



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 DEVELOPMENT

Community Arts Development Project awards are intended to assist not-for-profit community arts and cultural organizations not currently receiving Operating Assistance from the BC Arts Council.

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: READ FIRST

General Information

Applications are evaluated according to the applicant's mandate, vision and core values, as well as specified criteria. The criteria are grouped into three areas: artistic achievement, community engagement and organizational capacity. An organization that excels in all areas of the assessment criteria will demonstrate the following characteristics:

- Excellence in community arts activity, with clear ideas, skilled practice and strong contribution to the development of the community arts.
- Stimulating and varied forms of engagement with artists and the general public, through audience development, artistic development, participation, discourse, education, or other opportunities offered by the organization.
- Excellence in leadership and management, resulting in greater sustainability and growing recognition of the organization.
- Realistic planning supported by informed and active directors.

General Eligibility Criteria

Eligibility is determined according to the following criteria:

An eligible applicant must:

- Be registered as a not-for-profit society in good standing in the Province of British Columbia and be a community arts and cultural organization for which the development of the arts is the principal objective identified in its incorporation documents.
- Engage artistic and administrative leadership as demonstrated in previous achievements, collaborations, partnerships, relationships, etc.
- Demonstrate the intention to compensate professional artists by paying fees at or near industry standards and/or community artists on mutually agreeable terms, and adhere to international intellectual property rights standards.
- 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 Council policy.

Exclusions

Awards are not available for:

- Projects that have begun prior to application.
- Project deficits.
- Capital expenditures (construction, renovation, or purchase of property or equipment).
- Fund-raising.
- Start-up costs or seed money.
- Feasibility studies.
- For-profit entities.
- International travel costs of foreign artists visiting British Columbia.
- Travel 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.
- Entertainment for a pre-existing community event.

Specific Eligibility Criteria

Community Arts Development Project awards are intended to assist community arts and cultural organizations 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 Community Arts Development Project assistance must, in addition to meeting the above criteria, demonstrate a record of realizing comparable projects.

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 application:

- The Council receives applications by the program deadline date.
- The Council acknowledges receipt of applications in writing.
- The Council's staff review applications for eligibility, completeness and accuracy.
- The discipline-specific Projects Jury then evaluates the applications 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 application.

ASSESSMENT CRITERIA

The Jury considers how well the organization fulfills its mandate, mission and values through the pursuit of excellence in these three areas of assessment:

Artistic Achievement (50%):

The Jury will assess excellence in the achievement of community arts activity acknowledging the range of different practices in the community arts and assessing how the proposed project will advance the field of community arts. The Council's jurors will discuss the following:

- Clarity, focus, originality and vitality of the proposed project.
- Artistic risk or challenges inherent in, or tackled by, the proposed project.
- Ability to realize the project artistically, based on previous successes and support material.
- Previous artistic achievements of the organization.
- Potential benefit to the community and the opportunities provided for BC artists including Aboriginal and culturally diverse artists.
- The applicant's artistic practice in the context of BC's geographic, Aboriginal and cultural diversity.
- Clear statements about compensation to every artist participating in the project.

Community Engagement (25%)

The Jury will assess excellence in engagement with one or more identified artistic/cultural communities, the broader art and cultural communities and the general public. The Council's jurors will discuss the following:

- Knowledge of the project's audience plus insight and strategies that will lead to further audience development.
- Commitment to work created by BC and Canadian artists.
- The project's level of engagement in the context of BC's geographic, Aboriginal and cultural diversity.
- Risk taking with regard to public engagement.

Feasibility (25%):

The Jury will assess the achievability of the project. The Council's jurors will discuss the following:

- Abilities in project management, including planning, audience development, marketing, communications (e.g. with collaborators, funders, media, peer artists) and financial management.
- Demonstrated capacity to realize this project including presentation of realistic budget assumptions and projections.
- Whether the project budget demonstrates a diversified revenue base, with significant funding from sources other than the British Columbia Arts Council, including earned revenues, local government support, private funding, and local financial and in-kind support for the project.

Application Requirements

All applicants, especially new applicants to this program, are urged to discuss their request with Council staff prior to submitting an application.

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

Applications must include:

- A signed, completed Project Assistance application form, including details of the proposed project and the budget.
- A written statement of no more than six pages, (font size 11 or greater, on single-sided white paper without staples) that addresses all application questions.
- Maximum 250-word bio for each member of the project's creative team.
- One copy only of material supporting the history of the applicant's creation, development, production, or dissemination of their discipline in British Columbia, including appropriate press or critical documentation. Do not submit CDs, DVDs, urls or marketing materials (e.g. posters, ads, press releases).
- A list of the organization's current board of directors, trustees, or board of management including their occupations and start dates.
- A list of artistic and administrative staff or significant contractors, giving name and title or responsibility (indicate if paid/volunteer, permanent/seasonal and full-time/part-time).
- One copy of the organization's most recent Financial Statements (see below).

Only applications containing a self-addressed stamped envelope with sufficient postage will have support materials returned.

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. 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
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.

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, funded organizations with a website are encouraged to add a link to the BC Arts Council site.

For information regarding the provincial logo, please contact the Government Communications and Citizen Engagement office of the Ministry of Community, Sport and Cultural Development.

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.

Maximum Assistance Levels for the Project Assistance Program

Project assistance will not exceed 50% of the total project budget.

Application Deadline (by online application system or postmarked; applications will not be accepted by e-mail)

The deadline for Project Assistance for Community Arts Development application is:

- October 15, 2011

Note: if the deadline falls on a weekend or statutory holiday, the deadline becomes the next business day.



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.