



## **Project Assistance – Training Resources**

(UNDER REVIEW)

This program is intended to support projects which assist with the development and special activities of recognized arts and cultural training organizations in British Columbia. Eligible activities may include specialized training for professional artists and cultural workers and training that will enable artists and cultural workers to become professionals. Organizations may apply to only one of two deadlines each year.

In carrying out its mandate the British Columbia Arts Council is guided by its fundamental commitment to artistic excellence.

The Council has also articulated the following strategic priorities to inform all applicants in the development of requests to Council programs. These priorities will be considered by advisory committees during program adjudication:

- improved sustainability of all BC arts and cultural organizations;
- inclusion of diverse artistic practices;
- encouragement of emerging artists;
- development of new art forms; and
- expansion of opportunities for regional participation.

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**

#### **General Eligibility Criteria**

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

- have been operating as a registered non-profit society in good standing in the Province of British Columbia for a minimum of two years, with a mandate to provide professional-level training for developing artists and cultural workers;
- have completed accreditation through the Private Career Training Institution Agency; and
- comply with all requirements of the Criminal Records Review Act;
- be able to provide a written syllabus or curriculum;
- complete the BC Arts Council training resource assessment process;
- provide evidence of a need in the community for the proposed training;
- compensate artists and instructors by paying fees at industry standard;
- employ competent artistic and administrative leadership;
- provide an audited or independently-prepared financial statement (“review engagement”) for the most recently completed fiscal year;

- provide a project budget that demonstrates a diversified revenue base, with significant funding from sources other than the British Columbia Arts Council, including earned revenues, local government support, and private sector funding;
- have completed and submitted final reports for any outstanding project assistance provided through the BC Arts Council;
- not be eligible for, or receiving, funding through other BC Arts Council programs for the same activity; and
- demonstrate the need for financial assistance, as defined by Council policy.

Eligible costs include fees of professional personnel engaged to deliver the proposed training; eligible costs may also include specific expenses directly related to the project.

### **Exclusions**

Project Assistance awards are intended to assist organizations that are not currently receiving Operating Assistance for Arts Training from the BC Arts Council. Awards are not available for projects that have been completed prior to application or for project deficits.

Project Assistance awards are also not available for: capital development projects; capital renovation costs; equipment purchase; fund-raising; travel of training resource organizations to international symposia, conferences or competitions; or projects in celebration of anniversaries.

### **Application Requirements**

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

Applications require detailed submissions, and have to include:

- a signed, completed Project Assistance application form that addresses all application questions and includes details of the proposed project, including the need for the project, the target participants of the project, and a course outline or curriculum of the training to be delivered;
- a list of the organization's current board of directors or trustees, including their occupations;
- a list of principal administrative, artistic, and resource staff or significant contractors, giving name, title or responsibility, and, for trainers, area of expertise;
- a history of the applicant's previous contributions to the development of the professional arts, including any appropriate press or critical documentation;
- copies of any recently prepared planning and policy documents; and
- two copies of the most recent audit or independently prepared financial statements ("review engagement") for the organization, as well as the organization's budget for the current and upcoming year.

## **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.

While the Council makes every effort to respond swiftly to each application, in the interests of fairness, the following process is used to evaluate every application:

- the Council receives applications at any time, but adjudicates them only twice each fiscal year;
- the Council acknowledges receipt of applications 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 applicable jury or advisory committee then evaluates the applications, and determines the level of funding and conditions on the payment of awards; and
- the Council informs each applicant of the decision.

## **Assessment Criteria**

The jury or advisory committee will evaluate requests according to the following criteria:

- **Artistic Excellence:**
  - quality of the artistic and professional training program;
  - ability to realize the proposed project;
  - project's contribution to the development of the professional arts in BC;
  - commitment to artists presenting works by Canadian artists, new art forms, and the inclusion of diverse forms of artistic expression; and
  - level and consistency of payment to artists.
- **Service to the Community:**
  - need for the project in the community;
  - accessibility and uniqueness of the project to artists and audiences;
  - number of people the project will reach; and
  - project's accessibility to diverse and regional communities.
- **Administrative Capacity:**
  - capacity to realize the proposed project;
  - ability to realize planning, audience development, marketing, and financial management objectives; and
  - 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.

## **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 for which it requests assistance.

For Applicants in the Project 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.
- 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.

## **Recognition of Assistance**

In recognition of funding, the support of the BC Arts Council should be acknowledged in all promotional materials. The Council will provide successful applicants with examples of camera-ready formats of the Council's logo, along with usage guidelines. The logo is also available in a variety of formats on the Council's Web site at [www.bcartscouncil.ca](http://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.

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.

Upon completion of the training project, the applicant must provide to the BC Arts Council:

- a participant list;
- a brief report on the training project, using a BC Arts Council Final Report form, listing actual costs and revenues;
- promotional materials from the project, on which the BC Arts Council logo appears.

## **Maximum Assistance Levels for the Project Assistance Program**

Project awards will not exceed 50% of eligible costs.

## **Application Deadlines**

- April 16, 2007 (post marked)
- October 15, 2007 (post marked)



For an electronic application form or to download a printable version of the application form, go to: <http://bcartscouncil.ca/> and select Online Applications.

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](mailto:bcartscouncil@gov.bc.ca).