



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 Guidelines – Professional Arts Training Organizations

Operating Assistance contributes to the support of organizations that sustain annual programs of professional arts training. Eligible activities may include specialized training for professional artists and cultural workers or specialized training for those who are committed to pursuing professional careers in the arts.

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.

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/curatorial 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/curatorial 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 board members.

General Eligibility Criteria

Eligibility is determined according to the following criteria:

An eligible applicant must:

- Be registered as a not-for-profit society in good standing in the Province of British Columbia and have operated for two fiscal years prior to application.
- Have received at least two Professional 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 international intellectual property rights standards.
- Have professional artistic/curatorial and administrative leadership.
- Demonstrate need for financial 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 are encouraged to 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.

Specific Eligibility Criteria

An eligible applicant must:

- 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 officer to discuss the appropriate steps.

- Employ process(es) of identifying and selecting students with the potential for a professional career, including auditions or portfolio assessments or their equivalents.
- Employ specific processes of training and mentoring these students.
- Maintain 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.
- Employ fully-qualified, professional teaching staff who are current or past professional practitioners/artists in their disciplines.
- Provide instruction in a variety of forms and techniques current in the discipline.
- Set tuition fees in line with provincial standards.
- Offer scholarship and bursary programs for gifted or otherwise deserving students.
- Offer programs of public presentation by professional program students.

Requirements for All Applicants

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

Applications must include:

1. A signed, completed Operating Assistance application form, including CADAC ID number. (NOTE: If submitting electronically, clicking OK to the declaration statement is equivalent to signing a paper copy of the application form.) If submitting electronically DO NOT also submit a hard copy.
2. A written statement (see page 2 of the application form for requirements) of no more than 12 pages, *including* a 2 page Organizational Profile (Part 1).
3. A list of the organization's current board of directors, trustees or board of management, including their occupations and start dates.
4. A list of administrative and artistic/curatorial staff or significant contractors, giving name and title or responsibility (indicate if permanent/seasonal and full-time/part-time).
5. Two copies of your organization's most recent Financial Statements.

Specific Application Requirements

1. Six copies of the most recent syllabus or brochure.
2. 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.
3. Documentation of teaching and program history, and information on the credentials and artistic background of the principals in the organization.
4. 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.

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 BC Arts Council award (excluding special projects) or, in the case of new applicants, internally prepared financial statements are acceptable. Internally prepared financial statements must be signed by two board members of the organization. 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
Up to than \$10,000	Internally prepared Financial Statements signed by two board members
\$10,001 - \$25,000	Independently prepared Financial Statements
\$25,001 - \$100,000	“Review Engagement” Financial Statements
Greater than \$100,000	Audited Financial Statements

CADAC

The BC Arts Council is collecting financial and statistical information through the national online database called CADAC (Canadian Arts Data/Données sur les arts au Canada). This system will 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.

New applicants should discuss CADAC requirements with their program officer.

Adjudication Process

Merit-based, independent assessment 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 their program officer for feedback on their application.
- 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 those from organizations not currently receiving operating assistance. Throughout the review, the Advisory Committee considers how well the organization fulfills its mandate, mission and values through the pursuit of excellence in these three areas of assessment:

Artistic Achievement (50%)

The Advisory Committee will assess excellence in the achievement of professional artistic/curatorial activity, acknowledging the range of practices that may exist. Council advisors will discuss the following:

- The artistic vision of the organization and of the artistic leader.
- The organization's artistic activities in the current year and over the past several years, the strength of the artistic intention in the work, the overall practice; and the development of the art form, artists, other professional practitioners and artistic practice.
- Level of professional fees, other compensation and quality of working conditions for artists and other professional practitioners, including safety.
- The impact of the proposed work on the creative growth and development of artists and other practitioners.
- The relationship to local and global artistic practice in the context of a culturally diverse and geographically vast province.
- Achievability of proposed program.
- The program's effect on the artists and audiences experiencing it.

Community Engagement (25%)

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. Council's advisors will discuss the following:

- The value of the engagement to the arts community and the community at large.
- How engagement with the community serves the artistic vision.
- Engagement with a range of artists, arts organizations and communities in the past current year and recent years, including Aboriginal, culturally diverse and geographically isolated communities.
- Partnerships with other organizations.
- Presentation of work by and employment of British Columbians
- Calculated risk-taking with regard to public engagement in the current environment.
- The importance of the artistic practice and outreach initiatives to the organization's identified communities.
- Achievability of proposed marketing and outreach activities.
- Strength of educational programming, if applicable.

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 directors or trustees. 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.
- Analysis of current financial position.

- 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.
- Structure, level of activity and function of the board as it serves the artistic vision.
- 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

Demonstrated Need for Public Subsidy

Public funds should be allocated in a manner that benefits the community. For that reason, the British Columbia 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 Operating Assistance program, the Council evaluates need using these guidelines:

- For applicants with budgets up to \$50,000: Holding an accumulated, undesignated surplus in excess of 50% of annual gross revenues will render the application ineligible for assistance from the BC 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 render the application ineligible for assistance.
- Surpluses generated for specific purposes (such as endowment funds and capital development) through private or public sector fundraising and held in restricted or designated funds are exempt from this assessment of need.

Changes to Awards

The British Columbia 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, both hard copy and online. 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 Public Engagement office of the Ministry of Community, Sport and Cultural Development.

Application Deadline

- March 15, 2012

Applications are accepted by online application system or postmarked. Applications by email or fax will not be accepted.

Note: if the deadline falls on a weekend or statutory holiday, the deadline becomes the next business day.



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.