



ENHANCED CAPACITY ASSISTANCE 2019/20 INTERIM REPORT

Organizations currently receiving Enhanced Capacity funding must submit this Enhanced Capacity Interim Report by the program deadline (March 15 or September 30, see below) in order to receive their Enhanced Capacity grant payment for the following year.

Use this **Enhanced Capacity Interim Report Form** and respond to all questions and requirements outlined on the following pages in order to make your report. Full **Operating Assistance and Enhanced Capacity Program Guidelines** are available at www.bcartscouncil.ca/guideline_list and should be consulted for a review of the general description, eligibility, requirements and criteria of the BC Arts Council's Operating Assistance program.

Applicants are asked to refer to the [New Foundations: Strategic Plan for the BC Art Council 2018-2022](#) for full details on the current strategic direction of Council.

Operating Assistance and Enhanced Capacity Program Deadlines:

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| March 15 | Arts Periodicals, Performing Arts Organizations (April 1 – 2019/20 only) and Professional Arts Training Organizations |
| September 30 | Professional Arts Festivals, Community Arts / Media Arts / Visual Arts Organizations, Public Museums, and Arts and Cultural Service Organizations |

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

ORGANIZATION NAME:

DATES:

Enhanced Capacity requests must align with the fiscal year of your Operating Assistance application.

Fiscal Year Start: / /
 yyyy mmm dd

Fiscal Year One AWARD AMOUNT RECEIVED:

\$15,000

\$30,000

Enhanced Capacity Interim Report Requirements

The report should provide updates to the submission from the previous year (fiscal year one) and inform Council of the anticipated challenges and opportunities facing the organization.

Council believes that artists and arts organizations are well placed to assess the quality of the work they produce. As a result, an essential element of each report is insightful, critical self-reflection. Council wants to understand the organization's assessment of the challenges and opportunities it faces and the creative solutions under consideration.

Enhanced Capacity Interim Report – Written Statement

Please answer the following two questions:

1. What did your organization receive Enhanced Capacity funding to do?

2. Did your organization experience significant challenges or opportunities with its Enhanced Capacity project in terms of managing transition, supporting risk, introducing change and innovation, and/or enhancing aspects of organizational capacity? If, for example, the budget, personnel or scope significantly changed since the Enhanced Capacity funding was received, briefly state the resultant effect.

The report must not exceed two pages, in font size 11 or larger, and be printed on single-sided, standard letter-sized white paper, submitted unbound and without staples.

Your report must include the following and be assembled in the order listed below:

- A completed **Enhanced Capacity Interim Report Form** (Page 1-3).
- A written statement, detailing any required updates, to a maximum of two pages, based on the areas identified above.
- Number of people served by the project: audience participants .
- Attach copies of critical reviews, letters of support and/or evaluations of the project.
- Attach a list of title(s) and synopsis of commissioned work(s) (if applicable).
- Attach additional material you feel will assist this interim report.

Support material will not be returned.

Reports are accepted by mail and must be postmarked by Canada Post or a courier company no later than the deadline date. If the deadline falls on a weekend or statutory holiday, the deadline becomes the next business day.

Reports may also be hand delivered or delivered by courier to 800 Johnson Street, Victoria, B.C., up to 4:00 p.m. on the deadline day. Submissions by email or fax will not be accepted.

DECLARATION

In submitting this application, we the undersigned hereby declare that:

- a. the applicant meets all of the criteria of fundamental eligibility for this program;
- b. this application has been approved by the board of directors of the society;
- c. to the best of our knowledge and belief the information provided in this application is complete and true in every respect;
- d. the society has complied with all requirements of the Criminal Records Review Act (R.S.B.C. 1996 c.86) and the Society Act (S.B.C. 2015 c.18) in every respect applicable to the society;
- e. the society abides by all applicable municipal, provincial or territorial employment legislation, including but not limited to that relating to employment standards, occupational health and safety, and human rights;
- f. the society is committed to providing safe and respectful working conditions and to fostering a workplace free from discrimination, harassment and sexual misconduct;
- g. any personal information submitted with this application has been done so with authorization from the individual(s) concerned.

The information on this application is collected in accordance with Section 26(c) and (e) of the Freedom of Information and Protection of Privacy Act and will be used for the following purposes: tracking and distributing funding, program evaluation and development, communication and outreach.

If you have questions about the collection, use, or disclosure of personal information please contact: Director, BC Arts Council, 800 Johnson Street, Victoria, BC, V8W 9W3 Phone: (778) 698-3533

Signature of Submitting Officer Signature of Board Chair / President

Date signed Date signed