



BRITISH COLUMBIA ARTS COUNCIL

An agency of the Province of British Columbia

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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.

PROJECT ASSISTANCE FOR COMMUNITY ARTS FESTIVALS

Project Assistance assists community-based arts and cultural organizations in British Columbia in the production of a local arts festival. Awards under this program are intended to assist with the fees to professional artists and technicians engaged for the festival. Eligible projects may include presentation of original work, existing repertoire or exhibitions, or exploration of diverse forms. Festivals may feature a combination of local and touring artists. Awards will provide up to a maximum of \$7,500. Priority will be given to festivals that engage B.C. and Canadian artists.

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 articulate how actions and decisions fulfill 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

General Eligibility

An eligible applicant must:

- Be a B.C. based arts, cultural or community organization that has previously produced at least one arts festival at a high standard.
- Be an organization registered and in good standing as a not-for-profit society in the Province of British Columbia for at least one year.
- Be based in British Columbia and working to develop audiences in B.C.
- Compensate artists and technicians by paying fees to professionals at industry standard, and by adhering to international copyright law.
- Have effective artistic and administrative leadership, but be organized primarily by volunteers.
- Provide a project budget that demonstrates a diversified revenue base, with significant funding from sources other than the BC Arts Council, including earned revenues, local government support, and in particular local 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.
- Demonstrate the need for financial assistance, as defined by BC Arts Council policy.

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 application date.
- Project deficits.
- Capital development projects.
- Capital renovation costs or purchase of equipment.
- Fund-raising.
- International travel costs of foreign artists visiting British Columbia.
- Travel of arts festival organizations to international symposia.
- Conferences or competitions.

ADJUDICATION PROCESS

While the Council makes every effort to respond swiftly to each proposal, in the interest of fairness, the following process is used to evaluate every Letter of Intent (LOI):

- The Council receives LOIs (see *Letter of Intent-Community Arts Festivals form*) by the program deadline date.
- The Council acknowledges receipt of LOIs within two weeks by email.
- The Council's staff review applications for eligibility, completeness and accuracy.
- The peer assessment jury then evaluates the LOIs on the basis of 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. Applicants are urged to seek feedback on applications.

Please note that the following weighting will apply in the jury's assessment of your proposal.

ASSESSMENT CRITERIA

The jury will consider each LOI according to three areas: artistic achievement, community engagement, and feasibility.

Artistic Achievement (50%)

- Quality of the previous and/or proposed artistic program.
- Ability to realize the proposed project.
- Project's contribution to the development of the arts in B.C.
- Commitment to works by B.C.* artists, new art forms, and the inclusion of diverse forms of artistic expression. *Canadian artists are also eligible.
- Level and consistency of payments to artists.

Community Engagement (25%)

- Demonstrated need for the project in the community.
- Anticipated impacts of the project in the community.
- Levels and forms of local support.
- Opportunities for local artists to develop their skills (e.g. through workshops).
- Accessibility and uniqueness of the project to artists and audiences.
- The number of people the project will reach.

Feasibility (25%)

- The organization's capacity to realize the proposed project.
- Ability to realize planning, audience development, marketing, and financial management objectives.
- Sustainability of the organization as demonstrated by the stability of its finances, governance and management.

In all cases the clarity of the application, how the festival supports the organization's mandate, and the demonstrated ability of the organization to achieve its proposed artistic and administrative goals will form an integral part of the adjudication process.

LOI Checklist

All applicants should contact the program officer with any questions.

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

All LOIs must include:

- A signed, completed *Letter of Intent - Community Festivals* form, including detailed project budget and written statement, addressing all the application questions. The written statement must be no longer than 3 pages, in font size 11 or larger.
- A list of the organization's current board of directors or trustees, including their occupations.
- A list of principal administrative and artistic staff or significant contractors, giving name and title or responsibility and whether the position is paid or volunteer.
- Names and brief biographies of contributing artists and the fees they are to be paid, or an interim list of proposed artists and anticipated fees.
- One copy of the organization's most recent Financial Statements.
- A statement regarding the ownership of the venues where the festival will take place.

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 BCAC award or, in the case of new applicants, internally prepared financial documents are acceptable. The Council's staff reserves 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
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 successful applicant:

- 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.

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. Awards to collectives will be paid in the name of one of the group's individual members.

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 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 for the Project Assistance Program

Project assistance will not exceed 50% of the total project budget to a maximum of \$7,500.

Application Deadline (by online application system, or postmarked)

- February 15, 2011



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.