



**PROJECT ASSISTANCE GUIDELINES  
YOUTH ENGAGEMENT PROGRAM  
2018/19**

**The BC Arts Council’s Youth Engagement Program provides support to eligible organizations taking innovative and inspiring approaches to actively engaging British Columbia’s young people with arts and culture programming as participants, makers or audiences.**

**Eligible projects can include both new and existing programming initiatives.**

**The Youth Engagement Program builds on existing expertise in the creative sector by supporting programs delivered by organizations that demonstrate success in artistic achievement, community engagement and organizational capacity.**

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

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

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

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

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## What is the Youth Engagement Program?

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The Youth Engagement Program supports eligible organizations across the province to engage children and youth in innovative projects that involve professional artists. Eligible projects include:

- New initiatives, including the research and development of pilot projects; and
- The enhancement or expansion of existing programs; and
- Existing programs.

The program will support projects in three general areas of activity; the area of focus may overlap within any given project. Supported areas of activity may include:

1. New work – creation and commissioning: New artistic and curatorial projects for children and youth audiences.
2. Participation in artistic creation: Projects that directly engage children and youth, working with professional artists, as creative participants in the artistic process, through developing and/or producing new projects wherein the quality of the participants' artistic experience is as important as the project's artistic achievement.
3. Outreach and engagement: Projects and partnerships that actively reach out to engage and integrate new youth communities and young audiences into organizations' core activities and programs

For the purposes of this program, following the example of [UNESCO](#), 'youth' are defined as young people between the ages of 15 and 24<sup>1</sup>. Similarly, following the [UN Convention on the Rights of the Child](#), 'children' are defined as young people under the age of 18.<sup>2</sup> Eligible projects must serve one or both of those definitions as primary participants.

British Columbia schools and school groups may be the primary participants or audiences for proposed projects. However, the program is not intended to directly support curriculum-based activity. Other programs of the BC Arts Council exist to support arts-in-education activity and school-based programs.

Projects supporting early career practitioners are eligible; however, this program will not support projects in professional training or post-secondary studies in the arts. Other programs of the BC Arts Council exist to support training and post-secondary studies along with professional development opportunities for early career practitioners.

Funding is available for projects of up to two years duration.

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<sup>1</sup> <http://www.unesco.org/new/en/social-and-human-sciences/themes/youth/youth-definition/>

<sup>2</sup> <http://www.unicef-irc.org/portfolios/crc.html>

## **Applicant Eligibility for Project Assistance – Youth Engagement Program**

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In order to be eligible for support through this program, an eligible applicant must meet the criteria of one of the following categories:

### **Category I**

- Be an arts and cultural organization that has received at least one grant from the BC Arts Council since April 1, 2014 through BC Arts Council operating or discipline-specific project programs; OR,
- Be an incorporated non-profit arts and cultural organization that has received a grant through the BC Arts Council's Shared Cost Arrangement programs at BC Touring Council, First Peoples' Cultural Council (Aboriginal Arts Development Awards) or Creative BC since April 1, 2017.

**Note: 2018/19 successful applicants to BC Touring Council's Aspiring and Emerging Artists Touring and Training programs or the First Peoples' Cultural Council's Aboriginal Youth Engaged in the Arts program are not eligible to apply to this program.**

### **Category II**

- Be an incorporated non-profit arts and cultural organization that has not received support from the BC Arts Council or its partners (above) in the designated years but:
  - Has a specific mandate to provide quality arts experiences for children and/or youth; and,
  - Is otherwise eligible for support within a discipline-specific program at the BC Arts Council.
- Be a First Nations Band Council or Friendship Centre.

**Applicants in Category II MUST confirm their eligibility by email with the appropriate YEP program officer before submitting an application and will be required to submit supplementary application materials.**

Individuals, collectives and unincorporated groups are ineligible to apply to either category of this program.

Applicants are encouraged to explore opportunities for partnerships and collaboration. An application may be submitted by one organization on behalf of the partners.

**All applicants are urged to determine their eligibility with the appropriate YEP program officer *prior* to submitting an application.**

## **Project Eligibility**

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Eligible projects include existing programs or new initiatives, including the research, development, implementation and/or presentation of pilot projects and new programs, as well as enhancements or expansion of existing programs.

An eligible project must:

- Have the engagement of children and youth, as audiences and/or as creative participants, at its core.
- Include professional artists and/or arts and culture practitioners.

Funded projects must:

- Compensate artists and other professional practitioners by paying fees at industry standards.
- Adhere to international intellectual property rights standards.
- Address cultural protocols where required.

The maximum period of funded activity is two years.

**All applicants are urged to determine the eligibility of their project with the appropriate YEP program officer prior to submitting an application.**

### **Exclusions**

Awards are not available for:

- General operating activity.
- Activities that have begun prior to the application deadline.
- Capital expenditures (construction, renovation, or purchase of property or equipment).
- Fundraising.
- Start-up costs or seed money.
- Feasibility studies.
- International travel costs of foreign artists visiting British Columbia.
- Travel to international symposia.
- Conferences or competitions.
- The creation or preparation of performances/exhibitions for competitions.
- Projects that are secondary to other purposes (e.g. fundraising events, conventions, or family, religious or community celebrations).
- Subsistence to artists, curators, or other arts professionals.
- Projects or activities that are funded through other programs of the BC Arts Council or its third party delivery partners.
- Projects taking place outside British Columbia.
- Curriculum-based activity.
- Professional training or post-secondary study.
- Professional development of emerging artists.

## **Application Requirements**

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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.

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:

- A signed, completed Project Assistance – Youth Engagement Program 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.
- Biographies of lead participating artists (max. 250 words). Please do not submit CVs.
- A list of the organization's current board of directors **including their start dates and occupations**.
- 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/volunteer).
- Letters from any partnering organizations, if applicable, confirming the nature of their participation.
- An operating budget(s) for the fiscal year(s) in which your project takes place, demonstrating funding from sources other than the BC Arts Council, such as earned revenue, federal and local government support, and private sector contributions.
- One copy of the organization's most recent Financial Statements (see below).
- Existing policy documents addressing the organization's policies and/or processes relating to the physical, educational and developmental protection and safety of young people should be included with the application, as available and appropriate to the project.

Applicants submitting under Category II must also include the following, in addition to the requirements above:

- A print out of the email from the appropriate BC Arts Council program officer confirming your eligibility. Eligibility must be confirmed by email with the appropriate YEP program officer prior to application.

An Application Checklist is included on the application form. Please submit your application package in the order listed on the checklist.

*Select support material will be circulated to the jury only at the time of the adjudication meeting.*

*Support material will not be returned.*

### **Required 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 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>
Up to \$10,000	Internally prepared Financial Statements signed by two board members
\$10,001 - \$25,000	Independently prepared "Notice to Reader" Financial Statements
\$25,001 - \$100,000	"Review Engagement" Financial Statements
Greater than \$100,000	Audited Financial Statements

## **Assessment Criteria**

All applicants must clearly demonstrate the following when seeking support through this program:

1. The appropriate level of expertise and experience in providing high quality artistic activities for children and youth is in place.
2. Policies and processes to support and protect the safety and well-being of participants are in place. Applicants are reminded of their responsibilities under the Criminal Records Review Act when working with young people.
3. The rationale and demand for the activity are defined.
4. Partnerships and collaborations have been explored and integrated into projects where appropriate.
5. Artistic and engagement outcomes are clearly identified.
6. The project encourages dynamic interaction with children and youth, where appropriate.

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 through each of the three areas of assessment.
- Consider and discuss how the project fulfills the applicant's artistic objectives through each of the three areas of assessment.
- Respond to the core values and directions of Council in considering and discussing each of the three 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.

### **Artistic/Curatorial Achievement 50%**

Applicants should define and demonstrate achievement in their artistic, curatorial and programming activity, showing how the proposed project will advance the art form or practice that is central to the work of the organization. Jurors may discuss the following:

- The impact of the artistic experience on the children and/or youth involved.
- The opportunities provided for meaningful engagement of young people with contemporary artistic practice.
- The quality of the engagement of young people in the artistic experience.
- The ability to realize the project artistically, based on previous successes and the current proposal.
- Previous achievements of the creative team.
- Potential benefit to the professional arts community and the opportunities provided for professional B.C. artists, including Indigenous and culturally diverse artists.
- Clear statements about compensation to every professional artist and practitioner participating in the project.

### **Community Engagement 25%**

All projects are devised to involve particular artists, curators, other professionals, audiences, publics and/or communities. Applicants should show how the project will offer stimulating and varied forms of engagement, primarily through public performance or exhibition but also through audience and artistic development, participation, discourse and education, or other opportunities offered. Jurors may discuss the following:

- The potential to stimulate sustained engagement with the arts by children and youth.
- The quality of the engagement of children, youth, their families and communities.
- Knowledge of the project's core audience and participants plus insights and strategies that will lead to further audience development and engagement.
- Commitment to work created by B.C. and Canadian artists, and new collaborations, including emerging or under-recognized artists, artistic practices, and forms.
- Accessibility of the project to artists, audiences and participants, including those of Indigenous, culturally diverse and/or regional communities.
- The inclusion of and engagement with appropriate protocols and practices, particularly in regard to Indigenous artists and communities.
- Risk taking with regard to public engagement.

### **Feasibility 25%**

Applicants should present the related past achievements and current practices and plans in place that demonstrate the achievability of the project. Jurors may discuss the following:

- The specific skills and expertise in place to appropriately develop and manage projects with children and youth, including their physical, educational and developmental needs and safety.



- Abilities in project management, including planning, audience development, marketing, communications and financial management.
- Appropriateness of human resources available to the project.
- 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 funding from sources other than the BC Arts Council, such as earned revenues, federal and local government support, private funding, applicant contribution and/or in-kind support, as applicable.
- The applicant's financial position, including appropriate management of surplus or deficit situations, reserve and/or restricted funds, and working capital ratio.

## Considering Cultural Context

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All applicants should consider the issues around cultural appropriation if using the cultural forms, aesthetics or iconography of cultural 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), applicants should 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.”*

Article 31 of the Declaration affirms the rights of Indigenous peoples to maintain, control, protect and develop their cultural heritage, traditional knowledge and cultural expressions and their manifestations and intellectual property. If you are working with traditional knowledge, you will need to explain how you have addressed cultural protocols and/or received permissions where required.

## Application Deadline and Submission

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The deadline for Youth Engagement Program applications is **January 15, 2019**.

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

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## Adjudication Process

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

All applications to the Youth Engagement Program are evaluated by a multidisciplinary, peer review jury. Juries are comprised of individuals with expertise in particular disciplines, genres or practices. When selecting jury and committee members, 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.
- Council staff reviews applications for eligibility.
- The jury then evaluates the applications using the assessment criteria outlined above and determines the level of funding and conditions on the payment of awards.
- Council informs each applicant of the decision in writing.
- Applicants are urged to contact their program officer for feedback on their application.

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## Grant Amounts

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The Maximum Assistance Level for the Youth Engagement Program is \$30,000. Support from this program may form up to 100% of the total project budget. Proposals demonstrating diversified revenue streams may receive priority.

Please note that grants may be awarded for less than the requested amounts based on the assessment of the jury and the priorities of the program.

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## 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. Grant results are not available by email or telephone.

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## Payment 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.

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## 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. 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 Report forms are available at: <http://www.bcartscouncil.ca/forms.htm> Final reports may be scanned and submitted electronically to [BCArtsCouncil@gov.bc.ca](mailto:BCArtsCouncil@gov.bc.ca) or by mail or courier.

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## Confidentiality of Information

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The collection, use, and disclosure of personal information are subject to the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. Unless otherwise indicated, personal information submitted with this application may 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 Revenue Agency through the issuance of T4As.

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## Recognition of Awards

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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](http://www.bcartscouncil.ca). This 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 organization and its activities. As well, funded organizations with a website are encouraged to add a link to the BC Arts Council site.

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## Contact Information

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The BC Arts Council is committed to assisting applicants present themselves as favourably as possible to the program juries. Ultimately, however, the responsibility for a complete and thorough application rests with the applicant.

All applicants are urged to establish their eligibility and discuss their proposal with the appropriate program officer prior to submitting an application.

Given the high volume of inquiries in the weeks before the deadline, please contact your program officer as far in advance as possible.

Additional information regarding BC Arts Council policies may also be found on the website or by contacting your program officer.

**Contact Information:**

Erin Macklem - Program Officer (Performing Arts)  
778-698-1416 | [Erin.Macklem@gov.bc.ca](mailto:Erin.Macklem@gov.bc.ca)

Chris Gilpin – Program Officer (Studio Arts)  
778-698-3585 | [Chris.Gilpin@gov.bc.ca](mailto:Chris.Gilpin@gov.bc.ca)

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

For general information or further assistance, please contact:

Telephone: 250 356-1718

or

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.

