



## 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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## Project Assistance – Professional Arts Training

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This program is intended to support projects which assist with the development and special training activities of recognized arts and cultural training organizations in British Columbia. Eligible activities may include specialized training for professional artists and cultural workers or specialized training for those who are committed to pursuing professional careers in the arts.

## 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.

## **GUIDELINES**

### **General Eligibility Criteria**

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

- Have been operating as a registered non-profit society in good standing in the Province of British Columbia for a minimum of two years, with a mandate to provide professional-level training for developing artists and cultural workers.
- Have completed the BC Arts Council's *Review of Operational and Tuition Standards for Non-Profit Arts Training Organizations* assessment process, and have received accreditation under the Private Career Training Institutions Agency (PCTIA). Please note, new applicants are subject to the satisfactory completion of an independent assessment. Applicants must contact the program officer to discuss the appropriate steps.
- Comply with all requirements of the Criminal Records Review Act.
- Be able to provide a written syllabus or curriculum.
- Provide evidence of a need in the community for the proposed training.
- Compensate artists and instructors by paying fees at industry standard.
- Employ competent artistic and administrative leadership.
- Provide an audited or independently-prepared financial statement (“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, local government support, and 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 Council policy.

Eligible costs include fees of professional personnel engaged to deliver proposed training; eligible costs may also include specific expenses directly related to the project.

### **Exclusions**

Project Assistance awards are not available for: capital development projects; capital renovation costs; equipment purchase; fund-raising; travel of training resource organizations to international symposia, conferences or competitions; or projects in celebration of anniversaries.

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

### **Specific Eligibility Criteria**

Awards can be made for either a specific project or to assist the programming or production activities of the organization. Under normal circumstances, applicants for Professional Development project assistance

must, in addition to meeting the above criteria, demonstrate a record of realizing comparable projects at a professional standard.

### **Application Requirements**

Applicants are encouraged to submit realistic requests based on realistic goals. All applicants must discuss their project proposal with a program coordinator prior to submitting an application.

Applications require detailed submissions, and must 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 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 and training, including any appropriate press or critical documentation.
- Copies of any recently prepared planning and policy documents.
- One 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.

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

### **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 at any time, but adjudicates them only twice each fiscal year.
- The Council acknowledges receipt of applications in writing.
- The Council's staff review applications for completeness and accuracy, and prepare an analysis of the applicant's administration, financial management, and sustainability.
- The applicable jury or advisory committee then evaluates the applications, and determines the level of funding and conditions on the payment of awards.
- The Council informs each applicant of the decision.

### **Assessment Criteria**

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

- Artistic Excellence: (50%)
  - Quality of the artistic and training program.

- Ability to realize the proposed project.
- Project's contribution to the development of the professional arts and artists in BC.
- 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.
  
- Service to the Community: (25%)
  - Accessibility and uniqueness of the project to artists, students, community and audiences.
  - Number of people the project will reach.
  - Project's accessibility to diverse and regional communities.
  
- Administrative Capacity: (25%)
  - 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 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.

### **Maximum Assistance Levels for the Project Assistance Program**

Project awards will not exceed 50% of project costs for Professional Projects.

### **Application Deadline (by online application system or postmarked)**

- April 15, 2010



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.