



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.

Operating Assistance – Arts and Cultural Service Organizations

Operating Assistance contributes to the support of service organizations that provide quality services to an established membership base and demonstrate ongoing local, provincial and or national activity with provincial impact.

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 fulfil their stated mandates. 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: READ FIRST

General Information

Applications are evaluated according to the applicant's mandate, vision and core values, as well as specified criteria. The criteria are grouped into three areas: artistic achievement, community engagement and organizational capacity. An organization that excels in all areas of the assessment criteria will demonstrate the following characteristics:

- Excellence in artistic activity, with clear ideas, skilled practice and strong contribution to the art form that is at the heart of the organization.
- Stimulating and varied forms of engagement with artists and the general public, through audience development, artistic development, participation, discourse and education, or other opportunities offered by the organization.
- Excellence in leadership and management, resulting in greater sustainability and growing recognition of the organization.
- Realistic planning supported by informed and active trustees.

Eligibility

Eligibility is determined according to the following criteria:

An eligible applicant must:

- Be registered as a not-for-profit society in good standing with the Province of British Columbia and have operated for at least two fiscal years prior to application.
- Have received at least two Project Assistance awards from the British Columbia Arts Council.
- Provide public programming and have done so in the immediately preceding two years.
- Compensate artists by paying fees at industry standards and adhere to the international intellectual property rights standards.
- Employ professional and competent administrative leadership.
- Demonstrate a range of membership that is representative of its constituency (local, provincial or national). If membership or activity is local or national in scope, the organization must clearly demonstrate *provincial* impact.
- Demonstrate financial need for assistance as defined by Council policy. (*See Guidelines*)

Ineligible applications will not be reviewed by advisory committees.

For organizations that have not previously received Operating Assistance:

- Applicants must establish eligibility with Council staff at least six weeks before the application deadline.

For organizations that have previously received Operating Assistance:

- Eligibility is reviewed annually.

Application Requirements

All eligible applicants are urged to discuss their request with Council staff prior to submission and read these *Guidelines*.

Applications must include:

1. A completed application form, including CADAC* ID number.
2. A written statement of not longer than 12 pages total, font size 11 or larger (see application form, pg. 2).
3. A completed *Summary of Major Activities and Programs* for the current fiscal year and the proposed fiscal year (see application form pg. 5-6).
4. A list of current board of directors or trustees, including their occupations.
5. A list of artistic and/or administrative staff or significant contractors giving name and title or responsibility (indicate if permanent/seasonal and full-time/part-time).
6. Six copies of the most recent membership publication(s).
7. Two copies of the most recent financial statements.

Financial Statements

Financial Statements must include a Balance Sheet, Income Statement and Notes. The type of Financial Statements required are based on the recipient's last BCAC award or, in the case of new applicants, internally prepared financial documents are acceptable. 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
Less than \$10,000	Internally prepared Financial Statements
\$10,001 - \$25,000	Notice to Reader Financial Statements (Externally prepared)
\$25,001 - \$100,000	"Review Engagement" Financial Statements
Greater than \$100,000	Audited Financial Statements

*NEW THIS YEAR: CADAC

- The BC Arts Council is collecting financial and statistical information through a new national online database called CADAC (Canadian Arts Data/Données sur les arts au Canada). This system will enable 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.
- The following are member partners: the Alberta Foundation for the Arts; the British Columbia Arts Council; the Canada Council for the Arts; the City of Vancouver; the New Brunswick Department of Wellness, Culture and Sport; the Manitoba Arts Council; the Ontario Arts Council; the Saskatchewan Arts Board; and the Toronto Arts Council.
- Previously, applicants to these funders were required to provide the same information in multiple formats on multiple occasions. Discussions are ongoing with other provincial, territorial and municipal arts funders to encourage them to join the CADAC partnership.
- You must use the CADAC Financial Form for Arts Organizations and the Statistical Form for Arts Organizations to submit your financial and statistical information. You are encouraged to register your organization with CADAC as early as possible to ensure that you have enough time to assemble the required financial information.
- Please go to the CADAC website at www.thecadac.ca to access the form. For step-by-step instructions on this process, please see **Page 4** of the application form.

Adjudication Process

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

Advisory Committees 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 Advisory Committee evaluates the applications using the assessment criteria outlined below.
- The Advisory Committee submits to Council its recommendations for funding and conditions on the payment of awards.
- The Council reviews the recommendations of the Advisory Committee.
- The Council informs each applicant of its decision in writing.
- Applicants are urged to contact Council staff for feedback on their applications.
- Within 30 days of notification of the results, applicants may appeal the decision based on the Council's written appeals policy.

Assessment Criteria

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:

Achievement

The Advisory Committee will assess excellence in the achievement of support activity, acknowledging the range of different practices that may exist in the membership base. The Council's advisors will discuss the following:

- Quality of the programs or services.
- Ability to achieve the organizational mandate.
- Commitment to Canadian artists, new artistic forms, and the inclusion of diverse forms of artistic expression within the membership base.
- Vigour, originality and risks taken in the overall artistic endeavour.
- Opportunities for professional development of artists.
- The impact of the proposed work on the creative growth and development of artists.
- Achievability of proposed program.
- The program's effect on the members, artists and audiences experiencing it.
- A range of internal and external factors affecting the current levels of achievement.

Community Engagement/Service to the Community

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

- Ongoing engagement with a range of artists, arts organizations and communities in the past year and over the past several years, especially with Aboriginal, culturally diverse and geographically isolated communities.
- Ongoing partnerships with other organizations.
- 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.
- Accessibility and uniqueness of programs and services to artists and audiences.
- Number of people the organization serves.
- Programs and services available for diverse and regional communities.

Organizational Capacity

The Advisory 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. The Council's advisors will discuss the following:

- The applicant's 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, with a diversified revenue base including earned revenues, federal and local government support and private fundraising.
- 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.

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

Application Deadline (by online application system, or postmarked)

- March 15, 2010 – for performing arts and literary service organizations **or**
- September 30, 2010 – for museums, visual, and media arts service organizations



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.

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