



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. The value of a vibrant arts and cultural community in the creation of a healthy society.
2. The value of artistic excellence in all art forms.
3. The value of inclusiveness and the fullest possible reflection of the province's Aboriginal and cultural diversity.
4. The value of encouraging artistic practice from traditional to experimental and established to emerging.
5. The value of administrative and adjudication processes which are transparent and that adhere to the principles of accountability, independence, recognition of merit, and equality of opportunity.
6. The value of defining clear goals, developed in consultation with the arts and culture community, to guide long and short-term operations.

Operating Assistance – Community Arts Councils

Community Arts Councils operating awards are made once each fiscal year for the future year's activities. Assistance is available to Community Arts Councils in British Columbia that: provide access to a range of artistic and cultural activities; develop and encourage leadership for arts and culture at the community level; and encourage support for arts and culture from local and regional governments.

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

GUIDELINES

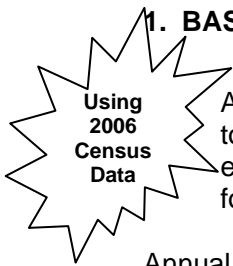
Description

There are **three** components to Community Arts Council Assistance.

1. **Basic Assistance**
2. **Annual Performance Award**
3. **Local Government Matching**

The guidelines below set out the eligibility criteria, application requirements, and assessment criteria for each component, followed by general policy on the need for a subsidy, changes to awards, conditions of assistance, and deadlines. For further information please contact the Program Officer, Community Arts Development Programs, at (250) 356-5488.

1. BASIC ASSISTANCE



Arts councils seeking Basic Assistance for the first time should be aware that admission to this program occurs every five years, following the federal census. In other years, eligible arts councils that are not receiving Community Arts Council Assistance may apply for a Community Arts Development Project Assistance award.

Annual awards for basic assistance support are available to eligible community arts councils throughout the province. Support levels for Basic Assistance are determined by a formula based on:

- (1) population served, based on the most recent federal census; and
- (2) the distance of the applicant's community from major urban centres.*

Applicants may also apply for funding under the performance component of the program, Annual Performance Awards. These awards, described below, are evaluated on the basis of the **quality, scale, inclusiveness** and **relevance** of a council's public programming.



* A minimum of \$1,000 will be granted for communities whose population allotments are calculated to be less than \$1,000 based on the standard formulas in use.

Eligibility Criteria – Basic Assistance

Funding under this program is for the Community Arts Council's forecast fiscal year, *i.e.* the fiscal year beginning **after September 30** of the year in which the arts council submits an application. Receipt of funding does not guarantee an award the following fiscal year.

Organizations that have not previously received funding under this program should establish their eligibility with the Program Officer, Community Arts Development and Arts Training Programs, at least six months before filing an application.

Under normal circumstances, to be eligible, an applicant must:

- Have been a registered non-profit society in the Province of British Columbia, that elects officers at open meetings on a regular basis, for a minimum of two years.
- Provide year-round services to its community, and have done so for at least one year.
- Receive unencumbered cash support from local government (cash for operations).

- Compensate artists by paying fees to professional artists at industry standards; community artists at agreed upon rates; and adheres to BC Arts Council policy and the Canadian *Copyright Act*.
- Have appropriate artistic and administrative leadership available.
- Provide audited, reviewed, or independently prepared financial statements for the most recently completed fiscal year (see page 4 of guidelines for specific requirements based on budget).
- Demonstrate a diversified revenue base including significant financial assistance from its local government, as well as earned revenues and private sector fund-raising.
- Demonstrate a range of membership that is representative of its constituency.
- Demonstrate financial need for assistance, as defined by Council policy

2. ANNUAL PERFORMANCE AWARD



Eligibility Criteria – Annual Performance Award

As indicated above, in addition to Basic Assistance determined by a formula based on community population and distance from urban centres, Community Arts Councils may apply for Annual Performance Awards. These awards are to be considered as a BONUS and do not have to be allocated to a specific activity or project. The awards are based on the criteria above, as well as these guidelines:

- A qualitative assessment of the applicant's program performance. Requests will be adjudicated by the Community Arts Advisory Committee. **This funding is not allocated by a formula.**
- Requests will be considered up to a maximum of \$10,000.

Funds for the Annual Performance component will be awarded on a competitive basis.

Exclusions

Awards under this program are not available for:

- Amounts exceeding 50% of the applicant's forecast budget.
- Activity that has already taken place at the time of application.
- Activity eligible for support under other programs of the BC Arts Council.
- Start-up costs, seed money, capital expenditures (construction, renovation, or purchase of property or equipment), feasibility studies, budget deficits, or for-profit entities.

Application Requirements

Applicants are encouraged to submit realistic requests based on realistic goals and a critical self-reflection of past performance. All applicants must discuss their application with the Program Officer, Community Arts Development and Arts Training Programs, prior to submission.

Applications require detailed submissions. They may include limited support material, and have to include:

- A signed, completed Community Arts Councils Basic Assistance application form that includes program outlines and budgets for the current and upcoming year, and addresses all application questions.
- A list of the organization's current board of directors or trustees, including their occupations.
- If applicable, a list of principal administrative and artistic staff or significant contractors, giving name and title or responsibility.
- Copies of recently prepared planning and policy documents if not previously submitted.
- Two copies of either:
 - the most recent, independently prepared financial statements, "Notice to Reader" or "Review Engagement", for organizations whose total operating budget is less than \$400,000 or whose last award from the BC Arts Council was \$40,000 or less,or
 - audited financial statements, for organizations whose total budget exceeds \$400,000 or whose last award exceeded \$40,000,whichever is applicable.

Applicants may also include **limited support material**, and should provide:

- Sample newsletters or other promotional materials.
- A **summary** of any requests the applicant's member groups have submitted to the BC Arts Council. (Do not submit member groups' request forms.)

Adjudication Process

The BC Arts Council is committed to active partnerships in the development and dissemination of arts and cultural activity in British Columbia. Merit-based, independent assessment is the primary method of evaluation.

While the Council makes every effort to respond swiftly to each application, in the interests of fairness, the following process is used to evaluate every application:

- The Council receives applications once each year, and acknowledges receipt in writing.
- The Council's staff review applications for completeness and accuracy, and prepare an analysis of the applicant's administration, financial management, and sustainability.
- The Community Arts Advisory Committee then evaluates the applications, and submits recommendations for funding and conditions on the payment of awards to the Council.
- The Council reviews the recommendations and analyses.
- The Council informs each applicant of its decision.

Assessment Criteria

The Community Arts Advisory Committee, a panel of peer representatives of community arts and cultural activity throughout British Columbia, evaluates all applications for eligibility for basic assistance and, if

requested, for Annual Performance Awards. The Committee recommends levels of support for Community Arts Councils to the BC Arts Council.

Applications are judged against a number of equally eligible applications, including requests from organizations not currently receiving operating assistance. Throughout the review, the Advisory Committee considers how well the organization fulfils its mandate, mission and values through the pursuit of excellence in these three areas of assessment:

Artistic Achievement

The Committee will assess excellence in the achievement of professional artistic activity, acknowledging the range of different practices that may exist in any one discipline. Council's advisors will discuss the following:

- The artistic activities of the organization's past season and over the past several seasons; the strength of the artistic intention in the work, the overall practice and the development of the art form, artists and artistic practice.
- A range of internal and external factors affecting the current levels of achievement.
- Vigour, originality and risks taken in the overall artistic endeavour.
- Achievability of proposed program.
- The program's effect on the artists and audiences experiencing it.
- The impact of this work on the creative growth and development of artists.
- Relationship to local and global artistic practice in the context of a culturally diverse and geographically vast province.
- Opportunities for the professional development for artists.
- Level of professional fees, compensation and quality of working conditions for artists, including safety.

Community Engagement

The Committee will assess excellence in engagement with one or more identified artistic communities, the broader arts and cultural community and the general public. Council's advisors will discuss the following:

- Engagement with a range of artists, arts organizations and communities over the past several seasons, especially with Aboriginal and culturally diverse and geographically isolated communities.
- Partnerships with other organizations.
- Presentation of work by and employment of British Columbians and Canadians.
- Calculated risk-taking with regard to public engagement.
- Importance of the artistic practice and outreach initiatives to the organization's identified communities.
- Achievability of proposed marketing and outreach activities.

Organizational Capacity

The Committee will assess excellence in management, leading to sustainability and growing recognition of the organization, as well as realistic planning supported by informed and active trustees. Council's advisors will discuss the following:

- Reflection on the internal and external factors contributing to the organization's current capacity across all areas of planning, communication, audience development, marketing, fund development, financial management and governance.

- Opportunities for professional development for staff and board of directors.
- Achievability of proposed plans to build organizational capacity.
- Presentation of realistic budget assumptions and projections.
- Quality of board and employee recruitment, tenure and succession planning.
- Focus, commitment and effectiveness of the board, including board self-assessment initiatives.
- Governance practices and policies.

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

Based on the above, the Committee recommends Basic Assistance up to the amount calculated based on population and distance.

Applicants may be denied funding if their programs do not meet the eligibility requirements, or their activities fail to meet fundamental BC Arts Council objectives for this program. Eligible applicants are not automatically awarded the maximum amount.

3. LOCAL GOVERNMENT MATCHING

This program assists Community Arts Councils that received financial assistance from municipal or regional governments in the previous fiscal year.

Eligibility and Assessment Criteria

Organizations applying for Local Government Matching must also meet the qualifications for Basic Assistance, above.

Community Arts Councils that received financial assistance from municipal or regional governments in their most recent completed fiscal year are eligible for 100% matching funding to a maximum of \$4,000 for the forecast funding year. The actual amount of local government assistance requested **must correspond with the last complete fiscal year's financial statements**, as prepared by an independent accountant or bookkeeper.

Exclusions

Funds received from a local government in the current year cannot be applied to the Local Government Matching request, but will be considered in the next year's request.

Funds received from local governments should be for general operating purposes, as opposed to special projects, in order to qualify for matching funds. Donated services and in-kind contributions from local governments are not generally eligible for local government matching funds.

Application Requirements

The application for Local Government Matching must be completed and included with the application for Basic Assistance (see above).

Maximum Assistance

The amount of this grant is calculated on a matching basis, to a maximum of \$4,000, per fiscal year.

Demonstrated Need for Public Subsidy

Public funds should be allocated in a manner that benefits the community. For that reason, the BC Arts Council assesses whether each applicant has a real need for financial assistance to realize the project or program for which it requests assistance.

For Applicants in the Community Arts Councils Assistance Program, the Council evaluates need using these guidelines:

- For applicants with budgets under \$50,000: Holding an accumulated, undesignated surplus in excess of 50% of annual gross revenues will influence eligibility for assistance from the Arts Council.
- For applicants with budgets greater than \$50,000: Holding an accumulated, undesignated surplus in excess of 50% of annual gross revenues on the first \$50,000, plus an accumulated, undesignated surplus in excess of 25% of annual gross revenues over \$50,000 will influence eligibility for assistance.
- Generating a surplus greater than the total BC Arts Council award for two consecutive years will influence eligibility for assistance.
- Surpluses generated for specific purposes (such as endowment funds and capital development) through private or public sector fundraising are exempt from this assessment of need.

Changes to Awards

The BC 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 regular submission of reports to the 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. Approved acknowledgement, along with logo and graphics standards, are available online in a variety of ready-to-use digital formats at 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.

For information regarding the provincial logo, please contact the Ministry of Tourism, Culture and the Arts' Public Affairs Bureau.

Maximum Assistance Levels for the Community Arts Council Assistance Program

- The maximum amount of Basic Assistance that may be applied for is different for each organization and is based on a population and distance formula. This figure is calculated and indicated in the cover letter of your annual application package. (The 2008 distance and population formula calculations will use the data from the 2006 Canada Census.)
- As noted above, the maximum request for Annual Performance Award support may not exceed \$10,000.
- As noted above, the maximum amount of Local Government Matching is \$4,000.

Application Deadline

- Wednesday, September 30, 2009

All components (Annual Performance and Local Government Matching) must accompany the application for Basic Assistance to be considered eligible.



For an electronic application form or to download a printable version of the electronic application form, go to: www.bcartscouncil.ca/ and select [Online Applications](#).

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.