



BRITISH COLUMBIA ARTS COUNCIL

An agency of the Province of British Columbia

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20-014

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.

PROFESSIONAL PROJECT ASSISTANCE – LITERARY ORGANIZATIONS

Literary Development Project assistance is intended to assist literary arts organizations not currently receiving Operating Assistance from the BC Arts Council.

Literary Special Project assistance awards are intended to assist organizations 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 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:

- Be a professional literary organization, including a literary arts service organization.
- 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 artists by paying fees to professional artists at industry standard, and adhere to BC Arts Council policy and the Canadian *Copyright Act*.
- Employ competent artistic and administrative leadership.
- Provide an 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.
- 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 been completed prior to application or for project deficits.

Project Assistance awards are also not available for: capital development projects; capital renovation costs; equipment purchase; fund-raising; international travel costs of foreign artists visiting British Columbia; travel of literary arts organizations to international symposia, conferences or competitions; or projects in celebration of anniversaries.

Specific Eligibility Criteria

A. Literary Development Projects

Literary Development Project assistance is intended to assist literary arts organizations not currently receiving Operating Assistance from the BC Arts Council.

Awards are usually for a specific project but may also be to assist the production activities of the organization. Under normal circumstances, applicants for Professional Literary Development project assistance must, in addition to meeting the above criteria, demonstrate a record of realizing comparable projects at a professional standard.

B. Literary Special Projects

Literary 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 Literary Special Project assistance must be for a unique project:

- That could not take place without an award.

- Clearly distinct from the normal operations of the applicant.
- To be produced once only, 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 coordinator prior to submitting an application.

Applicants are responsible for ensuring that an application is complete and correct.

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 writers and other literary 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 literary arts, 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.

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 Literary 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 Literary Advisory Committee will evaluate requests according to the following criteria:

- Artistic Excellence
 - Quality of the artistic program.
 - Project's contribution to the development or support of the literary arts 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.
- Community Engagement
 - Accessibility of the project to artists and audiences.
 - Potential effect of the proposal on the public and literary communities, including the levels of creative opportunity offered professional writers and other literary artists.
 - 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 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.

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

Under normal circumstances, applicants may receive only one Project Assistance award per government fiscal year (April 1 – March 31).

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, 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.

Application Deadlines (by online application system or postmarked)

Deadlines for both Professional Literary Development and Special Projects are:

- 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.

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