

Cultural Infrastructure Grant

Program Guidelines



OVERVIEW

The Cultural Infrastructure Grant program is an annual competitive program that provides funding to non-profit organizations for new spaces, facility upgrades, specialized equipment and project planning for arts and culture facilities in the city of Victoria.

KEY OBJECTIVES

- **Improve and upgrade existing arts and cultural facilities**, providing safe, accessible and sustainable spaces for individuals and groups with diverse needs.
- **Build organizational capacity and support a diverse ecosystem of arts and culture organizations** that own, manage or share production, exhibition and workspace.
- **Increase the supply of arts and cultural** spaces owned and/or operated by non-profit organizations with an arts and culture mandate.

EQUITABLE APPROACH

The City of Victoria's Cultural Policy guides decision-making on how we do our work. The City is strengthening its commitment to equity, diversity and inclusion by embedding these considerations into City policies, programs and practices through the mandate of the Equity Framework.

In keeping with our Cultural Policy Statement, the City is working to ensure that everyone has fair access to equitable benefits and outcomes by being able to participate fully in the creative life of the city, which is essential to an equitable, inclusive and human rights-oriented society.

ELIGIBILITY CRITERIA

Applicants must meet all the eligibility criteria to be considered for funding under this grant program.

- Registered as a non-profit society, non-profit cooperative, charitable organization, Songhees Nation or Xwsepsum Nation Council, or a registered Urban Indigenous non-profit society with an independent and active volunteer board of directors
- In good standing under the B.C. Societies Act
- The organization's primary focus must be arts and culture – outlined in its vision or mandate
- Operated as a registered organization for at least one full year prior to application and provide financial statements signed by its board for the most recent fiscal year
- Be in good standing for any previous City of Victoria grant funding, including submission of final reports
- Not be in arrears with any local authority, bankrupt, seeking creditor protection, insolvent or under court supervision of any kind.
- Located and operating within the city of Victoria
- Submit a complete application package including all required materials prior to the application deadline

Funding for **expansion, development, physical infrastructure, accessibility upgrades, or specialized equipment:**

- Applicants must have a space secured with a minimum tenancy period of two years from the application deadline. Exceptions will be considered on a case-by-case basis, but the program focus is on supporting long-term space for the arts and culture sector.

Funding for spaces that are used for multiple purposes (recreation, community centre, etc.):

- Applicants must demonstrate that at least 50% of the space or programs are used for arts and culture purposes.

PARTNERSHIPS & COLLABORATIONS

Partnerships and collaboration between multiple organizations is encouraged. One organization must be designated as the lead applicant. Collaboration with arts and culture organizations in the private sector are eligible if a non-profit is the primary applicant.

The lead applicant is responsible for completing the application and reporting on activities if funded.

Evidence must be provided demonstrating that the proposed project is vital to the activities, audiences and mandates of each of the organizations included in partnership applications. A Memorandum of Understanding or Partnership Agreement with clearly defined roles, responsibilities and relationships of all partner organizations must be provided with the application package.

INELIGIBLE ACTIVITIES & EXPENSES

Applicants cannot apply for funding under this grant program to cover:

- Equipment that is essential to and part of ongoing operations and administration including furniture, appliances, computer or telecommunication systems, software, musical instruments, etc.
- Routine maintenance and repair work.
- Project work that is already underway or completed prior to the grant application deadline.
- Existing project or organization deficits.
- Any fundraising activities.
- Recurring operating expenses including fixed costs (e.g., rent, insurance, utilities) and staff time that is not specific to the proposed project.
- Programming activities including artistic research, production, events, performances or exhibitions.

Other Grant Opportunities:

- For operating or program grant funding please refer to the [CRD Arts Funding](#).
- Check out the [City of Victoria's grant opportunities](#) for specific programs.

MAXIMUM GRANT FUNDING

Applicants may apply for only one project per year, under any one of the five categories:

- For **property acquisition** or **redevelopment** projects that create new or additional space, applications can be up to \$250,000 or 50% of project costs, whichever is lower. Applicants must provide confirmation of matching funding from other sources to receive funding.
- For **infrastructure upgrade** projects, applications can request up to \$75,000 or 50% of project costs, whichever is lower.
- For **accessibility upgrade** projects, applications can request up to \$50,000 or 50% of project costs, whichever is lower.
- For **specialized equipment** purchases, applications can request up to \$25,000 or 50% of project costs, whichever is lower.
- For **planning or feasibility study** projects, applications can request up to \$15,000 or 50% of project costs, whichever is lower.

Organizations can receive Cultural Infrastructure Grant funding for three consecutive years after which the organization must wait one year before applying again.

HOW TO APPLY

1. Review the Program Guidelines to confirm eligibility.
- Contact staff to discuss your project or to ask questions. **First time applicants must contact staff prior to applying** to confirm eligibility, discuss the project and answer questions. Please email Jeff Day at jday@victoria.ca.
 - Complete and submit the [online application form](#) and send all required supporting materials by email to jday@victoria.ca prior to the deadline.

Tip: When preparing your application, please refer to the [Create Victoria Master Plan](#) and [Victoria Music Strategy](#) to help align your project with City priorities.

Optional: Applicants requiring assistance can submit a draft application package for staff review at least 14 days prior to the deadline. Staff can review draft applications and provide feedback to support applicants with limited grant writing expertise.

APPLICATION REVIEW PROCESS

1. **Eligibility Review:** Applications will be reviewed for eligibility and completeness.

2. **Evaluation:** All eligible applications will be evaluated following the assessment criteria by a selection committee, that includes City staff and subject matter experts.
3. **City Approval:** Grant funding recommendations made by the Selection Committee will be reviewed for final approval by the Director of Business and Community Relations.
4. **Notification:** All applicants will be informed on the results of their application within 10 weeks of the submission deadline.
 - a) **Successful applicants** will receive funding notification by email with the terms and conditions of grant funding.
 - b) **Unsuccessful applicants** will receive feedback from staff and guidance on how to improve future applications.

ASSESSMENT CRITERIA

All eligible applications will be evaluated based on the following assessment criteria. Applicants should demonstrate clear objectives and measurable outcomes.

a) Vision and Need (25%)

- Project meets a current or future need for arts and culture space and supports the organization's mandate and long-term sustainability goals.
- Applicant exhibits clear understanding of and responds to community needs, including artists, organizations and audiences.

b) Community Impact and Benefit (30%)

- Clearly defined benefits of upgrading infrastructure, accessibility, creating, or expanding space and/or enhancing capacity for specific artistic disciplines, practitioners and/or audiences.
- Demonstrates community participation with support from the arts and cultural community and other stakeholders.
- Demonstrates impact through enhanced and/or increased access for specific communities to participate in arts and culture activities.

c) Feasibility (30%)

- Applicant demonstrates appropriate capacity with leadership, expertise and experience to ensure successful and timely completion of the project.
- Applicant demonstrates project viability with realistic and balanced project budget, and clearly identified sources of funding.
- Applicant exhibits financial accountability and long-term sustainability with balanced annual financial statement and operating funding to maintain the facility.

d) Equity, Diversity, Reconciliation and Accessibility (15%)

- Applicant identifies and demonstrates impact on increasing or improving equity, reconciliation and accessibility, including physical, economic and/or cultural accessibility for underrepresented, marginalized and/or equity-seeking communities and/or Indigenous groups that experience barriers to participation and representation in arts and culture.
- Applicant demonstrates respectful and inclusive approaches and actions to support reconciliation with the Songhees Nation and Xwsepsum Nation and urban Indigenous communities.

GRANT FUNDING CONDITIONS

Applicants awarded a grant will be required to agree to the following terms and conditions:

- Grant recipients will receive 80 per cent of their grant within 30 days of City approval. The remaining 20 per cent will be sent within 30 days of the final report approval.
- The final report must be submitted within 60 days of project completion. Required documentation includes a project report, photo documentation, financial statement listing actual revenue and expenses signed by a board representative and electronic copies of any studies or reports commissioned. A final report template will be provided to successful applicants as part of the grant confirmation package.
- Grant recipients must ensure that all information provided in the application and final report package is accurate and complete.
- Any significant change to the project – including scope, timelines or deliverables – from what was presented in the application must receive approval in writing from the Arts, Culture and Events staff liaison before implementation.
- Grant recipients are responsible for all required permits and approvals to meet all federal, provincial and municipal legislation, guidelines and bylaws. The award of grant funding does not imply any other City approval.
- Prior to any property construction, renovation or alteration to existing premises, landlord approval and all permits must be obtained and provided to the City. Confirmation is required before any initial grant payment.
- Any unused portion of City funding must be returned at the end of the grant term (12 months from approval), unless an extension from the grant administrator has been obtained in writing.
- The City's support must be acknowledged in all promotional or public materials related to funded activities, including all print and online media. Contact engage@victoria.ca to request the City of Victoria's approved logo and current usage standards.
- Grant recipients who receive \$50,000 or more in funding will be required to provide an annual update on the status of their capital upgrades, for a period of five years following receipt of funding.

CONFIDENTIALITY OF INFORMATION

All documents submitted as part of the Cultural Infrastructure Grant program will become the property of the City of Victoria. The City will make every effort to maintain the confidentiality of each application and the information contained within, except to the extent necessary to communicate information to staff and the selection committee for the purposes of evaluation and analysis. The City will not release any of this information to the public except as required under the Province of British Columbia Freedom of Information and Protection of Privacy Act or other legal disclosure process.

CONTACT INFORMATION

Jeff Day
Senior Cultural Planner
Phone: 250-361-0357
Email: jday@victoria.ca