



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 – Professional Arts Training

Operating Assistance contributes to the support of organizations that sustain annual programs of professional arts training.

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 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

For the purposes of this program, Professional Arts Training Programs are defined as: 1) programs whose entering students are at a level to be accepted into a recognized post-secondary program in their artistic discipline; and 2) programs which, upon completion, will prepare students to be supported professionally in their artistic discipline.

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:

- Artistic Excellence/Achievement in professional arts training, with clear processes and a history of selection, training, support, evaluation and professional career preparation of individual artists in specific disciplines.
- 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 non-profit society in good standing with the Province of British Columbia and have operated for two fiscal years prior to application.
- Have received at least two Project Assistance awards from the British Columbia Arts Council.
- Have completed the BC Arts Council's *Review of Operational and Tuition Standards for Non-Profit Arts Training Organizations* assessment process, and have received accreditation under the Private Career Training Institutions Agency (PCTIA). Please note, new applicants are subject to the satisfactory completion of an independent assessment. Applicants must contact the program coordinator to discuss the appropriate steps.
- 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.
- Employ competent artistic and administrative leadership.
- Demonstrate financial need for assistance as defined by 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

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

Applications must include:

1. A completed application form, including CADAC* ID number.
2. A written statement of not longer than 12 pages total (see application form, pg. 2).
3. A list of current board of directors or trustees, including their occupations.
4. A list of artistic and/or administrative staff or significant contractors including job titles.
5. Six copies of the most recent syllabus or brochure.
6. 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.
7. Documentation of teaching and program history, and information on the credentials and artistic background of the principals in the organization.
8. 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.
9. Two copies of the most recent financial statements (see *Essential Information*):

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

Adjudication Process

Merit-based, independent assessment is the primary method of evaluation used to adjudicate requests for operating support.

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. Fair-mindedness and ability to evaluate are also taken into account.

The following process is used to evaluate every application:

- The British Columbia Arts Council receives applications for this program once each fiscal 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 Advisory Committee evaluates the applications with particular attention to critical self-reflection in written statements and responses to the assessment criteria.
- The Advisory Committee submits to the Council the 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.
- Applicants are encouraged to contact Council staff for feedback on their applications.
- Within 60 days of notification of the results, applicants may appeal the decision based on the Council's written appeals policy.

ASSESSMENT

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 fulfills its mandate, mission and values. In addition, the request for support will be assessed against the weighted criteria listed below, and the degree of critical self-reflection in the submission.

Artistic Achievement, Community Engagement, and Organizational Capacity are the three key areas of assessment. In each area, the Advisory Committee considers the organization's reflection on both past achievement and proposed plans.

The points listed below each criterion are prompts that should be used in preparing the submission and will be discussed during the Advisory Committee meeting.

Artistic Achievement (50%)

This area is about identifying excellence in the achievement of professional arts training. Advisory members acknowledge that the evaluation of excellence must consider a range of different practices in any one discipline and may be different across disciplines. Council's advisors will discuss all or some of the following:

- The professional arts training activities of the organization's past year and over the past several years.
- The strength of training programs, which include:
 - 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.
 - Charging tuition fees in line with provincial standards.
 - Providing scholarship and bursary programs for gifted or otherwise deserving students.
 - Programs of public presentation by professional program students.

- Commitment to and level of engagement with Aboriginal and culturally diverse artists.
- Achievability of proposed program.
- The program's effect on those experiencing it.
- Relevance to local and global artistic practice.
- Opportunities for the professional development for faculty.
- Level of professional fees, compensation and quality of working conditions for employees.

Community Engagement (25%)

This area is about identifying excellence in stimulating engagement with an identified artistic community, the broader arts and cultural community and the general public. Council's advisors will discuss all or some of the following:

- Engagement with and recognition by the relevant professional artistic discipline community;
- Engagement with a range of artists, arts organizations and communities in the past season and over the past several seasons, specifically Aboriginal and culturally diverse communities;
- Engagement with geographically isolated artists and communities;
- Engagement and/or presentation of work by British Columbians and Canadians;
- Employment of British Columbian and Canadian artists;
- The extent to which the program may reach different audiences;
- Achievability of proposed marketing and outreach activities; and
- Relevance to the identified communities.

Organizational Capacity (25%)

This area is about identifying excellence in management, leading to sustainability and growing recognition of the organization. It also refers to realistic planning supported by informed and active trustees. Council's advisors will discuss all or some of the following:

- Reflection on the factors contributing to the organization's current capacity.
- Quality in organizational practice 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.
- Realism in budget assumptions and projections.
- Peer recognition of organizational leadership.
- Quality of board and employee recruitment, retention and succession planning.
- Focus, commitment and effectiveness of the board.
- Governance practices and policies.

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 or for-profit entities.

Application Deadline (by online application system, or postmarked)

- March 15, 2010



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 select Download printable from at http://www.bcartscouncil.ca/guidelines/special_programs/training/professionalartstraining.html