



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 Periodicals

Applications for operating assistance awards are available once each fiscal year for the current or future year's operations. Assistance is available to non-profit periodicals devoted primarily (at least 75%) to the first publication of any form of artistic expression or social, cultural, or intellectual commentary or inquiry. Awards under this program are intended to support the artistic development of established periodicals with regular publication, and stable artistic and administrative leadership.

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, and how actions and decisions fulfil 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.

GUIDELINES

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 Criteria

Eligibility for this program is reviewed annually. 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, Literary and Publishing Programs, at least six months before filing an application.

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

- Be registered as a not-for-profit society in good standing in the Province of British Columbia.
- Have received at least two Project Assistance awards from the British Columbia Arts Council and have completed at least two full years of operation.
- Publish a minimum of 3 issues per year, and have done so during the immediately preceding two years.
- Compensate artists, including writers, by paying fees to artists at industry standard, and adhere to the Canadian *Copyright Act*.
- Employ competent artistic and administrative leadership.
- Provide independently prepared financial statements for the most recently completed fiscal year.
- Demonstrate a diversified revenue base including earned revenues, federal and local government support, and private fund-raising.
- If the applying organization has members, be able to demonstrate a range of membership that is representative of its constituency.
- Demonstrate financial need for assistance, as defined by Council policy.

In addition, a periodical must:

- Be printed on paper.
- Average at least 24 pages per issue over a one-year period.
- Operate year-round and publish at least three issues per year.
- Have a paid circulation of at least 500 copies per issue.

- Have paid subscriptions for at least 50% of its circulation (as opposed to free distribution).
- Demonstrate a commitment to paying contributing artists, including writers, for their work.
- If the applying organization has members, distribute at least 51% of its circulation to non-members.
- Not use any part of its contents to conduct or promote the producing society's internal business.

Priority will be given to periodicals that emphasize the work of British Columbia writers and artists and emphasize previously unpublished materials.

Periodicals published in any written language, or combination of written languages, are eligible for assistance, as long as all other eligibility criteria are met.

Exclusions

Awards under this program are 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, or for periodicals that:

- Primarily offer news reporting or cover current events.
- Advocate for political organizations or causes.
- Are academic or scholarly journals.
- Promote commercial enterprises.
- Are in-house newsletters or magazines that publish material of interest to their memberships.

Application Requirements

Applicants are encouraged to submit realistic requests based on realistic goals. All applicants are urged to discuss their project proposal with a program officer prior to submitting an application.

Applications require detailed submissions, and have to include:

- A completed application form, including CADAC* ID number.
- A written statement of not longer than 12 pages total (see application form, pg. 2).
- A statement of editorial policy.
- The names of publishers, editors and members of the editorial board.
- A statement indicating frequency of publication.
- Printing and circulation information.
- 6 copies of each issue of the previous year's periodical.
- A completed *Summary of Major Activities* for the current season and the proposed season (see application form pg. 5-6).
- A list of artistic and administrative staff or significant contractors including job titles.
- Two copies of either the most recent, independently prepared financial statements (a review engagement for organizations whose total operating budget is less than \$400,000 or whose last award from the British Columbia Arts Council was \$40,000 or less, or an audited financial statement, for organizations whose total budget exceeds \$400,000 or whose last award exceeded \$40,000).

All eligible applicants are encouraged to discuss their application with Council staff prior to submission, read these *Guidelines* and read *Essential Information for Applicants*.

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.
- 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 download the form. For step-by-step instructions on this process, please see **Page 4** of the CADA application form.
- 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.

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.

There is a five-step process for applications.

1. Council acknowledges receipt of applications in writing.
2. Council staff reviews applications for completeness and accuracy, and prepare an analysis of the applicant's artistic achievement, community engagement and administrative capacity.
3. The application then undergoes a peer review process (a jury or advisory committee) that evaluates the applications, determines the recommended level of funding, and conditions, if any, on the payment of the award.
4. The Council board approves the peer review recommendations.
5. Council staff informs each applicant of the final decision. 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.

Assessment Criteria

The jury or advisory committee will evaluate requests according to three criteria.

1. Artistic Achievement
 - Quality of the writing, design, production, and execution of stated editorial policy.
 - Ability to realize the proposed project.
 - Project's contribution to the development of arts and culture in BC.
 - Commitment to works by Canadian artists, new art forms, and the inclusion of diverse forms of artistic expression.
 - Level and consistency of payment to artists.
2. Community Engagement
 - Accessibility and uniqueness of the project to artists and audiences.
 - Number of people the project will reach.

- Project's accessibility to diverse and regional communities.

3. Administrative Capacity:

- Capacity to realize the proposed project.
- Ability to realize planning, audience development, marketing, and financial management objectives.
- Sustainability of the organization as demonstrated by the stability of its finances and management.

In all cases the clarity of the application, and the demonstrated ability of the organization to achieve its proposed artistic and administrative goals will form an integral part of the adjudication process.

Application Deadline (by online application system, or post marked)

- March 15, 2010



For an electronic application form go to <http://bcartscouncil.ca/> and select Logon to Apply Online. You will be prompted for your 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 select Download printable form at http://www.bcartscouncil.ca/guidelines/organizations/publishers/arts_periodicals.html