



Culture, Arts and Heritage Commission Meeting Agenda

August 13, 2026

4:30 PM

City Hall

Aspen Room, 1st Floor

415 W. 6th St

Vancouver, WA 98660

Virtual Meeting Credentials:

Microsoft Teams Meeting

Join:

<https://teams.microsoft.com/meet/2890188431108?p=hdV5S7MQtQ24J20N>
[In](#)

Meeting ID:289 018 843 110 8

Passcode:dY2n4nc6

1. **Call to Order and Roll Call - 4:30pm**
2. **Approval of Minutes - 4:35pm**
 - a. Approval of the July 2026 CAHC Meeting Minutes
3. **Workshop -4:40pm**
 - a. Inspire Vancouver Foundational Program Overview / Website Review (4:40pm - 5:00pm)
 - b. Fund Distribution Overview (5:00pm - 5:10pm)
 - c. Review and Approve Grant Review Committee (GRC) Recommendations (5:10pm - 5:35pm)
 - d. General Grant Process Updates (5:35pm - 5:45pm)
 - e. Vancouver Arts Hub Update (5:45pm - 5:55pm)

Culture, Arts and Heritage Commission

MEMBERS

Ruby Lewis, *President*
Brad Richardson, *Vice President*

Rebekah Percival
Ricky Gaspar
Rosalinda Mendoza
Michelle Tan
Shon-Lueiss Harris
Russell Ford, CACC
Vacant

Parks, Recreation and Cultural Services

415 W. 6th Street
Vancouver, WA 98660
TTY: 711
www.cityofvancouver.us

4. Community Forum - 6:00pm

To provide public testimony, please see instructions below.

5. Commission and Staff Reports - 6:10pm

- a. Cultural Services Manager
- b. Commission President
- c. Clark County Art Commission

6. Open Discussion & New Business - 6:20pm

7. Next Meeting - 6:25pm

8. Between Now & Then - 6:28pm

Adjournment - 6:30pm

Community Forum Instructions

Time is reserved at each Commission meeting for Community Communications. During this time, the public may speak on any issue. Each speaker will have three minutes to address the Commission. Community members who wish to submit detailed testimony that may exceed three minutes of speaking time are encouraged to email their comments so they can be included with the meeting materials.

Community Communications participants are encouraged to pre-register by email at parksrecculture@cityofvancouver.us or by phone at 360-487-8311, but may comment during this period without pre-registration; options for Community Communications are:

1. In Writing: Public comments can be submitted in writing via email to parksrecculture@cityofvancouver.us by 5:00 pm the day before the meeting.
2. Remotely: attend the Microsoft Teams meeting online; be prepared to speak online during the Commission meeting at the time of Community Communications.
3. In Person: Fill out a Public Comment form in person prior to the start of the Community Communications portion of the meeting.

City Hall is served by C-TRAN. Route information and schedules are available online at www.c-tran.com. You also may reach C-TRAN at (360) 695-0123 for more information on times, fares, and routes.

Anyone needing language interpretation services or accommodations with a disability at a Vancouver City Council meeting may contact the City Manager's staff at (360) 487-8600 (RELAY: 711). Assistive listening devices and live Closed Captioning are available for the deaf, hard of hearing and general public use. Please notify a staff person if you wish to use one of the devices. Every attempt at reasonable accommodation will be made. To request this agenda in another format, please also contact the phone numbers listed above.

Meeting Minutes

Thursday, July 9, 2026

4:30pm

City Hall, Aspen Room

415 W. 6th Street
Vancouver, WA 98660

Commissioners Present:

Lewis, Harris, Gaspar, Mendoza, Ford, Percival, Bennett, and Richardson

Commissioner Jeannie Bennett welcomed the team and gave a brief introduction, sharing her background working with nonprofits, government, primary education and economic development.

Commissioners Absent:

Commissioner Tan was absent.

Item 1: Call to Order

President Lewis called the July 9, 2026, meeting of the Culture, Arts & Heritage Commission to order at 4:40p.m. The Commission met in the main hall at the City Hall Aspen Room and via Microsoft Teams.

Item 2: Approval of Minutes

Motion by Ford, seconded by Harris, and approved unanimously to adopt the CAHC minutes from June 2026.

Item 3: Workshop

a. Commission Legal Counsel Update

Perlick shared an overview of the latest legal counsel. The City has determined that the CAH commission, as a Public Development Authority, it functions as a separate legal entity.

Staff from City Law Department have been researching similar law support and processes for selection.

Members

Ruby Lewis
President

Brad Richardson
Vice President

Michelle Tan
Rebekah Percival
Ricky Gaspar
Rosalinda Mendoza
Russell Ford, CCAC
Shon-Lueiss Harris
Jeanne Bennett

**Parks, Recreation and
Cultural Services
Department**

P.O. Box 1995
Vancouver, WA 98668
360-487-8311
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cityofvancouver.us

While this will not be an extensive process, this will be a scored quote process. Staff recommended seeking two commissioner volunteers to review legal firms and participate in remote interviews.

Commissioners Gaspar and Richardson volunteered for legal counsel review.

b. Year One Grant Cycle Provision Recommendations to City Council

Betancourt, Inspire Vancouver Program Supervisor, shared an overview of the Year One Grant Cycle temporary policy exceptions. Applicants would be allowed to request less than the minimum award amounts, with 8-month project window. Flexible allotment of 10% for funding over the allotted grant category limits.

- Innovation Grants
 - Current policy: 5% allocation, \$5,000-\$25,000; 1-year
 - Year One Exception: Allow requests below \$5,000; 8-month projects
- Impact Grants
 - 10% allocation; 10% allocation; \$10,000-\$75,000; 1-year
 - Year One Exception: Allow requests below \$10,000; 8-month projects
- Comprehensive Grants
 - 10% allocation; \$100,000-\$300,000; multiyear
 - Allow requests below \$100,000

Commissioner Gaspar asked if there will be overlap between the 2026 and 2027 grant cycles, and if that would impact eligibility of organizations who would like to reapply. Betancourt and Perlick clarified that the Year One grant timeline ends June 30, 2027, with the new cycle beginning on July 1, 2027.

Action: Ford made a motion to approve the Temporary Policy Exceptions recommended for the Year One Grant Cycle. The motion was seconded by Harris and unanimously approved.

c. Fund Distribution Timeline

Hull shared a timeline of the Year One grant cycle for Inspire Vancouver 2026

August 2026

- Applications open
- Workshops held
- Commission appoints Committee

September 2026

- Application refinement
- Applications close
- Commission receives update
- Committee meets three times

October 2026

- Commission awards grants
- Award/denial letters sent
- Agreements drafted
- Paperwork processed

November 2026

- Checks go out
- Commission gives feedback on process

Applications are scheduled to open the first week of August, with awards announced in mid-October. An open discussion was held regarding the user process in the portal and the minimization of workload for applicants once funds are awarded upfront.

Richardson noted that it would be helpful for commissioners to see the full dollar amount with a fiscal report and breakdown of amounts allocated to each grant category. The budget and financial report snapshot would also help promote transparency.

d. Grant Review Committee Process

Betancourt shared an overview on the Grant Review Committee process will be a mix of open call and direct recruitment.

- Mix of open call and direct recruitment
- Short application form
- CAHC subcommittee will review and select panelists for CAHC to appoint

Who we are looking for:

- Mix of nonprofit peers and community members who will benefit from programming
- Live within Vancouver city limits or have a member of their household enrolled in Vancouver or Evergreen Public Schools.

Subcommittee:

- Select subcommittee members to review Grant Review Committee (GRC) applications
- Timeline:
 - GRC applications close August 3
 - Subcommittee recommends panelists at CAHC meeting on August 13
 - GRC begins meeting in September

An open discussion was held regarding the expected role of the GRC, which would be renewed each cycle.

Volunteers: Commissioners Lewis, Harris, Ford, and Mendoza volunteered to sit on the GRC.

Action: Harris made a motion to approve the subcommittee of recommend panelists. The motion was seconded by Ford and unanimously approved.

Betancourt will send commissioners a flyer with detailed information on the GRC.

e. Fiscal Sponsorships

Hull provided an overview of fiscal sponsorship organizations:

- Holds primary responsibility for grant administration
- Receives the grant funds as their own income then issues the funds to the sponsored group/individual
- Oversees and manages records including the grant agreement and reporting requirements

- May retain a fee of up to 10% for their fiscal and administrative services

Fiscal sponsor organization eligibility:

- From IRS – Organizations must have a mission aligned with the projects they sponsor.
- From RCW Chapter 36.160 (Cultural Access Program) – Must be a 501(c)(3) incorporated in WA and recognized by IRS.
- From Vancouver Cultural Access Program Policy
 - Must have a mission aligned with advancing or preserving arts, culture, heritage, or science.
 - Must provide a letter of commitment for the grantee's application.

Eligibility interpretation and guidance needed: The policy states “Fiscal Sponsor must have a **mission aligned** with advancing or preserving arts, culture, heritage or science.”

An open discussion was held regarding whether this should be interpreted:

- **Narrowly** – fiscal sponsors must have culture, arts, heritage or science as their primary purpose, OR
- **More broadly** – fiscal sponsors must do culture, arts, heritage or science activities, but they can have a different primary purpose.
 - Organizations that do NOT do cultural activities remain ineligible

Potential impacts of interpretation could determine who would benefit and who would be left out. Considerations include:

- Asking groups who already have a mission-aligned fiscal sponsor to find a new sponsor could limit program accessibility
- New, large sources of funding could expose caps in administration capacity at eligible fiscal sponsor organizations
- Orgs that already offer fiscal sponsorships could have an advantage
- Orgs that already offer fiscal sponsorship could be stretched too thin
- Potential for orgs to use fiscal sponsorship fees as a revenue source

Commissioners discussed considerations, including the fluid mission and scope of the organizations. Staff had heard feedback that organizations have had difficulty finding current fiscal sponsors, as well as express concern regarding the capacity of who is eligible. Defining existing activities and a track record would also have influence on the interpretation of the policy.

Action: The commission voted to hold the first year of grant cycles to the original standard of narrow interpretation of fiscal sponsor policies, with the option to reevaluate for future cycles if necessary.

f. Program Updates

Betancourt shared an overview of schools in Vancouver. No recommendations or proposals at this time, but there will be ongoing conversations regarding charter schools not being part of the public school district. The legal team is exploring limitations to funding that charter schools inside City limits are eligible to receive for grants.

Ketcham (Communications Specialist, Inspire Vancouver) provided an overview on upcoming info sessions, stats review, and online tools learning opportunities. We have completed our last info session before the grant cycle opens, totaling to 12 sessions across different locations in Vancouver.

Ketcham shared an invitation for the Inspire Vancouver Open House on Wednesday, July 22, at the Vancouver Arts Hub from 5:30pm – 7:30pm. The purpose of the informal open house is to meet the team, learn important updates about the grant cycle, and connect with others who are interested in expanding arts, culture, heritage and science opportunities in Vancouver. If the occupancy may be above 200 attendees, we are exploring alternative locations.

Item 4: Community Forum

None presented.

Item 5: Commission and Staff Reports

a. Cultural Services Manager

Donovan gave the following updates:

- The call for volunteers for VAMF is still open and will close 2 days before the festival
- Summer Concerts are starting tonight at the Waterfront, and the Sunday Sounds Concerts starting this week.
- We are in the final process for interviewing our final Grant Coordinator

b. Commission President

President Lewis had no updates at this time.

c. Clark County Arts Commission

Ford gave the following updates on CCAC:

- The Atkins gallery at the County building now has an additional gallery on the 2nd floor.

Item 6: Open Discussion and New Business

Commissioner Gaspar requested to revisit possible alternative meeting times on occasion in the future.

Item 7: Next Meeting – August 13, 2026

Donovan gave a brief summary of agenda items planned for the July meeting, including a recruitment update.

Item 8: Between Now & Then

Commissioners and Staff shared any known events:

- Lewis shared that there is a poetry event happening on July 11 at 6:30pm about Malcom-X at the Arts Hub.
- Percival shared that she was appointed as the new Executive Director as ArtsWA
- Ford will be facilitating mask making workshops at VAMF and welcomes more groups to join
- Harris shared that there is a youth art show represented from VSD and ESD at the Art Hub until the end of the month.
- The last Friday of July will have an open house show.

This meeting adjourned at 6:30pm.



**Inspire
Vancouver**

2026 Application Workshop

A special edition, in-depth discussion
for the Culture, Arts & Heritage
Commission



What we'll learn

- Grant Program goals and values
- Grant process from Application to Final Report
- Tips for your application



About Inspire Vancouver

What do these grants support?



2026 Inspire Vancouver Grants

Grants that invest in cultural programming for our community

- Helps local nonprofit arts, culture, heritage, and science groups bring programs to more neighborhoods and more people in Vancouver
- This year we are offering grants in three categories, ranging from \$5000-\$150,000.
- Grants can be used to create and support public programming and/or support operating costs for an organization
- Grant funds are paid at award
- Applications will close September 11 and awards will be announced mid-October





Inspire Vancouver Goals

- Increase access
- Strengthen community connection
- Invest in the cultural ecosystem
- Encourage creativity and learning



Who Can Apply for Inspire Vancouver Grants?

Understanding Basic Eligibility

- Provide public programs or experiences for Vancouver residents
- Primary purpose to advance or preserve arts, culture, heritage or science
- Nonprofit or group/individual with a nonprofit fiscal sponsor
- Located within Vancouver city limits or provide at least 55% of your programs within Vancouver city limits



What about [insert scenario here]?

Understanding Eligibility Exceptions

- Eligibility is determined by organization/applicant, not project
- Nonprofit exception: Group/individual* can apply with a fiscal sponsor
- Location exception: At least 55% of your programs within Vancouver city limits
- No primary purpose exception, no public programming exception

*groups/individuals must demonstrate that their project has public benefit and is not commercial in nature.



Fiscal sponsor overview

What does a fiscal sponsor do?

The fiscal sponsor organization:

- Holds primary responsibility for grant administration
- Receives the grant funds as their own income then issues the funds to the sponsored group/individual
- Oversees and manages records including the grant agreement and reporting requirements
- May retain a fee of up to 10% for their fiscal and administrative services
- Can access their grantee's application and reports in the grant portal



Fiscal sponsor eligibility

Which organizations can be a fiscal sponsor?

- Organizations must have a mission aligned with the projects they sponsor
- Organizations must be a 501(c)(3) incorporated in WA and recognized by IRS
- Organizations must have a primary purpose to advance or preserve arts, culture, heritage, or science.

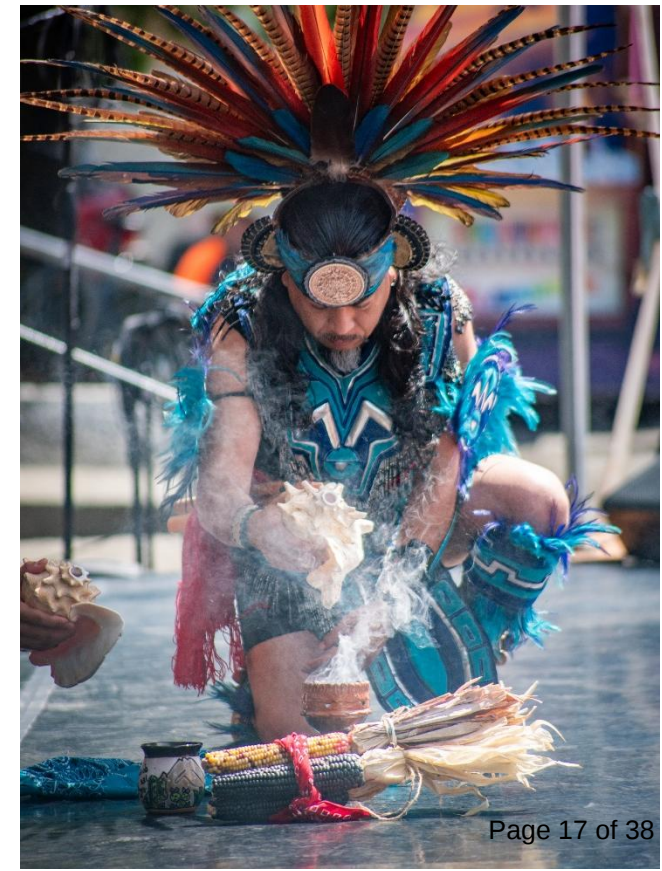
How does the fiscal sponsor affect grant eligibility?

- Eligibility is determined by the organization/applicant, not the project
- The sponsored organization/applicant must meet ALL other eligibility criteria (i.e., primary purpose, location, public programming, non-commercial activity)



Inspire Vancouver Grants

- **Innovation Grants**
\$350,000
- **Impact Grants**
\$700,000
- **Comprehensive Grants**
\$700,000
- ***Flexible, based on demand***
\$700,000
- ✓ Apply in multiple categories



Innovation Grants

Supporting Bold Ideas and Creative Risk-Taking

Details

- Award: \$25,000 or less
- 8-Month grant window
- Unrestricted funds to try new things

Examples

- Pilot a new program
- Collaborate with a new partner
- Reach a new audience
- Explore an untested approach



Impact Grants

Strengthening and scaling what's already making a difference

Details

- Award \$75,000 or less
- 8-Month grant window
- Unrestricted funds to support your work

Examples

- Offer more programs
- Expand your work to a new area
- Host an event or festival
- Cover the cost of program materials



Comprehensive Grants

Building Stronger Organizations and a Thriving Cultural Community

Details

- Award: \$150,000 or less
- 8-month grant window
- Unrestricted funds to sustain and build capacity

Examples

- Support operating costs
- Upgrade technology
- Invest in research
- Maintain and expand free and low-cost programs



Frequently Asked Questions

About Grant Categories

- How do I pick the right category for my idea?
 - Consider category theme first, then grant funding amounts
 - Innovation application does not ask questions about past programming, short time frame
 - Impact and Comprehensive applications are similar, full time frame
- Can I apply in multiple categories?
 - Yes, but you can combine programs into one grant if that makes sense
- Can I apply in the same category as a group I am sponsoring?
 - Yes!



Grant Process: Application to Final Report

**The full picture and
what's to come**



Process overview

How do the grants work?

1. Plan a scope of work and budget for your grant proposal
2. Use the application to tell us about your organization, your audience, your scope of work, deliverables and budget.
3. If awarded, you will sign a Grant Agreement that works like a contract for services. The scope of work section will include deliverables you listed, plus reporting deliverables from Inspire Vancouver.
4. You will receive funding once the contract is signed.
5. You will complete your self-assigned deliverables and our reporting deliverables to the best of your ability or return any unused funds.



Application Process

What you'll need to apply for an Inspire Vancouver grant

To apply you will need:

- Proof of your organization's primary purpose
- A work-sample that represents your organization
- 1-year attendance history*
- Organization budget*
- A list of programming deliverables you hope to achieve
- A budget for your grant funds
- Answers to the narrative questions



Scoring and Selection Process

How your application will be scored

- The Grant Review Committee will use a two-part score card
 - **Alignment section:** Public benefit, proposal feasibility, community trust, equitable access, sustainable operations and management
 - **Impact section:** Community need, youth focus, priority audience, geographic
- The Culture, Arts & Heritage Commission will decide which applications will be funded



Award and Reporting

Requirements for receiving funds and reporting on your grant

1. If awarded, grantees will sign a grant agreement with the City of Vancouver and provide proof of insurance and payment information
2. Grantees will receive their payment once the initial paperwork is turned in
3. Grantees will complete quarterly progress reports and one final report. The report will ask about:
 1. What programming or other deliverables were completed
 2. The location of and attendance at your programming
 3. How grant funds were used (but receipts not needed)



The Application

**Tips for program planning
and a strong application**





Inspire Vancouver

Welcome to the
-- City of Vancouver WA --
Online Grants Portal

Welcome

Through sustained public funding, Inspire Vancouver supports arts, culture, heritage and science organizations that bring people together, spark curiosity and create meaningful opportunities for connection and learning. By expanding access to cultural experiences, Inspire Vancouver helps ensure everyone in our community can participate, belong and thrive.

HOW TO USE THE PORTAL

Using the left-side menu, you can access:

Information

This section contains information for using this portal and navigating the grants process.

- **Apply for Funding:** This section lists our open grant categories, including their programming goals, funding limits, and timing.
- **Resources and FAQs:** This section contains FAQs for technical questions related to the grantee portal. For general Inspire Vancouver program FAQs, please visit <https://www.inspirevancouver.org/resources/faqs/>

All

INFORMATION

Grantee Portal
Apply for Funding
FAQs

ORGANIZATIONS

Organizations

PEOPLE (1)

1 People (1)

APPLICATIONS

Draft Applications
Invited to Apply
Clarification Requested
Submitted Applications

GRANTS (1)

Active (1)
Closed

REPORTS

Due
Clarification Requested
Submitted

PAYMENTS

Scheduled
Paid

Fluxx: Our Grant Portal

1. Create an account at inspirevancouver.fluxx.io
2. Click the link in your email to verify and set up a password
3. Use the menus in the sidebar to apply for grants and make account updates



Application Budget

Steps to fill out your budget

1. Set budget periods to match your quarterly report periods
 - Impact and Comprehensive: Nov 1, 2026-Dec 31, 2026; Jan 1, 2027-Mar 31, 2027; Apr 1, 2027-Jun 30, 2027.
 - Innovation: Use the same dates as above, but skip any quarters without activities/expenses
2. Name your line-items and select a budget category
3. Enter the grant-funded cost in Request column, leave Recommended blank
4. Enter total project budget and specify how much of that will be cash or in-kind in the following columns



Questions about access and equity

Resources available on website

- Access could include physical space, cost, sensory, language, transportation, disability and more
- A strong answer will be specific to:
 - Your programming
 - Your current participants
 - Future participants



Questions



inspirevancouver.org | inspirevancouver@cityofvancouver.us



Thank you!



inspirevancouver.org | inspirevancouver@cityofvancouver.us





**Inspire
Vancouver**

Inspire Vancouver Funding

Katherine Stokke

Senior Management Analyst
Parks, Recreation & Cultural Services
August 13, 2026



Agenda

- Fund Overview
- Current Projections
- Next Steps
- Discussion



Fund Overview

Cultural Access Tax - Local Sales Tax Fund

- Tax adopted by City Council in Dec. 2024
- Fund established in Jan. 2025
- Tax collection began in April 2025
- Two-month delay between tax collection and City receiving revenue
- First revenue received in June 2025
- This fund can only be used for Inspire Vancouver grants and administration



Current Projections

	Budget/Allocation	Actual/Awarded
Estimated Revenue Collections	\$7,000,000	\$7,221,446
Year One Program Allocation		
Impact	\$700,000	TBD
Innovation	\$350,000	TBD
Comprehensive	\$700,000	TBD
School Transportation	\$700,000	TBD
Administration	\$700,000	TBD
Flexible	\$700,000	TBD
Total	\$3,850,000	
Projected Carryforward to Year Two	\$3,150,000	\$3,371,446

Grants projected to be awarded Oct. 2026. Actual revenue from July 2025-June 2026.





Next Steps

Staff will:

- Continue tracking actual revenue vs. projections
- Work through City's budget processes
- Develop an annual report (July-June) for Commission



Discussion

