



**ENHANCED CAPACITY ASSISTANCE 2018/19  
INTERIM REPORT**

**Organizations currently receiving Enhanced Capacity funding must submit this Enhanced Capacity Interim Report by the program deadline (March 15 or September 30, see below) in order to receive their Enhanced Capacity grant payment for the following year.**

Use this **Enhanced Capacity Interim Report Form** and respond to all questions and requirements outlined on the following pages in order to make your report. Full **Operating Assistance and Enhanced Capacity Program Guidelines** are available at [www.bcartscouncil.ca/guideline\\_list](http://www.bcartscouncil.ca/guideline_list) and should be consulted for a review of the general description, eligibility, requirements and criteria of the BC Arts Council's Operating Assistance program. Applicants are asked to refer to the [BC Arts Council's Strategic Plan 2018-2022](#) for full details on the current strategic direction of Council.

**Operating Assistance and Enhanced Capacity Program Deadlines:**

- |              |   |
|--------------|---|
| March 15     | Arts Periodicals, Performing Arts Organizations and Professional Arts Training Organizations  |
| September 30 | Professional Arts Festivals, Community Arts / Media Arts / Visual Arts Organizations, Public Museums, and Arts and Cultural Service Organizations |

*BC Arts Council program guidelines, application forms and report forms are revised annually.*

**ORGANIZATION NAME:**

**DATES:**

Enhanced Capacity requests must align with the fiscal year of your Operating Assistance application.

**Fiscal Year Start:**     /     /  
                              yyyy    mmm    dd

**Fiscal Year One AWARD AMOUNT RECEIVED:**

\$15,000

\$30,000

## Enhanced Capacity Interim Report Requirements

The report should provide updates to the submission from the previous year (fiscal year one) and inform Council of the anticipated challenges and opportunities facing the organization.

Council believes that artists and arts organizations are well placed to assess the quality of the work they produce. As a result, an essential element of each report is insightful, critical self-reflection. Council wants to understand the organization's assessment of the challenges and opportunities it faces and the creative solutions under consideration.

### **Enhanced Capacity Interim Report – Written Statement**

**Please answer the following two questions:**

1. What did your organization receive Enhanced Capacity funding to do?
2. Did your organization experience significant challenges or opportunities with its Enhanced Capacity project in terms of managing transition, supporting risk, introducing change and innovation, and/or enhancing aspects of organizational capacity? If, for example, the budget, personnel or scope significantly changed since the Enhanced Capacity funding was received, briefly state the resultant effect.

**The report must not exceed two pages, in font size 11 or larger, and be printed on single-sided, standard letter-sized white paper, submitted unbound and without staples.**

**Your report must include the following and be assembled in the order listed below:**

- A completed **Enhanced Capacity Interim Report Form** (page 1).
- A written statement, detailing any required updates, to a maximum of two pages, based on the areas identified above.
- Number of people served by the project: audience          participants          .
- Attach copies of critical reviews, letters of support and/or evaluations of the project.
- Attach a list of title(s) and synopsis of commissioned work(s) (if applicable).
- Attach additional material you feel will assist this interim report.

Support material will not be returned.

Reports are accepted by mail and must be postmarked by Canada Post or a courier company no later than the deadline date. If the deadline falls on a weekend or statutory holiday, the deadline becomes the next business day.

Reports may also be hand delivered or delivered by courier to 800 Johnson Street, Victoria, B.C., up to 4:00 p.m. on the deadline day. Submissions by email or fax will not be accepted.

#### **SECTION 4 - DECLARATION**

**I do solemnly declare that, to the best of my knowledge, all information contained in this report is complete and true in every respect.**

**Name and Title (please print)** \_\_\_\_\_

**Authorized signature** \_\_\_\_\_ **Date** \_\_\_\_\_