spirit Regional Park – Point Grey Cliff Erosion**

*That the MVRD Board send a letter to the Provincial Minister of Municipal Affairs and Housing, Minister of Transportation Infrastructure, and Minister of Advanced Education Skills and Training, stating Metro Vancouver will:*

i. participate in cliff erosion mitigation planning, research and engagement with the interagency working group;

ii. consider requests from provincial agencies for access and tenure to construct and maintain cliff erosion mitigation works in Pacific Spirit Regional Park;

iii. decline requests for Metro Vancouver to provide capital and maintenance funding for cliff erosion mitigation projects in Pacific Spirit Regional Park.*
To: MVRD Board of Directors
From: Regional Culture Committee
Date: July 11, 2018  Meeting Date: July 27, 2018
Subject: Metro Vancouver 2018 Cultural Grants: Regional Projects

**REGIONAL CULTURE COMMITTEE RECOMMENDATION**

That the MVRD Board:

a) approve the allocation of the 2018 Metro Vancouver Cultural Grants as follows:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts Starts in School Society</td>
<td>2,000</td>
</tr>
<tr>
<td>Bard on the Beach Theatre Society</td>
<td>2,500</td>
</tr>
<tr>
<td>Bill Reid Gallery of New West Coast Arts</td>
<td>5,000</td>
</tr>
<tr>
<td>Capture Photography Festival Society</td>
<td>3,500</td>
</tr>
<tr>
<td>Carousel Theatre Society</td>
<td>5,000</td>
</tr>
<tr>
<td>Cinevolution Media Arts Society</td>
<td>5,000</td>
</tr>
<tr>
<td>Cloudscape Comics Society</td>
<td>3,000</td>
</tr>
<tr>
<td>Coquitlam Place des Arts</td>
<td>3,500</td>
</tr>
<tr>
<td>Dancers of Damelahamid Society</td>
<td>5,000</td>
</tr>
<tr>
<td>DreamRider Productions Society</td>
<td>4,000</td>
</tr>
<tr>
<td>Down Town East Side Vancouver Centre for the Arts</td>
<td>5,000</td>
</tr>
<tr>
<td>East Vancouver Community School Society</td>
<td>2,000</td>
</tr>
<tr>
<td>First Pacific Theatre Society</td>
<td>3,000</td>
</tr>
<tr>
<td>Leaky Heaven Performance Society</td>
<td>2,500</td>
</tr>
<tr>
<td>Monster Creative Productions</td>
<td>3,000</td>
</tr>
<tr>
<td>Music on Main Society</td>
<td>4,000</td>
</tr>
<tr>
<td>New Performance Works Society</td>
<td>5,000</td>
</tr>
<tr>
<td>Nikkei National Museum and Cultural Centre</td>
<td>5,000</td>
</tr>
<tr>
<td>North Vancouver Community Arts Council</td>
<td>5,000</td>
</tr>
<tr>
<td>Pink Ink Theatre Productions Association</td>
<td>5,000</td>
</tr>
<tr>
<td>Port Moody Heritage Society</td>
<td>2,000</td>
</tr>
<tr>
<td>Rogue Folk Club</td>
<td>5,000</td>
</tr>
<tr>
<td>Rungh Cultural Society</td>
<td>2,500</td>
</tr>
<tr>
<td>Some Assembly Arts Society</td>
<td>6,500</td>
</tr>
<tr>
<td>Vancouver Cantonese Opera</td>
<td>2,000</td>
</tr>
<tr>
<td>Vancouver Cherry Blossom Festival Society</td>
<td>4,000</td>
</tr>
<tr>
<td>Vancouver Co-operative Radio</td>
<td>5,000</td>
</tr>
<tr>
<td>Vancouver Metropolitan Orchestra Society</td>
<td>5,000</td>
</tr>
<tr>
<td>Vancouver Opera Association</td>
<td>5,000</td>
</tr>
<tr>
<td>Visceral Visions Society</td>
<td>5,000</td>
</tr>
</tbody>
</table>

**Total 2018 Cultural Grants**

$120,000
b) authorize the Corporate Officer to release to the public the report dated June 21, 2018, titled “Metro Vancouver 2018 Cultural Grants: Regional Projects” including only attachments 1 to 4.

At its July 11, 2018 meeting, the Regional Culture Committee considered the attached report titled “Metro Vancouver 2018 Cultural Grants: Regional Projects”, dated June 21, 2018 and undertook a review of the short-listed grant applications. The Committee subsequently amended part a) of the recommendation to include a list of grant allocations for the Board’s consideration.

This matter is being presented as a closed meeting pursuant to Community Charter provision Section 90 (1) (j) as follows:

“90 (1) A part of the meeting may be closed to the public is the subject matter being considered relates to or is one or more of the following:

(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under Section 21 of the Freedom of Information and Protection of Privacy Act.”

Attachment:
“Metro Vancouver 2018 Cultural Grants: Regional Projects”, dated June 21, 2018

26042966
CLOSED MEETING

To: Regional Culture Committee
From: Judy Robertson, External Outreach Coordinator, External Relations Department
Date: June 21, 2018
Subject: Metro Vancouver 2018 Cultural Grants: Regional Projects

RECOMMENDATION
That the MVRD Board:

a) approve the allocation of the 2018 Metro Vancouver Cultural Grants as follows: <<as determined by the Regional Culture Committee on July 11, 2018.>>

b) authorize the Corporate Officer to release to the public the report dated June 21, 2018, titled “Metro Vancouver 2018 Cultural Grants: Regional Projects” including only attachments 1 to 4.

PURPOSE
To undertake the adjudication and recommended allocation of the Metro Vancouver Cultural Grants: Regional Projects in accordance with the Metro Vancouver cultural grants policy and 2018 budget.

This matter is being presented as a closed meeting pursuant to Community Charter provision Section 90 (1) (j) as follows:

“90 (1) A part of the meeting may be closed to the public is the subject matter being considered relates to or is one or more of the following:

(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under Section 21 of the Freedom of Information and Protection of Privacy Act.”

BACKGROUND
Each year Metro Vancouver administers a process to determine the disbursement of cultural grants to successful applicants. The 2018 Cultural Grants disbursement is the seventh allocation of funds designated under the criteria: Regional Projects. The cultural grants criteria (Attachment 1) require grant recipients to complete a follow-up report. Receipt of this report is a pre-condition for consideration of an organization’s future grant applications. As a courtesy, a letter was sent to the 2017 recipients in March 2018 reminding them of their commitment to Metro Vancouver (Attachment 2). Due date of the report was May 18, 2018. All successful applicants from 2017 supplied either a final report or update on their 2017 project.
METRO VANCOUVER 2018 CULTURAL GRANTS

2018 Cultural Grants Announcement

On April 3, a Media Release (Attachment 3) was sent out announcing that cultural groups could now apply for the 2018 Metro Vancouver Cultural Grants for regional projects. The Media Release was also sent to the Regional Cultural Development Advisory Committee to forward to their community groups, membership, etc. The media release contained direct links to the application form and criteria posted on Metro Vancouver’s website along with staff contact information for any questions or concerns.

The announcement was also posted to the MAXguide Facebook page and sent out via the MAXguide and Metro Vancouver Twitter accounts, and through the Regional Cultural Development Advisory Committee to their community contact lists. In addition several regional cultural organizations posted the notice in newsletters and on websites.

Over thirty six cultural groups contacted staff with questions concerning proposed projects, whether their organization qualified, or regarding the application form itself. A total of 74 applications were received by the closing date May 25, 2018.

2018 Application Review Process

At the June 20, 2018 meeting of the Regional Culture Committee, staff provided a short-listed package of 31 applications to the Regional Culture Committee members for their preview. Each member received a set of guidelines and forms for use in their assessment (Attachment 4). The adjudication criteria assesses the organization and reviews the proposed projects’ merit, regional reach and then factors into the evaluation of the project – regional focus, sustainability, timing, and budgetary needs. At the Regional Culture Committee meeting of July 11, 2018 committee members will discuss and review the short-listed applications to finalize the recommendations for the 2018 grants allocation.

A total of $489,277 has been requested. In 2018 Metro Vancouver has $120,000 to distribute in cultural grants. This is an increase of $10,000 from 2017 as approved by the MVRD Board as part of the 2017 Budget Review.

The applications were of a very high calibre meeting the project based criteria and representing a wide range of disciplines from across the region. Twenty of the total submissions are first time applicants.

ALTERNATIVES

1. That the MVRD Board:
   a) approve the allocation of the 2018 Metro Vancouver Cultural Grants as follows: <<as determined by the Regional Culture Committee on July 11, 2018.>>
   b) authorize the Corporate Officer to release the report dated June 21, 2018, titled “Metro Vancouver 2018 Cultural Grants: Regional Projects” including only attachments 1 to 4, to the public.
2. That the MVRD Board receive for information the report dated June 21, 2018, titled “Metro Vancouver 2018 Cultural Grants: Regional Projects”.

Metro Vancouver Regional District - Closed
FINANCIAL IMPLICATIONS
The MVRD Cultural Grants program is funded from the Cultural Grants Reserve. As part of the 2017 Budget Review the MVRD Board approved a fifty percent (50%) increase phased in over five years to the annual funding of $100,000 for cultural grants awarded to regional cultural organizations. The 2018 allocation will not exceed $120,000.

The table below shows the Cultural Grants program dollar amounts over five years:

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cultural Grants</td>
<td>$110,000</td>
<td>$120,000</td>
<td>$130,000</td>
<td>$140,000</td>
<td>$150,000</td>
</tr>
</tbody>
</table>

SUMMARY / CONCLUSION
The MVRD Board awards cultural grants annually to region-serving arts and cultural organizations. To aid in the Board’s decision, the Regional Culture Committee completed a review of the 2018 applicants, including eligibility criteria, and recommended award amounts for eligible organizations.

The allocation of the 2018 Metro Vancouver Cultural Grants: Regional Projects considered the continued support of recipients who have made a long standing commitment to serving the region, while fostering the efforts of new recipient organizations who have committed to expanding to a regional audience.

As part of the 2017 Budget Review, the MVRD Board increased the grant dollars from $100,000 to $150,000 by 2021. This increase has allowed an increase to the total number of grant awards. There were 24 successful applicants in 2016, 31 successful applicants in 2017 and 31 recommended applicants in 2018.

Attachments
1. Metro Vancouver Cultural Grants Criteria and Application Form
2. Letter to 2017 Grant Recipients with Declaration Form
3. Media Release
4. 2018 Adjudication Form
Metro Vancouver Cultural Grants: Regional Projects 2018

Eligibility Criteria

In order to qualify for a grant, the applicant must:

- promote arts and culture as its primary purpose;
- provide public arts programs and services on an ongoing basis within Metro Vancouver;
- be open and accessible to anyone who wishes to become involved;
- be a “stand-alone” and not merely part of an organization whose function or purpose extends beyond an arts and culture mandate;
- be a non-profit society, registered under the BC Societies Act for at least 2 years;
- demonstrate that it is a well-run organization with a well-defined arts and culture mandate, sound administration and solid business plan;
- obtain funding from diverse sources.

Required Documentation

- 2 copies of the Regional Project Grant application
- Current Board of Directors list – name and position only (do not include personal contact information)
- Most recent Financial Statements – signed by the appropriate Board executive
- *Regional Project Budget – please note there is a standard form to be filled out (attached)
- Table of contents from a business plan or equivalent documentation
- Support material – optional and will not be returned

Selection Criteria

The selection of projects will be based on the following assessment criteria. The relative weight given to each criterion is indicated in brackets.

Merit (60 percent)

- The merit of the organization, based on past excellence and proven ability to carry out the proposed project
- The applicant’s experience, qualifications and proven ability to carry out projects
- The quality of programming and artistic goals of the proposed project
- The goals of the proposed project and its relevance to arts and culture within the region

Regional Impact (20 percent)

- The regional impact of the proposed project
- Promotion of the applicant’s contribution to the regional arts and culture landscape through the proposed project
- Applicant’s current initiatives and past projects related to regional serving programs

Administrative (20 percent)

- Presentation of a realistic budget and timeline
- Applicant’s ability to forecast and propose mitigation measures in response to the potential risks of the proposed project
- The applicant’s financial stability

Projecting Report

Grant recipients will be required to complete a follow-up report for Metro Vancouver. Receipt of this report will be a precondition for consideration of the organization’s future grant applications.
Metro Vancouver Cultural Grants
2018 Application for Regional Projects

Applicant Information

Name of the organization (legally registered name)

Address

Mailing Address if different

Telephone     Email

Website

Contact person, and title, regarding information contained in the application

Number of staff in your organization     Number of volunteers in your organization

Annual budget     Year Founded

BC Societies Act Number
Regional Project Information

Please provide the following information. Be brief and use plain language. Write as if you were describing your organization and project to someone who doesn’t know anything about you.

1. Describe your organization, its history, mandate and programs.

2. Briefly describe the proposed project, its objectives and the benefits it will have to Metro Vancouver’s region, your municipality, artists, and your organization. Why are you undertaking this project? What are the anticipated results? What makes the project unique and innovative?

3. Is this a new project or an expansion of an existing initiative?

4. List the main participants involved in carrying out the proposed project (paid staff, contract employees, volunteers).

5. Describe any partnerships or collaboration involved in creating or producing the proposed project. Please attach letters of support.

Planning and Financial Information

6. Please complete the attached Regional Project Budget form.

7. Please attach a planning timetable, promotional material, sponsor package, etc. (If applicable.)

8. How will you evaluate this project? How will you determine whether it has been successful? What measurable outcomes will you use in your evaluation?

Required Documentation (Please check “✓” the boxes below)

- [ ] 2 copies of the Regional Project Grant Application
- [ ] Current Board of Directors list – name and position only (do not include personal contact info)
- [ ] Most recent Financial Statements – signed by the appropriate Board executive
- [ ] *Regional Project Budget – please note there is a standard form to be filled out (attached)
- [ ] Table of contents from a business plan or equivalent documentation
- [ ] Support material – optional and will not be returned
Conditions and Signature

- Grant recipients must acknowledge the support of Metro Vancouver on all promotional materials related to the funded project.
- Organizations making significant changes to the information provided in this application must discuss such changes with Metro Vancouver staff prior to the implementation.
- Grant recipients will be required to complete a follow-up report for Metro Vancouver. Receipt of this report will be a precondition for consideration of the organization’s future grant applications.
- Information provided in the Regional Project Grant application may be subject to disclosure under the BC Freedom of Information and Protection of Privacy Act.

Submitted by:
___________________________________________________________________________________

name, title

On behalf of:
____________________________________________________________________________________

name of organization

________________________________________

signature

Signature of Chair/President of the Board of Directors:

By signing this form, we do solemnly declare that, to the best of our knowledge, the information given in our application is complete and true in every respect.

Deadline for submission

Mail or deliver two completed copies of the application form by Friday, May 25, 2018, 4pm
To: Metro Vancouver, Cultural Grants Program External Relations, 4730 Kingsway, Burnaby, B.C. V5H 0C6

If you have any questions about the application or the eligibility of your project call Judy Robertson at 604-432-6205 or email judy.robertson@metrovancouver.org
## Regional Project Budget

<table>
<thead>
<tr>
<th>Cash</th>
<th>In Kind*</th>
<th>Total</th>
</tr>
</thead>
</table>

### REVENUES

- **Metro Vancouver Grant**

<table>
<thead>
<tr>
<th>- Other Grants (please specify):</th>
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</table>

- **Sponsorship**

- **Donations**

- **Ticket Sales**

<table>
<thead>
<tr>
<th>Other (please specify):</th>
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</thead>
<tbody>
<tr>
<td>-</td>
</tr>
</tbody>
</table>

**TOTAL REVENUES:**

### EXPENSES

- **Artist Fees**

<table>
<thead>
<tr>
<th>Production Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Services</td>
</tr>
<tr>
<td>- Rentals</td>
</tr>
<tr>
<td>- Other</td>
</tr>
</tbody>
</table>

- **Marketing and Promotion Costs**

<table>
<thead>
<tr>
<th>- Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Printing</td>
</tr>
<tr>
<td>- Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administration and Overhead Costs (please specify):</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Costs (please specify):</th>
</tr>
</thead>
<tbody>
<tr>
<td>-</td>
</tr>
</tbody>
</table>

**TOTAL EXPENSES:**

---

*If "in kind", please specify nature of revenue/expense*
MAR 2 3 2018

Dear «Title» «Last_Name»:

Re: 2017 Metro Vancouver Cultural Grants: Regional Projects Final Report

As a grant recipient you are required to complete a follow-up report for Metro Vancouver.

Please include the following documents in your final report package:

1. Project information report. (Please refer to your original application in your responses.)
   a. Briefly describe the completed project noting any changes from the original proposal and why.
   b. Highlight successes and achievements.
   c. What was the Metro Vancouver grant money used for? Please be specific.
   d. Did the project reach its overall objectives? If yes, what do you feel contributed to the success. If no, why not?
2. Comparative revenue and expense statement showing budget versus actual. May be provided in your own format.
3. Samples of marketing materials and programmes demonstrating the required use of the Metro Vancouver logo to acknowledge the funding received.
4. Cover sheet with signed declaration (Form attached).

Receipt of this report will be a precondition for consideration of the organization's future grant applications. The submission deadline is May 18, 2018.

Mail or deliver final reports to:

Judy Robertson
Metro Vancouver
4730 Kingsway
Burnaby, BC V5H 0C6

If you have any questions please call Judy Robertson at 604-432-6205.
Sincerely,

Heather Schoemaker  
General Manager, External Relations Department

Attachment: Declaration form
Declaration

2017 Metro Vancouver Cultural Grants: Regional Projects Final Report and Evaluation

Submission deadline: May 18, 2018

Mail final reports to:

Judy Robertson
Metro Vancouver
4730 Kingsway
Burnaby, BC  V5H 06C

If you have any questions please call Judy Robertson at 604-432-6205.

Date Submitted:

Name of Project:

Name of Recipient Organization:

Project Completion Date:

Grant $ Received: % of Project Budget:

DECLARATION

__________________________________   ____________________________________  
Submitted by (please print)                       On behalf of

__________________________________   ____________________________________  
Signature       Date

__________________________________   ____________________________________  
Signature of Chair/     Date
President of the Board of Directors

By signing this form we do solemnly declare that, to the best of our knowledge, the information given in our report is complete and true in every respect.
April 03, 2018

CULTURAL GRANTS – APPLICATION DEADLINE MAY 25

Cultural groups can now apply to Metro Vancouver for Regional Project Grants.

The 2018 application form and the Project Grant Eligibility and Selection Criteria can be downloaded from www.metrovancouver.org/cultural-grants.

Alternatively, request the application form and grant eligibility material by e-mailing judy.robertson@metrovancouver.org or calling 604-432-6205.

The Regional Project Grants will support research creation, production, dissemination, audience development, project staff and/or administrative capacity building and the per-project grant awarded to a maximum of $10,000.

Completed applications must be submitted by 4 pm, Wednesday, May 25, 2018.

For more information, please contact Metro Vancouver at 604-432-6200.
<table>
<thead>
<tr>
<th>Organization Name: ________________________________</th>
<th>Amount requested: $______________</th>
</tr>
</thead>
</table>

### REGIONAL IMPACT (20%)

<table>
<thead>
<tr>
<th>The regional impact of the project.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The impact of the project on the organization’s contribution to the regional arts and culture landscape.</td>
</tr>
<tr>
<td>Organization’s current initiatives and past projects related to regional serving programs.</td>
</tr>
</tbody>
</table>

### ADMINISTRATIVE (20%)

<table>
<thead>
<tr>
<th>Presentation of a realistic budget and timeline.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The organization’s ability to forecast the potential risks of the project.</td>
</tr>
<tr>
<td>The financial stability of the organization.</td>
</tr>
</tbody>
</table>
### 2018 REGIONAL CULTURAL GRANTS ADJUDICATION

<table>
<thead>
<tr>
<th>Organization Name: ________________________________</th>
<th>Amount requested: $______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018 Project Name: ________________________________</td>
<td>Overall Project Budget: $______________</td>
</tr>
<tr>
<td>2017 Project Name: ________________________________</td>
<td>or N/A</td>
</tr>
<tr>
<td>2017 Report Received:</td>
<td>Yes</td>
</tr>
<tr>
<td>2017 MV Recognition:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

#### MERIT (60%)

<table>
<thead>
<tr>
<th>Artistic merit of the organization, based on past excellence and proven ability to carry out the proposed project.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Merit of the artists and administrators involved in the project, based on their experience, qualifications and proven ability to carry out the project.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>The quality of programming and merit of the artistic goals of the project.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Goals and their relevance to arts and culture within the region.</th>
</tr>
</thead>
</table>