
PROGRAM GUIDELINES 2019/20

PROFESSIONAL PROJECT ASSISTANCE PROGRAM

Literary Arts

Important Update for 2019/20:

In July 2018, the BC Arts Council (BCAC) released the [New Foundations: Strategic Plan for the BC Arts 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.

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.

All applicants are encouraged to review *New Foundations: Strategic Plan for the BC Arts Council 2018-2022* in order to acquaint themselves with the BCAC's priorities for the coming years.

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 – Professional Project Assistance

Professional Project Assistance provides one-time grants that contribute to the successful realization of activities by professional B.C. organizations, collectives and individuals not currently in receipt of Operating Assistance.

The maximum contribution within the Project Assistance Program is 50% of the total budget of the project. Receipt of funding does not guarantee assistance in subsequent years.

About Professional Project Assistance – Literary Arts

Literary Arts Project Assistance supports activities in literary arts in British Columbia. Grants are intended to contribute to the successful realization of a single activity or event or the artistic programming activities of a literary organization.

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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

Eligibility Requirements Professional Project Assistance – Literary Arts

Applicant Eligibility – General Criteria

Assistance through this program is available to professional B.C. literary arts collectives and organizations.

An eligible applicant must:

- Be an arts organization registered and in good standing as a non-profit society in the Province of British Columbia for at least one year, or

- Be readily identified as a B.C. collective or group.

AND

- Be based in British Columbia and offer activities, presentations or public programming in B.C.
- Engage competent artistic/editorial and management leadership as demonstrated in previous achievements, collaborations, partnerships, relationships, etc.
- Compensate artists, writers and other professional practitioners at industry standards and adhere to international intellectual property rights standards and cultural ownership protocols
- Have submitted all required final reports on previous BC Arts Council grants as of the deadline date for this program.

Awards may be available to assist with a specific project or with the artistic programming activities of an organization.

Under normal circumstances, applicants for Professional Project Assistance - Literary Arts must, in addition to meeting the eligibility criteria, demonstrate a record of realizing comparable projects at a professional standard.

Specific Eligibility Criteria

Collectives

In addition to the General Eligibility criteria, under normal circumstances, a collective must:

- Consist of a group of three or more writers, editors or other literary arts professionals who are professionally active in literary arts.
- Each member of a collective must have a minimum of two years of professional practice in their field, following basic training, and must have a demonstrated body of previous work as an individual practitioner.
- Apply under the name of an individual member of the collective, acting as a key contact person and listed as the submitting officer. The key contact person will be held responsible for the application and subsequent report. If the application is successful, this person will receive payment of the award on behalf of the collective.
- Each member of the independent collective must be a Canadian citizen or permanent resident, readily identified as a professional British Columbia artist, and have lived in British Columbia for at least twelve months immediately prior to application.

Incorporated Arts Organizations

In addition to the General Eligibility Criteria, an organization must:

- Provide financial statements for the most recently completed fiscal year (see Financial Statements section).
- Not currently receive operating assistance from the BC Arts Council.

General Exclusions

- Operating costs.
- Project phases that have begun prior to the application deadline.
- Project/budget deficits.
- Capital expenditures (construction, renovation, or purchase of property or equipment).
- Fundraising.

- Start-up costs or seed money.
- Feasibility studies.
- For-profit entities.
- International travel costs of foreign artists visiting British Columbia.
- Travel to international symposia.
- Conferences or competitions.
- Projects that are secondary to other purposes (e.g. fundraising events, conventions, or family, religious or community celebrations or anniversaries).
- Subsistence to artists or curators.
- The cost of producing recordings.
- The creation or preparation of work for competitions.
- Projects or activities that are funded through other programs of the BC Arts Council or its third party delivery partners.

Application Requirements

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

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

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.

All applications must include:

- A signed, completed Professional Project Assistance - Literary Arts application form including a balanced budget using the budget form provided. 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 four pages, font size 11 or larger, on single-sided white paper with one-inch margins and without staples that addresses all application questions and includes all pertinent details of the proposed project. See page 4 of the application form for more information.
- Material supporting the history of the applicant's development, creation, production, or dissemination of their discipline in British Columbia, including any appropriate press or critical documentation, to a maximum of 3 pages. Please do not submit promotional material, CDs or DVDs and do not include testimonials or letters of support.
- Maximum 250-word bio for each member of the project's creative team. Please do not send CVs.

For applicants who have not previously received support through this program:

- Two letters of reference from established arts professionals familiar with the work of the organization or collective.

For collectives only the following additional information is required:

- A signed, completed copy of Appendix A.

For incorporated organizations only the following additional information is required:

- An operating budget for the fiscal year in which your proposed project takes place.
- A list of the organization's current board of directors, including their occupations and start dates.
- A list of administrative and artistic/editorial/curatorial staff or significant contractors, giving name and title or responsibility (indicate if permanent/seasonal and full-time/part-time).
- One copy of the organization's most recent Financial Statements.

Support material will be circulated to the jury only at the time of the adjudication meeting. Other material will not be shown. Please do not submit audio visual support materials or materials other than those requested.

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

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.

Assessment Criteria

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

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

- For organizations: Consider and discuss how the project addresses the applicant’s mandate, mission and values in each area of assessment.
- For all applicants: Consider and discuss how the project fulfills the applicant’s artistic/training objectives in each area of assessment.

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. Additionally, some criteria may have implications in more than one area of assessment.

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

In each area of assessment, the Jury considers the applicant'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%)

Applicants should define and demonstrate their artistic activity, showing how the proposed project will advance the art form or practice that is central to the work of the collective or organization.

Jurors may discuss the following:

- Clarity, focus, and vitality of the proposed project.
- Artistic/editorial/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.
- Ability to realize the project artistically, based on previous successes and support material.
- Previous achievements of the participant(s) individually and/or as a collective, ensemble, group or organization.
- The applicant's artistic/editorial/curatorial practice in the context of B.C.'s geographic, Indigenous and cultural diversity.
- Clear statements about compensation to every professional contributor participating in the project including levels of professional fees.
- The potential benefits to the development of the applicant, artists and the professional arts community in B.C.
- Commitment to the development of B.C. artists and cultural practitioners.
- Consideration of cultural context in the artistic activity.

ENGAGEMENT AND IMPACT (25%)

All projects are devised to involve particular artists, audiences, publics and/or communities. Applicants should identify the particular artists, audiences, publics and/or communities involved and to show how the project will offer stimulating and varied forms of engagement. Engagement may include supporting the creation or publication of literary work or social, cultural, or intellectual commentary or inquiry; the development of literary and related artists or professionals; audience engagement and participation; organizational development; discourse; and/or education.

Jurors may consider the following:

- Knowledge of the project's audience plus insight and strategies that will lead to further audience development.
- Commitment to work created by B.C. writers, editors and other arts professionals.
- 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, particularly in regards to Indigenous artists and communities.
- Risk-taking with regard to public engagement.
- Consideration of cultural context in engagement activity.

FEASIBILITY (25%)

This criterion considers the achievability of the project. Applicants should present the related past achievements and current practices and plans in place that demonstrate the achievability of the project.

Jurors may consider the following:

- Abilities in project management, including planning, audience development, marketing, communications (e.g. with collaborators, funders, media, other arts professionals) and financial management.
- Demonstrated capacity to realize the project, including presentation of realistic budget assumptions and projections.
- The diversity and appropriateness of the project's proposed budget, with appropriate levels of funding from sources other than the BC Arts Council, including earned revenues, federal and local government support, private funding, and in-kind support, as applicable.
- The quality of working conditions for artists and cultural workers, including the commitment to cultural safety.
- For organizations only: the applicant's financial position, including appropriate management of surplus or deficit situations, reserve and/or restricted funds, and working capital ratio.

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.
- Consideration of the impact of proposed artistic activity, including who will benefit from it.

Application Deadline and Submission

The deadline for the Professional Project Assistance – Literary Arts is April 15, 2019.

Applications are accepted by mail and must be postmarked **by Canada Post or a courier company no later than April 15, 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 a statutory holiday, the deadline becomes the next business day.

Adjudication Process

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 of the deadline date.
- Council staff reviews applications for eligibility.
- The jury evaluates the applications using the assessment criteria outlined above and determines 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 applications.

Grant Amounts

Project assistance will not exceed 50% of the total project budget. Assistance through this program is possible only once per BC Arts Council fiscal year (April 1- March 31).

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.

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 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

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 or by mail or courier.

Confidentiality and Recognition of Awards

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

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

Sue Donaldson – Program Officer
Phone number: 778 698-3528 | sue.donaldson@gov.bc.ca

Chris Gilpin – Program Officer
Phone number: 778 698-3585 | 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

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