



**PROJECT ASSISTANCE GUIDELINES
TOURING INITIATIVES
2018/19**

Touring Initiatives supports B.C. artists and arts organizations undertaking touring activities outside the province that will lead to enhanced professional and artistic opportunities. Funding is provided for projects that are scheduled as part of significant national or international cultural events or that take advantage of significant market and audience development and touring opportunities. Priority will be given to professionally organized tours for which artists are receiving fees.

There are two categories of Touring Initiatives grants:

Category A: Representation at a Significant National or International Exhibition or Event

- Intended to support representation at or participation in an exhibition or event that is a significant opportunity, providing long-term benefits for the organization or artist(s) and for the development of arts and culture in British Columbia.
- Applicants must be able to articulate the significance of the exhibition or event within the context of their own artistic discipline and practice.

Category B: Market and Audience Development or Touring Opportunity

- Intended to support:
 - the development of a significant national or international market, proven or potential, for the work of the organization or artist(s);
 - touring activity that provides a significant opportunity to increase knowledge, appreciation and awareness of the applicant’s work or to impact the applicant’s own practice and artistic development.
- Applicants must be able to articulate the significance of the opportunity within the context of their own artistic discipline and practice.

TABLE OF CONTENTS

About the BC Arts Council	2
Eligibility for Project Assistance – Touring Initiatives	3
Application Requirements.....	4
Assessment Criteria.....	7
Application Deadline and Submission	8
Adjudication Process	8
Grant Amounts.....	9
Notification of Awards.....	9
Payment of Awards.....	9
Final Reports.....	10
Confidentiality of Information	10
Recognition of Awards.....	10
Contact Information	10

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

NOTE: These guidelines are currently under review

About the BC Arts Council

MANDATE

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.

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 as laid out in its [Strategic Plan 2014-2018](#)¹:

- **Artistic Excellence:** Foster the development and support the achievements of individual artists and arts and cultural organizations, including those with diverse voices across diverse practices, throughout British Columbia.
- **Recognition:** Acknowledge and promote the work of British Columbia's artists.
- **Access:** Provide the opportunity for all British Columbians to actively engage and participate in the arts.
- **Aboriginal Engagement:** Embrace Aboriginal culture and heritage and celebrate its ongoing connection to the lives of all British Columbians.
- **Consultation:** Work collaboratively and creatively with artists and cultural communities throughout the province to develop new initiatives and improve existing programs.
- **Governance:** Use fair and transparent processes that adhere to principles of accountability, independence, merit and equity.

GOALS

The mission and core values, in turn, inform the four current goals of the BC Arts Council:

- Foster Artistic Excellence in All Art Forms and Practices
- Strengthen Engagement in the Arts
- Support the Richness of Aboriginal Artists and Communities in British Columbia
- Enhance Support for Arts and Culture in British Columbia

The core values and goals of Council will be referenced throughout the peer review process to set funding and program priorities. Accordingly, applicants and assessors are asked to consider the values and goals in preparing and evaluating applications for support.

Accessibility and Protocols

BC Arts Council programs are accessible to Aboriginal artists or arts organizations and to artists or arts organizations from diverse cultural and regional communities of British Columbia. All applicants should address and include information about their approaches to cultural protocol where required.

¹ Learn more about the BC Arts Council's strategic direction for 2014-2018 at http://www.bcartsCouncil.ca/documents/publicationforms/pdfs/strategic_plan_2014-2018_may2014.pdf

Eligibility for Project Assistance – Touring Initiatives

Both the applicant and the proposed touring activity must meet the eligibility criteria outlined below.

Applicant Eligibility – General Criteria

Assistance through this program is available to readily identified professional B.C. arts organizations; independent artists; collectives, groups, or ensembles.

An eligible applicant must:

- Be based in British Columbia and conduct ongoing public programming activity in B.C.
- Engage competent and appropriate artistic/curatorial and management leadership as demonstrated by previous achievements, collaborations, partnerships, relationships, etc.
- Compensate artists and other professional practitioners by paying fees at industry standards and adhere to international intellectual property rights standards.
- Not have received an award through this program in the current government fiscal year (April 1- March 31). Applicants cannot submit more than one application per intake.

Applicant Eligibility – Specific Criteria

Professional Arts Organizations

In addition to the General Eligibility criteria, a professional arts organization must:

- Be an organization registered and in good standing as a non-profit society in the Province of British Columbia for at least one year.
- Demonstrate the need for financial assistance, as defined by Council policy (see below).
- Provide financial statements for the most recently completed fiscal year (see Financial Statements section).
- Have operated and offered public programming for a minimum of one year as a non-profit society.

Professional Independent Artists

In addition to the General Eligibility criteria, a professional independent artist must:

- Have worked in their discipline as a professional practitioner for at least two years following completion of basic studies and have a demonstrated body of previous work.
- Be a Canadian citizen or permanent resident and have lived in British Columbia for at least twelve months immediately prior to application.

Professional Collectives, Groups or Ensembles

In addition to the General Eligibility criteria, under normal circumstances, a collective, group or ensemble must:

- Be readily identified as a professional B.C. collective, group or ensemble.
- Apply under the name of an individual member of the collective, acting as a key contact person and listed as the submitting officer, who meets the eligibility criteria for Professional Independent Artists. The key contact person will be held responsible for the application and subsequent report. If the application is successful, this person will receive payment of the award on behalf of the group.

Eligible Activity

Only activity taking place after the application is submitted will be eligible for support.

Direct touring costs will receive priority. Costs associated with tour planning, pre-production or remount expenses will receive lower priority.

In addition to the applicant eligibility criteria above, activity funded by the Touring Initiatives program will meet the following criteria:

A. *Representation at a Significant National or International Exhibition or Event:*

- The exhibition or event must take place outside of British Columbia.
- The exhibition or event must be professionally curated or programmed, with a clearly articulated process or rationale for the selection of work.
- An invitation to participate, including a written offer of exhibition or performance fee, must be provided.

B. *Market and Audience Development or Touring Opportunity:*

- The touring activity to be funded must take place outside British Columbia.
- The tour must have a minimum of three distinct venues in three different population areas outside B.C. Written confirmations from the hosting organizations, including venues, dates and fees to be paid, are required. Payment of any award may be conditional upon receiving all three written confirmations.

Note: Applications may be submitted for tours with fewer than three confirmed engagements but will be assessed as a lower priority for support. Applications with less than two confirmed engagements will be disqualified at the time of adjudication.

General Exclusions

- Operating costs
- Project phases that have begun prior to the date the application is submitted
- Fundraising
- Conferences or competitions
- Travel to international symposia
- Subsistence to artists or curators
- The creation or preparation of performances for competitions
- Projects that are secondary to other purposes (e.g. fundraising events, conventions, or family, religious or community celebrations or anniversaries)
- Cost of producing recordings or publications
- International travel costs of foreign artists visiting B.C.
- Capital expenses

Application Requirements

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

Applicants with anticipated requests of \$25,000 or greater must inform the program officer as soon as possible (preferably 18 months in advance of the project start date).

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

The application should 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.

Other than significant updates regarding the project submitted after the deadline, any material submitted in excess of or that does not meet the application requirements will not be submitted to the jury for review.

General Application Requirements – Touring Initiatives

All applications must include:

- A signed, completed *Project Assistance – Touring Initiatives* application form, including a balanced budget, using the budget form provided. Please indicate whether revenues are confirmed or pending.
- A written statement of no more than four pages, font size 11 or larger, on single-sided white paper with one-inch margins and without staples, that addresses all application questions and all pertinent details of the proposed project. See page 4 of the application form for more information.
- Maximum 250-word bio for each member of the project's creative team. Please do not send CVs.
- A tour itinerary, separate from the written statement.
- A detailed, working budget for the proposed touring project.
- Written confirmations of engagement from the hosting organizations including fees/guarantees, dates and other information on venues.
- A list of confirmed or invited contacts or presenters attending the performances or exhibitions, if applicable.
- A résumé of the artist/organization's representative, if applicable.

For *Category B: Market and Audience Development or Touring Opportunity* applicants only (in addition to the above):

- The tour's marketing, market development, or public programming/outreach plan.

For independent artists, collectives, groups and ensembles (in addition to the above):

- A signed, completed copy of Appendix A.

For professional arts organizations (in addition to the above):

- An operating budget for the fiscal year in which the proposed project takes place.
- 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).
- One copy of the organization's most recent Financial Statements (see below).

For applicants who have not previously received an award from the BC Arts Council (in addition to the above):

- Two letters of reference from established professionals familiar with the work of the organization or artist(s).

Support Material Requirements for Touring Initiatives

Where available, submitted documentation should be for the work to be toured. Support material will not be returned.

For all applicants:

- Up to five pages of relevant press or critical documentation.

For Performing Arts applicants:

- No more than two contrasting audio or video recordings, to a maximum duration of three minutes. Selection(s) should be cued or clearly specified. Where available, submitted documentation should be of the work to be toured. Recordings must be playable and in DVD, CD, MP3 or MP4 formats.

For Visual Arts, Museums and Media Arts applicants:

- One hard copy or online catalogue of a recent exhibition, if applicable.
- Audio-visual support material consisting of:
 - No more than two contrasting audio or video recordings, to a maximum duration of three minutes. Selection(s) should be cued or clearly specified. Where available, submitted documentation should be of the work to be toured. Recordings must be playable and in DVD, CD, MP3 or MP4 formats.

OR

- A maximum of five images (jpg or transparency format) with accompanying list.

For Literary Arts, Creative Writing and Publishing applicants only:

- Writing sample to a maximum of six pages.

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

BC Arts Council Grant for last fiscal year	Minimum Required Documentation
Up to \$10,000	Internally prepared Financial Statements signed by two board members
\$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 three areas of assessment are set out below, along with their relative weighting.

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

- For organizations: Consider and discuss how the project addresses the applicant's mandate, mission and values through the pursuit of excellence in each of the three areas of assessment.
- For individuals and collectives: Consider and discuss how the project fulfills the applicant's artistic objectives through the pursuit of excellence in each of the three areas of assessment.
- For all applicants: Respond to the core values and goals of Council in considering and discussing each of the three areas 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.

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.

In each area, the Jury considers the applicant's reflection on both past achievement and proposed plans.

Artistic Achievement (50%)

Applicants should define and demonstrate excellence in their artistic activity, showing how the proposed touring initiative will provide opportunities for artistic development and advance the art form or practice that is central to the work of the artist, collective, ensemble, group or organization. Jurors may consider the following points:

- Clarity, focus and vitality of the proposed project.
- Artistic/curatorial risk or challenges inherent in, or tackled by, the proposed project.
- The strength of the artistic intention in the work, the quality of the practice, and the development of the art form.
- Ability to realize the project artistically, based on previous successes and support material.
- Previous achievements of the artistic participant(s) individually and/or as a collective, ensemble, group or organization.
- The applicant's artistic/curatorial practice in the context of B.C.'s geographic, Aboriginal and cultural diversity.
- Clear statements about compensation to every professional artist, curator or professional practitioner participating in the project including levels of professional fees.
- The quality of working conditions for artists, volunteers and employees of the project, including safety considerations and culturally appropriate support.
- The significant and/or unique nature of the opportunity presented by the event/tour.
- The potential benefits to the development of the applicant, its artists and the professional arts community in B.C.

Community Engagement (25%)

All projects are devised to involve particular artists, audiences, publics and/or communities. Applicants should identify the particular artists, audiences, publics and/or communities involved and show how

the project will offer stimulating and varied forms of engagement. Engagement may include performance, exhibition or other presentation, artistic development, participation, discourse, outreach and/or education activity. Jurors may consider the following points:

- Knowledge of the project's audience plus insight and strategies that will lead to further audience development.
- Commitment to work created by B.C. artists.
- The project's level of engagement in the context of B.C.'s geographic, Aboriginal and cultural diversity.
- The inclusion of and engagement with appropriate protocols and practices, particularly in regard to Aboriginal artists and communities.
- Risk-taking with regard to public engagement.

Feasibility (25%)

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

- Abilities in project management, including planning, audience development, marketing, communications (e.g. with collaborators, funders, media, peer artists) and financial management.
- Demonstrated capacity to realize the project, including presentation of realistic budget assumptions and projections.
- The diversity and appropriateness of the project's proposed budget, with significant funding from sources other than the BC Arts Council, including earned revenues, federal and local government support, private funding, and in-kind support, as applicable.
- The overall suitability of the event/tour to the applicant's stated artistic and/or market development goals.

Application Deadline and Submission

The deadlines for Project Assistance – Touring Initiatives applications are:

- April 1, 2018
- August 1, 2018
- December 1, 2018

Activity taking place after the date of submission, not necessarily the deadline date, is eligible for support in this program.

Applications are accepted by mail and must be postmarked **by Canada Post or a courier company no later than the deadline date**. Applications may be hand delivered 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.

Adjudication Process

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

All applications for Professional Project Assistance 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, Council considers broad professional knowledge, expertise,

geographical representation and diverse aesthetic, institutional, and cultural viewpoints, including those from Aboriginal perspectives.

Applications to Touring Initiatives are assessed by a multi-disciplinary jury with expertise specific to the applications being considered.

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.
- Council staff review 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 application.

Grant Amounts

Grant amounts for Project Assistance – Touring Initiatives will not exceed 50% of eligible project costs.

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

Notification of Awards

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.

Payment of Awards

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

The British Columbia Arts Council reserves the right to redistribute, delay or suspend payments if the organization:

- 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 Council.

Under normal circumstances, if a project is dependent on funding from other sources, approved awards will not be paid out until funding from other sources is confirmed.

Grants are taxable income and must be reported as such. Individual grant recipients and individuals receiving grants on behalf of a collective are issued T4As for the year in which the grant payment is processed.

Final Reports

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. 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 or by mail or courier.

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 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 and Revenue Agency through the issuance of T4As.

Recognition of Awards

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. 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

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

Program guidelines are reviewed annually.
Please ensure you are working with the most current
program guidelines for each intake.

