



# BRITISH COLUMBIA ARTS COUNCIL

An agency of the Province of British Columbia

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## MANDATE

**The British Columbia Arts Council supports the arts and cultural community by providing financial assistance, policy research, advocacy, and public education.**

## MISSION AND CORE VALUES

The mission of the Council is to engage all British Columbians in a healthy arts and cultural community that is recognized for its excellence. In pursuing this mission, the Council is guided by six core values:

1. Artistic excellence in all art forms.
2. Vibrant arts and cultural communities central to the creation of a healthy society.
3. Breadth of artistic activity - from emerging to established, from classical to experimental and from traditional to contemporary.
4. Inclusiveness, while respecting B.C.'s Aboriginal arts and culture.
5. Clear goals, developed in consultation with the arts and cultural communities, to guide short and long-term operations.
6. Fair and transparent administrative and adjudicative processes that adhere to the principles of accountability, independence recognition of merit, and equality of opportunity.

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## Project Assistance for Creative Writers

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**This program assists professional writers with the writing of specific creative projects. Awards are available for projects in the genres of drama, fiction, graphic novel, juvenile, non-fiction and poetry.**

## ARTISTIC EXCELLENCE

All artists and practitioners strive for excellence in their work. The assessment of artistic excellence is central to the evaluation of requests for funding. The fact that everyone experiences artistic work in his/her own way makes the assessment of artistic quality difficult to discuss.

The Council's approach is to consider three dimensions of artistic work:

1. Idea – the intention or artistic impetus behind the work.
2. Practice – the effectiveness of how the work is put into practice and the impact it has on those experiencing it.
3. Development – the contribution the work makes to the development of the artist, the art form and the arts more widely.

All applicants to the British Columbia Arts Council are encouraged to submit concise, realistic requests, responding fully to the assessment criteria.

An essential element of any application is insightful, critical self-reflection. The Council believes that artists and arts organizations are well placed to assess the quality of the work they produce, and how actions and decisions fulfill their stated mandate. Members of advisory committees and juries want to hear the applicant's own assessment of the problems faced and the creative solutions under consideration.

BC Arts Council programs are accessible to aboriginal artists or arts organizations and artists or arts organizations from diverse cultural and regional communities of British Columbia.

## **GUIDELINES**

### **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 creative writer with five or more years of experience who has completed all basic training and is not enrolled in full-time studies.
- Have had at least one book (or equivalent) professionally published, or, in the case of playwrights, at least two short works or one full-length work professionally produced or published.
- Have completed and submitted final reports for any outstanding project assistance provided through the BC Arts Council.
- 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.

### **Eligible Expenses**

Awards are available for expenses related to the creation of new works or the re-writing of existing unpublished or unproduced manuscripts. These may include:

- Subsistence (recipients of awards are expected to devote the majority of their time to writing).
- Costs of materials of the project.
- Funds to be paid to other creative artists required for the project.

### **Exclusions**

Under normal circumstances, awards are not available for:

- Projects previously assisted through this program.
- Research and writing of works with minimal original, critical, or analytical content such as indices, bibliographies, and instructional or technical books including text books, cook books, self-help books, and guidebooks.
- Scholarly or academic works.
- Commissioned works.
- Scripts for film or television.
- Publication or promotion of books and periodicals.
- Projects substantially funded through other provincial government agencies.

## Specific Eligibility Criterion

### Level 1

For awards at level 1, the applicant must have had at least one book professionally published, or an equivalent, defined as:

- For writers of fiction, 120 pages of fiction in literary magazines, recognized periodicals, or anthologies published by recognized professional publishing houses.
- For writers of non-fiction, 120 pages of articles in literary magazines, recognized periodicals, or anthologies published by recognized professional publishing houses.
- For writers of poetry, 40 pages of poetry in literary magazines, recognized periodicals, or anthologies published by recognized professional publishing houses.
- For playwrights, at least one play professionally produced, published or publicly workshopped.

### Level 2

For awards at level 2, applicants, other than playwrights, must have had at least three books professionally published previously, and should be recognized as senior writers within the literary community.

Playwrights should be recognized as senior playwrights within the theatre or literary communities, and must have had a minimum of two plays professionally produced or published.

## Application Requirements

Applicants are encouraged to discuss their project proposal with Council staff prior to submitting an application.

Applications require detailed submissions, and must include:

- A signed, completed application form that addresses all application requirements and includes a summary of the proposed project and a balanced budget of all expenses and revenues.
- A detailed description of the proposed project (2-4 pages).
- A Curriculum Vitae of the applicant that includes professional training and related artistic activities (maximum of three pages).
- A detailed publication history including titles, publishers, and dates of publication of books, magazines or periodicals.
- A sample of recent writing, published, unpublished (produced or unproduced in the case of playwrights), or a work in progress, in the same genre as the proposed project, of no more than 20 pages of manuscript.

Applicants for awards at Level 1 may submit up to two letters from recognized professional writers, editors, publishers or theatre directors that assess the proposed project and the writer's ability to carry it out. Letters are optional but recommended, particularly if members of the jury may be unfamiliar with the applicant's work. The applicant may submit these letters on "Letter of Assessment" forms.

Do not send original manuscripts or copies of published books. The BC Arts Council does not accept responsibility for loss of or damage to submitted materials. Applicants should label all submitted materials with their name and contact information. Printed materials should be in black, double-spaced text and a

single font no smaller than 12-point on white, single-sided, letter-sized paper, suitable for photocopying. Previously published materials should be enlarged to fit portrait-oriented pages. Do not staple or bind submissions, or affix materials to the application form. The Council will not accept materials in other formats.

### **ASSESSMENT CRITERIA**

**In a competitive process, the jury will consider each application individually as well as within the range of applications received. Applications are ranked using the following Assessment Criteria:**

#### **Artistic Achievement:**

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

- 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 achievements and support material.
- Potential benefit to the professional arts community.

#### **Feasibility:**

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

- Diversity of revenue sources.
- Abilities in project management, including planning and financial management.
- Demonstrated capacity to realize this project.
- The primary criterion for assessment is Artistic Achievement.

The jury's decisions will be made within approximately fourteen weeks of the application deadline. The Council will notify all applicants by letter, and will not release results by telephone or e-mail.

### **Applications**

- Applications must be made on forms provided, or submitted electronically via the online application system. Additional application requirements are specific to each program and must be submitted according to program guidelines. The BC Arts Council is not responsible for the loss or damage of supporting materials submitted with applications.
- Applications will not be accepted for activities that have already started prior to submission.
- Any major changes to budgets and/or projects after an application has been submitted in writing, must be discussed with the appropriate program officer.
- Applicants must allow BC Arts Council staff, BC Arts Council members, advisors or authorized assessors reasonable access to view the applicants' facilities, work, program, or project funded.

### **Adjudication Process**

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

Juries are comprised of individuals with expertise in a particular artistic discipline or genre. When selecting jury and committee members, the Council considers broad professional knowledge, expertise, geographical representation and diverse aesthetic, institutional, and cultural viewpoints.

The following process is used to evaluate every application:

- The British Columbia Arts Council receives applications and acknowledges receipt by email within 2 weeks.
- The Council's staff review applications for completeness.
- The Jury evaluates the applications using the assessment criteria outlined above.
- The Council informs each applicant of its decision in writing.
- Applicants are urged to contact Council staff for feedback on their applications.

### **Changes to awards**

The BC Arts Council reserves the right to redistribute, delay or suspend payments if the applicant:

- 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 regular submission of reports to the Council.

### **Recognition of Assistance**

All recipients must submit a final report and one copy of the completed work to the Council. Future applications will not be considered until the applicant meets all reporting requirements.

In recognition of funding, the support of the BC Arts Council and the Province of British Columbia should be acknowledged in all promotional materials. Approved acknowledgement, along with logo and graphics standards, are available online in a variety of ready-to-use digital formats at [www.bcartscouncil.ca](http://www.bcartscouncil.ca). The 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.

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

For information regarding the provincial logo, please contact the Government Communications and Citizen Engagement office of the Ministry of Community, Sport and Cultural Development.

### **Maximum Assistance Levels**

Level 1 assistance provides up to \$5,000  
Level 2 assistance provides up to \$10,000

### **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 Creative Writers program and process your application. The names and locations of successful award recipients will be published along with the amount of the award in the Annual Report of the BC Arts Council. Social Insurance Numbers are provided to Canada Customs and Revenue Agency through the issuance of T4As.

**Application Deadline (by online application system or postmarked)**

Applications must be delivered or postmarked by:

- September 15, 2011

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



For an electronic application form go to <http://bcartscouncil.ca/> and select Logon to Apply Online. You will be prompted for a user ID and password. If you do not have a user ID and password, please contact the BC Arts Council at (250) 356-1718 or [bcartscouncil@gov.bc.ca](mailto:bcartscouncil@gov.bc.ca).

To download a printable version of the application form, [click here](#) and select Download printable form.