



**PROJECT ASSISTANCE GUIDELINES  
CO-OP PLACEMENTS PROGRAM  
2018/19**

**The Co-op Placements Program supports arts and cultural organizations to hire students through co-op placements and work-integrated learning programs for professional work experience. The program is intended to support the development of knowledge transfer, learning and capacity-building within the sector.**

Applications must include details of the specific impacts and anticipated results for both the organization and the student, including the knowledge to be gained through the work term by both. Applicant organizations must work with post-secondary institutions with established co-op or other work-integrated learning programs.

The program is intended to assist organizations that are existing clients of the BC Arts Council who can demonstrate a high degree of critical self-reflection. A competitive submission will include details of the specific impacts on the organization and anticipated results, including the knowledge gained through the work term by the organization and the student.

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

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## About the BC Arts Council

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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.

## Eligibility for the Co-op Placements Program

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In order to be eligible, applicant organizations must:

- Be an arts organization, museum, book publisher or Indigenous cultural centre that has received at least one grant since April 1, 2013 through BC Arts Council operating or discipline-specific project programs;

OR,

- Be an incorporated non-profit arts or cultural organization that has received a grant through BC Arts Council's Shared Cost Arrangement programs at BC Touring Council or First Peoples' Cultural Council (Aboriginal Arts Development Awards) since April 1, 2016.

AND

- Employ an eligible co-op or work-integrated learning student as a paid employee<sup>1</sup> for one or two terms, for a maximum of 32 weeks under normal circumstances.
- Hire an eligible student from post-secondary institutions with established co-op or work-integrated learning programs.<sup>2</sup> Meet the eligibility requirements, including minimum number of hours, of the institution and program from which the student is to be hired.
- Not have any outstanding final reports on previous BC Arts Council grants. (See Final Reports section, page 8).

Organizations may apply for up to two consecutive terms for a single individual. Applications for concurrent employment terms are not eligible.

### Exclusions

Awards are not available for:

- Operating costs.
- Project phases that have begun prior to the application deadline.
- Touring expenses.
- Capital expenditures (construction, renovation, or purchase of property or equipment).
- Fundraising.
- Start-up costs or seed money.
- Feasibility studies.
- The creation or preparation of performances/exhibitions for competitions.
- Projects that are secondary to other purposes (e.g. fundraising events, conventions, or family, religious or community celebrations).
- Projects or activities that are funded through other programs of the BC Arts Council or its third party delivery partners.
- Projects taking place within post-secondary institutions.
- Unpaid work placements.

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<sup>1</sup> See FAQs or <https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4110/employee-self-employed.html> for further discussion and definition of employment terms.

<sup>2</sup> See FAQs or <http://co-op.bc.ca/> for more information regarding institutions offering co-op programs.

## Application Requirements

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**All applicants, especially new applicants to this program, are urged to discuss their request with the program officer prior to submission.**

Applicants must provide a signed, completed application form, all requested information, and clearly identified support materials.

*The application must be printed on single-sided, standard letter-sized white paper and submitted unbound and without staples.*

**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, including support material, other than that required to determine eligibility. Eligible applications and any supporting material will be assessed as they have been submitted.**

All applications must include:

- A signed, completed application form, including a balanced project budget, using the budget form provided.
- A Project Information Sheet, using the template provided.
- A written statement of no more than three pages, font size 11 or larger, on single-sided white paper with one inch margins and without staples that addresses all application questions and includes all pertinent details of the proposed project. Please see the application form for the information that should be included in your written statement.
- A detailed schedule/timeline and work plan for the project (maximum 2 pages).
- A job description, including qualifications and duties, for the proposed Co-op Placement position.
- A list of the organization's current board of directors, including their occupations and start dates.
- A list of administrative and artistic/curatorial staff or significant contractors, giving name and title or responsibility (indicate if permanent/seasonal and full-time/part-time).
- An organizational operating budget for the fiscal year in which the project takes place that demonstrates funding from sources other than the BC Arts Council, such as earned revenue, federal and local government support, and private sector contributions.
- Letters from any partnering organizations, if applicable, confirming the nature of their participation.
- A letter from the Co-op or Work-Integrated Learning program(s) from which the student is being sought.
- One copy of the organization's most recent Financial Statements.

### Financial Statements

Financial Statements must include:

- a Balance Sheet, Income Statement and Notes;
- **an itemized list of grants identified by funder, either in the income statement or in an attached schedule; and,**
- **a breakdown of operating net assets, distinguishing between unrestricted net assets and capital assets.**

The type of Financial Statements required is based on the recipient's last BC Arts Council award (excluding special projects); in the case of new applicants, internally prepared financial statements are acceptable. Internally prepared financial statements must be signed by two board members of the

organization. Council staff reserves the right to request audited Financial Statements if deemed appropriate, regardless of the amount of the applicant’s last award.

<b>BC Arts Council Grant for last fiscal year</b>	<b>Minimum Required Documentation</b>
Up to \$10,000	Internally prepared Financial Statements signed by two board members
\$10,001 - \$25,000	Independently prepared “Notice to Reader” Financial Statements
\$25,001 - \$100,000	“Review Engagement” Financial Statements
Greater than \$100,000	Audited Financial Statements

## Assessment Criteria

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

- Consider and discuss how the project addresses the applicant’s mandate, mission and values through each area of assessment.
- Respond to the core values and strategic directions of the BC Arts Council in considering and discussing each area 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.

A high level of organizational self-assessment and self-representation is essential for applications to this program.

The jury will consider each application according to the stated objectives and anticipated impact of the proposed project, and the applicant’s mandate and history, as well as against three areas of assessment: Impact on the Organization, Impact on the Co-op Student, and Feasibility.

Please note the following weighting that will apply in the jury’s assessment of your application and **address the assessment criteria below** when crafting the written statement:

### 1. Impact on the Organization (50%)

*Jurors may consider the following:*

- The description of the work term position and its impact on the organization, in terms of artistic achievement, community engagement or organizational capacity.
- The alignment of the proposed placement with the organization’s mandate.
- How the proposed placement will contribute to the organization’s current capacity or future plans.

### 2. Impact on the Co-op Student (25%)

*Jurors may consider the following:*

- The description of the work term and its impact on the co-op student.
- The appropriateness of the institution and program from which the candidate is being sought.

### 3. Feasibility (25%)

*Jurors may consider the following:*

- The capacity of the organization to manage the position and provide an effective work term experience.
- Other sources of funding and resources, including organizational contributions to the placement.
- The feasibility of the work plan.
- The creation of opportunities for the next generation of arts workers.
- The payment of fees at industry standards to artists and other professional practitioners and adherence to international intellectual property rights standards.

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. Members of advisory committees and juries want to hear the applicant's own assessment of the problems faced and the creative solutions under consideration.

All applicants to the British Columbia Arts Council are encouraged to submit concise, realistic requests, responding fully to the assessment criteria. In each area, the Jury considers the applicant's reflection on both past achievement and proposed plans.

## Considering Cultural Context

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All applicants should consider the issues around cultural appropriation if using the cultural forms, aesthetics or iconography of cultural communities removed from their social, political and cultural roots. Cultural appropriation can also occur when there is insufficient credit given to the sources of artistic and cultural work. Cultural appropriation 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.

## Application Deadline

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Applications are accepted by mail and must be postmarked **by Canada Post or a courier company no later than December 1, 2018**. 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. **Note: if the deadline falls on a weekend or statutory holiday, the deadline becomes the next business day.**

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## Adjudication Process

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

All applications for Co-op Placements 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, the 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 date.
- Council staff reviews applications for eligibility.
- The jury evaluates the applications using the assessment criteria outlined above and determines the level of funding and conditions on payment of awards.
- Council informs each applicant of its decision in writing.
- Applicants are urged to contact their program officer for feedback on their applications.

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## Grant Amounts

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The assistance level for Co-op Placements is up to \$10,000 per work term of up to 16 weeks (see [Application Form](#) for more information). An applicant may apply for two consecutive placements for the same student and request up to \$20,000 for up to 32 weeks. The requests should be made as part of a single proposal in one application. The rationale for feasibility of the expanded placement will be considered by the jury.

Funds awarded from this program should be allocated toward the student's full salary. Applicants will also be responsible for the applicable MERCs (Mandatory Employment Related Costs) and benefits associated with the position. Any other costs for supplies, travel, professional development and other fees related to the placement are not eligible for support through this program, though they should be shown in the budget submitted, along with the required revenue contributions.

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## Notification of Awards

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Decisions will be made within sixteen weeks of the application deadline. All applicants will be notified by letter. Results will not be released by telephone or email.

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## Payment of Awards

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

Organizational grant recipients must promptly inform the BC Arts Council of substantive changes to the organization, including:

- Significant shifts in structure, staffing or activities
- Major changes to proposed activities;
- Changes in legal status, ownership, corporate structure, name, or mandate;
- Danger of insolvency, bankruptcy, or credit protection;
- Legal proceedings that pose a financial or reputational risk.

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.



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## Final Reports

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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 date stated in the application for support. Final Report forms are available at: <http://www.bcartscouncil.ca/forms.htm>.

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](mailto:BCArtsCouncil@gov.bc.ca) or by mail or courier.

## Confidentiality of Information

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The collection, use, and disclosure of personal information are subject to the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. Unless otherwise indicated, personal information submitted with this application may be shared in confidence with members of the adjudication jury. 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.

## Recognition of Awards

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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/logoanduse](http://www.bcartscouncil.ca/mediaroom/logoanduse). This 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 organization and its activities.

As well, funded organizations with a website are encouraged to add a link to the BC Arts Council site.

## Contact Information

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Erin Macklem – Program Officer, Co-op Placements  
(778) 698-1416 | [erin.macklem@gov.bc.ca](mailto:erin.macklem@gov.bc.ca)

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

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.