

PROGRAM GUIDELINES – 2019/20

OPERATING ASSISTANCE PROGRAM - Professional Arts Training

The BC Arts Council’s Operating Assistance Program aims to provide consistent and responsive funding to assist the general operations of established professional non-profit arts and cultural organizations across disciplines; in so doing, the program supports the sustainable delivery of high quality and impactful arts programs and services to communities across the province.

The Operating Assistance Program supports organizations’ operations over a funding cycle of up to four years, determined by discipline, type of organization and/or status within the program. Lengths of funding cycles, application requirements and eligibility criteria vary across disciplinary and other sectoral considerations. All applicants must meet the specific eligibility requirements included in the Program Guidelines. Applications from organizations not currently receiving Operating Assistance are only accepted in Year One of a funding cycle.

The Operating Assistance Program – Professional Arts Training is in Year Two of a three-year funding cycle.

The Operating Assistance Program offers funding through Extended Cycle and Annual grants:

- 1) **Extended Cycle:** provides established, stable organizations with a fixed funding level over an extended funding cycle. Eligible, approved organizations will receive an operating grant amount over a period of two to four fiscal years based on an initial request and approved amount and subject to annual reporting and budgetary approvals. Organizations on Extended Cycle Status must submit a report by the program deadline annually in order to receive a grant in each of the subsequent years within their funding cycle.
- 2) **Annual Status:** provides funding for annual operations to organizations that are newly entering the operating program; experiencing significant transition; or requiring closer monitoring as identified by the Advisory Committee, Council or staff in consideration of Program Guidelines and Council policy. Those organizations placed on Annual Status must submit a full Operating Assistance – Annual Status application by the program deadline each year.

Program deadline: March 15, 2019

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***BC Arts Council program guidelines and application forms are revised annually.
Please ensure you are working with the most current program guidelines for each intake.***

About the BC Arts Council: New Foundations

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, the BC Arts Council’s values guide all decisions and activities, from program design to the peer review process. We strive for constant improvement under these values in how we serve artists and cultural organizations throughout B.C.

- 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.

About the Operating Assistance Program – Professional Arts Training

The Operating Assistance Program - Professional Arts Training contributes to the support of activities of professional, non-profit arts training organizations in BC that provide comprehensive programs of specialized training for professional artists and cultural workers or for those who are committed to pursuing professional careers in the arts.

The Operating Assistance Program – Professional Arts Training is entering Year Two of a three-year funding cycle.

- **Extended Cycle Status:** Training Organizations on Extended Cycle Status applied in Year One and were approved for a grant amount that will remain fixed for each year of the funding cycle. Organizations on Extended Cycle Status must submit a report annually by the program deadline in order to receive funding for Year Two and Year Three. Full information about the requirements for the Extended Cycle Report, including the Report Form, is available at: http://www.bcartscouncil.ca/guidelines/special_programs/training/professional_arts_training_orgs_o_per_assist.html.
Organizations on Extended Cycle Status should consult these program guidelines in full for a review of the general description, eligibility, requirements and criteria of the BC Arts Council's Operating Assistance Program – Professional Arts Training
- **Annual Status:** Arts Periodicals on Annual Status applied in Year One and were approved for a grant amount for Year One of the funding cycle. They must submit a full application in Year Two of the funding cycle. The application form and requirements are available at http://www.bcartscouncil.ca/guidelines/special_programs/training/professional_arts_training_orgs_o_per_assist.html

In March 2021, all eligible applicants will apply for support for the next funding cycle.

The BC Arts Council will **not** accept new applications for Operating Assistance or Enhanced Capacity during Year Two or Year Three of the funding cycle. The next application deadline for Arts Training Organizations not currently receiving support through the Operating Assistance Program will be in March 2021.

Eligibility Requirements Operating Assistance Program – Professional Arts Training

Only organizations that received Operating Assistance in 2018/19 are eligible to apply to the March 15, 2019 deadline. Eligibility is reviewed annually.

Eligible applicants must:

- Be a professional arts organization registered and in good standing as a non-profit society in the Province of British Columbia for at least two fiscal years prior to application.
- Have operated as a professional arts training organization for two fiscal years prior to application.
- Provide public programming and have done so in the immediately preceding two years.
- Compensate artists and arts professionals by paying fees at industry standards and adhere to international intellectual property rights standards.
- Have professional artistic/training and administrative leadership.

Ineligible applications will not be reviewed by Advisory Committees.

Exclusions

Operating assistance is not available for:

- start-up costs
- seed money
- capital expenditures (construction, renovation, or purchase of property or equipment)
- feasibility studies
- budget deficits
- for-profit entities

Submission Requirements

All applicants are urged to discuss their request with the appropriate program officer prior to submission.

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.

Extended Cycle Status - Report Requirements

All Extended Cycle applicants must complete and submit the Extended Cycle Report, including a signed and completed Interim Report Form, documentation of significant changes from the Year One submission, two copies of the organization's most recent Financial Statements (see below), and updates to their financial and statistical information.

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

Annual Status - Application Requirements

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

Applications must include:

- A signed, completed Operating Assistance Program – Professional Arts Training application form, including CADAC ID number.
- A written statement (see page 2 and 3 of the application form for requirements) of no more than 12 pages, including an Organizational Profile (Part 1), of up to 2 pages.
- A list of the organization's current board of directors, trustees or board of management, including their occupations and start dates.
- A list of administrative and artistic/teaching staff or significant contractors, giving name and title or responsibility (indicate if permanent/seasonal and full-time/part-time).
- One copy of any recently prepared planning and policy documents, if not previously submitted. These will be made available to the Advisory Committee at the time of adjudication.
- Two copies of your organization's most recent Financial Statements, in accordance with requirements outlined below.

Specific Application Requirements for ALL Applicants – Professional Arts Training

- A complete list and description of courses of professional studies offered for which assistance is sought, including the level of instruction, numbers of students enrolled, and lists of successful recent graduates of these programs.
- Documentation of teaching and program history, and information on the credentials and artistic background of the principals in the organization.
- Documentation that the organization is working in a complementary way with other organization(s) in its geographic or artistic community, or documentation showing why such collaboration is not feasible.
- Documentation of the following:
 - Total enrolment statistics for the past three fiscal years.
 - Process(es) of identifying and selecting students with the potential for a professional career, including auditions or portfolio assessments or their equivalents.
 - Specific processes of training and mentoring these students.
 - Maintenance of a consistently high standard of professionalism in all areas of activity, including the use of a written syllabus with a specific curriculum and professional standards of instruction.
 - Fully-qualified, professional teaching staff who are current or past professional practitioners/artists in their disciplines.
 - Instruction in a variety of forms and techniques current in the discipline.
- Six copies of the most recent syllabus and/or brochure.

All required financial and statistical information must be entered and uploaded to CADAC for reconciliation and adjudication by the application deadline date.

Support material will not be returned.

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.

| BC Arts Council Grant for last fiscal year | Minimum Required Documentation <i>All Financial Statements must be approved by the Board of Directors and signed by the person preparing them (i.e. bookkeeper/accountant/financial officer) and two Board members.</i> |
|---|---|
| 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 |



CADAC

The BC Arts Council collects financial and statistical information through a national online database called CADAC (Canadian Arts Data/Données sur les arts au Canada). This system enables arts organizations applying for operating funding from public funders who are members of CADAC to submit their financial and statistical information in the same format.

You must use the CADAC Financial Form for Arts Organizations and the Statistical Form for Arts Organizations to submit your financial and statistical information for the years outlined in the application or report form.

In addition to the hard copies submitted with your application, your organization’s Financial Statements must be submitted to CADAC to be reconciled against the Last Year Actuals you have entered in the database. The Last Year Actuals entered in CADAC must be reconciled and locked by CADAC staff prior to adjudication.

Accurate assessment of your organization’s request to the BC Arts Council depends upon you providing this financial and statistical information to CADAC in sufficient time for reconciliation and validation.

Contact your program officer for details.

Assessment Criteria

The three areas of assessment are set out below, along with their relative weighting.

Throughout the application and assessment, applicants and the Advisory Committee should:

- Consider and discuss how the organization fulfills its mandate, mission and values in each of the three areas of assessment.
- Respond to the core values and goals of Council presented above in considering and discussing each of the three areas of assessment as they relate to the applicant’s mandate, mission, values and activity.

In evaluating each application, the Advisory Committee 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 every applicant; rather, they are examples of aspects that might be considered and should be addressed in the application if relevant to the organization and its work. Additional aspects may be considered based on the context of individual applicants.

Applications are judged against these criteria alongside a number of equally eligible applications, including those from organizations not currently receiving operating assistance.

An essential element of any application is insightful, critical self-reflection. Members of advisory committees and juries want to hear the applicant's own assessment of the problems faced and the creative solutions under consideration.

In each area, the Advisory Committee considers the organization's reflection on both past achievement and proposed plans.

ARTISTIC ACHIEVEMENT (50%)

The Advisory Committee will assess the achievement of professional arts training activity, acknowledging the range of practices that may exist. Advisory Committees may discuss the following:

- The artistic/training vision of the organization and artistic/training leadership.
- The strength of the artistic/training intention as realized in the organization's activities.
- The organization's overall contribution to the development of artists, other professional practitioners and artistic practice and the art form.
- A range of internal and external factors affecting the current levels of achievement.
- Vigour and originality in the overall artistic/training endeavour.
- Level of professional fees, other compensation and quality of working conditions for artists, volunteers and employees, including safety considerations and culturally appropriate support.
- The organization's relationship to local and global artistic practice in the context of a culturally diverse and geographically vast province.
- The achievability of the proposed programs.
- The impact of the organization's artistic/training activities on audiences and publics experiencing it.

COMMUNITY ENGAGEMENT (25%)

The Advisory Committee will assess the organization's engagement with and impact on one or more identified artistic communities, audiences and/or publics, and/or the broader arts and cultural community. Advisory Committees may discuss the following:

- How community engagement practices serve the artistic/training vision.
- The inclusion of and engagement with appropriate protocols and practices, particularly in regard to Indigenous artists and communities.
- Ongoing engagement with a range of artists, arts organizations and communities, especially with Indigenous, culturally diverse and geographically isolated communities.
- Partnerships with other organizations.
- Presentation of work by and employment of British Columbians.
- Calculated risk-taking with regard to public engagement.
- The importance of the artistic/training practice, programming and outreach initiatives to the organization's identified communities, including the arts community and the community at large.
- The appropriateness of proposed marketing, outreach and audience development activities.
- The strength of educational and/or outreach programming.

ORGANIZATIONAL CAPACITY (25%)

The Advisory Committee will assess the organization’s management, as it contributes to sustainability, resilience and/or a growing recognition of the organization, as well as realistic planning processes supported by informed and active trustees. Advisory Committees may discuss the following:

- The achievability of proposed plans to build organizational capacity.
- The internal and external factors contributing to the organization’s current and potential capacity across all areas, including planning, communication, audience development, marketing, fund development, financial management, human resources, governance, etc.
- Analysis of current financial position.
- Presentation of realistic budget assumptions and projections, with a diversified revenue base including earned revenues, federal and local government support and private fundraising.
- Opportunities for professional development for staff and the board of directors.
- Quality of staff and employee recruitment, tenure and succession planning.
- Level of volunteer activity, including number of volunteers and their function, as it serves the artistic vision.
- Structure, level of activity and function of the board as it serves the artistic/training vision, including board tenure, self-assessment initiatives and quality of recruitment and succession planning.
- Governance practices and policies.

Considering Cultural Context

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 and Submission

The deadline for the Operating Assistance Program – Professional Arts Training is **March 15, 2019**.

Applications are accepted by mail and must be postmarked **by Canada Post or a courier company no later than March 15, 2019**. 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.

Adjudication Process

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

Applications for Operating Assistance are assessed by peer Advisory Committees. Advisory Committees are comprised of individuals with expertise in the relevant discipline(s), genre(s) or practice(s). When selecting jury and committee members, 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 two weeks of the deadline.
- Council staff reviews applications for eligibility.
- The Advisory Committee evaluates the applications using the assessment criteria outlined above.
- The Advisory Committee submits to Council its recommendations for funding and conditions on the payment of awards.
- Council reviews the recommendations of the Advisory Committee.
- Council informs each applicant of its decision in writing.
- Applicants are urged to contact their program officer for feedback on their application.

Within 30 days of notification of the results, applicants may appeal the decision based on the Council's written appeals policy.

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.

Funding Status

Within the Operating Assistance Program, successful applicants may hold either Extended Cycle or Annual Status.

EXTENDED CYCLE STATUS

Under normal circumstances, the grant amount from Year One will remain stable for the subsequent year(s) of the funding cycle. Professional Arts Training organizations on Extended Cycle Status will not submit a full application for Year Two (2019/20) or for Year Three (2020/21), but must submit an Extended Cycle Interim Report, including additional documentation as required, to request and release their 2019/20 and 2020/21 grants. Staff may refer Extended Cycle applicants to Advisory Committees for review on a case by case basis.

The next full application for Professional Arts Training Organizations on Extended Cycle Status will be made in March 2021.

ANNUAL STATUS

Organizations receiving Operating Assistance for the first time may, at the recommendation of the Advisory Committee and approval by Council, be placed on Annual Status. Annual Status may also be applied to organizations in transition or for which the Advisory Committee, Council or staff expressed a need to monitor more closely in light of Program Guidelines and Council policies.

Organizations placed on Annual Status will:

- Be required to submit a complete application and be assessed by a peer Advisory Committee on an annual basis;
- Be subject to annual adjustments to grant amounts within the stated funding cycle; and,
- Receive an award on an annual basis.

CONCERNED STATUS

Organizations funded through the Operating Assistance Program are subject to the BC Arts Council's Fair Notice Policy. The Fair Notice Policy warns poorly performing organizations of the possibility of a phased loss of all operating funding, unless significant improvements are achieved, through the designation and application of Concerned Status criteria.

Organizations that remain or are placed on Concerned Status under Council's Fair Notice Policy will:

- Be required to submit a complete application on an annual basis;
- Be subject to annual adjustments to grant amounts, including reductions of up to 20%, within the stated funding cycle; and,
- Receive an award on an annual basis.

PAYMENT OF AWARDS

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

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 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 the Council.
- Fails to comply with legal obligations.
- Demonstrates significant risk of insolvency or bankruptcy.
- Fails to respect the commitment to provide a safe and respectful workplace free from harassment, discrimination and sexual misconduct.

APPEALS POLICY

The BC Arts Council appeals policy allows for appeals of funding decisions in Operating Assistance programs only. Appeals will be considered when the applicant can demonstrate that there was significant information available to the Committee at the time of adjudication that was not presented at the meeting or that was substantively misunderstood by the Committee.

The BC Arts Council will not consider any notices of intention to appeal that question only the assessment of artistic/training merit.

Grant Amounts



The minimum grant amount within the Operating Assistance Program – Professional Arts Training is \$20,000. There is no maximum grant amount. All applicants to the British Columbia Arts Council are encouraged to submit concise, realistic requests, responding to the assessment criteria.

Under normal circumstances, for organizations on Extended Cycle Status there will be no adjustments to the grant amount within a funding cycle and the amount awarded for 2018/19 will carry over for each year of the designated funding cycle.

Organizations placed on Annual Status or Concerned Status are subject to annual application requirements and the possible adjustment of funding levels, at the recommendation of Advisory Committees and approval of Council.

Confidentiality and Recognition of Awards

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 organization's information will be shared in confidence with members of the adjudication jury. 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.

RECOGNITION OF ASSISTANCE

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 <http://www.bcartscouncil.ca/mediaroom/logoanduse.htm>. The 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 project.

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

Contact Information

Walter Quan – Program Officer, Professional Arts Training Organizations
778 698-3527 | walter.quan@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

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

