



BRITISH COLUMBIA ARTS COUNCIL

An agency of the Province of British Columbia

Mailing Address:

Box 9819, Stn Prov Govt, Victoria, British Columbia V8W 9W3

Location Address:

800 Johnson Street, 1st Floor, Victoria, British Columbia V8W 1N3

Tel: (250) 356-1718

E-mail: bcartscouncil@gov.bc.ca

Fax: (250) 387-4099

Web site: www.bcartscouncil.ca

20-017

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.

SPECIAL PROJECT ASSISTANCE GUIDELINES - CAPACITY AND SUSTAINABILITY

The **Special Project Assistance - Capacity and Sustainability Program** is designed to assist arts and cultural organizations planning to undertake specific activities that will increase their capacity and contribute to long term sustainability.

The program is intended to assist organizations that can demonstrate a high degree of critical self-reflection. A competitive submission will include analysis of the organization's stage in its life cycle, details of the specific impacts of the current environment, realistic assumptions and explanation of the anticipated results, including the knowledge gained through the project.

Training, technical assistance and funding are available to support specific initiatives, which include projects that either:

1. **Build artistic or administrative depth by augmenting human resources (up to \$30,000);**
2. **Implement marketing and/or development initiatives (up to \$30,000); OR**
3. **Purchase capital assets (up to \$20,000).**

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. Members of advisory committees and juries want to hear the applicant's own assessment of the problems faced and the creative solutions under consideration.

ELIGIBILITY CRITERIA

An eligible applicant must:

- Be an organization assisted by the BC Arts Council in recent years (2008 - 2010).
- Demonstrate strong governance, with an active board and strengths in strategic planning as demonstrated in previous Council assessments.
- Employ competent artistic and management leadership as demonstrated in previous Council assessments, achievements, collaborations, partnerships, relationships, etc.
- Compensate artists by paying fees at industry standards and by adhering to international copyright law.
- Submit a duly completed Application Form and Written Statement (please refer to *Application Form – Capacity and Sustainability*).
- Demonstrate the need for financial assistance, as defined by the Council's policy.

Exclusions

Awards are not available for:

- Projects that have begun prior to the application deadline.
- Project deficits.
- Start-up costs or seed money.
- Projects that are secondary to other purposes (e.g. fundraising events, conventions or family, religious or community celebrations).
- Subsistence to artists.

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 submission:

- The British Columbia Arts Council receives applications and acknowledges receipt by email within 2 weeks.
- The Council's staff reviews applications for completeness.
- A multi-disciplinary projects jury then evaluates the proposals using the assessment criteria below, and determines the level of funding and conditions on the payment of awards.
- The Council informs each applicant of the decision in writing. It is anticipated that Council will release results before the end of October 2011.
- Applicants are urged to contact the Council's staff for feedback on their application.

ASSESSMENT CRITERIA

The Jury will consider each application according to the applicant's mission, the organization's stage in its life cycle, specific impacts of the current environment and anticipated results, including the knowledge to be gained through the project. In addition, the impact of the proposed initiative may be reviewed with reference to three key areas from previous Council assessment: artistic achievement, community engagement and organizational capacity. The adjudication will evaluate the assumptions stated in the proposal.

Capacity 50%

This criterion encourages applicants to outline an analysis of the organization's stage in its life cycle, the impact of the current environment on its operations and the gaps identified in the organization's knowledge. Other factors include the realism of the stated assumptions and the strength of the analysis. Assessment will also include the clarity of proposals in terms of the plans for the implementation. Jurors will discuss the following:

- An assessment of the organization's stage in its life cycle.
- An analysis of the impact of the current environment on the applicant organization's programming, marketing and development plans.
- An outline of gaps in the applicant organization's knowledge and the training and technical assistance required for staff and members of the board of directors.
- Presentation of realistic budget assumptions and projections.

Artistic Achievement 25%

This criterion encourages applicants to define and demonstrate excellence in their organization's artistic activity, showing how the proposed project supports clear ideas, high production standards and advancement of the art form or audiences.

Community Engagement and the Development of Artists 25%

This criterion encourages applicants to show their organization's stimulating and varied forms of public engagement, primarily through performance or exhibition. The assessment will also consider how the project supports the improvement of audience and artistic development, participation, discourse, education, or other opportunities offered.

Application Requirements

All applicants are urged to contact their Program Officer *prior* to submitting an application.

Applicants must provide a signed, completed Capacity and Sustainability application form and, concurrently, all other required information.

The signed application form must be submitted by the deadline along with the following:

- A project budget, if appropriate.
- An operating budget for the fiscal year in which the project takes place that demonstrates funding from sources other than the BC Arts Council, such as earned revenue, federal and local government support, and private sector contributions.
- A list of the current Board of Directors with the start date of members' appointments and their occupations.
- A list of principal administrative and artistic staff giving name and title or responsibility.
- A copy of financial statements for the most recently completed fiscal year (see details below).

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 Council award. 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 Operating or Project Grant for last fiscal year	Minimum Required Documentation
Less than \$10,000	Internally prepared Financial Statements
\$10,001 - \$25,000	Notice to Reader Financial Statements (Externally prepared)
\$25,001 - \$100,000	“Review Engagement” Financial Statements
Greater than \$100,000	Audited Financial Statements

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 submission of any outstanding reports to the Council.

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.

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 demonstrates need for financial assistance to realize the project for which it requests assistance.

For Applicants in the Special 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 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, and should therefore be designated to that purpose in the financial statements.

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. 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, if funded organizations or artists have a website, they are encouraged to add a link to the BC Arts Council site.

For information regarding the provincial logo, please contact the Ministry of Community, Sport and Cultural Development's Public Affairs Bureau.

Maximum Assistance Levels

The Maximum Assistance Levels for Special Project Assistance – Capacity and Sustainability are either \$20,000 or \$30,000, depending on the nature of the project. (See the Application Form for more information.)

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*. Your organization's information will be shared in confidence with members of the adjudication jury. The names and locations of successful award recipients will be published along with the amount of the award in the Annual Report of the BC Arts Council.

Application Deadline

- August 2, 2011

The deadline for Special Project Assistance – Capacity and Sustainability program applications is August 2, 2011, by online application system or postmarked. Applications will not be accepted by fax or email.



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.