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## PROJECT ASSISTANCE GUIDELINES LEON AND THEA KOERNER AWARD

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Administered by the BC Arts Council

### Territory Acknowledgement

The BC Arts Council acknowledges it carries out its work on the traditional territories of Indigenous nations throughout British Columbia. We pay our respects to the Elders, past and present, descendants and custodians of these lands. We honour the knowledge keepers and the continuing relationships with Indigenous people in B.C. that develop through our work together. The BC Arts Council thanks the Lekwungen speaking people and the Esquimalt and Songhees First Nations for allowing us to operate our main offices within their traditional territories.

### General Information

**In 2015, the Leon and Thea Koerner Foundation transitioned from sixty years of continuous grant making to an endowment that supports the new Leon and Thea Koerner Award (LTK Award). The Leon and Thea Koerner Award program is being administered by the BC Arts Council. Applicants can apply to this program if their project fits with the objectives of the award and fulfills the eligibility requirements.**

**The unique purpose of the LTK Award is to improve the well-being of communities, organizations or groups of individuals in BC through the authentic collaboration of community social services and professional arts organizations and artists.**

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***Program guidelines and application forms are revised annually.***

## About the Leon and Thea Koerner Award (LTK Award)

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### Background

The Leon and Thea Koerner Foundation was established in 1955. During sixty years of continuous grant making, the Foundation provided over ten million dollars in project grants to communities throughout British Columbia and in the Yukon. Its mandate was to stimulate and invigorate non-profit organizations in the cultural and creative arts and the social services that served communities throughout British Columbia.

In 2015, the Foundation transitioned to a legacy endowment that will support the Leon and Thea Koerner Award (LTK Award), administered by the BC Arts Council.

### Purpose and Objectives of the LTK Award

The LTK Award has as its purpose the creation of a legacy through annual awards to registered charities and other qualified donees in BC that will create social benefit using professional arts-based activity in collaboration with community social service agencies.

In 2019, up to four awards of an amount of no less than \$25,000 each will be awarded to BC social service and/or arts, cultural and creative organizations which collaborate on projects that will create lasting *social benefit* to communities located throughout BC.

The purpose of social benefit is seen as a strong fit with the sixty-year mandate of the Foundation because this focus:

- 1) serves both arts and social service organizations which honour the interests of both Leon and Thea Koerner;
- 2) serves BC;
- 3) strengthens BC communities by funding excellence and innovation in the arts and social services sector.

Objectives of the LTK Award:

- a. To create annual awards to, charitable arts and social service organizations in BC, based on creating social benefit using professional arts-based activity
- b. To achieve significant individual or community impact
- c. To achieve ongoing, perpetual benefits to BC communities
- d. To support innovation, excellence and social transformation
- e. To continue the legacy of Leon and Thea Koerner as philanthropists in BC
- f. To honour The LTK Foundation's sixty years of continuous grant making in the areas of arts and social services in BC.

BC-based, charitable societies who apply to the LTK Award are also eligible to apply to the [Arts-Based Community Development program](#) (A-BCD) if they meet the eligibility requirements for that program.

**Applications for support of Leon and Thea Koerner Awards MUST show:**

- Social Benefit
- Excellence and innovation
- Social change or transformation as a desired outcome
- Collaborations/Partnerships between artist(s)/arts organizations and community social service organizations will be key
- A demonstrated need for the size of the Award. In order to achieve the desired significance of the legacy, under normal circumstances, no more than four awards will be made in any fiscal year and the minimum award will be \$25,000. In 2019, there will be up to four awards of no less than \$25,000 each.

For the purpose of the LTK Award:

**Social benefit** is defined as: a collaboration of professional arts and community social services non-profit organizations leading to social change or community transformation.

**Organizations** are defined as: registered charities and other qualified donees as defined by the Income Tax Act (Canada) in BC including those First Nations that are registered as such with the Canada Revenue Agency.

**Professional arts organizations** are defined as: registered or operating as non-profit arts or cultural entities with charitable status, and with a board of directors or equivalent, the primary activities of which are the creation, production and/or dissemination of works of art and culture.

**Professional artists** are defined as: individuals in the disciplines of community-engaged arts, creative writing, dance (performance, choreography), media arts (film, video, audio/sound art and new media, multi-disciplinary practice, museology and conservation, music (performance, composition), publishing, theatre (performance, design, directing, technical), or visual arts (creation, curation), artists or arts administrators who have completed basic training in their discipline (not necessarily in academic institutions) and have an artistic practice of two or more years subsequent to basic training; and are recognized by other practitioners working in similar disciplines.

**Community social service organizations** are defined as: providers of a broad range of services and programs to improve the condition of a wide variety of vulnerable people.

## Eligibility for Project Assistance – LTK Award

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**Proposals are invited from:**

1. **Community social service agencies (with charitable status) working with a professional arts organization, or vice versa**, in collaboration with a specified community, or
2. **Community social service organizations with charitable status**, in collaboration with professional artist(s) in any discipline, traditional or contemporary, who are Canadian citizens or permanent residents residing in B.C. for at least one year prior to the time of application, or
3. **First Nations Band Councils or Friendship Centres** with charitable status or a qualified donee in collaboration with professional artist(s) in any discipline, traditional or contemporary, who are Canadian citizens or permanent residents residing in B.C. for at least one year prior to the time of application.

## Exclusions

The BC Arts Council and the LTK Award **will not** accept applications from teams of people lacking either one of the following:

- Confirmed professional artistic expertise, or
- Confirmed social service expertise.

Proposals from other government agencies are not eligible, and assistance for repeat activities will not be provided (with exception of projects which have previously indicated a phased approach).

## Application Requirements

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**All applicants, especially new applicants to this program, are urged to discuss their project proposals with the program officer *prior* to submitting an application.**

Applicants must provide a signed, completed LTK Award application form and all requested information, and clearly identified materials.

Note: Applicants are reminded that under the Criminal Record Review Act, people who work with or may potentially have unsupervised access to children or vulnerable adults must undergo a criminal record check by the Criminal Records Review Program (CRRP). More information on the Criminal Record Review Act is available at <http://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check>. The signed Declaration on the application form indicates your organization's adherence to this policy.

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

**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.**

Applications must include evidence of a confirmed collaboration with a professional artist by including a completed **BC Arts Council Professional Artist Information Form** for the professional artist(s) engaged. A minimum of one professional artist form is required at the time of application. Applications should include support material documenting artist(s)' previous related work, if available. Audio-visual support material (recordings on DVD, CD, etc.) will not be accepted.

Applications must include evidence of a confirmed collaboration with a professional social service lead by including a completed **LTK Award Professional Social Service Lead Information Form** for the individual engaged. A minimum of one professional social service individual is required at the time of application.

All applications must include:

- A signed, completed LTK Award application form. Please provide notes to the budget, either in the form or on a separate page as needed, and indicate whether revenues are confirmed or pending.

- A written statement of no more than six pages, font size 11 or larger, on single-sided white paper with one-inch margins and without staples.
- Maximum 250-word bio for each member of the project’s creative and social services team.
- Minimum of one signed and completed **BC Arts Council Professional Artist Information Form** for the professional artist(s) engaged, and a minimum of one signed and completed **LTK Award Professional Social Service Lead Information Form** for the social service individual(s) engaged.
- Support material documenting artist(s)’ previous related work, if available.
- A list of the applicant organization’s and partner organization’s current board of directors, including their occupations and start dates and the same information for the collaborating organization.
- A list of administrative staff (for arts organizations, include as well the artistic/curatorial staff or significant contractors), giving name and title or responsibility (indicate if permanent/seasonal and full-time/part-time) for both the applicant organization and the collaborating organization.
- One signed copy of the applicant organization’s most recent Financial Statements which must include a balance sheet, expenses and revenues and notes. (Please see Financial Statements and Demonstrated Need sections, below, for more information.)
- A detailed letter of support from the partner community with which the organization is proposing to collaborate. This letter should include the commitment of both organizations to the project and outline the collaborating organization’s contribution in terms of time, expertise, skills and knowledge, etc.

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, including both arts organizations and social services organizations, internally prepared financial statements are acceptable. 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.

<b>BC Arts Council Grant for last fiscal year</b>	<b>Minimum Required Documentation</b> 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



## Considering Cultural Context

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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.

## Assessment Criteria

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The three areas of assessment are set out below, along with their relative weighting.

Throughout the application and assessment, applicants and the Jury should:

- Consider and discuss how the project addresses the applicant’s mandate, mission and values in each of the areas of assessment.

- Consider and discuss how the project fulfills the applicant's artistic and social services objectives in each of the areas of assessment.
- Respond to the purpose and key objectives of the LTK Award in considering and discussing each of the areas of assessment as they relate to the project.

In evaluating each application, the Jury is asked to 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 each application; rather, they are examples of aspects that might be considered and should be addressed in the application if relevant to the applicant, the applicant's history and/or the proposed project.

Applications are judged against these criteria alongside a number of equally eligible applications.

An essential element of any application is insightful, critical self-reflection. Jury members want to hear the applicant's own assessment of the challenges faced and the creative solutions under consideration.

In each area, the Jury considers the applicant's reflection on both past achievement and proposed plans.

### **Social Services and/or Artistic Practice (40%)**

This criterion encourages applicants to define and demonstrate innovation in their social services and/or artistic activity, showing how the proposed project will advance the social services/artistic practice that is/are central to the work of the organization.

For the above two criteria, Jurors may consider the following points:

- Clarity, focus and vitality of the proposed project.
- Demonstrated innovation.
- Authentic partnerships<sup>1</sup> of professional arts and community social services non-profit organizations with demonstrated capacity to do so and a meaningful relationship in place. Artistic/curatorial risk or challenges inherent in, or tackled by, the proposed project.
- The strength of the artistic intention in the work, the quality of the practice, and the development of the art form.
- The strength of the social services intention in the proposed project and the quality of the project in terms of improving the condition of a vulnerable population.
- Ability to realize the project artistically and from a social services perspective, based on previous successes and support material.

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<sup>1</sup> Authentic partnerships can help you increase the success of innovative ideas.

- a) Equal power between the two organizations
- b) Clear and explicit roles and responsibilities
- c) Open communication and engagement
- d) Knowledge of each other's mandate and work, history, needs
- e) Good understanding of the mutual goals for the project that are achieved through discussions and negotiation and why each partner is interested in participating
- f) Clarity on what value each partner is bringing to the project and how that is contributing to an innovative approach
- g) Demonstration of developing the project together and where appropriate, a history of working together in the past
- h) Shared power and resources
- i) Adequate time allocated to share in the process

- Previous achievements of the artistic participant(s) and/or as an organization and the previous achievements of the social service participant(s) and organization.
- The applicant's place in the context of B.C.'s geographic, Indigenous and cultural diversity.
- Clear statements about compensation to project participants, where applicable, including levels of professional fees.
- The quality of working conditions for artists, volunteers and employees of the project, including safety considerations and culturally appropriate support.
- The calibre of the identified project team members, with skills appropriate to the proposed activities.

### **Social Benefit and Community Engagement (25%)**

All projects are devised to involve artists/arts organizations and social service organizations working collaboratively to improve the well-being of communities, organizations or groups of individuals in BC. The goal is to achieve lasting social benefit to communities, organizations or groups of individuals. Applicants should identify the particular communities, organizations or groups of individuals involved and show how the project will use innovative approaches to achieving social change, community transformation and engagement.

Jurors may consider the following points:

- Knowledge of the project's audience and community, plus insight and strategies that will lead to social change
- A critical understanding of the area of practice or the emerging area of practice that brings together artists/arts organizations and social service organizations to achieve social change.
- An understanding of the social change or community transformation that is desired and how the project will support this process, recognizing that social change may take a much longer time frame than the project itself.
- Strong focus of proposed project on leading to social change or community transformation.
- The project's level of engagement in the context of B.C.'s geographic, Indigenous and cultural diversity.
- The inclusion of and engagement with appropriate protocols and practices in regard to the vulnerable population that is the focus of the project.
- The inclusion of and engagement with appropriate protocols and practices in regard to Indigenous artists and communities.
- Risk-taking with regard to social benefit, with clearly articulated post-project follow up plan to support participants who may be considered vulnerable, if applicable.
- The potential for the project to further the practice and understanding of collaboration of professional arts and social service organizations leading to social change or community transformation.



### **Feasibility (25%)**

This criterion considers the achievability of the project. Jurors may consider the following:

- Abilities in project management, including planning, audience and community development, marketing, communications (e.g. with collaborators, funders, media, peer artists) and financial management.
- Demonstrated capacity to realize the project including presentation of realistic budget assumptions and projections.
- Strategies for the evaluation of the expected outcomes.
- Whether the project budget demonstrates an appropriately diversified revenue base, with significant funding from sources, including earned revenues, federal and local government support, private funding, and in-kind support, as applicable.
- Projects with a demonstrated need for a minimum request of \$25,000.

### **Cultural Competency and Agility (10%)**

This area of assessment considers the applicant's ability to work respectfully, knowledgeably and effectively with artists, practitioners and communities from a diversity of cultural backgrounds. Cultural competency and agility has particular implications in considering reconciliation and the cultural safety and self-determination of Indigenous peoples. Jurors may consider the following:

- Commitment and ability to foster cultural safety.
- Capacity to acknowledge, negotiate and respect differing cultural perspectives, worldviews and values.
- Reciprocity in artistic, cultural and community relationships.
- Ability to question organizational assumptions in a cultural context and willingness to learn in unfamiliar cultural situations.
- Ability to address cultural protocols and permissions where required, including appropriate community consent, support, advice and/or collaboration.
- Ethical use of material, including issues of cultural appropriation and ownership.
- Recognition of the impact of proposed artistic activity, including who will benefit from it.

## **Application Deadline and Submission**

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The deadline for the LTK Award is April 1, 2019.

Applications are accepted by mail c/o the BC Arts Council and must be postmarked **by Canada Post or a courier company no later than April 1, 2019**. Applications may be hand delivered or delivered by courier to c/o BC Arts Council, 800 Johnson Street, Victoria, BC, up to 4:00 p.m. on the deadline day.

Applications 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.

## Adjudication Process

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Merit-based, independent assessment is the primary method of evaluation.

All applications are assessed by peer review juries. Juries are comprised of individuals with expertise in particular artistic disciplines, genres or practices. When selecting jury and committee members, the Council considers broad professional knowledge, expertise, geographical representation and diverse aesthetic, 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 after the deadline date.
- Council staff reviews applications for eligibility.
- The LTK Award jury then evaluates the applications using the assessment criteria above and determines the level of funding and conditions on payment of awards.
- If LTK applicants have also requested BC Arts Council's Arts-Based Community Development project funds, the jury will then evaluate the applications against A-BCD's assessment criteria and determine the level of funding and conditions on payment of awards.
- Council informs each applicant of its decision in writing.
- Applicants are urged to contact their program officer for feedback on their application.

## Grant Amounts

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No more than four awards will be made in any fiscal year and the minimum award will be \$25,000. Assistance through this program is possible only once per BC Arts Council fiscal year (April 1-March 31).

## 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.

## Payments of Awards

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

Organizational 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 recipient:

- 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
- Fails to respect the commitment to provide a safe and respectful workplace free from harassment, discrimination and sexual misconduct.

## Final Reports

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All recipients must submit a final report and requested documentation of the completed project to the BC Arts Council within 30 days of its completion date stated in the application for support. Final Report forms are available at: <http://www.bcartscouncil.ca/forms.htm>.

Future applications to project assistance programs will be ineligible if all reporting requirements are not met. Final reports may be scanned and submitted electronically to [BCArtsCouncil@gov.bc.ca](mailto:BCArtsCouncil@gov.bc.ca) or by mail or courier.

## 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*. The applicant's information will be shared in confidence with members of the adjudication jury. The names and locations of successful award recipients may be published, along with the amount of the award, in the Annual Report of the BC Arts Council as well as in various communications and promotional vehicles of the BC Arts Council and Government of British Columbia. Social Insurance Numbers are provided to Canada and Revenue Agency through the issuance of T4As.

### **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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Monique Lacerte – Program Officer, Community Arts Development & Partnerships  
778 698-3532 | [Monique.Lacerte@gov.bc.ca](mailto:Monique.Lacerte@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.



## Appendix A – About the BC Arts Council

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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