



PROJECT ASSISTANCE GUIDELINES  
COMMUNITY ARTS FESTIVALS  
2018/19

**Community Arts Festivals Project Assistance supports B.C. based arts, cultural, and community organizations or First Nations Band Council in the production of a local community arts festival. Awards under this program are intended to subsidize the fees paid to BC or Canadian professional artists, technicians, Elders and Traditional Knowledge Keepers engaged for the proposed festival. Festivals may feature a combination of local and touring artists. Awards will provide up to a maximum of \$5,000.**

**TABLE OF CONTENTS**

About the BC Arts Council .....	2
Eligibility for Professional Project Assistance – Arts Festivals .....	3
Application Requirements .....	4
Funding Considerations .....	5
Considering Cultural Context .....	5
Application Deadline and Submission .....	6
Adjudication Process .....	6
Grant Amounts.....	6
Notification of Awards .....	7
Payments of Awards .....	7
Final Reports .....	7
Confidentiality of Information.....	7
Recognition of Awards .....	8
Contact Information.....	8

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

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## About the BC Arts Council: New Foundations

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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 current year is one of transition, as Council’s funding priorities and programs begin to navigate from the previous strategic plan to the full implementation of its new strategic directions. Throughout this transition, Council is highlighting and strengthening some of its previous commitments, as expressed through values such as access, recognition, engagement and consultation, while signalling the new values that will guide all of Council’s decisions and activities, from program design to the peer review process, into the future:

- 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

Throughout all of its work, the BC Arts Council is committed to upholding the principles outlined in the [Calls to Action of the Truth and Reconciliation Commission](#) and the [United Nations Declaration of the Rights of Indigenous Peoples](#) (the Declaration), as adopted by the Province of British Columbia.

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## Eligibility for Project Assistance – Community Arts Festivals

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### General Eligibility Criteria

An eligible applicant must:

- Be a B.C. based arts, cultural, community organization or First Nations Band Council that has previously produced at least one community arts festival at a high standard.
- Demonstrate a clear commitment to enhance community access to and develop the arts in the community.
- Be either:
  - an organization registered and in good standing as a non-profit society in the Province of British Columbia for at least one year; OR
  - a First Nations Band Council or Indigenous cultural organization.
- Be based in British Columbia and working to develop audiences in B.C.
- Demonstrate best efforts to compensate artists and technicians by paying fees to professionals at industry standard and adhering to international intellectual property rights standards.
- Demonstrate best efforts to follow local Indigenous protocols to compensate Elders and Traditional Knowledge Keepers, and acknowledge traditional territories.
- Have effective artistic and administrative leadership, but be organized primarily by volunteers.
- Not be eligible for or receiving funding through other BC Arts Council programs for the same activity.
- Provide Financial Statements for the most recently completed fiscal year.

### The Festival itself must:

- Be concentrated in time and place, and be longer than one day in duration.
- Facilitate the exchange of local ideas, narratives or issues that engage community participation.
- Have demonstrable community involvement, including the support of local government, volunteers, business, and arts and cultural organizations.

### Exclusions

- Operating costs.
- Projects that have begun prior to the application date.
- Project/budget deficits.
- Capital expenditures (construction, renovation, or purchase of equipment).
- Fundraising.
- Start-up costs or seed money.
- Feasibility studies.
- For-profit entities.
- International travel costs of foreign artists visiting British Columbia.
- Travel of arts festival organizations to international symposia.
- Conferences or competitions.
- Celebrations or anniversaries.
- Projects that are secondary to other purposes (e.g. fundraising events, conventions or family, religious or community celebrations).
- Subsistence to artists or curators.

## Application Requirements

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All applicants, especially new applicants to this program, are urged to discuss their request with the program officer prior to submission.

Applicants must provide a signed, completed application form, all requested information, and clearly identified support materials.

*The application should 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:

- A signed, completed Project Assistance – Community Arts Festivals application form including a balanced budget using the budget form provided. Please provide notes to the budget, either in the form or on a separate page as needed, and indicate whether revenues are confirmed (c) or pending (p).
- A written statement of no more than two pages, font size 11 or larger, on single-sided white paper without staples, that addresses all application questions and includes all pertinent details of the proposed project. See page 4 of the application form for more information.
- A list of principal festival staff or significant contractors, giving name and title or responsibility and whether the position is paid/volunteer, full/part-time, permanent/seasonal.
- Names and maximum 250-word biographies of confirmed professional artists, technicians, Elders and Traditional Knowledge Keepers and the fees they are to be paid, OR an interim list of proposed contractors (as above) with biographies and proposed fees. If only an interim list is available, provide the list of professional artists, technicians, Elders and Traditional Knowledge Keepers engaged in last year's festival and the fees each was paid.
- A list of the organization's current board of directors including their start dates and occupations (in the case of retirees, list former occupations).
- One copy of the organization's most recent Financial Statements, signed by two (2) board members. **DO NOT SUBMIT** year to date financial statements or bank statements as they will not be reviewed.
- One copy of the most recent festival brochure or program.

An Application Checklist is included on the application form. Please submit your application package in the order listed on the checklist.

***Support material will not be reviewed. DO NOT SUBMIT any additional materials including photographs, CDs, USB sticks, testimonials, articles, letters of support, links etc. Any materials received will be professionally and safely destroyed as per government standards.***

## 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. Financial statements must be signed by two (2) board members of the organization.

<b>BC Arts Council Grant for last fiscal year</b>	<b>Minimum Required Documentation</b>
Up to \$10,000	Internally prepared Financial Statements signed by two board members
\$10,001 - \$25,000	Independently prepared "Notice to Reader" Financial Statements
\$25,001 - \$100,000	"Review Engagement" Financial Statements
Greater than \$100,000	Audited Financial Statements

## Funding Considerations

An essential element of any application is insightful, critical self-reflection. Applicants should provide an assessment of the challenges faced by their organization or project and the creative solutions under consideration. The applicant's reflection on both past achievement and proposed plans will be considered.

Throughout the application and assessment, applicants should:

- Consider and discuss how the festival project addresses their mandate, mission and values.
- Consider and discuss how the organization makes its annual selection of artists for the proposed festival. For example, are curatorial decisions made by a single individual or volunteer committee?
- Respond to BC Arts Council's four new strategic directions in discussing the proposed festival programming: Regional and Community Arts; Indigenous Arts & Culture; Equity, Diversity and Access; and Sustainability and Creative Development (see pg 2).

## Considering Cultural Context

All applicants should consider the issues around cultural appropriation if using the cultural forms, aesthetics or iconography of cultural 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), applicants should 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.”*

Article 31 of the Declaration affirms the rights of Indigenous peoples to maintain, control, protect and develop their cultural heritage, traditional knowledge and cultural expressions and their manifestations and intellectual property. If you are working with traditional knowledge, you will need to explain how you have addressed cultural protocols and/or received permissions where required.

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## Application Deadline and Submission

The deadline for the Project Assistance – Community Arts Festivals is **February 15, 2019**.

Applications are accepted by mail and must be postmarked **by Canada Post or a courier company no later than February 15, 2019**. Applications may be hand delivered or delivered by courier to 800 Johnson Street, Victoria, BC, up to 4 p.m. on the deadline day.

Note: if the deadline falls on a weekend or statutory holiday, the deadline becomes the next business day. Applications by email or fax will not be accepted.

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## Adjudication Process

**Community Arts Festival Project Assistance is a subsidy based program and is NOT a peer-reviewed program. Awards to all eligible applicants are determined by Program Staff on a formula basis, taking into consideration the following:**

- Total amount of proposed payments to professional BC and Canadian artists, technicians, Elders and Traditional Knowledge Keepers (fully itemized in budget).
- A balanced proposed Festival Budget including the funds requested of this program, and
- The financial viability of the organization and its demonstrated ability to realize the proposed activity.

The following process is used to assess every application:

- The British Columbia Arts Council receives applications and acknowledges receipt by email within 2 weeks of the deadline date.
- The Program Officer reviews applications for eligibility and prepares an analysis of the applicant's administration, financial management, and capacity, along with the feasibility of the project.
- Council informs each applicant of its decision in writing by end of March 2019.

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## Grant Amounts

Project assistance will not exceed 50% of the total eligible artist and technician fees, to a maximum of \$5,000. Assistance through this program is possible only once per BC Arts Council fiscal year (April 1- March 31). Organizations may only submit one application to this program per deadline.

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## Notification of Awards

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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.

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## Payment of Awards

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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.

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## Final Reports

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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. 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 Report forms are available at: <http://www.bcartscouncil.ca/forms.htm>. Final Reports may be scanned and submitted electronically to [BCArtsCouncil@gov.bc.ca](mailto:BCArtsCouncil@gov.bc.ca) or by mail or courier.

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## Confidentiality of Information

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The collection, use, and disclosure of personal information are subject to the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. Unless otherwise indicated, personal information submitted with this application may 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 Revenue Agency through the issuance of T4As.

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## Recognition of Awards

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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 [www.bcartscouncil.ca/mediaroom/logoanduse](http://www.bcartscouncil.ca/mediaroom/logoanduse). This 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 organization and its activities.

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

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## Contact Information

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Ingmarie Thunander – Program Officer  
778 698-3531 | [Ingmarie.Thunander@gov.bc.ca](mailto:Ingmarie.Thunander@gov.bc.ca)

Monique Lacerte – Program Officer  
778 698-3532 | [Monique.Lacerte@gov.bc.ca](mailto:Monique.Lacerte@gov.bc.ca)

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

For general information or further assistance, please contact:

Telephone: 250 356-1718  
Email: [bcartscouncil@gov.bc.ca](mailto:bcartscouncil@gov.bc.ca)

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

