



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 – Community Arts Councils

Community Arts Councils operating awards are made once each government fiscal year (April – March) for the applicant's activities in their own upcoming fiscal year. Assistance is available to Community Arts Councils in British Columbia that: provide public 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.
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 fulfill 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.

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.

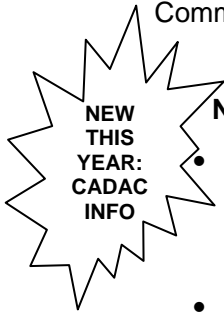
GUIDELINES: READ FIRST

Description

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

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

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 Sherry Ewings, Program Officer, Community Arts Development Programs, at 250-356-0081.



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 3** of the BC Arts Council Basic Assistance – Community Arts Councils' application form.

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 Artistic Achievement, Community Engagement and Organizational Capacity as well as the mandate of the organization and the core values of Council.

* 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.

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 year-round services to its community, and have done so in the immediately preceding two years.
- Receive unencumbered cash support from local government (*i.e.* cash for operations).
- Compensate artists by paying fees to professional artists at industry standards and to community artists at agreed upon rates; and adhere to international intellectual property rights standards.
- Employ professional artistic and administrative leadership.
- Demonstrate a range of membership that is representative of its constituency or community.
- Demonstrate financial need for assistance, as defined by BC Arts Council policy.

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

The application form for Basic Assistance must be completed. 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.

2. 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 recently completed fiscal year** are eligible for 100% matching funding to a maximum of \$4,000 for use in the forecast funding year. The actual amount of local government assistance requested **must correspond with the last complete fiscal year's financial statements.**

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 following year's request.

Funds received from local governments are to 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 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).

This grant is awarded on a matching basis, to a maximum of \$4,000 per fiscal year.

3. 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. **This funding is not allocated by a formula.** These awards are based on merit and do not have to be allocated to a specific activity or project. The awards are based on a qualitative assessment of the applicant's program performance as described in the submitted narrative responding to the application questions, and the assessment criteria below.

Annual Performance 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, with an emphasis on artistic achievement:

Artistic Achievement 50%

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

- The artistic activities of the organization's current year and over the past several years; the strength of the artistic intention in the work, the overall practice and the development of art forms, artists and artistic practice.
- A range of internal and external factors affecting the current levels of achievement.
- Opportunities for the professional development of artists.
- Vigour, originality and risks taken in the overall artistic endeavour.
- Level of professional fees, other compensation and quality of working conditions for artists, including safety.
- The impact of the proposed 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.
- Achievability of proposed program(s).
- The proposed activities' effect on the artists and audiences experiencing them.

Community Engagement 25%

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

- Ongoing engagement with a range of artists, arts organizations and communities over the past several years, especially with Aboriginal, culturally diverse and geographically isolated communities.
- Ongoing 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 25%

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, volunteers and board of directors.
- Achievability of proposed plans to build organizational capacity.
- Presentation of realistic budget assumptions and projections with a diversified revenue base that includes earned revenues, local and/or federal government support and private fundraising.
- Quality of board member, volunteer and employee recruitment, tenure and succession planning.
- Focus, commitment and effectiveness of the board, including board self-assessment initiatives.
- Governance practices and policies.

Requests will be adjudicated by the Community Arts Advisory Committee. In each area, the Advisory Committee considers the organization's critical self-reflection on both past achievement and proposed plans.

- Requests will be considered up to a maximum of \$10,000.

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

Application Requirements

The application for an Annual Performance Award must be completed and included with the application for Basic Assistance (see above).

Exclusions

Awards under this program are not available for:

- fiscal years that have begun before the application date
- start-up costs
- seed money
- capital expenditures (construction, renovation, or purchase of property or equipment)
- feasibility studies
- budget deficits
- for-profit entities

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. Completed Basic Assistance and Local Government Matching application forms.
2. A written statement of not longer than 10 pages total, font size 11 or larger, single sided (see Basic Assistance application form, pg. 2).
3. Submission of complete CADAC information by the deadline date. A list of current board of directors or trustees, including their current or past occupations and length of service.
4. A list of principal artistic and administrative staff or significant contractors including job titles and whether full or part-time, and salaried or contracted.
5. Two copies of the most recently completed financial statements (see below for details).
6. Summary of Member Groups Assistance Requests.

Applicants may also include **limited support material**, such as:

- One copy only of 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.)

Financial Statements

Financial Statements must include a Balance Sheet, Income Statement and Notes. The type of Financial Statements required is 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

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 above.
- 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's 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.

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.

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

For information regarding the provincial logo, please contact the Government Communications and Citizen Engagement office of the Ministry of Community, Sport and Cultural Development.

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 2010 distance and population formula calculations will use 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 (by online application or postmarked)

- Thursday, September 30, 2011

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



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.