

NO: R016

COUNCIL DATE: January 31, 2022

REGULAR COUNCIL

TO: **Mayor & Council** DATE: **January 27, 2022**

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

SUBJECT: **Cultural Grants Program – 2022 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 (attached as Appendix “I”) 62 Cultural Grants and 12 Surrey Civic Theatres Rental in Kind subsidy grants totaling \$499,379 for awards in 2022 (attached as Appendix “II”).

INTENT

The purpose of this report is to obtain approval for the issuance of 62 cultural grants and 12 Surrey Civic Theatres-in-Kind subsidy grants recommended for 2022 under the Cultural Grants Program (Appendix “II”), and to provide an update on how funding was utilized by organizations during the COVID-19 pandemic (Appendix “III”).

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.

Responding to COVID-19 in 2021

Applications for 2021 Cultural Grants occurred during the COVID-19 pandemic, with organizations aware of the need to be prepared to modify programming. With Public Health Orders changing, sometimes with very little notice, many organizations continued to be impacted by the pandemic especially with the closure of cultural venues that supported artistic and cultural performances, exhibitions and events. Artists continued to be significantly impacted economically, given the uncertainty of whether their events would proceed as planned. 2021 proved to impact the revenue-generating capacity of organizations given there were limited to no ticket revenue from performances, limited tuition from classes, and lost revenue from facility rentals due to fluctuating Public Health Orders. Many were challenged to balance their budgets.

Consistent with how the City responded to the onset of the pandemic in 2020, organizations who received a cultural grant were guided by staff to pivot their programming to online if possible when they were unable to do in-person activities, provided their alternative proposal was received and supported by staff in advance. Organizations were advised to contact City staff for guidance and approval. As with the 2020 grant year, organizations who received project grants and were then impacted by changing Public Health Orders, were advised they had three options:

1. Organizations could postpone their event to proceed when the conditions changed that supported their event proceeding;
2. They could refund the grant monies if they chose to cancel their project; or
3. They could propose changing the form of their project so that it conformed to the pandemic conditions.

Many organizations were supported to shift their projects from in-person events to online experiences. Many organizations were challenged to adapt to online programming for the first time. Several organizations chose to postpone their programming to early 2022.

Organizations that received Operating Grants kept the City updated with their plans and were supported to apply their grant funding to expenses that would ensure the fiscal stability of the organization through the pandemic given they had monthly expenses such as rent and staff costs and lost revenue opportunities.

Without the cultural grants funding for arts organizations in 2021, it is likely most of Surrey's arts organizations would have faced a dire fiscal situation that would have forced them to cease operation and services altogether, possibly permanently.

At its Regular meeting on June 14, 2021, Council adopted Corporate Report No. R112; 2021 which made updates to the program including:

1. Replacing the current Capacity Building grant category with a Cultural Celebrations category, with the same maximum funding cap per grant of \$3,000 to better support the presentation of diverse cultural experiences in Surrey;
2. Increasing the maximum Operating Grant funding from \$15,000 to \$25,000; and
3. Introduction of a one-year pilot: Surrey Civic Theatres Rental-in-Kind Subsidy Grant, valued at \$20,000 to support various organizations who aspired to present their event on Surrey civic theatre stages for the first time. The maximum value of eligible Civic Theatre rental costs subsidy per organization is limited to \$2,000.

DISCUSSION

2022 Application Process

Not-for-profit arts and cultural groups were invited to submit applications for the 2022 Cultural Grants program by the September 30, 2021, deadline. Interested arts and cultural organizations were also offered the following learning and development opportunities with City staff to assist them in the preparation of their applications:

- Public information sessions were offered online (May 5 and July 22, 2021). Staff reviewed the updated 2022 Cultural Grants guidelines, answered questions and offered grant application writing tips; and
- One-on-one mentorship sessions (September 15, 22, and 24, 2021) were offered online, providing individual feedback and support on their applications in progress.

Cultural Grant Funding

The approved budget for the 2022 Cultural Grants Program is \$500,000. In addition, an unallocated balance from previous years of \$123,296 has been carried forward to 2022. Therefore, the amount of funding available for Council’s allocation in 2022 is \$623,296.

80 applications were received for the 2022 grant intake, requesting grants totalling \$755,744.

Economic Benefit of Cultural Grant Funding

The total budget value of the cultural programming initiatives documented in the 2022 applications was \$8,083,357. The value of these cultural programs, made possible in part by the City’s investment through its Cultural Grants program, leverages significant contributions both in cash and in-kind from other sources. For each dollar awarded by the City in Cultural Grants, an additional \$16 is contributed from other sources, positioning the Cultural Grants program as leverage realizing economic benefits in Surrey.

Year	Grants Budget	Total Expenses of Proposed Projects	Total Grant Funding Requested	Value of Grants Approved
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	\$368,974
2018	\$500,000	\$3,392,728	\$606,271	\$439,378
2019	\$500,000	\$5,096,559	\$755,008	\$528,750
2020	\$500,000	\$5,561,585	\$714,108	\$457,600
2021	\$500,000	\$5,003,848	\$547,140	\$439,070
2022	\$500,000	\$8,083,357	\$755,744	\$499,379*

Notes: * Recommended for Value of Grants for 2022.

2022 Cultural Grants Evaluation Process

An Evaluation Committee composed of a community 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 (including Covid-19 contingency plan).

The Committee then met on December 2, 2021, to discuss the merits of each applicant and reach consensus on funding recommendations.

Overall, the Evaluation Committee was impressed with the creativity and initiative shown by Surrey's arts organizations in adapting their activities to the post-pandemic reality. Applicants learned new skills, developed new partnerships, and imagined new modes of connection (both online and in-person) so they could continue to engage the community with cultural experiences, while observing health regulations.

Based on the Program funds available for 2022, the Evaluation Committee recommends awarding 62 separate Cultural Grants totalling \$479,379 and 12 separate Surrey Civic Theatre-in-Kind subsidy grants totalling \$20,000 for a Cultural Grant investment in 2022. The recommendations for grant funding are listed in Appendix "II" attached to this report.

The Committee declined to award funding to eighteen (18) applicants for the following reasons:

1. Their proposed activities were ineligible under the Cultural Grants guidelines;
2. Their proposed activities were evaluated as lacking feasibility based on the information submitted; and/or
3. Their application was incomplete, or they were delinquent in their reporting on previous grants.

Each unsuccessful applicant will be offered individual feedback and coaching and will be encouraged to reapply in compliance with the Cultural Grants guidelines, and/or apply again in 2023. The remaining 2022 Cultural Grant funding of \$123,917 will be available for Council's allocation to support these reapplications and special project applications that are received in 2022, with any remaining funding available for use in the 2023 Cultural Grant funding program.

Distribution of Grant Funding

In accordance with the Surrey Cultural Grants Program Guidelines, 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 submit a final report demonstrating the activity for which the grant was awarded has been duly completed. For returning applicants, the receipt of 2022

Cultural Grant funding is dependent upon the applicant submitting outstanding final reports from 2021 demonstrating they met the terms and condition of the funding awarded.

Review Impact of Theatre Rental Subsidy and Enhanced Operating Funding

Staff will provide an update on the impact and benefits to the City from the changes implemented with the 2022 grant program including the Theatre Rental Subsidy, and Enhanced Operating, in a future corporate report, in advance of the 2023 cultural grant requests.

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 Direction ("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 2022 Cultural Grants as documented in Appendix "II" attached to this report.

Laurie Cavan
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Parks, Recreation, & Culture

Kam Grewal, CMA, CPA,
General Manager
Finance Department

Appendix "I" – Surrey Cultural Grants Program Guidelines
Appendix "II" – 2022 Cultural Grants Program Funding Recommendations
Appendix "III" – Pandemic Programming Pivots from 2020/2021 Grant Years

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, interdisciplinary, 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.
- 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 :

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.

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.

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.
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.)

New for 2022: Enhanced Operating Grant Eligibility

In the 2021 grant cycle, with the approval of City Council, the City introduced an increased grant amount for eligible organizations applying for operating grants that meet additional criteria with the intention to help support organizations fully based in Surrey, who provide year-round cultural programming to Surrey residents, and are seeking to develop as organizations, to also meet eligibility criteria for BC Arts Council and Canada Council grants for their field of practice.

Not all City of Surrey grants applicants are expected to meet all the criteria for the enhanced amount of the city's operating grants (maximum \$25,000) but may still be deemed eligible for regular operating grant funding if they meet all but the enhanced grant criteria.

In order to meet criteria to receive enhanced operating funding, organizations must meet all of these criteria:

- Have a permanent address in Surrey from which the organization operates.

This is indicated by the following:

- They operate a permanent facility with a Surrey address
- If they don't operate a facility, the majority of their board have Surrey resident addresses

- Demonstrate year-round arts and cultural programming for Surrey audiences.

Programming for Surrey audiences is demonstrated by:

- Where the programming is offered is at a verified Surrey address
- The public is invited – it isn't programming limited to members for example, or limited groups of people
- Programming, with some temporary exceptions (when facilities are closed due to COVID and when programming by necessity needs to be offered only online) is expected to be delivered in person and primarily advertised to Surrey residents
- Year-round programming examples include:
 - monthly programming such as artist talks, or workshops
 - a series of multiple events – for example in performing arts in may be demonstrated by producing a season of performances such as three or more theatre productions within 12 months (not including performances in the portion of a season covered by a previous grant application)
- Programming that is self-funding or profitable and/or comparable to independent businesses (i.e. dance classes and dance schools) may not be considered a priority for cultural grant funding
- Programming that may be considered fund raising for the applicant, or for other organizations or causes (e.g. silent auctions, show and sales of artworks etc.) may not be considered significant arts and cultural programming serving residents

- Have arts/ cultural-based programming that primarily benefits Surrey residents

- Programming is hosted within a facility / venue with a Surrey address is considered to primarily benefit Surrey residents
- Programming, and/or the invitation to participate in programming is advertised and/or promoted to Surrey residents
- Those organizations offering some or most of their programming in a location outside of Surrey (e.g. in Langley, Delta or White Rock) or online, may not be given preference
- The programming does not present barriers to Surrey residents (e.g. programming is not offered to the public and may be restricted to those with memberships)

□ Employ/ compensate professional staff (eg. artistic director, executive director)

- Professional staff are those who contribute directly to the artistic production and artistic programming, that ensures the organization produces high quality experiences for audiences and contributes to the cultural development of Surrey.
- Professional staff are those whose contributions to programming, including original content (program development, conducting, theatre production) and whose work is primarily credited for additional grants received by the organization (e.g. BC Arts Council or Canada Council)

Compensation for professional staff includes:

- Hourly wages
- Benefits including EI, insurance, WCB
- Compensation rates to be considered professional are those guided by national guidelines for artistic compensation
- Consideration to be given when this appears to apply: there is demonstrated merit for or a potential conflict of interest for an individual claiming multiple sources of compensation. An example would be a combination of the following
 - board member, and/or:
 - administrator and/or
 - artistic director, and/or
 - performer.
- Those whose paid work is fully dedicated to producing the cultural and artistic events which qualify for cultural grants funding and who are recognized as peers with others in their field of artistic practice, will be considered in the category of professional artistic staff
- Those who serve as staff for an organization, but whose work supports the organization, but who do not directly provide professional artistic services, such as bookkeepers, cleaners, administrative staff, will not be considered in this category

□ Pay national standard artist fees to professional artists (eg.: CARFAC, CAEA, IATSE, etc)

- Artists when they are recognized as professionals by peers within their field of practice, are entitled to receive compensation for the services they provide
- The grant application demonstrates to whom and what fees were paid in the past, and a budget that demonstrates the fees to be paid for proposed programming
- Compensating artists on a sliding scale may be considered, although not as high as full professional fees. For example, lead artists in a theatre production may receive full fee, while those in an intern capacity may receive lower fees.
- While honorariums demonstrate understanding of the importance of paying artists, this will not be scored as high
- Those who serve as staff, on the organization's board or the organizing committees, who receive fees for these services, are not to be included here.

□ Receive funding from BC Arts Council and/or Canada Council for the Arts for artistic productions

- The enhanced cultural grants operating funding is intended to further support the capacity and program production of those organizations, and especially to assist them to qualify for artistic grants.
- For example, this additional operating funding may be the catalyst to support a performing arts organization to expand their programming to produce a season to then qualify that organization for other operating grants, or to commission significant new or original artistic programming to qualify for other project grants.

New for 2022: 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.

APPENDIX “II”

2022 Cultural Grants Program Funding Recommendations

Grant Funding Available:

2022 Approved Budget	\$500,000
Unallocated Grant Funding	\$123,296
Total Available Grant Funding	\$623,296

Cultural Celebrations Grants:

	Organization	Funding Amount	Purpose of Funding	About the Organization
1.	Africa Canada Education Foundation	\$2,500	2nd Annual African Heritage Month Film & Culture Week in Surrey	Empowers youth through education, music, dance, spoken word, theatre, storytelling, and visual arts.
2.	African Women Empowerment Society	\$1,500	2022 Black History Month Storytelling and Cultural Show in Surrey	Promotes and enhances the power of women and girls of African descent.
3.	Ghanaian Canadian Association	\$3,000	Black History Month Storytelling and Cultural Show in Surrey	Showcasing the history, cultural heritage and current affairs of Ghana to all residents of BC
4.	Pinoy Pride Vancouver Society	\$3,000	True Colours: Pinoy Rainbow’s Arts Celebration, at Surrey City Hall Centre Stage	Celebrates and co-creates a resilient and proud Filipino-Canadian LGBTQ+ community.
5.	Rain City Housing	\$2,500	Indigenous Day Celebration in Whalley	Creates support programs that strengthens communities and makes change for people experiencing homelessness and mental health, trauma, and substance use issues.
6.	Salt City Advocacy Society	\$1,500	Ile Festival in Surrey	Helps new immigrants and refugees integrate into Canadian society.
7.	Sierra Leonean Community of British Columbia	\$2,500	Canada-Sierra Leone Cultural Heritage Day Event in Fleetwood	Serves the Sierra-Leonean community through cultural, diversity, and heritage events.
8.	Yoruba Social and Cultural Association of BC	\$1,500	Cultural Advancement Exhibition	Supports Yoruba and African community in British Columbia.

Operating Grants:

	Organization	Funding Amount	Purpose of Funding	About the Organization
9.	Arts Council of Surrey	\$15,000	Operating Support	Umbrella organization offering year-round programming serving artists and supporting cultural activities in Surrey.
10.	Fraser Valley Musical Theatre / Fraser Valley Gilbert and Sullivan Society	\$15,000	Operating Support	Delivers musical theatre performances and provides an opportunity for community members to participate in performing arts in Surrey.
11.	Peninsula Productions Society	\$10,000	Operating Support	Delivers professional quality theatrical performances to audiences in Surrey and surrounding communities.
12.	Royal Canadian Theatre Company	\$25,000	Operating Support	Delivers professional quality theatre performances to audiences in Surrey and surrounding communities.

13.	Semiahmoo Arts Society	\$25,000	Operating Support	Umbrella organization for the arts serving the Semiahmoo Peninsula, fostering a vibrant, inclusive, and sustainable arts community.
14.	Surrey Art Gallery Association	\$15,000	Operating Support	Serves as a partner to the Surrey Art Gallery to advance community engagement with the visual arts, and to support contemporary artists.
15.	Surrey Festival of Dance	\$15,000	Operating Support	Provides a high-quality forum for dancers to perform, and helps promote and expand dance awareness in the community.
16.	Surrey Symphony Society	\$25,000	Operating Support	Fosters, encourages, and supports the advancement of musical culture in musical art.

Project Grants:

	Organization	Funding Amount	Purpose of Funding	About the Organization
17.	Aequitas Singers Society	\$1,000	"We Are All Tiny Lights" - a collaborative concert in Surrey	A non-auditioned community choir based in Surrey with a social justice focused mandate.
18.	Arts Umbrella Association	\$10,000	Arts-Based Youth Focused Program with Surrey School District #36	Supports young artists in cultivating their creativity in art & design, dance, theatre, and music & film.
19.	Barangay Project Society	\$5,000	"Each One Teach One" Dance Mentorship in Surrey	Provides free dance classes to BIPOC youth and communities taught by professional artists.
20.	BC Chinese Music Association	\$7,500	"Breaking Barriers" performance in Surrey	Provides a platform for Chinese music lovers and promotes Chinese music in the wider community.
21.	Canada Chinese Performing Arts Society	\$9,700	Performance featuring Intercultural music at Surrey Arts Centre	Promotes performing arts based on Chinese and other cultures.
22.	Canadian Women and Art Society	\$10,000	Surrey Latin Festival at Surrey Civic Plaza	Uses art as a mechanism that creates spaces for multiculturalism, social inclusion, and resilience.
23.	Cedar Hills Caledonian Pipe Band	\$2,000	Pipe Band Learning Program in Surrey	Promotes Great Highland Bagpipe, Pipe Band Music, and Highland Dancing.
24.	Chilliwack Symphony Orchestra and Chorus	\$6,000	A series of concerts in Fleetwood	Professional classical orchestra and chorus.
25.	Cloverdale Arts and Entertainment Association	\$8,000	Cloverdale Market Days	Hosts several summer market days in Cloverdale.
26.	Culture Chats BC Association	\$1,450	Intercultural Dance Workshops in Newton	Facilitates innovative programming, engaging community and building connection through intercultural arts.
27.	Darts Hill Garden Conservancy Trust Society	\$10,000	Artists in Residence & Temporary Art Installations Project at Darts Hill Garden	Provides a botanical garden as a public amenity in Surrey.
28.	Diwali Celebration Society	\$10,000	Diwali Fest 2022 in Surrey	Celebrates the spirit of Diwali by embracing diverse art forms.
29.	DreamRider Productions	\$6,500	A series of immersive theatre performances with Surrey School District #36	Provides arts-based environmental education and youth engagement (ages 6-11)

30.	EJS School of Fine Arts	\$3,000	Bright Stars Program – Theatre Production in Surrey	Provides accessible and inclusive fine arts opportunities to youth in Surrey.
31.	Festival African Heritage Music and Dance Society	\$10,000	Annual African Heritage Festival of Music and Dance in Surrey	Presents, preserves, and evolves Black Canadian Culture through arts, music, and dance.
32.	Folk Star Arts Academy Society	\$5,000	FolkLore Festival 2022 in Surrey	Creates opportunities for meaningful engagement, understanding, and appreciation of Punjabi Folk Art.
33.	Foolish Operations	\$10,000	Dancing Story-time Workshop Series at Surrey Libraries	Creates contemporary dance experiences with and for an audience of all ages.
34.	Muslim Food Bank	\$2,500	Ladies Cultural Party in Surrey	Operates as a food bank and offers a holistic range of support services through programs.
35.	NAAD Arts Centre	\$7,500	NAAD Festival of Indian Classical Music & Dance 2022 at Surrey Arts Centre	Dedicated to preserving and promoting the culture, traditions and heritage of music, dance, and literature.
36.	Naked Stage Productions	\$5,000	Readers’ Theatre Productions on the “Naked Stage” at Newton Cultural Centre	Produces stage and musical productions using the stage as a blank canvas on an amateur basis in Surrey.
37.	Nepali Literary Society	\$1,000	Art and Literary Musical programs in Surrey	Offers literary and musical performance, interaction, and critique programs on Nepali literature.
38.	New Vision Music Society	\$5,000	Afro Caribbean Cultural Summerfest at Surrey City Hall Plaza	Festival bridges connections among Afro, Caribbean, Canadian, Indigenous, and Latin peoples.
39.	North American HanYang Arts & Cultural Centre Association	\$5,000	Chinese New Year Dance Festival at Bell Performing Arts Centre	Uses dance as a medium to promote Chinese culture exchange and Canadian multiculturalism.
40.	Pivot Theatre Society	\$7,500	Pivot Theatre 2022 Season in Surrey	Provides theatre experiences which are inclusive, equitable, and relevant.
41.	Royal Academy of Bhangra	\$10,000	Series of Bhangra programming	Creates connections between the diaspora and their Punjabi heritage through dance, music, and art.
42.	Sanjh Foundation	\$5,000	Sanjh Festival 2022 at Surrey Arts Centre and City Hall Centre Stage	Dedicated to preserving and promoting the culture, traditions and heritage of music, dance, and literature.
43.	Shakti Empowerment of Women, Children and Families Society	\$6,500	Shakti Film Festival at City Hall Centre Stage	Empowering women, families, and children through community forums.
44.	Sher Vancouver LGBTQ Friends Society	\$10,000	Premiere of film “Emergence: Out of the Shadows” in Surrey	Brings about more acceptance and cross-cultural understanding surrounding LGBTQ+ issues within the South Asian and broader community.
45.	Sikh Heritage Month	\$10,000	Sikh Heritage Month BC 2022 – “True Home” in Surrey	Highlights the history and the overall social, economic, and cultural contributions of Sikhs to BC’s cultural fabric.
46.	Solid State Community Industries	\$5,000	Symbiotic Hues: an interdisciplinary art exhibition in Surrey	Serves Surrey youth (under 35 years old) from racialized immigrant families through networking and mentorship.
47.	South Asian Arts Society	\$10,000	Monsoon Festival of Performing Arts at Surrey Arts Centre Main Stage	Creates performance and educational opportunities for professional and amateur artists

48.	Surrey Board of Trade Music City Centre	\$5,000	Music City Showcase - Part 2, at Surrey Art Centre Main Stage	Growing Surrey's music economy to make it a destination city with the core values of inclusion and diversity.
49.	Surrey City Orchestra	\$10,000	A series of orchestra performances in Surrey	Presents professional live music that engages Surrey's diverse population.
50.	Surrey International Writers Conference	\$10,000	Surrey International Writers' Conference	Provides a workshop-based conference conducted by experienced, qualified presenters to writers of all ages and abilities.
51.	Surrey Muse Arts Society	\$6,000	Surrey Muse Gatherings 2022	Hosts drop in critiques for writers, and gatherings showcasing artists and writers.
52.	Surrey Photography Club	\$1,229	Photographic Artists Speaker Series	Offers opportunities for participants to learn new photography techniques and receive constructive criticism.
53.	Surrey Pride Society	\$10,000	LGBTQIA+ and Two Spirit Surrey Pride	Produces the annual Surrey (LGBTQIA+ and Two Spirit) Pride Festival in Surrey.
54.	Surrey Youth Theatre Company	\$2,500	Surrey Youth Theatre Company Production at Surrey Arts Centre Studio	Provides quality theatre training, performance, and growth for young people in the Surrey/White Rock area.
55.	Theatre Conspiracy	\$10,000	Conspiracy Now! The Workshop, performance at Surrey Arts Centre Studio	A platform for artists creating contemporary work for stage and media.
56.	Transformational Theatre	\$5,000	Music and Meditation Festival 2022 at Centre Stage, City Hall	Offers theatrical and musical presentations which uplift and inspire performers and audiences.
57.	Vancouver Cantonese Opera	\$10,000	Cantonese Opera Extravaganza at Surrey Museum and Cantonese Opera in the Cloud for seniors whose outings are restricted by the Covid-19 pandemic (virtual)	Surrey based organization with the mission to preserve Cantonese Opera.
58.	Vancouver International Bhangra Association	\$10,000	Surrey 5X Festival 2022	Hosts a festival and digital community elevating Surrey's South Asian youth culture.
59.	VISAFF South Asian Film Festival Society	\$10,000	2022 Vancouver International South Asian Film Festival in Surrey	A film festival that showcases authentic South Asian storytelling.
60.	White Rock City Orchestra	\$5,000	WRCO Performance with Vivace in Surrey	Long established community orchestra that performs exclusively in Surrey.
61.	Young People's Opera Society of BC	\$10,000	A series of seasonal productions/events in Surrey	Presents performances of opera with people of all ages.
62.	Z.Inc Art Collective	\$6,500	An extended showing of site- specific artworks created by Surrey based visual artists at Darts Hill Garden	Contemporary art collective in South Surrey.

Surrey Civic Theatre In-Kind Rental Subsidy Grants:

1.	Aequitas Singers Society
2.	Canada Chinese Performing Arts Society

3.	Diwali Celebration Society
4.	NAAD Arts Centre
5.	Sanjh Foundation
6.	Shakti Society
7.	South Asian Arts Society
8.	Surrey Board of Trade Music City Centre
9.	Surrey City Orchestra
10.	Surrey Youth Theatre Co.
11.	Theatre Conspiracy
12.	Transformational Theatre

Total Grants Recommended:

Cultural Celebrations Grants	\$18,000	
Operating Grants	\$145,000	
Project Grants	\$316,379	
Surrey Civic Theatre In-Kind Rental Subsidy Grants	\$20,000	To support 12 organizations to present their event in a professional theatre environment, to support the professional development of the group and their artists
Total Grant Funding Recommended for 2022 - First Intake	\$499,379	
2022 Grant funding available	\$623,296	
Unallocated Grant Funding Balance	\$123,917	This unallocated balance will support funding for supplemental grant applications throughout 2022, with any funding remaining to be set aside for 2023 grant requests.

Not Recommended for Funding:

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

African Stages Association of BC
Art2Heart Foundation
Balsar Community Foundation
Centre of Integration For African Immigrants
Chinese Village Club
CloseLook Foundation
Enable: Arts Society
Engaged Communities Canada

Fraser Region Aboriginal Friendship Centre
Ghazal Manch Surrey Cultural Association
Lead Disability Inclusive Society
Moving Forward Family Services
Seven Sacred Fires Society
Somali People's Association of BC
Spandan Arts Dance Academy
Surrey German Language School
Tara Rince Society
VAYA Youth Arts Society

Each unsuccessful applicant will be offered individual feedback and coaching and will be encouraged to reapply in compliance with the Cultural Grants guidelines, and/or apply again in 2023.

APPENDIX “III”

Pandemic Programming Pivots from 2020/ 2021 Grant Years

	Organization	Year	How funding was utilized
1.	Africa Canada Education Foundation	2021	African Heritage Month Film Week: Held on event on Zoom and livestreamed on social media.
2.	Arts Council of Surrey	2020	Pivoted to virtual programming in line with PHOs such as the annual juried art show.
3.	Arts Umbrella Association	2021	Continued programming in person in line with PHOs. Limited participants.
4.	BC Chinese Music Association	2020	Pivoted to be part of the opening concert for Surrey Public Outdoor Performance at the Glades in July 2021 with BC Youth Orchestra.
5.	Canadian Women and Art Society	2021	Surrey Latin Festival Hybrid event: virtual September 3rd and 5th, in person September 4 th 2021.
6.	Cedar Hills Caledonian Pipe Band	2020	Pivoted their CHCPB Learning Program to online programming for.
7.	Cloverdale Arts and Entertainment Association	2020	Pivoted grant activities to pay some of their artists to busk outside in the area, paying artists and providing entertainment to those standing in lines outside of stores.
8.	Culture Chats BC Association	2020	Pivoted to online programming for their intercultural dance classes.
9.	Darts Hill Garden Conservancy Trust Society	2020	Completed publishing their book: <i>A Secret Garden - the story of Darts Hill Garden Park</i>
10.	Diwali Celebration Society	2020	Held Diwali Fest 2020 online.
11.	DreamRider Productions	2021	Created 3 delivery options: regular classroom-based digital-interactive modules, a home-based version, and a school wide virtual performance.
12.	EJS School of Fine Arts	2021	All programming went online (art, theatre, and music).
13.	Festival African Heritage Music and Dance Society	2021	AHFOMAD - 3-day concert series in August 2021 held in person at City Hall.
14.	FolkStar Arts Academy Society	2020	Bhangra and Giddha classes held virtually.
15.	Foolish Operations	2021	Outdoor reading experience and short music and dance performances.
16.	Fraser Valley Musical Theatre/ Fraser Valley Gilbert & Sullivan Society	2020	Produced a video featuring various Fairy Tale characters reacting to the stress of being cooped up during the pandemic and a radio show called The Fairy Tale Mysteries.
17.	Ghanaian-Canadian Association	2021	GhanaFest: Held live event outdoors in the summer adhering to PHOs.
18.	Muslim Food Bank	2021	Held in-person Ede festival and bazaar adhering to PHOs.
19.	Naked Stage Productions	2020	Pivoted to online programming, held 6 performances virtually.
20.	Nepali Literary Society	2020	Holding Nepali poetry and music programming online and in person when possible.
21.	North American HanYang Arts & Cultural Centre Association	2020	Partnered with Surrey Youth Orchestra, hosted online, pre-recorded event.
22.	Peninsula Productions Society	2020	Pivoted to doing one person readings with a restriction on audience size, which was successful. Learned how to record and produce professional quality theatre.
23.	Pinoy Pride Vancouver Society	2020	Capacity building activities.
24.	Royal Academy of Bhangra	2020	Created and released their film: <i>Persia to Punjab</i> .
25.	Royal Canadian Theatre Company	2020	All proposed in person activities were cancelled due to the pandemic, streamed two productions online for the 2020 Holiday Season.
26.	Sanjh Foundation	2021	Held Sanjh festival online.

27.	Semiahmoo Arts Society	2020	March 2020: held 90% of classes online, then pivoted to offer in person classes in alignment with PHOs. Reduced in person classes by up to 60%. Shifted monthly art gallery shows to website.
28.	Shakti Empowerment of Women, Children and Families Society	2021	Held their film festival online.
29.	Sher Vancouver LGBTQ Friends Society	2021	Completed their film: Emergence- Out of the Shadows.
30.	Sikh Heritage Month	2021	Initiative was virtual, and they posted videos and materials online and hosted live events on social media and Zoom.
31.	South Asian Arts Society	2021	Digital Monsoon Festival.
32.	Surrey Art Gallery Association	2020	Hosted monthly artist talks and a competitive paint-off event, worked with artists, supporting them with honorarium fees for talks and events.
33.	Surrey Board of Trade Music City Centre	2020	Created online episodes featuring local Surrey artists, musicians, and educators of various cultural communities and included interviews and 1 song performance/ feature or 1 mini music lesson/ educator.
34.	Surrey City Orchestra	2020	Pivoted to online orchestra performances.
35.	Surrey Muse Arts Society	2021	Pivoted to online programming featuring writers and artists.
36.	Surrey Photography Club	2021	Pivoted to online artist talks.
37.	Surrey Pride Society	2020	Pivoted to hosting an online Pride festival.
38.	Surrey Symphony Society	2021	Held hybrid in person and virtual rehearsals during pandemic. Held a successful pre-recorded virtual concert. Connected with other Youth orchestras in BC. Won several awards during the Kwantlen Polytechnic University Music Festival.
39.	Transformational Theatre	2020	Pre-recorded their event and streamed it online.
40.	Vancouver Cantonese Opera	2021	Held a virtual Chinese New Year event, and 3 Cantonese Opera in the Cloud virtual performances.
41.	Vancouver International Bhangra Association (VIBC & 5X Fest)	2020	Created a 5X Festival App with artist features and performances digitally.
42.	Vancouver International South Asian Film Festival	2020	Held their festival virtually, partnering up with several other South Asian Film Festivals across North America.
43.	White Rock City Orchestra	2020	Created a music video called "The Most Beautiful Christmas Song".
44.	Young People's Opera Society of BC	2020	Created a compilation of solo videos from their own devices singing their favourite song in the styles of opera, music theatre, art song, folksong, and contemporary music styles compiled into a virtual concert.
45.	Z.Inc Art Collective	2020	Created art installations in Darts Hill Garden for an outdoor art show: <i>Resplendent</i> .