



## 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 – ARTS PERIODICALS

---

Arts Periodical Development Project assistance is intended to assist periodicals not currently receiving Operating Assistance from the BC Arts Council.

Periodical Special Project assistance awards are intended to assist organizations currently receiving Operating Assistance from the BC Arts Council.

## ARTISIC 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 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 Criteria**

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

- Have been operating as a registered not-for-profit society in good standing in the Province of British Columbia for a minimum of one year.
- Compensate writers and other artists by paying fees at industry standard, and adhere to BC Arts Council policy and the Canadian *Copyright Act*.
- Employ competent artistic and administrative leadership.
- Provide audited or independently-prepared financial statements (“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, federal and local government support, and private funding.
- Have completed and submitted final reports for any outstanding project assistance provided through the BC Arts Council.
- Demonstrate the need for financial assistance, as defined by Council policy.

Priority will be given to periodicals that emphasize the work of British Columbia writers and artists.

### **Exclusions**

Awards are not available for projects that have been completed prior to application, for project deficits, or for periodicals that:

- Primarily offer news reporting or cover current events.
- Advocate for political organizations or causes.
- Are academic or scholarly journals.
- Promote commercial enterprise.
- Are in-house newsletters or magazines that publish material of interest to their memberships.

Project Assistance awards are also not available for: start-up costs including initial payment of contributors or “seed” money; feasibility studies; capital development projects; capital renovation costs; equipment purchase; fund-raising; international travel costs of foreign artists visiting British Columbia; travel of arts organizations to international symposia, conferences or competitions; or projects in celebration of anniversaries.

### **Specific Eligibility Criteria**

#### **A. Periodical Development Projects**

Arts Periodical Development Project assistance is intended to assist periodicals not currently receiving Operating Assistance from the BC Arts Council.

Awards can be made for either a specific project or to assist the production activities of the organization. Under normal circumstances, applicants for Development Project assistance must, in addition to meeting the above criteria, demonstrate a record of realizing comparable projects at a professional standard.

## B. Periodical Special Projects

Periodical Special Project assistance awards are intended to assist organizations currently receiving Operating Assistance from the BC Arts Council.

Awards are made to assist a specific activity. Under normal circumstances, applications for Periodical Special Project assistance must be for a unique project that could not take place without an award, is clearly distinct from the normal operations of the applicant, and will be produced once (Note: since this funding is not available for repeated activities).

### **Application Requirements**

Applicants are encouraged to submit realistic requests based on realistic goals. All applicants are urged to discuss their project proposal with a program officer 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 budget and names and résumés of contributing artists.
- A list of the organization's current board of directors or trustees, including their occupations.
- A list of principal administrative, editorial, and artistic staff or significant contractors, giving name and title or responsibility.
- A history of the applicant's previous contributions to the development of the professional arts, including any appropriate press or critical documentation.
- A copy of any recently prepared planning and policy documents.
- A copy 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.

The following documents must also be submitted with the application:

- A statement of editorial policy.
- The names of publishers, editors and members of the editorial board.
- A statement indicating frequency of publication.
- Printing and circulation information.
- 6 copies of each issue of the previous year's periodical.

### **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.

There is a five-step process for applications.

1. Council acknowledges receipt of applications in writing.
2. Council staff reviews applications for completeness and accuracy, and prepare an analysis of the applicant's artistic achievement, community engagement and administrative capacity.
3. The application then undergoes a peer review process (a jury or advisory committee) that evaluates the applications, determines the recommended level of funding, and conditions, if any, on the payment of the award.

4. The Council board approves the peer review recommendations.
5. Council staff informs each applicant of the final decision. Under normal circumstances, if a project is dependent on funding from other sources, approved awards will not be paid out until funding from

### **Assessment Criteria**

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

- **Artistic Excellence:**
  - Level of artistic merit in the concept, writing, design, production, and execution of the project.
  - Project's contribution to the development of arts and culture in B.C.
  - Commitment to works by Canadian artists, new art forms, and the inclusion of diverse forms of artistic expression.
  - Level and consistency of payment to artists.
- **Community Engagement:**
  - Accessibility of the project to artists and audiences.
  - Number of people the project will reach.
  - Project's accessibility to diverse and regional communities.
- **Organizational Capacity:**
  - 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 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 British Columbia Arts Council assesses whether each applicant has a real need for financial assistance to realize the project or program 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](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.

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 awards will not exceed 50% of project costs for either Arts Periodical Development or Special Projects.

### **Application Deadlines (by online application system, or postmarked)**

The deadline for both Development and Special Projects is:

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

To download a printable version of the application form, [click here](#) and select Download printable form.