



# 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.

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## PROFESSIONAL PROJECT ASSISTANCE – ARTS FESTIVALS

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**Awards are available only once each fiscal year on a project basis to assist with the activities of professional arts festivals in British Columbia. Awards under this program are intended to encourage specific art forms, build the organizational infrastructure of festivals, and increase the availability of professional arts to the community. The program is not available to recipients of 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. 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**

### **Eligibility Criteria**

An eligible applicant must:

- Be registered as a not-for-profit society in good standing in the Province of British Columbia and a professional arts organization.
- Be based in British Columbia and working to develop audiences in B.C.
- Engage professional artistic and management leadership, as demonstrated in previous achievements, collaborations, partnerships, relationships, etc.
- Compensate artists and practitioners by paying fees at industry standards and adhere to international intellectual property rights standards.
- Demonstrate a record of realizing comparable events at a professional level.
- Demonstrate that the festival will provide unique opportunities and services to artists and audiences.
- 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 BC Arts Council policy (see below).

### **Exclusions**

Applicants cannot receive funding for the same project from another program of the BC Arts Council.

Awards are not available for:

- Projects that have begun prior to application deadline.
- 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.

## **ADUJUDICATION 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 applicant fulfils its mandate, mission and values through the pursuit of excellence in these three areas of assessment:  
artistic achievement, community engagement, and feasibility.**

#### **Artistic Achievement (50%)**

The Jury will assess excellence in the achievement of professional arts festivals activity, acknowledging the range of different practices in any one discipline and assessing how the proposed project will advance the art form or practice that is central to the work of the organization. The Council's jurors will discuss the following:

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

#### **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 B.C. and Canadian artists.
- The facilitation of new collaborations between artists.
- The project's level of engagement in the context of B.C.'s geographic, Aboriginal and cultural diversity.
- Risk taking with regard to public engagement.

#### **Feasibility (25%)**

The Jury will consider the feasibility 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 BC Arts Council, including earned revenues, federal and local government support, and private funding.

### **Application Requirements**

All applicants are strongly encouraged to discuss their project proposal with a program officer prior to submitting an application.

Applicants are encouraged to submit realistic requests based on realistic goals.

Applications must include (see Application Checklist on application form):

- A signed, completed Professional Arts Festival Project Assistance application form, including detailed project budget.
- A written statement of no more than 6 pages, font size 11 or larger, on single-sided white paper with no staples, that addresses all application questions and provides a rationale for the programming choices and their connection to the festival’s artistic vision. Maximum 250-word bio for each member of the creative team.
- Seven copies of the program from the applicant’s most recent festival.
- A list of the organization’s current board of directors or trustees, including their occupations and start dates.
- A list of principal artistic and administrative staff or significant contractors, giving name and title or responsibility (indicate if permanent/seasonal and full/part-time).
- Material supporting the history of the applicant’s creation, development, production or dissemination of the festival arts, including selected press or critical documentation. Do not submit CDs, DVDs, urls or marketing materials other than the most recent festival program.
- 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 material 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.

<b>BC Arts Council Grant for last fiscal year</b>	<b>Minimum Required Documentation</b>
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.

## **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](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, 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 for the Project Assistance Program**

Project awards 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)**

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

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