



PROGRAM GUIDELINES

Project Assistance for Visual Artists

2018/2019

This program assists professional visual artists, craft artists and independent critics and curators with the creation of specific projects. Awards are available to support the creation of new works. Applications may be made by individuals or a collaboration of two or more practitioners who share creative control of a project.

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BC Arts Council program guidelines and application forms are revised annually.

About the BC Arts Council: New Foundations

The BC Arts Council is an agency of the provincial government established by the *Arts Council Act*, for the purposes of:

- Providing support for the arts and culture in British Columbia;
- Providing persons and organizations with the opportunity to participate in the arts and culture in British Columbia; and
- Providing an open, accountable and neutrally administered process for managing funds for British Columbia arts and culture.

In July 2018, the BC Arts Council released [New Foundations: Strategic Plan for the British Columbia Arts Council 2018-2022](#), which articulates the following vision:

“Artists and cultural organizations in British Columbia are well-supported, thriving, and able to reach their full potential under principles of equity, diversity, accessibility, and reconciliation. Arts and culture are seen as fundamental to developing vibrant and resilient communities, where the people of British Columbia are highly engaged in the province’s unique arts and culture sector recognized for its innovation and leadership in Canada and abroad.”

Strategic Directions

The new strategic plan lays out four new strategic directions for the BC Arts Council, intended to facilitate more equitable access to arts funding and informed by the current context facing the arts and culture sector in B.C.:

- Sustainability and Creative Development
- Equity, Diversity and Access
- Indigenous Arts and Culture
- Regional Arts and Community Arts

Values

The current year is one of transition as Council’s funding priorities and programs begin to navigate from the previous strategic plan to the full implementation of its new strategic directions. Throughout this transition, Council is highlighting and strengthening some of its previous commitments, as expressed through values such as access, recognition, engagement and consultation, while signalling the new values that will guide all of Council’s decisions and activities, from program design to the peer review process, into the future:

- Artistic Development and Achievement
- Indigenous Engagement and Cultural Vitality
- Equity, Access and Diversity
- Collaboration and Partnerships
- Engagement and Participation
- Recognition and Promotion
- Fair and Transparent Governance

Throughout all of its work, the BC Arts Council is committed to upholding the principles outlined in the [Calls to Action of the Truth and Reconciliation Commission](#) and the [United Nations Declaration of the Rights of Indigenous Peoples](#) (the Declaration), as adopted by the Province of British Columbia.

What is the Project Assistance for Visual Artists program?

Awards are made to assist Professional Visual Artists, Contemporary and Traditional Craft Artists and Independent Critics and Curators with the creation of specific projects by providing funds towards subsistence, materials, and/or other related project costs.

Who can apply?

Eligibility Criteria

Under normal circumstances, to be eligible, an applicant must:

- Be a Canadian citizen or permanent resident and have lived in British Columbia for one year immediately prior to application.
- Be a professional visual or craft artist or independent critic or curator, who has completed all basic training (not necessarily in academic institutions) and is not enrolled in full-time studies.
- Have completed two or more years of artistic practice subsequent to basic training, and, as a visual or craft artist, had two or more professionally curated exhibitions for which they have received exhibition fees; or, as an independent curator or critic, curated two or more exhibitions or professionally published two or more works of critical writing for which they have received professional fees.
- Be applying for the first or second time with the same new work, or, if the applicant has applied for the same project twice before, have substantively changed the proposal.
- Have final creative control over the proposed work.

For collaborative applications, each individual applicant must meet these eligibility criteria.

For independent curators and critics, awards are available for those who develop their practice independently from art organizations or institutions. Applications may be to investigate the visual and media arts as well as museum practice.

Applicants who have received at least one grant to assist with the creation of work through the Aboriginal Arts Development Awards Program, and have submitted a final report for that grant to the First People's Cultural Council, may also apply.

What activity will the program not fund?

Under normal circumstances, awards are not available for:

- The mass reproduction or exhibition expenses of existing works.
- Expenses incurred prior to the application date.
- Promotional expenses.
- Purchases of equipment or other capital costs.

How much can I apply for?

Category 1: up to \$6,000

Category 2: up to \$12,000

Applicants are encouraged to apply to either category based on the scale and scope of their project.

What are the eligible costs?

Under normal circumstances, awards are available to support:

- Subsistence (recipients of awards are expected to devote the majority of their time to their practice for the duration of the project).
- Costs of materials of the project.
- Equipment and space rental (as applicable).
- Funds to be paid to other creative artists required for the project.
- Travel expenses relevant to realizing the project.

When is the application deadline?

The deadline for Project Assistance for Visual Artists is November 15, 2018.

Note: if the deadline falls on a weekend or statutory holiday, the deadline becomes the next business day.

Applications are accepted by mail and must be postmarked **by Canada Post or a courier company no later than the deadline**. Applications may be hand delivered or delivered by courier to 800 Johnson Street, Victoria, BC, up to 4:00 p.m. on the deadline day.

Applications by email or fax will not be accepted.

What are the application requirements?

All applicants, especially those new to this program, are urged to discuss their project proposal with the program officer prior to applying.

Applications must be prepared on single-sided, standard letter-sized white paper, portrait orientation in a font size of 12 or larger and submitted unbound and without staples. Materials not in this format may not be copied for the jury and your application will be incomplete.

It is the applicant's responsibility to ensure applications are complete and all application requirements are included. The BC Arts Council will not contact applicants to address errors in applications or missing application requirements other than that required to determine eligibility. Eligible applications and any supporting material will be assessed as they have been submitted.

Applications require detailed submissions, and must include:

- A signed, completed Project Assistance for Visual Artists application form.
- A detailed written statement (3 pages maximum) that includes 1) a precise description of the proposed project; and 2) a description of how an award will assist the project. In this statement consider responding to these questions: "Why This Project? Why You? Why Now?"
- A Curriculum Vitae of the applicant(s) that includes professional training and related artistic activities (3 pages maximum – if the CV submitted is longer, only the first three pages will be provided to the jury).
- A list of professionally curated exhibitions and other shows. Critics should provide a publication history, as appropriate. A separate document is not required if this information is included as part of the CV.

- *For applications with budgets that exceed the requested amount from this program: A separate detailed and balanced budget of projected expenses and revenues for the project.*

Support Material

- Documentation of recent completed work:

Visual and Craft Artists:

- a maximum of 15 images (jpgs – max 768 x 1024 pixels slides, photographs,) or
- video documentation (maximum 10 minutes, DVD-authored format preferred)

Independent Critics and Curators:

- clear photocopies of three published texts, articles or catalogues (maximum 20 pages) and/or
- up to 15 images documenting the work of the artists who will be the focus of the research or project; or up to 15 images documenting a previous exhibition
- Image/Media List: listing dimensions, materials, and dates of production of works. The list must be typed or printed in black ink, maximum one page, portrait orientation. Presentation order of images is important – chronological order is preferable.

Do not send catalogues of previous work.

Applicants should label all submitted materials with their name and contact information. The BC Arts Council does not accept responsibility for loss of or damage to submitted materials.

Support material will not be returned.

What are the assessment criteria for grant decisions?

The two areas of assessment are set out below.

Throughout the application and assessment, applicants and the Jury should:

- Consider and discuss how the project fulfills the applicant's artistic objectives through the pursuit of excellence in each of the two areas of assessment.
- Respond to the core values and goals of Council in considering and discussing each of the two of assessment as they relate to the project.

In evaluating each application, the Jury is asked to consider a number of possible criteria under each area of assessment. It is important to note that not all of the criteria will apply to each application; rather, they are examples of aspects that might be considered and should be addressed in the application if relevant to the applicant, the applicant's history and/or the proposed project.

Applications are judged against these criteria alongside a number of equally eligible applications.

An essential element of any application is insightful, critical self-reflection. Jury members want to hear the applicant's own assessment of the challenges faced and the creative solutions under consideration.

In each area, the Jury considers the applicant's reflection on both past achievement and proposed plans.

ASSESSMENT CRITERIA

Each application will be considered according to artistic achievement and feasibility. The primary criterion for assessment is artistic achievement. Please consider and address these assessment criteria when crafting your Written Statement.

Artistic Achievement:

This criterion encourages you to define and demonstrate excellence in your current artistic activity and to demonstrate how the proposed project will advance the art form, skills or practice that are central to your work or career. Jurors may consider the following points:

- Artistic merit of the proposed project.
- Critical self-reflection.
- Clarity, focus and vitality of the proposed project.
- Artistic risk or challenges inherent in, or tackled by, the proposed project.
- Ability to realize the project artistically, based on previous work, successes and support material.
- The quality of working conditions for artists, volunteers and employees of the project, including compensation, safety considerations and culturally appropriate support. (as applicable)

Feasibility:

This criterion considers the achievability of the project. Jurors may consider the following points:

- Diversity of revenue sources (as applicable).
- Abilities in project management, including planning and financial management.
- Demonstrated capacity to realize this project.
- The inclusion of and engagement with appropriate protocols and practices, particularly in regard to Indigenous artists and communities.

The primary criterion for assessment is Artistic Achievement.

Juries base decisions on the written proposal and the support material the applicant provides. Although no specific weighting is given to these materials, applications that are funded usually have strong elements in both areas.

How should I consider cultural context in my project?

All applicants should consider issues around cultural appropriation if using the cultural forms, aesthetics or iconography of cultural communities removed from their own social, political and cultural roots. Cultural appropriation may also occur when there is insufficient credit given to the sources of artistic and cultural work. Cultural appropriation can cause harm to Indigenous and diverse communities through misrepresentation and stereotyping. It diminishes access and reduces the opportunity for artists from Indigenous and diverse cultural communities to tell their own stories.

If working with Indigenous peoples, communities, culture or intellectual property (including but not limited to stories, songs, dance, designs, art, traditional knowledge or other cultural expressions), applicants should consider the principles outlined in the [United Nations Declaration of the Rights of Indigenous Peoples](#) (the Declaration). The Declaration affirms that Indigenous peoples have the right to self-determination and the right to practice and revive their culture and traditions. As stated in Article 11 of the Declaration,

“This includes the right to maintain, protect and develop the past, present and future manifestations of their cultures, such as archaeological and historical sites, artefacts, designs, ceremonies, technologies and visual and performing arts and literature.”

Article 31 of the Declaration affirms the rights of Indigenous peoples to maintain, control, protect and develop their cultural heritage, traditional knowledge and cultural expressions and their manifestations and intellectual property. If you are working with traditional knowledge, you will need to explain how you have addressed cultural protocols and/or received permissions where required.

How are decisions about grants made?

Merit-based, independent peer assessment is the primary method of evaluation.

All applications for Project Assistance for Visual Artists are assessed by peer review juries. Juries are comprised of individuals with expertise in particular artistic disciplines, genres or practices. When selecting jury and committee members, Council considers broad professional knowledge, expertise, geographical representation and diverse aesthetic, institutional, and cultural viewpoints, including those from Indigenous perspectives.

The following process is used to evaluate every application:

- The British Columbia Arts Council receives applications and acknowledges receipt by email within 2 weeks of the deadline.
- Council staff reviews applications for eligibility.
- The jury evaluates the proposals using the assessment criteria above and determines the level of funding and conditions on the payment of awards.
- Council informs each applicant of the decision in writing.
- Applicants are encouraged to contact their program officer for feedback on their application.

When do I find out whether my application was successful?

Under normal circumstances, notifications of awards are made in writing approximately 16 weeks after the application deadline. All applicants will be notified by letter. Results will not be released by telephone or email.

What happens if my application is successful?

Payment of Awards

All payments of grant monies to the grant recipient are subject to an authorizing appropriation under the Financial Administration Act.

The British Columbia Arts Council reserves the right to redistribute, delay or suspend payments if the recipient:

- Does not carry out its planned program of activities
- Undergoes major changes in artistic or administrative direction
- Does not meet its obligations as a grant recipient, including submission of final reports to the Council
- Fails to comply with legal obligations
- Fails to respect the commitment to provide a safe and respectful workplace free from harassment, discrimination and sexual misconduct.

Recognition of Awards

In recognition of funding, the support of the BC Arts Council and the Province of British Columbia should be acknowledged in all promotional materials, both hard copy and online. The approved



BC Arts Council and provincial logo and graphics standards are available online in a variety of ready-to-use digital formats at www.bcartscouncil.ca/mediaroom. The joint logo should be used on posters, brochures, print ads and programs and used where possible on media releases and signs related to the funded project.

Confidentiality of Information

The collection, use, and disclosure of personal information are subject to the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. Your personal information will be used to administer the BC Arts Council Project Assistance for Visual Artists program and process your application. The names and locations of successful award recipients may be published along with the amount of the award in the Annual Report of the BC Arts Council as well as in various communications and promotional vehicles of the BC Arts Council and Government of British Columbia. Social Insurance Numbers are provided to Canada Revenue Agency through the issuance of T4As.

Final Reports

All recipients must submit a final report and requested documentation of the completed project to the BC Arts Council within 30 days of its completion. Final Report forms are available at: http://www.bcartscouncil.ca/forms/individual_finalreport.pdf

Future applications to project assistance programs will be ineligible if all reporting requirements are not met. Final reports may be scanned and submitted electronically to BCArtsCouncil@gov.bc.ca or by mail or courier.

Whom do I contact if I have questions?

The BC Arts Council is committed to assisting applicants to present themselves as favourably as possible to the program juries. Ultimately, the responsibility for a complete and thorough application rests with the applicant.

These guidelines contain information on the program intention, assessment criteria, application requirements, adjudication process and other general information. Additional information regarding BC Arts Council policies may also be found on the website or by contacting your Program Officer.

All applicants are urged to establish their eligibility and discuss their proposal with the appropriate program officer prior to submitting an application.

- Walter Quan, Program Officer – Arts Awards
Tel: 778-698-3527 or Email: walter.quan@gov.bc.ca

A full list of program officers is available at <http://www.bcartscouncil.ca/about/coordinators.htm>.

Given the high volume of inquiries in the weeks before the deadline, please contact your program officer as far in advance as possible.

For general information or further assistance, please contact:

- Telephone: 250 356-1718 or
Email: bcartscouncil@gov.bc.ca

Program guidelines are reviewed annually. Please ensure you are working with the most current program guidelines for each intake.