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## PROGRAM GUIDELINES 2019/20

### OPERATING ASSISTANCE: Book Publishers

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#### Territorial Acknowledgement

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The BC Arts Council acknowledges that it carries out its work on the land of Indigenous nations throughout British Columbia. We are grateful for the continuing relationships with Indigenous people in B.C. that develop through our work together. We acknowledge and raise our hands to the Lkwungen people, known today as the Songhees and Esquimalt Nations, on whose ancestral lands we operate our main offices.

#### General Information – Operating Assistance Program

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##### Program Objectives

The BC Arts Council's Operating Assistance Program aims to provide consistent and responsive funding to assist the general operations of established professional non-profit arts and cultural organizations across disciplines; in so doing, the program supports the sustainable delivery of high quality and impactful arts programs and services to communities across the province.

The Operating Assistance Program supports organizations' operations over a funding cycle of up to four years determined by discipline, type of organization and/or status within the program. Lengths of funding cycles, application requirements and eligibility criteria vary across disciplinary and other sectoral considerations. All applicants must meet the specific eligibility requirements included in the Program Guidelines. Applications from organizations not currently receiving Operating Assistance are only accepted in Year One of a funding cycle.

##### **The Operating Assistance: Book Publishers is in Year 2 of a 2-year funding cycle.**

The Operating Assistance Program offers funding through Extended Cycle and Annual grants:

- 1) **Extended Cycle:** provides established, stable organizations with a fixed funding level over an extended funding cycle. Eligible, approved organizations will receive an operating grant amount over a period of two to four fiscal years based on an initial request and approved amount and subject to annual reporting and budgetary approvals. Organizations on Extended Cycle Status must submit a report by the program deadline annually in order to receive a grant in each of the subsequent years within their funding cycle.
- 2) **Annual Status:** provides funding for annual operations to organizations that are newly entering the operating program; experiencing significant transition; or requiring closer monitoring as identified by the Advisory Committee, Council or staff in consideration of Program Guidelines and Council policy. Those organizations placed on Annual Status must submit a full Operating Assistance – Annual Status application by the program deadline each year.

**Program deadline: September 30, 2019**

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

## About the BC Arts Council: New Foundations

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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 BC Arts Council’s values guide all decisions and activities, from program design to the peer review process. We strive for constant improvement under these values in how we serve artists and cultural organizations throughout B.C.

- 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

## About Operating Assistance: Book Publishers

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The Operating Assistance: Book Publishers contributes to the support of activities of professional book publishers in BC that are committed to developing and promoting Canadian writers through publishing works of literary, artistic or cultural importance for the general public.

**The Operating Assistance Program: Book Publishers is entering Year 2 of a 2-year funding cycle.**

- **Extended Cycle Status:** applicants on Extended Cycle Status applied in Year One and were approved for a grant amount that will remain fixed for each year of the funding cycle. Organizations on Extended Cycle Status must submit a report annually by the program deadline to receive funding for subsequent years.

*Organizations on Extended Cycle Status should consult these program guidelines in full for a review of the general description, eligibility, requirements and criteria of the BC Arts Council's Operating Assistance: Book Publishers.*

- **Annual Status:** applicants on Annual Status applied in Year One and were approved for a grant amount for Year One of the funding cycle. They must submit a full application in subsequent years of the funding cycle.

In September 2020, all eligible applicants will apply for support for the next funding cycle.

The BC Arts Council will only accept new applications for Operating Assistance during Year One of the funding cycle. The next application deadline for applicants not currently receiving support through the Operating Assistance Program will be in September 2020.

## Eligibility Requirements

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Current recipients and eligible new applicants to the Operating Assistance Program may apply to the September 30, 2019 deadline for Operating Assistance: Book Publishers provided they meet the criteria below.

All eligible applicants must:

- Have been a legally registered company or society in BC for at least the previous three years.
- Have operated for at least the previous three years with book publishing as its primary (rather than a peripheral or occasional) business, with the publication of original titles as the focus of that business.
- Have its head office, general office, editorial office, general operations, and management based in BC and have done so for at least the previous three years.
- Be managed and financially controlled by BC residents (who own at least 75% of the company).
- Compensate artists by paying fees at industry standards and adhere to the international intellectual property rights standards.
- Maintain full control over editorial process and have editorial independence from any other company. Where affiliations with other companies or agencies exist, publishers must be able to demonstrate separate editorial departments, budgets, and financial statements for the book publishing operation.
- Have at least eight eligible titles in print; have published a minimum of three eligible first edition titles per year for the past three years; and be committed to an ongoing program of publishing original titles.
- Have at least 75% of the titles produced by authors other than principals in the company or related companies.
- Issue clear royalty statements on a regular basis and fulfill all contractual obligations to writers, illustrators, translators and other copyright licensors. Publishers owing payments to writers, illustrators, translators and (or) other copyright licensors as of the application deadline may not be eligible for funding.
- For applicants that have not previously received Operating Assistance:
  - Applicants must have received at least two Project Assistance grants from the BC Arts Council within the past five years and within eligible discipline-specific programs.
  - Applicants must establish eligibility with Council staff before making an application and are encouraged to do so at least four weeks before the application deadline.
- For organizations that have previously received Operating Assistance:
  - Eligibility is reviewed annually.

## **Ineligible applications will not be reviewed by Advisory Committees.**

### **Exclusions**

Operating assistance is not available to support the following activity or costs:

- start-up costs
- seed money
- capital expenditures (construction, renovation, or purchase of property or equipment)
- feasibility studies
- budget deficits

## **Application Requirements**

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All applicants are urged to discuss their request with the appropriate program officer prior to submission.

**It is the applicant's responsibility to ensure applications are complete and all application requirements are included. The BC Arts Council will not contact applicants to address errors in applications or missing application requirements, including support material, other than that required to determine eligibility. Eligible applications and any supporting material will be assessed as they have been submitted.**

### **Extended Cycle Status - Report Requirements**

All Extended Cycle applicants must complete and submit the Extended Cycle Report, including a signed and completed Report Form, documentation of significant changes from the Year One submission, two copies of the organization's most recent Financial Statements (see below), and updates to their financial and statistical information.

The report must be submitted through the BCAC online portal.

### **Annual Status - Application Requirements**

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

Annual Status applications must include:

- A completed Operating Assistance: Book Publishers online application.
- Two copies of your organization's most recent Financial Statements, in accordance with requirements outlined below.

The application must be submitted through the BCAC online portal

### **Specific Application Requirements**

- All eligible titles published in the past two years, as support materials.
- Six copies of each catalogue for the current year.
- A completed Title Information Summary for all eligible titles published for previous, current and requested fiscal years.
- Statistical and Financial Data.

Support material will not be returned.

## FINANCIAL STATEMENTS

Financial Statements must include:

- a Balance Sheet, Income Statement and Notes;
- **an itemized list of grants identified by funder, either in the income statement or in an attached schedule; and,**
- **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); in the case of new applicants, internally prepared financial statements are acceptable. Internally prepared financial statements must show two years of activity and be signed by two board members of the organization. Council staff reserve the right to request audited Financial Statements if deemed appropriate, regardless of the amount of the applicant's last award.

| BC Arts Council Grant for last fiscal year | Minimum Required Documentation                                                                                                 |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
|                                            | All Financial Statements must be signed by the auditor/bookkeeper/accountant with Board approval (two Board member signatures) |
| Up to \$10,000                             | Internally prepared Financial Statements                                                                                       |
| \$10,001 - \$25,000                        | Independently prepared Financial Statements                                                                                    |
| \$25,001 - \$100,000                       | Review Engagement Financial Statements                                                                                         |
| Greater than \$100,000                     | Audited Financial Statements                                                                                                   |



## CADAC

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.

You must use the CADAC Financial Form for Arts Organizations and the Statistical Form for Arts Organizations to submit your financial and statistical information for the years outlined in the application or report form.

Your organization's financial statements must also be submitted to CADAC to be reconciled against the Last Year Actuals you have entered in the database. The Last Year Actuals entered in CADAC must be reconciled and locked by CADAC staff prior to adjudication.

**Accurate assessment of your organization's request to the BC Arts Council depends upon you providing this financial and statistical information to CADAC in sufficient time for reconciliation and validation.**

Contact CADAC or your program officer for details. New applicants should discuss CADAC requirements with their program officer.

## Considering Cultural Context

In *New Foundations: 2018-2022*, the BC Arts Council has made a commitment to principles of equity, diversity, accessibility and truth and reconciliation in all of its programs and processes. In its own operations and in the funding and support it provides for arts and culture in the province, the BC Arts Council administers its activities in accordance with the BC Human Rights Code and

strives to foster cultural safety and safe and respectful workplaces for all artists, arts workers and cultural practitioners.

The BC Arts Council is committed to the standards and principles of the [United Nations Declaration of the Rights of Indigenous Peoples \(the Declaration\)](#) and the [Calls to Action of the Truth and Reconciliation Commission](#). We support the Province of British Columbia in its commitment to fully adopt and implement both of these important documents.

The BC Arts Council acknowledges the cultural, geographic and regional diversity of the province, and recognizes the distinct and varied contexts of Indigenous, cultural and regional communities.

In consideration of these commitments, all applicants and assessors should contemplate a variety of factors around cultural context when submitting a proposal. Not all considerations will apply to all applications.

- Consider issues around cultural appropriation and ownership if using the cultural expressions, aesthetics or iconography of various communities removed from their social, political and cultural roots. Cultural appropriation can also occur when there is insufficient credit given to the sources of artistic and cultural work. Cultural appropriation diminishes access and reduces the opportunity for artists from Indigenous and diverse cultural communities to tell their own stories.
- If working with Indigenous peoples, communities, culture or intellectual property (including but not limited to stories, songs, dance, designs, art, traditional knowledge or other cultural expressions), consider the principles outlined in the United Nations Declaration of the Rights of Indigenous Peoples (the Declaration). The Declaration affirms that Indigenous peoples have the right to self-determination and the right to practice and revive their culture and traditions. As stated in Article 11 of the Declaration this “includes the right to maintain, protect and develop the past, present and future manifestations of their cultures, such as archaeological and historical sites, artefacts, designs, ceremonies, technologies and visual and performing arts and literature.”
- Consider the reciprocity of relationships with the various communities and cultural practices represented in your application, and whose voices and perspectives are being included.

Consider how you have addressed cultural protocols and/or received permissions where required, including appropriate community consent, support, advice and/or collaboration.

## Title Eligibility

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Each applicant to Operating Assistance must have at least eight eligible titles in print; have published a minimum of three eligible first edition titles per year for the past three years. Each applicant is allowed to submit all eligible titles published over the past two years as support materials. These support materials will assist the advisory committee in assessing the quality of the publishing program and contribution to Canadian literature for each applicant.

Eligible titles must:

- Make a contribution to the development of provincial or national arts and culture.

In general, be in one of the following genres:

- Fiction
- Poetry
- Drama
- Graphic novels
- Publications for children and young adults
- Non-fiction

- Be written or illustrated by Canadian citizens or permanent residents of Canada.
- Contain at least 50% Canadian-authored creative content (text or graphic).
- Be accessible to a general reading audience and not exclusively intended for a specialized readership, academic or professional audience.
- Have a royalty agreement (or a fee in lieu of royalties). If there is no royalty agreement, the publisher must demonstrate that any authors have been paid for their work.
- Contain a significant portion of original material or make a significant contribution to arts and culture with previously sourced material. Ineligible material includes collections of verbatim interviews, pre-published articles, transcripts, or conference papers.
- Have content that is entirely within the publisher's editorial control and not under the control of another financial stakeholder.
- Be a minimum of 48 printed pages in length, or, in the case of children's books, 24 pages.
- Be printed in Canada, except in the case of an international co-edition or a full-colour, highly illustrated book.
- Be free of advertising other than for the publisher's own material.
- Have a print run of more than 350 copies.

**For translated works**, in addition to the Title Eligibility Criteria above, the translation must be by a Canadian citizen or permanent resident of Canada.

**For co-editions or co-publications**, in addition to the Title Eligibility Criteria above, the publisher must clearly explain the partnership, including editorial control and financial contributions.

**Reprints:**

- Must meet the Title Eligibility Criteria above.
- Are limited to two new editions or new format reprints per application. Straight reprints are no longer eligible titles.
- Must be released at least 12 months after the original edition.
- Translated works, out of print titles acquired from publishers no longer publishing, and substantially rewritten books qualify as new works.

**Unless a title makes a significant contribution to arts and culture, the following are not considered eligible titles:**

- Directories, reference books, index compilations, almanacs, or bibliographies of minimal critical content.
- Instructional, personal-growth, or self-help books and manuals, including those of a devotional or spiritual nature.
- Testimonials, travel guides, travel picture books, guide books, trivia and quiz books.
- Books describing how-to techniques, skills, games, sports instructional books and cookbooks.
- Catalogues of exhibitions, calendars, diaries, agendas, and colouring books.
- Educational textbooks.
- Self-published books and books to which the author has made a financial contribution toward publication.
- Saddle-stitched books, except for picture books for children and books of poetry.



- Books written by owners or employees of the applicant's company, unless these titles represent less than 25% of the publisher's program each year.

## Assessment Criteria

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Throughout the application and assessment, applicants and the Advisory Committee should consider and discuss how the organization fulfils its mandate, mission, vision, and core values through the four areas of assessment, weighted as follows:

### **Quality of Publishing Program - 40%**

### **Contribution to Canadian Literature - 30%**

### **Organizational Capacity - 30%**

In evaluating each application, the Advisory Committee will consider a number of possible criteria under each area of assessment. It is important to note that not all of the criteria will apply to every applicant; rather, they are examples of aspects that might be considered and should be addressed in the application if relevant to the organization and its work. Additionally, some criteria may have implications in more than one area of assessment.

In each area of assessment, the Advisory Committee considers the organization's reflection on both past achievement and proposed plans. Applicants are encouraged to critically assess the challenges faced and the creative solutions under consideration.

### **QUALITY OF PUBLISHING PROGRAM (40%)**

**The advisory committee will assess the quality of the publishing program and the clarity and fulfillment of the editorial vision. Advisory committee members may consider and discuss:**

- The organization's publishing program in the current and request year, and over the past several years.
- How the publishing program relates to or fulfills the applicant's mandate, mission and editorial vision.
- The overall quality of the writing and editing, selection of authors and editorial choices.
- Quality of presentation (e.g. page and cover design, print quality, etc.).
- The organization's ongoing level of engagement with artists, organizations, and artistic and cultural practice in the context of a regionally, artistically and culturally diverse province.
- The organization's ongoing level of engagement with artists, organizations, and artistic and cultural practice in the context Indigenous cultures and communities.

### **CONTRIBUTION TO CANADIAN LITERATURE (30%)**

**The advisory committee will assess the publishing program's contribution to Canadian literature through its engagement with writers, artists and the literary community, as well as its commitment and contribution to innovation within the discipline. Advisory committee members may consider and discuss:**

- Contribution of publishing program to Canadian literature, and an appreciation of the arts in Canada, including the number of eligible titles within the current and proposed year.
- Publication of new writers and the introduction of new themes or styles that help to develop literature.
- Demonstrated commitment to keeping literary books in print (reprint policies).

- The publishing program's level of engagement in the context of BC's geographic, Indigenous and cultural diversity.
- The inclusion of and engagement with appropriate protocols and practices, particularly in regard to Indigenous artists and communities (see Considering Cultural Context below).

### **ORGANIZATIONAL CAPACITY (30%)**

**The advisory committee will assess the organization's marketing and management practices, including policies, planning and governance, leading to sustainability and growing recognition of the organization. Advisory committee members may consider and discuss:**

- Marketing:
  - Quality of marketing and promotional strategies and activities.
  - Quality of distribution methods.
  - Knowledge of the publishing program's audience, plus insight and strategies that will lead to further audience development.
  - Commitment to development of an appropriately diverse readership aligned with the editorial vision.
- Management:
  - Sound financial planning and reporting.
  - Effective use of human resources.
  - Clear statements about compensation to authors and contributors.
  - Engagement with artists and professionals through editorial processes and organizational makeup that reflects the context of a regionally, artistically and culturally diverse province.
  - Vision for long-term viability, including succession planning or legacy of company.
  - Demonstrated capacity to realize the publishing program.
  - The quality of working conditions for those involved in the organization, including measures taken to create and maintain a safe work environment that is free of harassment and discrimination, to promote cultural safety, and to offer culturally appropriate support.

## Application Deadline and Submission

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The deadline for the Operating Assistance Program: Book Publishers is **September 30, 2019**.

Applications are accepted via our **NEW** online system **no later than** 11:59 p.m. on September 30, 2019.

Please note that you will have to register to our new online system *before* you can submit and application to this program. **The registration period can take up to 2 days**, so please plan accordingly.

Applications by mail, email or fax will not be accepted.

## Adjudication Process

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Merit-based, independent adjudication is the primary method of evaluation. Applications are evaluated against these criteria alongside a number of equally eligible applications, including those from organizations not currently receiving operating assistance.

Applications for Operating Assistance are assessed by peer Advisory Committees. Advisory Committees are comprised of individuals with expertise in a particular artistic discipline, genre or



practice. When selecting jury and committee members, Council considers broad professional knowledge, expertise, geographical representation and diverse artistic, institutional, and cultural viewpoints, including those from Indigenous perspectives.

The following process is used to evaluate every application:

- The British Columbia Arts Council receives applications and acknowledges receipt by email within 2 weeks of the deadline.
- Council staff reviews applications for eligibility.
- The Advisory Committee evaluates the applications using the assessment criteria outlined above.
- The Advisory Committee submits to Council its recommendations for funding and conditions on the payment of awards.
- Council reviews the recommendations of the Advisory Committee.
- Council informs each applicant of its decision in writing.
- Applicants are urged to contact their program officer for feedback on their application.
- Within 30 days of notification of the results, applicants may appeal the decision based on Council's written appeals policy.

## Notification of Awards

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Decisions will be made within sixteen weeks of the application deadline. All applicants will be notified by letter. Results will not be released by telephone or email.

## Funding Status

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Within the Operating Assistance Program, successful applicants may hold either Extended Cycle Status or Annual Status.

### **EXTENDED CYCLE STATUS**

Under normal circumstances, the grant amount from Year One will remain stable for the subsequent year(s) of the funding cycle. Applicants on Extended Cycle Status will not submit a full application for support for Year Two (2019/20), but must submit an Extended Cycle Report, including additional documentation as required, to request and release their 2019/20 grant.

The next full application for Operating Assistance: Book Publishers on Extended Cycle Status will be made in March 2020.

### **ANNUAL STATUS**

Organizations receiving Operating Assistance for the first time may, at the recommendation of the Advisory Committee and approval by Council, be placed on Annual Status. Annual Status may also be applied to organizations in transition or for which the Advisory Committee, Council or staff expressed a need to monitor more closely in light of Program Guidelines and Council policies.

Organizations placed on Annual Status will:

- Be required to submit a complete application on an annual basis;
- Be subject to annual adjustments to grant amounts within the stated funding cycle; and,
- Receive an award on an annual basis.

## CONCERNED STATUS

Organizations funded through the Operating Assistance Program are subject to the BC Arts Council's Fair Notice Policy. The Fair Notice Policy warns poorly performing organizations of the possibility of a phased loss of all operating funding, unless significant improvements are achieved, through the designation and application of Concerned Status criteria.

Organizations that remain or are placed on Concerned Status under Council's Fair Notice Policy will:

- Be required to submit a complete application on an annual basis;
- Be subject to annual adjustments to grant amounts, including reductions of up to 20%, within the stated funding cycle; and,
- Receive an award on an annual basis.

## PAYMENT OF AWARDS

All payments of grant monies to the grant recipient are subject to an authorizing appropriation under the Financial Administration Act.

Grant recipients must promptly inform the BC Arts Council of substantive changes to the organization, including:

- Significant shifts in structure, staffing or activities
- Major changes to proposed activities;
- Changes in legal status, ownership, corporate structure, name, or mandate;
- Danger of insolvency, bankruptcy, or credit protection;
- Legal proceedings that pose a financial or reputational risk.

The British Columbia Arts Council reserves the right to redistribute, delay or suspend payments if the organization:

- 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 submission of final reports to the Council.
- Fails to comply with legal obligations.
- Demonstrates significant risk of insolvency or bankruptcy.
- Fails to respect the commitment to provide a safe and respectful workplace free from harassment, discrimination and sexual misconduct.

## APPEALS POLICY

The BC Arts Council appeals policy allows for appeals of funding decisions in programs utilizing the Advisory Committee process<sup>1</sup>. Appeals will be considered when the applicant can demonstrate that there was significant information available to the Committee at the time of adjudication that was not presented at the meeting or that was substantively misunderstood by the Committee.

The BC Arts Council will not consider any notices of intention to appeal that question only the assessment of artistic merit.

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<sup>1</sup> Advisory Committees make recommendations to the Board for operating funding; juries make decisions for project assistance programs.

## Grant Amounts

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The minimum grant amount within the Operating Assistance Program: Book Publishers is \$20,000. There is no maximum grant amount. All applicants to the British Columbia Arts Council are encouraged to submit concise, realistic requests, responding to the assessment criteria.

Under normal circumstances, for organizations on Extended Cycle Status there will be no adjustments to the grant amount within a funding cycle and the amount awarded for 2018/19 will carry over for each year of the designated funding cycle.

Organizations placed on Annual Status or Concerned Status are subject to annual application requirements and the possible adjustment of funding levels, at the recommendation of Advisory Committees and approval of Council.

## Confidentiality and Recognition of Awards

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### **CONFIDENTIALITY OF INFORMATION**

The collection, use, and disclosure of personal information are subject to the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. Your organization's information will be shared in confidence with members of the adjudication jury. The names and locations of successful award recipients will be published along with the amount of the award in the Annual Report of the BC Arts Council.

### **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, both hard copy and online. The approved BC Arts Council and provincial logo and graphics standards are available online in a variety of ready-to-use digital formats at <http://www.bcartscouncil.ca/mediaroom/logoanduse.htm>. The joint 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 website.

## Contact Information

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All applicants must discuss their request with their program officer prior to submission.

Chris Gilpin – Program Officer, Publishing Programs  
778.698.3585 | [chris.gilpin@gov.bc.ca](mailto:chris.gilpin@gov.bc.ca)

A full list of program officers is available at <http://www.bcartscouncil.ca/about/coordinators.htm>.

For general information or further assistance, please contact:

Telephone: 250 356-1718

Email: [bcartscouncil@gov.bc.ca](mailto:bcartscouncil@gov.bc.ca)

**Program guidelines are reviewed annually.  
Please ensure you are working with the most current program guidelines for each intake.**