



Mailing Address:

Box 9819, Stn Prov Govt
Victoria, BC V8W 9W3
Tel: (250) 356-1718
Fax: (250) 387-4099

Location Address:

800 Johnson Street, 2nd Floor
Victoria, BC V8W 1N3
E-mail: bcartscouncil@gov.bc.ca
Website: www.bcartscouncil.ca

OPERATING ASSISTANCE – 2018/19 EXTENDED CYCLE INTERIM REPORT

Organizations supported on Extended Cycle Status within the Operating Assistance Program in 2017/18 must submit an Extended Cycle Interim Report by the program deadline (March 15 or September 30, see below) in order to receive funding for the following year.

Use this **Extended Cycle Interim Report Form – 2018/19** and respond to all questions and requirements outlined on the following pages in order to make your report. Full **Operating Assistance Program Guidelines** are available at 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.

General Information:

- All general eligibility criteria continue to apply, as do Council's policies relating to the Operating Assistance Program, including Fair Notice, Changes to Awards and Recognition of Assistance, as outlined in the **Operating Assistance Program Guidelines**.
- Extended Cycle operating grants for 2018/19 will remain at the same level as the applicant's 2017/18 operating grant.
- Extended Cycle Grant Reports will not be assessed by a peer review process. In cases where there have been significant departures from originally proposed activity, however, staff may refer reports to the relevant Advisory Committee for review and recommendations.
- Reports must include all documents and information requested on page 6.
- For those organizations registered in CADAC, required financial and statistical information must be submitted through CADAC by the program deadline.
- The following process will be used for all 2018/19 Extended Cycle operating grants:
 - The British Columbia Arts Council receives reports and acknowledges receipt by email within 2 weeks of the deadline date.
 - Council staff reviews reports for completeness and eligibility and may request additional information based on program guidelines and policy considerations.
 - All operating grants for 2018/19 will be ratified by the BC Arts Council Board and may be subject to the Payment of Awards policy, as described under Funding Status guidelines, upon approval by Council.
 - All applicants will receive notification of their grant by letter. Results will not be released by phone or email.
- All payments of grant monies to the grant recipient are subject to an authorizing appropriation under the Financial Administration Act.
- Recipients must inform Council in a timely manner of substantive changes to the organization's structure, financial position, staffing or activities, or any other significant departures from what was described in the original application.
- The BC Arts Council will not consider appeals of results for organizations on Extended Cycle Status, unless the award has been made subject to the Payment of Awards guidelines, as above.

Operating Assistance Program Deadlines:

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

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

About the BC Arts Council: New Foundations

The BC Arts Council is an agency of the provincial government established by the *Arts Council Act*, for the purposes of:

- Providing support for the arts and culture in British Columbia;
- Providing persons and organizations with the opportunity to participate in the arts and culture in British Columbia; and
- Providing an open, accountable and neutrally administered process for managing funds for British Columbia arts and culture.

In July 2018, the BC Arts Council released [New Foundations: Strategic Plan for the British Columbia Arts Council 2018-2022](#), which articulates the following vision:

“Artists and cultural organizations in British Columbia are well-supported, thriving, and able to reach their full potential under principles of equity, diversity, accessibility, and reconciliation. Arts and culture are seen as fundamental to developing vibrant and resilient communities, where the people of British Columbia are highly engaged in the province’s unique arts and culture sector recognized for its innovation and leadership in Canada and abroad.”

Strategic Directions

The new strategic plan lays out four new strategic directions for the BC Arts Council, intended to facilitate more equitable access to arts funding and informed by the current context facing the arts and culture sector in B.C.:

- Sustainability and Creative Development
- Equity, Diversity and Access
- Indigenous Arts and Culture
- Regional Arts and Community Arts

Values

The current year is one of transition, as Council’s funding priorities and programs begin to navigate from the previous strategic plan to the full implementation of its new strategic directions. Throughout this transition, Council is highlighting and strengthening some of its previous commitments, as expressed through values such as access, recognition, engagement and consultation, while signalling the new values that will guide all of Council’s decisions and activities, from program design to the peer review process, into the future:

- Artistic Development and Achievement
- Indigenous Engagement and Cultural Vitality
- Equity, Access and Diversity
- Collaboration and Partnerships
- Engagement and Participation
- Recognition and Promotion
- Fair and Transparent Governance

Throughout all of its work, the BC Arts Council is committed to upholding the principles outlined in the [Calls to Action of the Truth and Reconciliation Commission](#) and the [United Nations Declaration of the Rights of Indigenous Peoples](#) (the Declaration), as adopted by the Province of British Columbia.



**BRITISH COLUMBIA
ARTS COUNCIL**
An agency of the Province of British Columbia

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**EXTENDED CYCLE OPERATING ASSISTANCE
INTERIM REPORT FORM – 2018/19**

Application Deadline: September 30

Please read Program Guidelines before completing form.

CADAC ID

ORGANIZATION NAME (Legally Registered Name)

MAILING ADDRESS:

Telephone:

Email:

Website:

FOR BCAC USE ONLY:

FILE #

**PLEASE SELECT YOUR
PROGRAM DISCIPLINE:**

- Dance
- Music
- Theatre
- Media Arts
- Visual Arts
- Public Museums
- Arts Periodicals
- Professional Arts Training
- Professional Arts Festivals
- Community Arts Organizations
- Arts & Cultural Service Organization

DECLARATION

Submitting Officer

President Board Chair

_____ (print name)

_____ (print name)

_____ (print title)

In submitting this application, we the undersigned hereby declare that:

- a. the applicant meets all of the criteria of fundamental eligibility for this program;
- b. this application has been approved by the board of directors of the society;
- c. to the best of our knowledge and belief the information provided in this application is complete and true in every respect;
- d. the society has complied with all requirements of the Criminal Records Review Act (R.S.B.C. 1996 c.86) and the Society Act (S.B.C. 2015 c.18) in every respect applicable to the society;
- e. the society abides by all applicable municipal, provincial or territorial employment legislation, including but not limited to that relating to employment standards, occupational health and safety, and human rights;
- f. the society is committed to providing safe and respectful working conditions and to fostering a workplace free from discrimination, harassment and sexual misconduct;
- g. any personal information submitted with this application has been done so with authorization from the individual(s) concerned;

The information on this application is collected in accordance with Section 26(c) of the Freedom of Information and Protection of Privacy Act and will be used for the following purposes: tracking and distributing funding, program evaluation and development, communication and outreach.

If you have questions about the collection, use, or disclosure of personal information please contact: Director, BC Arts Council, 800 Johnson Street, Victoria, BC, V8W 9W3 Phone: (778) 698-3533

Signature of Submitting Officer

Signature of President / Board Chair

Date signed

Date signed

FISCAL YEAR END

(mmm/dd)

TOTAL OPERATING BUDGET

\$ _____ \$ _____
previous year current year

If applicable, you must also submit your Enhanced Capacity Interim Report: have you done this?

YES N/A

**FORMS WILL NOT BE ACCEPTED
UNLESS SIGNED BY THE
SOCIETY'S SUBMITTING OFFICER
AND
THE PRESIDENT or BOARD CHAIR**

**THE BC ARTS COUNCIL
REQUIRES ALL DOCUMENTATION
LISTED ON PAGE 6**

Extended Cycle Interim Report

The report should provide updates to the submission from the previous year 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.

The written portion of the Extended Cycle Interim Report must not exceed three pages, in font size 11 or larger on single-sided white paper with one-inch margins and without staples.

1. Did your organization experience significant challenges or opportunities in its programming, activity or organizational capacity in your current and most recently completed fiscal year, that were different from what was described in your original proposal, in each of the following areas?

Please identify the areas where you experienced significant changes and attach a brief description of each.

- Artistic/Curatorial/Editorial Initiatives and Programming
- Community Engagement and Partnerships Activity
- Fundraising and Development Activity
- Financial Situation
- Human Resources, including leadership transition or succession
- Facilities Plans
- Strategic Direction or Governance, including Board transition
- Other: _____

2. Do you anticipate significant changes, challenges or opportunities in your organization's programming, activity or organizational capacity, between now and the end of your funding cycle, that are different from what you described in your original proposal, in each of the following areas?

Please identify the areas where you anticipate significant changes and attach a brief description of each.

- Artistic/Curatorial/Editorial Initiatives and Programming
- Community Engagement and Partnerships Activity
- Fundraising and Development Activity
- Financial Situation
- Human Resources, including leadership transition or succession
- Facilities Plans
- Strategic Direction or Governance, including, Board transition
- Other: _____

This page must be submitted with your report.

FINANCIAL STATEMENTS

You must include two copies of the Financial Statements from your most recently completed fiscal year.

Submitted Financial Statements must include:

- o a Balance Sheet, Income Statement and Notes;
- o an itemized list of grants identified by funder, either in the income statement or in an attached schedule; and,
- o a breakdown of operating net assets, distinguishing between unrestricted net assets and capital assets.

The type of Financial Statements required is based on the recipient's last BC Arts Council award, excluding special projects (see below). Internally prepared financial statements must be signed by two board members of the organization. Council staff reserves the right to request audited Financial Statements if deemed appropriate, regardless of the amount of the applicant's last award.

For applicants operating under the umbrella of a local government or post-secondary institution, financial statements must include a statement of income and expenses for the applicant's activities alone, signed by the umbrella organization's financial officer, in addition to notes indicating if the applicant entity may accrue assets, surpluses or deficits from one year to the next.

BC Arts Council Grant for last fiscal year	Minimum Required Documentation
Up to \$10,000	Internally prepared Financial Statements signed by two board members
\$10,001 - \$25,000	Independently prepared "Notice to Reader" Financial Statements
\$25,001 - \$100,000	"Review Engagement" Financial Statements
Greater than \$100,000	Audited Financial Statements

CADAC REQUIREMENTS

(not applicable for Arts Periodicals, Book Publishers, or Community Arts Organizations)

The BC Arts Council collects financial and statistical information through a national online database called CADAC Canadian Arts Data/Données sur les arts au Canada). This system enables arts organizations applying for operating funding from public funders who are members of CADAC to submit their financial and statistical information in the same format.

To submit your financial and statistical information, you must use the *CADAC Financial Form for Arts Organizations* and the *Statistical Form for Arts Organizations* at www.thecadac.ca.

You are required to submit and update:

- your financial information for the last three years and for the current and projected year(s) included in your Extended Cycle.
- your statistical information for the last three years and for the current and next projected year ONLY.

***Please note that draft entries in CADAC are not visible to BC Arts Council. Your report will be considered incomplete unless you convert the draft CADAC entries to submitted status by the deadline.**

In addition to the hard copies submitted with your application, your organization's Financial Statements must be submitted to CADAC to be reconciled against the Last Year Actuals you have entered into the database. The last Year Actuals entered in CADAC must be reconciled and locked by CADAC staff prior to the release of funds.

Contact your Program Officer for details.

Report Requirements Checklist

The report should be printed on single-sided, standard letter-sized white paper and submitted unbound and without staples.

In addition to the written report, you must include the following items, assembled in the order listed below:

- A signed, completed **Extended Cycle Interim Report** (pages 3 and 4).
- Any required updates, to a maximum of three pages, based on the areas identified on page 4.
- A list of the organization's current board of directors, trustees or board of management, including their occupations and start date (if changed from original proposal).
- A list of administrative and artistic/curatorial staff or significant contractors, giving name and title or responsibility and indicating if permanent/seasonal and full-time/ part-time (if changed from original proposal)
- Two copies of your organization's most recent Financial Statements (see page 5).
- One copy of each of up to six of the most recent publications or festival/season brochures, OR, for arts periodicals only, one copy of two selected issues or editions published over the past year OR, for electronic periodicals only, specific URLs for electronic periodical content over the past year
- One copy of any recently prepared planning and policy documents (if not previously submitted).
- A completed Report Requirements Checklist.

For Arts Periodicals only:

- APPENDIX 1: Circulation and Financial Data Excel Sheets
- Completed Summary of Publications for Current and Projected Fiscal Years

Also ensure that:

- All required financial and statistical information has been entered and uploaded to CADAC for reconciliation and validation by the program deadline date (not applicable for Arts Periodicals, Book Publishers, or Community Arts Organizations).

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. 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.

Note: If the deadline falls on a weekend or statutory holiday, the deadline becomes the next business day.

This page must be submitted with your report.