



BRITISH COLUMBIA ARTS COUNCIL

An agency of the Province of British Columbia

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20-020

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 community 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 community arts festival at a high standard.
- Demonstrate a clear mandate to enhance community access to and develop the arts in the community.
- 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 adhere to international intellectual property rights standards.
- Have effective artistic and administrative leadership, but be organized primarily by volunteers.
- Have completed and submitted final reports for any outstanding project assistance provided by 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.
- 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 deficits.
- Capital expenditures (construction, renovation, or purchase of equipment).
- Fund-raising.
- 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.

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 application:

- The Council receives applications by the program deadline date.
- The Council acknowledges receipt of applications within two weeks by email.
- The Council's staff review applications for eligibility, completeness and accuracy.
- The peer assessment jury then evaluates 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 contact the program officer to seek feedback on applications.

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

ASSESSMENT CRITERIA

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

The jury will consider each application according to the following three areas of assessment: artistic achievement, community engagement, and feasibility. Jurors will discuss the following:

Artistic Achievement (50%)

- Quality of the previous and proposed artistic programs.
- Ability of the applicant to realize the proposed project artistically, based on previous successes and support material.
- The project's contribution to the development of the arts in B.C.
- Commitment to works by B.C. and Canadian artists, new art forms, and the inclusion of diverse forms of artistic expression.
- Level and consistency of payments to professional artists and technicians participating in the project.

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, collaborations).
- The festival's level of engagement in the context of B.C.'s geographic, aboriginal and cultural diversity.
- 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 including presentation of realistic budget assumptions and projections, that demonstrate 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.
- Ability to realize planning, audience development, marketing, communications and financial management objectives.

Application Requirements

All applicants are urged to discuss their request with the Program Officer prior to submission.

All applications must include:

- A signed, completed Community Arts Festivals application form including detailed project 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 and includes details of the proposed project.
- A list of principal festival staff, indicating whether paid or volunteer and giving name and title or area of responsibility. Indicate if full/part time, seasonal or contract.
- Maximum 250-word bio for each member of the festival staff and each artist participating in the festival.
- A list of the organization's current board of directors, including their occupations (in the case of retirees, former occupations) and start dates.
- One copy of the organization's most recent financial statements (see below).
- Material specifically demonstrating the history of the festival. If available include six copies of the brochure or program from the most recent festival. Applications may also include single copies of relevant media coverage and photographs.

NOTE: Do not send media releases, advertising or other marketing materials, or cds/dvds. They will not be shown to the jury.

Application Checklist

All applicants should contact the Program Officer with any questions.

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

All applications must include:

- A signed, completed *Project Assistance: Community Arts Festivals* form, including detailed project budget and written statement, addressing all the application questions. The written statement must be no longer than six pages, in font size 11 or larger, on single-sided white paper without staples.
- A list of the organization's current board of directors or trustees, including their occupations and start dates.
- 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, plus a maximum 250-word biography of each.
- Names and maximum 250-word biographies of confirmed contributing artists and the fees they are to be paid. OR an interim list of proposed artists with biographies and proposed fees, **along with a list of artists engaged in the most recent festival and the fees each was paid.**
- One copy of the organization's most recent Financial Statements.
- Information regarding the ownership of the venues where the festival will take place and whether confirmed.

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 BC Arts Council award. Council 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
Up to \$10,000	Internally prepared Financial Statements
\$10,001 - \$25,000	Independently prepared Financial Statements
\$25,001 - \$100,000	Reviewed 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.

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.

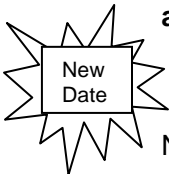
Maximum Assistance Levels

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

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



January 31, 2012

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.