

# PROGRAM GUIDELINES 2021/22

## PROJECT ASSISTANCE: Professional Arts Festivals

### Program Impacts and Changes Due to COVID-19

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The BC Arts Council recognizes the unprecedented impact the COVID-19 pandemic is having on the B.C. arts and culture sector. While every effort is made to minimize revisions, program guidelines may be updated to align with current provincial and federal orders and public health directives. Please:

- Ensure you have the latest version of the program guidelines as posted on the BC Arts Council website. Any changes to the guidelines made after the original posting will be clearly highlighted.
- Find up-to-date information posted on our [COVID-19 update page](#).

### About the BC Arts Council

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For more information about the BC Arts Council's mandate, vision, values, and strategic directions visit the [About](#) and [Priorities](#) sections on the BC Arts Council website.

### Equity and Cultural Context

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In its Strategic Plan [New Foundations: 2018-2022](#), the BC Arts Council makes a commitment to principles of equity, diversity, accessibility, and truth and reconciliation in all of its programs and processes. The Council conducts its own operations and funding activities in accordance with legislation such as the [BC Human Rights Code](#), [Accessible Canada Act](#), and the [United Nations Declaration on the Rights of Indigenous Peoples](#), as well as the [Calls to Action of the Truth and Reconciliation Commission](#).

The BC Arts Council acknowledges the cultural, geographic, and regional diversity of the province, and the distinct and varied contexts of Indigenous, cultural, and regional communities. The BC Arts Council also recognizes that all artistic practice exists within diverse and specific cultural contexts.

Applicants are encouraged to contemplate a variety of factors related to cultural appropriation, representation, and equitable and ethical collaboration processes, and to clearly position their work within its cultural context in their submission. Equity and access are central to the BC Arts Council's response to supporting the arts and culture sector.

### Program Intentions

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**Project Assistance: Professional Arts Festivals** supports the development, enrichment and creation of new or unique public programming through a **specific project, component or programming initiative within their existing festival**.

Awards under this program are intended to encourage specific art forms or practices, increase the availability of professional arts to the community, and build the artistic programming of festivals. Awards are not available to support a festival in its entirety.

## Application Deadline and Submission Details

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The deadline for submission is October 15, 2021, **no later than 11:59 p.m.**

Applications must be submitted via the online grant application system. Applicants must ensure that all information and documentation in their online profile is up to date prior to submitting an application. Applications submitted by mail, email, or fax will not be accepted.

New applicants must register on the [online system](#) in order to submit an application. **Approval of a registration request may take up to four business days.** New registrants will be notified of approval and access to grant applications.

Applicants are encouraged to discuss their application with a program officer prior to submission.

### Application Assistance

Applicants who identify as Deaf and/or living with disabilities and who require accommodation or assistance to develop and submit an application to this program should contact the program officer or email [bcartscouncil@gov.bc.ca](mailto:bcartscouncil@gov.bc.ca) for more information.

Receiving application assistance does not influence the assessment of the application.

## Eligibility Requirements

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Assistance through this program is available to Arts and Cultural Organizations. Ineligible applications will not be forwarded for assessment.

### To be eligible, an applicant must:

- Be a professional arts and cultural organization registered and in good standing as a non-profit society or community service co-op in the Province of British Columbia for at least one fiscal year prior to application.

OR

- Be a professional festival organization led by a local government, Indigenous Government, Indigenous Community Organization, or Métis Chartered Community in the Province of British Columbia for at least one fiscal year prior to application, with a community-based board of management that sets policy for the organization's public programs and services.

AND

- Provide public programming in British Columbia and have done so for a minimum of one year.
- Compensate artists, and arts, museums and cultural practitioners fairly in keeping with community contexts and industry standards within the field of practice, including adhering to international intellectual property rights standards and cultural ownership protocols.
- Adhere to the Criminal Record Review Act, which requires that people who work with or may potentially have unsupervised access to children or vulnerable adults must undergo a criminal record check by the Criminal Records Review Program.
- Not currently receiving Operating Assistance from the BC Arts Council.
- Have submitted any overdue final reports on previous BC Arts Council grants by the submission deadline for this program.

## Exclusions

### **Awards are not available to support:**

- International travel as per BC Arts Council's [current COVID-19 policy](#).
- Operating costs.
- Project phases or activity that have begun prior to the submission deadline.
- Expenses related to the creation or preparation of work for competitions.
- Project or budget deficits and/or contingency funds.
- [Capital expenditures](#) (construction, renovation, or purchase of property or equipment).
- Feasibility studies, start-up costs, or seed money.
- International travel costs of foreign artists visiting British Columbia.
- Fundraising activities, conferences, conventions, or projects that are secondary to the arts-related activity (e.g. competitions, or family, religious, or community celebrations or anniversaries).
- Subsistence to artists or cultural practitioners, unless otherwise noted.
- Costs of producing recordings (e.g. demos).
- Projects or activities funded through other BC Arts Council programs or its third-party delivery partners, including First Peoples' Cultural Council, BC Touring Council, or Creative BC.
- Private or for-profit entities.

## Grant Amounts

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Project assistance will not exceed 50% of the total project budget.

There is no maximum request amount. Visit the [BC Arts Council Recipients](#) page to review a list of previously successful applicants and the range of awards for this program.

Grants may be awarded for less than the requested amounts based on the assessment of the application and the priorities of the program.

Assistance through this program is possible only once per BC Arts Council fiscal year (April 1- March 31).

## Application Requirements

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It is the applicant's responsibility to submit a complete application. Eligible applications and support material will be assessed as submitted. BC Arts Council staff will not contact applicants to address errors or missing submission requirements.

### **A complete online application must include:**

- Details outlining the proposed project including:
  - a description of the applicant's history, mandate, mission and core values, and summary of development, creation, production, and/or dissemination of their discipline in B.C.
  - a summary description of the proposed project.
  - rationale and objectives underlying the project.
  - project timeline and/or work plan.
- A completed Summary of Major Activities form.
- A balanced project budget using the budget table provided in the online application. Include notes on the budget and indicate whether revenues are confirmed or pending.
- All required support material as per the list below.

## Support Material

Applicants are advised to review and adhere to the [Upload Requirements for Support Material guidelines](#). Applicants are responsible for ensuring that all support material is in a readable format. Poor quality files may adversely affect an applicant's success. Applicants are encouraged to test all material before submitting their application. Requested material must be submitted via the online system unless otherwise indicated.

### Required Support Material includes:

- An operating budget for the applicant's fiscal year in which the proposed project takes place (organizations only).
- A biography for each member of the project's creative team (maximum 100 words each).
- Letters from partners or collaborators, if applicable, confirming the nature of their participation.
- An electronic version of the program from the most recent festival.
- Examples of previous work relevant to the proposed project, **up to a maximum of\***:
  - **5 images or 5 minutes total of video or audio**, with identified excerpts to be viewed; OR
  - **3 pages of critical writing or documentation** (do not submit testimonials or reference letters).

NOTE: Items in excess of the listed maximums, including multiple links to materials within a single uploaded document, will not be reviewed. Other examples of previous work, such as publications, must be discussed with the program officer prior to submission to determine whether they are appropriate.

### For applicants who have not previously received funding through this program:

- Two letters of reference from established arts and cultural practitioners familiar with the applicant's work.

Do not submit material beyond what is requested; it will not be presented for assessment.

## Additional Requirements for Organizations

### At the time of application, the applicant's Organizational Profile must be up to date and include:

- The organization's last two fiscal years Financial Statements, as per the requirements below.
- A current list of the organization's board of directors, editorial advisory board, trustees, or board of management, including their board position, occupation/expertise and start date.
- A current list of administrative and artistic/editorial staff or significant contractors, including name, position, and employment status (e.g. permanent; part-time).

### Financial Statements must include:

- Balance Sheet, Income Statement, and Notes.
- An itemized list of grants identified by funder, either in the income statement or attached schedule.
- A breakdown of operating net assets, distinguishing between unrestricted net and capital assets.
- Signatures of the preparer and of two Board members affirming Board approval.

The type of Financial Statements required is based on the recipient's most recent BC Arts Council Operating Assistance or Project Assistance (discipline specific) award. For new applicants, internally prepared financial statements are acceptable. BC Arts Council staff reserves the right to request audited Financial Statements if deemed appropriate, regardless of the amount of the applicant's last award.

For applicants operating under the umbrella of a **local government or post-secondary institution**, financial statements must include a statement of income and expenses for the applicant's activities

alone, signed by the umbrella organization's financial officer, in addition to notes indicating if the applicant entity may accrue assets, surpluses, or deficits from one year to the next.

BC Arts Council Grant	Minimum Required Documentation
Up to \$10,000	Internally prepared Financial Statements
\$10,001 - \$25,000	Independently prepared Financial Statements
\$25,001 - \$100,000	Review Engagement Financial Statements
Greater than \$100,000	Audited Financial Statements

## Assessment Criteria

The areas of assessment are described below along with their relative weight. Applicants should discuss how the project fulfils each area of assessment and how it may address the strategic priorities and values of the BC Arts Council including those outlined in **Equity and Cultural Context** above.

### ALIGNMENT WITH STRATEGIC DIRECTIONS (10%)

The assessment panel will evaluate how the applicant and the project align with these BC Arts Council strategic directions:

- Indigenous Arts and Culture
- Equity, Diversity, and Access
- Regional Arts and Community Arts

### ARTISTIC CONTRIBUTION AND SIGNIFICANCE (40%)

The assessment panel will evaluate the project's contribution and significance by considering the:

- Strength and clarity of artistic vision as demonstrated through programming, editorial, or curatorial choices.
- Quality of proposed activities, level of artistry, originality, production values, and overall contribution to arts and culture in B.C.
- Integrity of the creative processes, including approaches to research and collaboration; use of source and physical materials; ownership and other cultural protocols, as applicable.

### ENGAGEMENT AND IMPACT (30%)

The assessment panel will evaluate the project's engagement and impact by considering the:

- Degree of impact on the organization's identified communities as evidenced by effective community engagement strategies, programming, audience development, outreach and marketing.
- Degree of impact on the development of B.C. artists, cultural practitioners, and arts communities.
- Level of engagement and sustainable benefits to diverse and/or historically underserved communities and their artistic practices.
- Level of accessibility and safety of engagement, including but not limited to physical spaces, cultural safety, affordability, and accommodations for diverse participants.
- Consideration given to matters of cultural appropriation, representation, equitable and ethical collaboration processes, and appropriate protocols and practices, as applicable to the project.

### FEASIBILITY (20%)

The assessment panel will evaluate the project's feasibility by considering the:

- Achievability of the proposed activities as determined by sound budgets, planning, resource allocation, and the applicant's overall financial health and capacity.
- Role of artistic leadership, including management and the board, as applicable, in fostering a healthy, sustainable work environment.
- Level of experience in realizing comparable projects at a professional standard.
- Rigour of human resources practices related to providing fair remuneration, equitable employment, cultural competency, cultural safety, and safe and respectful work environment.

## Assessment Process

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Merit-based, independent peer assessment is the primary method of evaluation for all applications to this program. Assessment panels are comprised of individuals with broad professional knowledge, experience, geographical representation, and diverse aesthetic, institutional, and cultural viewpoints, including those from Indigenous perspectives.

### **The following process is used to evaluate applications:**

- The BC Arts Council receives online applications and reviews each one for eligibility.
- The assessment panel evaluates the applications using the assessment criteria outlined above and determines the level of funding and/or conditions on payment of awards.
- The BC Arts Council informs each applicant of the assessment panel's decision in writing.

Applicants are encouraged to contact the program officer for feedback after results have been released.

## Notification of Awards

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Decisions will be made within sixteen weeks of the application deadline. Notifications are sent via the online system to the contact linked to the application, and the organizational and governance leadership contacts provided in the organizational profile (as applicable). Results cannot be requested in advance.

Ensure the email address [bc.artscouncil.noreply@gov.bc.ca](mailto:bc.artscouncil.noreply@gov.bc.ca) is on your safe sender list.

## Payment of Awards

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All award payments are subject to an authorizing appropriation under the *Financial Administration Act*.

The BC 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 their obligations as a grant recipient, including submission of final reports.
- 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.

**Grants are taxable income and must be reported as such.**

## Final Reports

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Recipients must submit a final report with the required documentation of the completed project to the BC Arts Council within 30 days of the Project End date in the application. Final Reports must be submitted through the online system.

Future applications to BC Arts Council programs will be ineligible if reporting requirements are not met.

## Confidentiality and Recognition of Awards

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### 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. The applicant's information will be shared in confidence with members of the assessment panel. 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 and Revenue Agency through the issuance of T4As.

### Recognition of Assistance

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 print 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.

Funded applicants with a website are encouraged to add a link to the [BC Arts Council](#) website.

## Contact Information

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A full list of program officers is available on [our website](#).

For general information or further assistance, please contact:

Telephone: 250 356-1718

Email: [bcartscouncil@gov.bc.ca](mailto:bcartscouncil@gov.bc.ca)

**Program guidelines are reviewed annually.**

**Please ensure you are working with the most current program guidelines for each intake.**