



OPERATING ASSISTANCE PROGRAM

Professional Performing Arts Organizations

Important Update for Spring 2019 Intake Only:

In July 2018, the BC Arts Council (BCAC) released the [New Foundations: Strategic Plan for the BC Art Council 2018-2022](#). As part of the implementation of *New Foundations*, BCAC will be revising existing program eligibility and assessment criteria over the coming year to fully align with the new strategic directions and priorities. However, in order to best serve BCAC clients, accommodate existing program deadlines and honour the plan's commitment to consultation, BCAC is taking a phased approach in rolling out these changes.

To this end, the Spring 2019 intake for all *Operating Assistance Program – Professional Performing Arts Organizations* will be offered as an interim year of annual funding. As there have been preliminary changes to the program guidelines and application form this year to reflect the new strategic directions and priorities, please ensure you review all program materials thoroughly.

What this means:

- All existing applicants, whether on Extended Cycle, Annual Status or Concerned Status, will submit a complete application for a ONE YEAR funding cycle.
- New applicants may also apply for a ONE YEAR funding cycle. However, eligibility must be determined with the respective the Program Officer before submitting an application.
- The *Enhanced Capacity Program* will also be available for a ONE YEAR funding cycle for 2019/20.
- Intake deadlines for both programs have been extended to **April 1, 2019** to allow time for consideration and communication of these changes.
- All applicants are encouraged to review [New Foundations: Strategic Plan for the BC Art Council 2018-2022](#).
- The intention is to reinstate Extended Cycle funding for the Spring 2020 intake.

PROGRAM GUIDELINES – 2019/20

OPERATING ASSISTANCE PROGRAM

Professional Performing Arts Organizations

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 – OPERATING ASSISTANCE PROGRAM

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.

For 2019/20 the Operating Assistance Program – Professional Performing Arts Organizations all applicants will apply for one year of support.

Program deadline: April 1, 2019 (for 2019/20 only)



2019/20 applicants to the Operating Assistance Program – Professional Performing Arts Organizations are eligible to apply for Enhanced Capacity Assistance. Full information on applying to this program is included as an addendum to these program guidelines. All applicants must indicate their intention to apply for Enhanced Capacity on the Operating Assistance Application Form and must submit the Enhanced Capacity request with the Operating Assistance application for the April 1st deadline.

TABLE OF CONTENTS

About the BC Arts Council..... 4

About the Operating Assistance Program – Professional Performing Arts..... 5

Eligibility 5

Application Requirements..... 6

Considering Cultural Context 7

Assessment Criteria..... 8

Application Deadline and Submission..... 10

Adjudication Process 10

Notification of Awards 11

Funding Status..... 11

Grant Amounts 12

Confidentiality and Recognition of Awards 12

Contact Information..... 13

Enhanced Capacity Assistance 14

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

About the BC Arts Council

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 the Operating Assistance Program – Professional Performing Arts

The Operating Assistance Program for Professional Performing Arts Organizations contributes to the support of professional, non-profit performing arts organizations working in or across the disciplines of dance, music, or theatre, that sustain an annual artistic program encompassing creation, development, production, and public presentation.

For 2019/20, the Operating Assistance Program will only accept applications for annual funding. There will be no extended cycle applications accepted this year.

Eligibility

Current recipients and eligible new applicants to the Operating Assistance Program may apply to the April 1st, 2019 deadline for Operating Assistance – Professional Performing Arts provided they meet the criteria below.

All eligible applicants must:

- Be a professional arts organization registered and in good standing as a non-profit society in the Province of British Columbia.
- Have operated as a professional performing arts organization for two fiscal years prior to application.
- Provide public programming and have done so in the immediately preceding two years.
- Compensate artists and arts professionals by compensating arts and culture workers at industry standards and adhering to international intellectual property rights standards and cultural ownership protocols
- Have professional artistic/curatorial and administrative leadership.
- For organizations 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:

- Addressing budget deficits
- Start-up costs or seed money
- Capital expenditures (construction, renovation, or purchase of property or equipment)

Application Requirements

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

The application should be printed on single-sided, standard letter-sized white paper, font size 11 or larger with one inch margins, and submitted unbound and without staples, unless otherwise noted..

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:

- A signed, completed Operating Assistance Program application form, including CADAC ID number.
- A written statement (see page 2 of the application form for requirements) of no more than 12 pages, including an Organizational Profile (Part 1), of up to 2 pages.
- Completed Summary of Major Activities for Current Year and Projected Year
- A list of the organization's current board of directors, trustees or board of management, including their occupations and start dates.
- A list of administrative and artistic/curatorial staff or significant contractors, giving name and title or responsibility (indicate if permanent/seasonal and full-time/part-time).
- One copy of any recently prepared planning and policy documents, bound or stapled, if not previously submitted. These will be made available to the Advisory Committee at the time of adjudication.
- Two copies of your organization's most recent Financial Statements, bound or stapled, in accordance with requirements outlined below.

All required financial and statistical information must be submitted and uploaded to CADAC for reconciliation and adjudication by the application deadline date.

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 makes 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, traditions 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](#). For example, Article 11 of the Declaration affirms that Indigenous peoples have *the right to maintain, protect and develop the past, present and future manifestations of their cultures*
- Consider the reciprocity of relationships with the various communities and cultural practices represented in your application, particularly whose voices and perspectives are being included and who will be the beneficiary of any activity.
- Consider how you have addressed cultural protocols and/or received permissions where required, including appropriate community consent, support, advice and/or collaboration.

Assessment Criteria

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:

Artistic Contribution and Significance - 40%

Engagement and Impact - 25%

Organizational Capacity and Governance - 25%

Cultural Competency and Agility - 10%

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.

ARTISTIC CONTRIBUTION AND SIGNIFICANCE (40%)

The Advisory Committee will assess the organization's overall contribution to artistic and cultural practice in the province, including the significance of its contribution to the development of its art form(s) and communities. Advisory Committees may consider the following:

- Vision and artistic leadership.
- Overall contribution to the development of the art form, artists, other practitioners and broader artistic practice, in the context of a culturally and regionally diverse province.
- Vigour, originality and risk in artistic activities.
- The achievability of the proposed program.
- Commitment to the development of B.C. artists and cultural practitioners, including the level of professional fees and other compensation to artists and cultural workers.
- The quality of working conditions for artists and cultural workers, including cultural safety.
- Consideration of cultural context in all artistic activity and projects.

ENGAGEMENT AND IMPACT (25%)

The Advisory Committee will assess the organization's engagement with and impact on the province's broad arts and cultural community and the organization's own identified communities, including current and potential audiences, various partners and cultural groups, and the public. Advisory Committees may consider the following:

- The strength and reciprocity of relationships with identified communities.
- Engagement with the artistic community in B.C.
- Inclusion of and engagement with appropriate protocols and practices.
- The diversity and appropriateness of the artists, partners and communities the organization is engaged with.
- The strength and effectiveness of marketing, outreach and audience development strategies and educational programming.
- Consideration of cultural context in engagement activity.

ORGANIZATIONAL CAPACITY AND GOVERNANCE (25%)

The Advisory Committee will assess the organization's management, leadership, human resources and governance, including policies and planning, as they contribute to sustainability, resilience, and capacity. Advisory Committees may consider the following:

- Strategic planning and development, including the efficient use of resources to support organizational, community and artistic development.
- The internal and external factors contributing to the organization's current and potential artistic, engagement and organizational capacity across all areas.
- Staff and employee recruitment, development, tenure and succession planning.
- The role of management and the board in fostering a healthy, sustainable workplace and supporting the organization's development.

- Human resources policies and procedures, in relation to salaries, benefits, professional development, workplace safety and respectful workplace.
- Structure, level of activity and function of the board as it serves the organization's vision, including board tenure, recruitment and succession planning.
- The organization's overall financial health.
- Consideration of cultural context in management and governance activity, including the commitment to cultural safety for staff, volunteers, artists and board members.

CULTURAL COMPETENCY AND AGILITY (10%)

The Advisory Committee will assess the organization'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. Advisory Committees 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

The deadline for the Operating Assistance Program – Professional Performing Arts **for 2019 only** is **April 1, 2019**.

Applications are accepted by mail 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 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

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

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



Normally, within the Operating Assistance Program, successful applicants are placed on either Extended Cycle Status or Annual Status. **For 2019/20, all applicants will apply for an annual operating grant. There will be no Extended Cycle or Annual Status designations in 2019/20.**

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.

Advisory Committees and/or Council staff may also require organizations to provide additional information on an annual basis based on specific criteria or eligibility or policy concerns. In those cases, grants may be conditional or subject to adjustment based on these Payment of Awards guidelines, based on the information submitted, the recommendation of the peer review committee, and approval by Council.

APPEALS POLICY

The BC Arts Council appeals policy allows for appeals of funding decisions in programs utilizing the Advisory Committee process¹. 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 notices of intention to appeal that question only the assessment of artistic merit.

Grant Amounts

The minimum grant amount within the Operating Assistance Program – Performing Arts Organizations is \$20,000. There is no maximum grant amount. All applicants to the BC Arts Council are encouraged to submit concise, realistic requests, responding to the assessment criteria.

For 2019/20, all applicants are subject to annual application requirements and the possibility of adjustments within funding levels at the recommendation of Advisory Committees and approval of Council.

Confidentiality and Recognition of Awards

CONFIDENTIALITY OF INFORMATION

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

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 www.bcartscouncil.ca/mediaroom. 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

Nadine Carew – Program Officer, Professional Theatre and Dance Organizations
778 698-3288 nadine.carew@gov.bc.ca

Walter Quan – Program Officer, Professional Music Organizations
778 698-3527 walter.quan@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

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



ENHANCED CAPACITY ASSISTANCE

Program Addendum for Operating Assistance Applicants

Enhanced Capacity Assistance is designed to provide flexible, responsive, general funding to assist organizations currently supported through the BC Arts Council's Operating Assistance program. This funding assists organizations to undertake significant strategic activity to address artistic and organizational challenges and opportunities, manage transition, support risk, introduce change and innovation, and/or enhance aspects of organizational capacity.

The program offers annual grants in set amounts of either \$15,000 or \$30,000 in each year of the Funding Cycle within the BC Arts Council's Operating Assistance program. For Professional Performing Arts Organizations, the Enhanced Capacity Program will be available for one year of funding only for 2019/20.

The Enhanced Capacity Program supports organizations to implement organizational change and embed strategic activities within operations without affecting base operating grant levels.

Funding is available to support strategic and innovative initiatives that fall within one or more of the following broad categories supporting organizational capacity and impact. Funding is intended to allow for a flexible, comprehensive and complementary approach that includes a range of activities in any or all of these categories:

- **Artistic Programs and Practice**
- **Community Engagement**
- **Succession and Human Resource Transition**

Any of the above categories may include facilities and/or capital improvements.

Successful applications to this program must demonstrate the impact of the funding on the organization's ability to achieve or deliver its mission and mandate and the corresponding impact on, and relevance of the initiative to, the artistic practice and community served. Submissions to this program must be based on existing strategic or other planning activities already undertaken and must clearly address the identified priorities and needs of the organization, including the risks, challenges and opportunities being addressed.

Applicants are encouraged to frame their requests in alignment with the BC Arts Council's strategic directions where appropriate.

Eligibility for Enhanced Capacity

Funding through the Enhanced Capacity Program is available to organizations receiving support through the BC Arts Council's Operating Assistance Program for the fiscal years for which the application is made.

Applications to this program must be submitted at the time of the applicant's submission in the first year of the funding cycle of each Operating Assistance program.

Applicants may only apply once per deadline and may only be eligible to receive Enhanced Capacity funding twice out of every three consecutive eligible intakes.

Organizations with any overdue Final Reports on previous BC Arts Council grants as of the deadline date are ineligible to apply to this program.

Eligible Activity

Eligible applicants are invited to submit applications for a specific project or a suite of strategic activities or initiatives over the course of the duration of their extended funding cycle that:

- Significantly advances the goals of the organization;
- Responds to previously identified priorities, needs and/or challenges;
- Enhances or improves the organization's artistic achievement or community engagement capacity;
- Shifts the scope, level of activity, scale and/or impact of the organization; and/or,
- Addresses transition and structural change within the organization.

Awards are not available for:

- deficit funding
- activities that have begun prior to the application deadline
- activities that have been directly funded through other programs of the BC Arts Council.

Application Requirements

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

All applications must include:

- A completed Enhanced Capacity Assistance Proposal Form
- A proposal of no more than three pages, font size 11 or larger, that addresses all application questions and includes all pertinent details of the proposed initiative. See page 2 of the application form for more information
- A separate budget outlining expenses and revenues for each year of the proposed initiative (maximum one-page)
- If the proposal includes:
 - a) *hiring new personnel under any component of the program*: a single page job description for the position(s).
 - b) *significant new artistic collaborations*:
 - bios of commissioned or significant collaborating artists. Please do not submit CV's.
 - confirmation of participation by collaborators
 - c) *capital requests*: two competitive quotes for proposed capital improvement(s) or equipment purchase(s)

Assessment Criteria

Throughout the application and assessment, applicants and the peer review committee should:

- Consider and discuss how the initiative addresses the applicant's strategic priorities, mandate, mission and values through each of the three areas of assessment, described below.

An essential element of the proposal 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.

Please address the related assessment criteria below when crafting your proposal.

Impact (40%)

The peer review committee will consider the impact of the proposed plans on the applicant's artistic, engagement and/or organizational capacity in one or more areas, as identified, in alignment with the existing criteria for the BC Arts Council's Operating Assistance program and Council's current strategic directions.

Feasibility (40%)

The peer review committee will consider the feasibility of the applicant's plans to enhance capacity, in alignment with the existing criteria for the BC Arts Council's Operating Assistance program and Council's current strategic directions.

Innovation and Strategy (20%)

The peer review committee will consider whether the project proposes innovative and strategic approaches to the challenges or opportunities identified.

Application Deadline and Submission

Submissions to this program must accompany the organization's application for Operating Assistance.

- Arts Periodicals and Professional Arts Training Organizations: March 15, 2020
- Professional Performing Arts Organizations: April 1, 2019 – ONE YEAR OF FUNDING ONLY
- Media Arts Organizations, Public Museums, Professional Arts Festivals, Visual Arts Organizations, Community Arts Organizations, and Arts and Cultural Service Organizations: September 30, 2019
- Arts and Cultural Service Organizations (all disciplines): September 30, 2020

Applications for Enhanced Capacity are accepted by mail and must be postmarked **by Canada Post or a courier company** no later than the deadline date. Applications 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.

Applications by fax will not be accepted.

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

Grant Amounts

The Assistance Level for Enhanced Capacity is set at either \$15,000 or \$30,000 per year for each year of the funding cycle.

Under normal circumstances, there will be no adjustments to the grant amount within a funding cycle, provided all reporting requirements are met.

Assistance through this program is possible only once per BC Arts Council fiscal year (April 1-March 31).

Reporting

All recipients must submit an Enhanced Capacity interim report, including all requested documentation, to request and release subsequent annual grants. The report must be received at the time of the Operating Assistance deadline each year. Future funding will be conditional upon the satisfaction of all reporting requirements.

Applicants' submitted applications for Operating Assistance are considered the report for the final year of Enhanced Capacity.

General Program Guidelines

All general program guidelines and policies of the BC Arts Council, as outlined in the attached Operating Assistance Guidelines, will continue to apply, as appropriate, unless otherwise stated.

Contact Information

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

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

