
PROJECT ASSISTANCE GUIDELINES ARTS-BASED COMMUNITY DEVELOPMENT 2019/20

Important Update for 2019/20:

In July 2018, the BC Arts Council (BCAC) released the *New Foundations: Strategic Plan for the BC Art Council 2018-2022*. As part of the implementation of *New Foundations*, BCAC has now revised existing program eligibility and assessment criteria to fully align with the new strategic directions and priorities.

Please ensure you review all program materials thoroughly.

All applicants are encouraged to review *New Foundations: Strategic Plan for the BC Art Council 2018-2022* in order to acquaint themselves with the BCAC's current priorities.

Territory Acknowledgement

The BC Arts Council acknowledges it carries out its work on the traditional territories of Indigenous nations throughout British Columbia. We pay our respects to the Elders, past and present, descendants and custodians of these lands. We honour the knowledge keepers and the continuing relationships with Indigenous people in B.C. that develop through our work together. The BC Arts Council thanks the Lekwungen speaking people and the Esquimalt and Songhees First Nations for allowing us to operate our main offices within their traditional territories.

General Information

Awards are available to assist with projects that develop and extend the practice and understanding of arts-based community development through the processes of creating new work; producing projects; and developing resource materials for arts-based community development practitioners.

Arts-based community development includes activities that: transfer knowledge; celebrate uniqueness; improve infrastructure; nurture, heal, inspire and motivate a specified community.

Support may be provided for projects that: create new work; advance the practice of arts-based community development; and enhance the capacity of artists to provide leadership in this field.

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BC Arts Council program guidelines and application forms are revised annually.

About the BC Arts Council

The BC Arts Council is an agency of the provincial government established by the *Arts Council Act*, for the purposes of:

- Providing support for the arts and culture in British Columbia;
- Providing persons and organizations with the opportunity to participate in the arts and culture in British Columbia; and
- Providing an open, accountable and neutrally administered process for managing funds for British Columbia arts and culture.

In July 2018, the BC Arts Council released [New Foundations: Strategic Plan for the British Columbia Arts Council 2018-2022](#), which articulates the following vision:

“Artists and cultural organizations in British Columbia are well-supported, thriving, and able to reach their full potential under principles of equity, diversity, accessibility, and reconciliation. Arts and culture are seen as fundamental to developing vibrant and resilient communities, where the people of British Columbia are highly engaged in the province’s unique arts and culture sector recognized for its innovation and leadership in Canada and abroad.”

Strategic Directions

The new strategic plan lays out four new strategic directions for the BC Arts Council, intended to facilitate more equitable access to arts funding and informed by the current context facing the arts and culture sector in B.C.:

- Sustainability and Creative Development
- Equity, Diversity and Access
- Indigenous Arts and Culture
- Regional Arts and Community Arts

Values

The BC Arts Council’s values guide all decisions and activities, from program design to the peer review process. We strive for constant improvement under these values in how we serve artists and cultural organizations throughout B.C.

- Artistic Development and Achievement
- Indigenous Engagement and Cultural Vitality
- Equity, Access and Diversity
- Collaboration and Partnerships
- Engagement and Participation
- Recognition and Promotion
- Fair and Transparent Governance

About Project Assistance – Arts-Based Community Development

In arts-based community development (A-BCD) work, professional artists¹ assist communities² through arts-centred activity to gain awareness of their own power as culture makers and contribute to

¹ For the purposes of this program, an **artist** is considered to be a **professional** if he or she:

- a) has completed their basic education, which may have been an apprenticeship or internship, instruction from elders, study at an art school or university, or other forms of guided learning;
- b) has produced a body of work;
- c) is recognized by his or her peers through public presentation of work; and
- d) would, if it were feasible, work full-time at their art practice.

the advancement of creative productivity, opportunities for celebration, and human dignity, health and well-being.

This program is based upon the following principles:

- a. That art can be an effective mechanism for social transformation; one that can be less polarizing and create deeper connections than other avenues of social change.
- b. That arts-based community development is a respectful, collaborative process whereby professional artist(s) working as a catalyst engage the community in the creation of work in various disciplines.
- c. That arts-based community development can better realize its full potential through partnerships between professional artists and community as equal contributors.
- d. That the quality of the work's process is as important as the project outcome.
- e. That the community is involved at every level including the development of the creative ideas, and in the creation and/or presentation of the artwork.
- f. That participating in collective creation is a powerful act of civic involvement.

Categories

Support is offered to **two** categories of activity through the Arts-Based Community Development Program: **New Work** and **Skills Development and Knowledge Transfer**.

Applications must show:

- Clearly identified goals, strategies and expected outcomes, including an evaluation plan for the project.
 - Effective and appropriate arts-based community development processes and a commitment to improving community ownership of cultural projects.
1. **New Work**– The purpose of this category is to support one-time projects that create new artistic work through community-based arts and cultural activity. It is expected that these projects will have a specified public outcome. This category acknowledges the long-term commitment required of community-engaged practice and therefore accepts applications that are designed with a phased approach over a maximum of three years. No guarantees are made to support any or all of the phases, and an application will be required for each phase. Speaking to the program officer is strongly recommended if your organization plans to apply for a phased project.

Applications for support of New Work must show:

- Evidence of the advancement of community aspirations.
 - Effective community participation in the creative process, direction and management of the project.
2. **Skills Development and Knowledge Transfer** – The purpose of this category is to enhance the capacity of artists to provide leadership to the field by offering them an opportunity to explore and discuss their creative practice and/or to create opportunities for arts-based community development practitioners to realize new ways of presenting the outcomes of existing best-practice models to new audiences.

Organizations and communities may apply to this category for a project that will assist in developing skills to initiate and conduct arts-based community development activities.

² For the purposes of this program, a **community** is a group of people with common interests defined by place, tradition, intention or spirit.

Applications for support of Skills Development and Knowledge Transfer must show:

- That access to information about arts-based community development practice is improved.
- That the project will lead to improved skills and capacity to contribute to future arts-based community development projects, activities and discourse.

Eligibility for Project Assistance – Arts-Based Community Development

Proposals are invited from:

3. Registered non-profit community or professional arts organizations, in collaboration with a specified community, or
4. Registered non-profit community organizations whose focus is not arts or culture in collaboration with professional artist(s) in any discipline, traditional or contemporary, who are Canadian citizens or permanent residents residing in B.C. for at least one year prior to the time of application, or
5. First Nations **Band Councils or Friendship Centres** in collaboration with professional artist(s) in any discipline, traditional or contemporary, who are Canadian citizens or permanent residents residing in B.C. for at least one year prior to the time of application.

2. In addition to the above eligible applicants, if your Society is ALSO a Federally Registered Charity, and you are planning a large-scale arts project that either: 1) is a collaboration with a BC social service agency, or 2) has a very specific social service benefit as a proposed outcome - you should consider applying through the Leon and Thea Koerner (LTK) Award program instead of this application. (See www.bcartscouncil.ca for LTK guidelines and forms. Deadline: April 1, 2019)

Exclusions

The BC Arts Council **will not** accept applications from teams of people lacking either one of the following:

- Confirmed professional artistic expertise, or
- Confirmed community development expertise.

Proposals from other government agencies are not eligible, and assistance for repeat activities will not be provided (with exception of projects which have previously indicated a phased approach).

Application Requirements

All applicants, especially new applicants to this program, are urged to discuss their project proposals with the program officer *prior* to submitting an application.

Applicants must provide a signed, completed Arts-Based Community Development application form and all requested information, and clearly identified materials.

Note: Applicants are reminded that under the Criminal Record Review Act, people who work with or may potentially have unsupervised access to children or vulnerable adults must undergo a criminal record check by the Criminal Records Review Program (CRRP). More information on the Criminal Record Review Act is available at <http://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check>. The signed Declaration on the application form indicates your organization's adherence to this policy.

The application must be printed on single-sided, standard letter-sized white paper and submitted unbound and without staples.

It is the applicant's responsibility to ensure applications are complete and all application requirements are included. The BC Arts Council will not contact applicants to address errors in applications or missing application requirements, including support material, other than that required to determine eligibility. Eligible applications and any supporting material will be assessed as they have been submitted.

Applications must include evidence of a confirmed collaboration with a professional artist by including a completed Arts-Based Community Development **Professional Artist Information Form** for the professional artist(s) engaged. A minimum of one professional artist form is required at the time of application. Applications may include support material documenting artist(s)' previous related work, if available. Audio-visual support material (recordings on DVD, CD, etc.) **will not** be accepted.

All applications must include:

- A signed, completed Arts-Based Community Development Project Assistance application form. Please provide notes to the budget, either in the form or on a separate page as needed, and indicate whether revenues are confirmed or pending.
- A written statement of no more than six pages, font size 11 or larger, on single-sided white paper with one-inch margins and without staples.
- For applicants that have previously received funding through this program, for earlier phases of this project that are still underway: a maximum one-page interim report on the status of the previous phases.
- Maximum 250-word bio for each member of the project's creative team.
- Minimum of one signed and completed Arts-Based Community Development Program Professional Artist Information Form for the professional artist(s) engaged.
- Support material documenting artist(s)' previous related work, if available.
- A list of the organization's current board of directors, including their occupations and start dates.
- 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).
- One signed copy of the organization's most recent Financial Statements which must include a balance sheet, expenses and revenues and notes. (Please see Financial Statements section, below, for more information.)

For registered non-profit professional or community arts organizations, the following additional information is required:

- A letter of support from the partner community with which the organization is proposing to collaborate. Support material will not be returned.

Financial Statements

Financial Statements must include:

- a Balance Sheet, Income Statement and Notes;
- **an itemized list of grants identified by funder, either in the income statement or in an attached schedule; and,**
- **a breakdown of operating net assets, distinguishing between unrestricted net assets and capital assets.**

The type of Financial Statements required is based on the recipient’s last BC Arts Council award (excluding special projects); 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 All Financial Statements must be signed by the auditor/bookkeeper/accountant with Board approval (two Board member signatures)
Up to \$10,000	Internally prepared Financial Statements
\$10,001 - \$25,000	Independently prepared Financial Statements
\$25,001 - \$100,000	Review Engagement Financial Statements
Greater than \$100,000	Audited Financial Statements



Considering Cultural Context

In [New Foundations: 2018-2022](#), the BC Arts Council has made a commitment to principles of equity, diversity, accessibility and truth and reconciliation in all of its programs and processes. In its own operations and in the funding and support it provides for arts and culture in the province, the BC Arts Council administers its activities in accordance with the [BC Human Rights Code](#) and strives to foster cultural safety and safe and respectful workplaces for all artists, arts workers and cultural practitioners.

The BC Arts Council is committed to the standards and principles of the [United Nations Declaration of the Rights of Indigenous Peoples \(the Declaration\)](#) and the [Calls to Action of the Truth and Reconciliation Commission](#). We support the Province of British Columbia in its commitment to fully adopt and implement both of these important documents.

The BC Arts Council acknowledges the cultural, geographic and regional diversity of the province, and recognizes the distinct and varied contexts of Indigenous, cultural and regional communities.

In consideration of these commitments, all applicants and assessors should contemplate a variety of factors around cultural context when submitting a proposal. Not all considerations will apply to all applications.

- Consider issues around cultural appropriation and ownership if using the cultural expressions, aesthetics or iconography of various communities removed from their social, political and cultural roots. Cultural appropriation can also occur when there is insufficient credit given to the sources of artistic and cultural work. Cultural appropriation diminishes access and reduces the opportunity for artists from Indigenous and diverse cultural communities to tell their own stories.
- If working with Indigenous peoples, communities, culture or intellectual property (including but not limited to stories, songs, dance, designs, art, traditional knowledge or other cultural expressions), consider the principles outlined in the United Nations Declaration of the Rights of Indigenous Peoples (the Declaration). The Declaration affirms that Indigenous peoples have the right to self-determination and the right to practice and revive their culture and traditions. As stated in Article 11 of the Declaration this “includes the right to maintain, protect and develop the past, present and future manifestations of their cultures, such as archaeological and historical sites, artefacts, designs, ceremonies, technologies and visual and performing arts and literature.”
- Consider the reciprocity of relationships with the various communities and cultural practices represented in your application, and whose voices and perspectives are being included.

- Consider how you have addressed cultural protocols and/or received permissions where required, including appropriate community consent, support, advice and/or collaboration.

Assessment Criteria

The four areas of assessment are set out below, along with their relative weighting.

Throughout the application and assessment, applicants and the Jury should:

- Consider and discuss how the project addresses the applicant's mandate, mission and values through each of the three areas of assessment.
- Consider and discuss how the project fulfills the applicant's artistic objectives through each of the three areas of assessment.

In evaluating each application, the Jury is asked to consider a number of possible criteria under each area of assessment. It is important to note that not all of the criteria will apply to every application; rather, they are examples of aspects that might be considered and should be addressed in the application if relevant to the applicant, the applicant's history and/or the proposed project. Additionally, some criteria may have implications in more than one area of assessment.

Applications are judged against these criteria alongside a number of equally eligible applications.

In each area of assessment, the Jury considers the applicant's reflection on both past achievement and proposed plans. Applicants are encouraged to critically assess the challenges faced and the creative solutions under consideration.

ARTISTIC CONTRIBUTION AND SIGNIFICANCE (40%)

Applicants should define and demonstrate their artistic activity, showing how the proposed project will advance the art form or practice that is central to the work of the artist, group or organization. Jurors may consider the following points:

- Clarity, focus and vitality of the proposed project.
- Artistic/curatorial risk or challenges inherent in, or tackled by, the proposed project.
- The strength of the artistic intention in the work, the quality of the practice, and the development of the art form.
- Ability to realize the project artistically, based on previous successes and support material.
- Previous achievements of the artistic participant(s) individually and/or as a collective, ensemble, group or organization.
- The applicant's place in the context of B.C.'s geographic, Indigenous and cultural diversity.
- Clear statements about compensation to project participants, where applicable, including levels of professional fees.
- The calibre of the identified project team members, with skills appropriate to the proposed activities.

ENGAGEMENT AND IMPACT (25%)

All projects are devised to involve particular artists, audiences, publics and/or communities. Applicants should identify the particular artists, audiences, publics and/or communities involved and show how the project will offer stimulating and varied forms of engagement. Engagement may include performance, artistic development, participation, discourse and/or education. Jurors may consider the following:

- Knowledge of the project's audience and community, plus insight and strategies that will lead to further audience development.
- Commitment to work created by B.C. artists.
- The project's level of engagement in the context of B.C.'s geographic, Indigenous and cultural diversity.
- The inclusion of and engagement with appropriate protocols and practices, particularly in regard to Indigenous artists and communities.
- Risk-taking with regard to public engagement, with clearly articulated post-project follow up plan to support participants who may be considered vulnerable, if applicable.
- The potential for the project to further the practice and understanding of arts-based community development.
- Demonstrated authentic partnerships³

FEASIBILITY (25%)

This area of assessment considers the achievability of the project. Applicants should present the related past achievements and current practices and plans in place that the achievability of the project. Jurors may consider the following:

- Abilities in project management, including planning, audience and community development, marketing, communications (e.g. with collaborators, funders, media, peer artists) and financial management.
- Demonstrated capacity to realize the project including presentation of realistic budget assumptions and projections.
- The diversity and appropriateness of the project's proposed budget, with appropriate levels funding from sources other than the BC Arts Council, including earned revenues, federal and local government support, private funding, and in-kind support, as applicable.
- Strategies for the evaluation of the expected outcomes.
- The quality of working conditions for artists, volunteers and employees of the project, including the commitment to cultural safety.

CULTURAL COMPETENCY AND AGILITY (10%)

This area of assessment considers the applicant's ability to work respectfully, knowledgeably and effectively with artists, practitioners and communities from a diversity of cultural backgrounds. Cultural competency and agility has particular implications in considering reconciliation and the cultural safety and self-determination of Indigenous peoples. Jurors may consider the following:

- Commitment and ability to foster cultural safety.

³ Authentic partnerships can help you increase the success of innovative ideas.

- a) Equal power between the two organizations
- b) Clear and explicit roles and responsibilities
- c) Open communication and engagement
- d) Knowledge of each other's mandate and work, history, needs
- e) Good understanding of the mutual goals for the project that are achieved through discussions and negotiation and why each partner is interested in participating
- f) Clarity on what value each partner is bringing to the project and how that is contributing to an innovative approach
- g) Demonstration of developing the project together and where appropriate, a history of working together in the past
- h) Shared power and resources
- i) Adequate time allocated to share in the process

- Capacity to acknowledge, negotiate and respect differing cultural perspectives, worldviews and values.
- Reciprocity in artistic, cultural and community relationships.
- Ability to question organizational assumptions in a cultural context and willingness to learn in unfamiliar cultural situations.
- Ability to address cultural protocols and permissions where required, including appropriate community consent, support, advice and/or collaboration.
- Ethical use of material, including issues of cultural appropriation and ownership.
- Recognition of the impact of proposed artistic activity, including who will benefit from it.

Application Deadline and Submission

The deadline for the Arts-Based Community Development Program is April 1, 2019.

Applications are accepted by mail and must be postmarked **by Canada Post or a courier company no later than the deadline date**. Applications may be hand delivered to 800 Johnson Street, Victoria, BC, up to 4:00 p.m. on the deadline day.

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.

Adjudication Process

Merit-based, independent assessment is the primary method of evaluation.

All applications are assessed by peer review juries. Juries are comprised of individuals with expertise in particular artistic disciplines, genres or practices. When selecting jury and committee members, the Council considers broad professional knowledge, expertise, geographical representation and diverse aesthetic, institutional, and cultural viewpoints, including those from Indigenous perspectives.

The following process is used to evaluate every application:

- The British Columbia Arts Council receives applications and acknowledges receipt by email within 2 weeks of the deadline date.
- Council staff reviews applications for eligibility.
- The jury evaluates the applications using the assessment criteria outlined above and determines the level of funding and conditions on payment of awards.
- Council informs each applicant of its decision in writing.
- Applicants are urged to contact their program officer for feedback on their applications.

Grant Amounts

Project assistance will not exceed 50% of the total project budget. There is no posted maximum request. The minimum request eligible under the program is \$500.00. Assistance through this program is possible only once per BC Arts Council fiscal year (April 1-March 31).

Notification of Awards

Decisions will be made within sixteen weeks of the application deadline. All applicants will be notified by letter. Results will not be released by telephone or email.

Payment of Awards

All payments of grant monies to the grant recipient are subject to an authorizing appropriation under the Financial Administration Act.

Organizational grant recipients must promptly inform the BC Arts Council of substantive changes to the organization, including:

- Significant shifts in structure, staffing or activities
- Major changes to proposed activities;
- Changes in legal status, ownership, corporate structure, name, or mandate;
- Danger of insolvency, bankruptcy, or credit protection;
- Legal proceedings that pose a financial or reputational risk.

The British Columbia Arts Council reserves the right to redistribute, delay or suspend payments if the recipient:

- 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 submission of final reports to the Council
- Fails to comply with legal obligations
- Fails to respect the commitment to provide a safe and respectful workplace free from harassment, discrimination and sexual misconduct.

Final Reports

All recipients must submit a final report and requested documentation of the completed project to the BC Arts Council within 30 days of its completion date stated in the application for support. Final Report forms are available at: <http://www.bcartscouncil.ca/forms.htm>.

Future applications to project assistance programs will be ineligible if all reporting requirements are not met. Final reports may be scanned and submitted electronically to BCArtsCouncil@gov.bc.ca or by mail or courier.

Confidentiality and Recognition of Awards

CONFIDENTIALITY OF INFORMATION

The collection, use, and disclosure of personal information are subject to the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. The applicant's information will be shared in confidence with members of the adjudication jury. The names and locations of successful award recipients may be published, along with the amount of the award, in the Annual Report of the BC Arts Council as well as in various communications and promotional vehicles of the BC Arts Council and Government of British Columbia. Social Insurance Numbers are provided to Canada and Revenue Agency through the issuance of T4As.

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. The approved BC Arts Council and provincial logo and graphics standards are available online in a variety of ready-to-use digital formats at <http://www.bcartscouncil.ca/mediaroom/logoanduse.htm>. The joint 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 website.

Contact Information

A full list of program officers is available at <http://www.bcartscouncil.ca/about/coordinators.htm>.

Monique Lacerte – Program Officer, Community Arts Development & Partnerships
778 698-3532 | Monique.Lacerte@gov.bc.ca

For general information or further assistance, please contact:

Telephone: 250 356-1718
Email: bcartscouncil@gov.bc.ca

Program guidelines are reviewed annually.
Please ensure you are working with the most current program
guidelines for each intake.

