

# PROGRAM GUIDELINES 2021/22

## PROJECT ASSISTANCE – Community Arts Festivals

### Acknowledgement

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The BC Arts Council acknowledges it carries out its work on the land of Indigenous nations throughout British Columbia. We are grateful for the continuing relationships with Indigenous people that develop through our work together. We acknowledge and raise our hands to the ɫəkʷəŋən (Lkwungen) people, known today as the Songhees and Esquimalt Nations, on whose ancestral lands we operate our main offices.

### 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.

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](#).

### Community Arts Festivals - Program Intentions

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**Project Assistance: Community Arts Festivals** elevates the artistic standards of local, community-based arts festivals by supporting fees paid to B.C. or Canadian professional artists, technicians, Elders and Traditional Knowledge Keepers engaged in the festival.

The festival must be presented by local Indigenous or [community-based arts and cultural organizations](#), have an arts focus, be more than one day in duration, and may feature a combination of local and touring artists.

Awards provide up to a maximum of \$5,000.

### When and How to Apply

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The deadline for submission is **March 7, 2022, no later than 11:59 p.m. Pacific Time**

Festival must take place after the application deadline.

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

New applicants [must register and create a profile](#) in the online system. **Approval of a registration request may take up to four business days.** New registrants will be notified once they are approved and able to access grant applications.

Applicants may discuss their project ideas with a program officer and/or attend a Question & Answer session before submitting their application.

## Question and Answer Sessions

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Join BC Arts Council staff for an online information session including an overview of this program and an opportunity to ask questions. Session details are posted on the [BC Arts Council website](#) and [Facebook](#) and [Twitter](#) pages.

## Who Can Apply

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Ineligible applications will not be forwarded for assessment.

### To be eligible, an applicant must:

- Be a [community-based arts and cultural organization](#) registered and in good standing as a [non-profit society](#) or [community service co-op in B.C.](#) for at least one year prior to application with a dedicated arts and cultural mandate.

### OR

- Be an Indigenous Government, Indigenous Community Organization, or Métis Chartered Community in B.C. offering dedicated arts and culture activities.

### Applicants must also:

- Provide arts and cultural programming and/or service to the arts and culture sector in B.C. and have done so for a minimum of one year.
- Have artistic and/or administrative leadership in place.
- Demonstrate a focus on providing access to and development of the arts in community.
- Fairly compensate professional artists, arts and cultural practitioners, technicians, Elders, and/or Knowledge Keepers. Compensation must align with project and 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 have unsupervised access to children or vulnerable adults must undergo a criminal record check by the Criminal Records Review Program.
- Have completed and submitted any overdue final reports on previous BC Arts Council grants by the submission deadline for this program.

## What Can Be Funded

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### Awards are available to support:

- Fees for professional B.C. and Canadian artists, technicians (e.g., video/audio, lighting), Elders and Traditional Knowledge Keepers as part of an **eligible** community arts festival.

### An eligible community arts festival must:

- Have a clear purpose and commitment related to arts, and facilitate:
  - The exchange of local ideas, narratives, or issues that engage community participation through an artistic lens
  - Development of the arts at a community level
  - A growing relationship between artists and the local community

- Be organized primarily by volunteers and may also have a dedicated coordinator.
- Be located in B.C., be concentrated in place and time, and be longer than one day in duration.
- Have community involvement, including support of local government, volunteers, business, and arts and cultural organizations.
- Have appropriate planning related to healthy workplaces, including emergency preparedness.

## What Will Not Be Funded

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

- Arts and cultural organizations eligible within BC Arts Council professional programs.
- Operating costs.
- Project phases or activity that have begun prior to the submission deadline.
- Project or budget deficits and/or contingency funds.
- Capital expenses (construction, renovation, or purchase of property or equipment).
- Feasibility studies, start-up costs, or seed money.
- Performance series, cover bands, fundraising activities, conferences, conventions, symposia and concerts or projects that are secondary to the focus of the arts-related activity (e.g., competitions, or family, religious, or community celebrations or anniversaries).
- 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.

## Funding Requests

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Maximum request amount for is \$5,000 and may not exceed 50% of the total festival project budget. Grants may be awarded for less than the request.

Only one application per organization is accepted.

Funding priority may be given to projects from organizations led by and/or rooted in:

- Indigenous (First Nations, Métis, and/or Inuit) communities.
- Underserved communities, including Deaf, Disability and Mad arts; Racialized and/or people of colour; 2SLGBTQIA+.
- Regional areas in B.C. (communities outside of greater Vancouver and the capital region, not including Sooke, Metchosin, the Gulf Islands, or the Juan de Fuca electoral area).

## What is Needed for the Application

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Applicants are responsible for submitting a complete application and will not be contacted to address errors or missing requirements. Eligible applications are assessed as submitted.

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

- Festival details including dates, location, website, and expected attendance.
- A list of confirmed and/or proposed B.C. and Canadian artists, technicians, Elders and Traditional Knowledge Keepers, including names, the fees they are to be paid and their biographies (max. 250 words).
  - If only a proposed list is available, also provide the list of professional B.C. and Canadian artists, technicians, Elders and Traditional Knowledge Keepers engaged in last year's festival and the fees each were paid.

- A balanced festival budget using the budget table provided in the online application. Ensure that:
  - Notes on the budget are provided.
  - The budget includes this Community Arts Festivals program funding request.
  - A diversity of revenue sources with amounts noted as either confirmed or pending.
  - All in-kind contribution amounts listed as revenue are also entered, and noted, as a corresponding expense item.
- Support material listed below.

### Support Material

Applicants must follow the [Upload Requirements for Support Material guidelines](#).

#### **Required Support Material includes:**

- One PDF copy or URL link of the most recent art festival brochure or program.
- Letters from partners or collaborators, if applicable, confirming the nature of their participation (maximum two letters, one page each). Do not include general letters of support.

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

### Additional Information Needed from Organizations

#### **To apply, the applicant's online Organizational Profile must be up to date and include:**

- 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).
- A copy of the constitution if the applicant is a not-for-profit organization, OR a statement of the primary purpose of the organization for all other applicants.
- Signed financial statements for the two most recently completed fiscal years, as per table below.

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 or Indigenous governments 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.

<b>Previous BC Arts Council Grant Received (as per above)</b>	<b>Minimum Required Documentation</b>
Up to \$10,000	Internally prepared Financial Statements
\$10,001 - \$25,000	Independently prepared Financial Statements: Notice to Reader
\$25,001 - \$100,000	Independently prepared Financial Statements: Review Engagement
Greater than \$100,000	Independently prepared Financial Statements: Audit

**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.

### How Applications Will Be Assessed

All eligible applicants with feasible projects will receive some level of funding. Award amounts are determined by formula. Awards may be based on:

#### ALIGNMENT WITH BC ARTS COUNCIL'S STRATEGIC DIRECTIONS

Funding priority may be given to applicants and/or activities connected to or aligned with these BC Arts Council strategic priorities:

- Indigenous arts and artists (First Nations, Métis, and/or Inuit).
- underserved communities including Deaf, Disability and Mad arts; racialized and/or people of colour; 2SLGBTQIA+.
- regional areas in B.C. (communities outside of greater Vancouver and the capital region, not including Sooke, Metchosin, the Gulf Islands, or the Juan de Fuca electoral area).

#### FEASIBILITY

The assessment committee will consider the viability of the project based on:

- The achievability of the proposed activities as determined by sound budgets, planning, resource allocation, and the applicant's overall organizational capacity;
- The level of experience in realizing comparable projects;
- The commitment to fostering a healthy, sustainable work environment, in relation to providing fair remuneration, equitable employment, cultural competency, cultural safety, and a safe and respectful work environment.
- Demonstrated outreach to ensure local Indigenous protocols are followed, compensate Elders and Traditional Knowledge Keepers fairly in accordance with local protocols, and acknowledge traditional territories.

## FINANCIAL CONSIDERATIONS

The assessment committee may also consider the following:

- Demands on the program budget;
- Festival budget size and total fees paid to professional B.C. or Canadian artists, technicians, Elders and Traditional Knowledge Keepers.

## Assessment Process

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Each eligible application will be assessed by an internal committee of BC Arts Council staff who are knowledgeable and experienced in relevant artistic activities or fields of practice.

The following process is used to evaluate every application:

- The BC Arts Council receives applications and reviews them for eligibility.
- The assessment committee evaluates eligible applications using the assessment criteria above and a detailed assessment tool through which they determine the level of funding.
- The BC Arts Council informs each applicant of the decision in writing.

## Notification of Awards

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Decisions will be made within six weeks of the application deadline. Notification is sent via the online system to the contact linked to the application. Results cannot be requested in advance.

Ensure the email address **bc.artscouncil.noreply@gov.bc.ca** is on your safe sender list.

## Payment of Awards

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All 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 its 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.** Individuals receiving grants on their own behalf or on behalf of a collective are issued T4As for the year in which the grant payment is processed.

## 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 will be deemed 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 Government 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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Program Officers:

Krista Patterson | 236-478-2550 | [Krista.Patterson@gov.bc.ca](mailto:Krista.Patterson@gov.bc.ca)

Justine Shore | 250-940-8538 | [Justine.Shore@gov.bc.ca](mailto:Justine.Shore@gov.bc.ca)

A full list of program staff 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 Changes Due to COVID-19

The BC Arts Council will continue to respond to the challenges of COVID-19. Guidelines may be updated to align with current provincial and federal orders and public health directives. Ensure you have the latest version of the guidelines as posted on the [BC Arts Council website](#). Any changes to the guidelines made after the original posting will be clearly highlighted.