



# BRITISH COLUMBIA ARTS COUNCIL

An agency of the Province of British Columbia

**Mailing Address:**

Box 9819, Stn Prov Govt, Victoria, British Columbia V8W 9W3

**Location Address:**

800 Johnson Street, 2<sup>nd</sup> Floor, Victoria, British Columbia V8W 1N3

Tel: (250) 356-1718

E-mail: [bcartscouncil@gov.bc.ca](mailto:bcartscouncil@gov.bc.ca)

Fax: (250) 387-4099

Website: [www.bcartscouncil.ca](http://www.bcartscouncil.ca)

---

## PROGRAM GUIDELINES OPERATING ASSISTANCE PROGRAM Arts and Cultural Service Organizations Application deadline: September 30

---

### GENERAL INFORMATION – OPERATING ASSISTANCE PROGRAM

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

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

*The Operating Assistance Program – Arts and Cultural Service Organizations contributes to the support of arts and cultural service organizations that provide quality services to an established membership base and demonstrate ongoing local, regional, provincial and/or national activity with provincial impact.*

#### **The Operating Assistance Program – Arts and Cultural Service Organizations is in Year One of a two-year funding cycle.**

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

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

#### **Enhanced Capacity:**

**2018/19 applicants to the Operating Assistance Program – Arts and Cultural Service 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 September 30<sup>th</sup> deadline.**

## TABLE OF CONTENTS

About the BC Arts Council.....	3
About the Operating Assistance Program – Arts and Cultural Service Organizations .....	4
Eligibility for the Operating Assistance Program – Arts and Cultural Service Organizations .....	4
Application Requirements.....	5
Assessment Criteria.....	7
Considering Cultural Context.....	9
Application Deadline and Submission .....	9
Adjudication Process .....	10
Notification of Awards.....	10
Funding Status.....	10
Grant Amounts.....	12
Confidentiality and Recognition of Awards.....	12
Contact Information .....	13
Enhanced Capacity Program Addendum .....	14-17

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

## About the BC Arts Council: New Foundations

---

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.

## About the Operating Assistance Program – Arts and Cultural Service Organizations

---

The Operating Assistance Program – Arts and Cultural Service Organizations contributes to the support of service organizations that provide quality services to an established membership base and demonstrate ongoing local, regional, provincial and/or national activity with provincial impact.

### **The Operating Assistance Program –Arts and Cultural Service Organizations is entering Year One of a two-year funding cycle.**

All eligible Arts and Cultural Service Organizations will apply in Year One. Assessment will determine whether successful applicants will be placed on Extended Cycle or Annual Status.

**Extended Cycle Status:** Arts and Cultural Service Organizations placed on Extended Cycle Status will be approved for a grant amount that will remain fixed for the duration of the funding cycle. Organizations on Extended Cycle Status must submit a report annually by the program deadline in order to receive funding for Year Two. Full information about the requirements for the Extended Cycle Interim Report, including the Interim Report Form, is available [on our website](#).

- **Annual Status:** Approved Arts and Cultural Service Organizations that are new entrants to the operating program; those experiencing significant transition; or those requiring closer monitoring as identified by the Advisory Committee, Council or staff in consideration of Program Guidelines and Council policy, may be placed on Annual Status. Annual Status applicants will be required to submit a full application in Year Two of the funding cycle.

The BC Arts Council will not accept new applications for Operating Assistance during Year Two of the funding cycle.

## Eligibility for the Operating Assistance Program – Arts and Cultural Service Organizations

---

Current recipients and eligible new applicants to the Operating Assistance Program may apply to the September 30<sup>th</sup> deadline for Operating Assistance – Arts and Cultural Service Organizations provided they meet the criteria below.

All eligible applicants must:

- Be registered as a non-profit society in good standing in the Province of British Columbia and have operated as a service organization for two fiscal years prior to application.
- Provide services and programs to support a membership base and have done so in the immediately preceding two years.
- Compensate artists and arts professionals by paying fees at industry standards and adhere to international intellectual property rights standards.
- Have professional executive and administrative leadership.
- For organizations not currently receiving Operating Assistance:
  - Applicants must have received at least two Professional Project Assistance awards from the British Columbia Arts Council within the past five years and within the same program discipline.
  - 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.

### Specific Eligibility Criteria

In addition to the above, an eligible applicant must:

- Demonstrate a range of membership that is representative of its constituency (local, regional, provincial or national). If membership or activity is local, regional, or national in scope, the organization must clearly demonstrate *provincial* impact.

Ineligible applications will not be reviewed by Advisory Committees.

### Exclusions

Operating assistance is not available for:

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

Awards under this program are not available for organizations which qualify for Operating Assistance under other programs.

## Application Requirements – Arts and Cultural Service Organizations

---

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

The application must be printed on single-sided, standard letter-sized white paper, font size 11 or larger with one inch margins, portrait orientation, 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 Operating Assistance Program – Arts and Cultural Service Organizations application form, including CADAC ID number.
- A written statement (see page 2 of the application form for requirements) of no more than 12 pages total, *including* a 2 page Organizational Profile (Part 1) of up to 2 pages.
- Summary of Major Activities pages.
- 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 executive 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, 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, in accordance with requirements outlined below.

**SPECIFIC APPLICATION REQUIREMENTS – Arts and Cultural Service Organizations**

- Six copies of each of the most recent membership publication(s).
- A completed Summary of Major Activities for the current and two projected years (limit 2 pages per year).

All required financial and statistical information must be entered, uploaded and saved 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 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

**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.

In addition to the hard copies submitted with your application, your organization’s Financial Statements must 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.

## Assessment Criteria

---

Applications will be evaluated through peer adjudication by an advisory committee against the Operating Assistance for Arts and Cultural Service Organization program objectives and the following three key assessment criteria. The relative weight given to each of these criteria is indicated in brackets.

Throughout the application and assessment, applicants and the Advisory Committee should:

- Consider and discuss how the organization fulfills its mandate, mission and values through each of the three areas of assessment.
- Respond to the values and strategic directions of Council presented above in considering and discussing each of the three areas of assessment as they relate to the applicant’s mandate, mission, values and activity.

In evaluating each application, the Advisory Committee 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 organization and its work.

Applications are assessed against these criteria alongside a number of equally eligible applications, including those from organizations not currently receiving operating assistance.

An essential element of any application is insightful, critical self-reflection. Members of advisory committees want to hear the applicant’s own assessment of the problems faced and the solutions under consideration.

In each area, the Advisory Committee considers the organization’s reflection on both past achievement and proposed plans.

### **SERVICE ACHIEVEMENT (50%)**

**The Advisory Committee will assess how the organization supports its members and enhances the artistic or cultural discipline(s) in which its members work, acknowledging the range of different practices that may exist in the membership base.**

**The Advisory Committee may consider and discuss the following:**

- Quality and reach of the programs or services, including approaches to equity, diversity and access in support of underserved cultural communities.
- How the services offered help the applicant realize its organizational mandate, mission and core values.
- Commitment to BC-based artists, new artistic forms, and the inclusion of diverse forms of artistic expression within the membership base.
- A range of internal and external factors affecting the current levels of achievement.
- Vigour, originality and risks taken in the overall activities and services.
- The achievability of the proposed program.

- The impact of the organization's activities on its members and the broader arts and culture community or sector it serves.

### **ENGAGEMENT (25%)**

**The Advisory Committee will assess in the organization's engagement with its membership, the broader arts and cultural community and the general public.**

**The Advisory Committee may consider the following:**

- How community engagement practices serve the organizational vision and services offered to members.
- Partnerships with other organizations.
- The importance of the service, programming and outreach initiatives to the organization's identified communities, including the arts community and the community at large.
- The impact and appropriateness of proposed marketing, outreach, and membership development activities.
- Ongoing level of engagement with artists, organizations, and artistic and cultural practice in the context of a regionally, artistically and culturally diverse province.
- Ongoing level of engagement with artists, organizations, and artistic and cultural practice in the context of Indigenous cultures and communities.
- The inclusion of and engagement with appropriate protocols and practices, particularly in regard to Indigenous artists and communities.

### **ORGANIZATIONAL CAPACITY (25%)**

**The Advisory Committee will assess the organization's management, leadership and human resources, including policies, planning and governance, as they contribute to the sustainability, resilience, and capacity of the organization.**

**The Advisory Committee may consider the following:**

- The achievability of proposed service delivery plans, based on organizational capacity.
- The internal and external factors contributing to the organization's current and potential capacity across all areas, including programming and service, communication, membership development, marketing, fund development, financial management, engagement, human resources and governance.
- Analysis of current financial position, including appropriate working capital ratio and management of surplus or deficit situations, and reserve and/or restricted funds.
- Presentation of realistic budget assumptions and projections, with a diversified revenue base including earned revenues, federal and local government support and private fundraising.
- Opportunities for professional development for staff and the board of directors.
- Quality of staff and employee recruitment, tenure and succession planning.
- Level of volunteer activity, including number of volunteers and their function, as it serves the artistic/curatorial vision and community engagement objectives.
- Structure, level of activity and function of the board as it serves the mandate, mission and core values, including board tenure, self-assessment initiatives and quality of recruitment and succession planning.
- Governance practices and policies.
- Level of professional fees and other compensation for staff, contractors and employees, including culturally appropriate support.



- The quality of working conditions for employees, volunteers and others involved in the organization and/or its activities, including measures taken to create and maintain a safe work environment that is free of harassment and discrimination and promote cultural safety.

## Considering Cultural Context

---

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

---

The deadline for the Operating Assistance Program – Arts and Cultural Service Organizations is **September 30<sup>th</sup>**.

Applications are accepted by mail and must be postmarked **by Canada Post or a courier company no later than September 30<sup>th</sup>**. Applications may also 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 for Operating Assistance are assessed by peer Advisory Committees. Advisory Committees are comprised of individuals with expertise in a particular artistic discipline, practice or genre. When selecting jury and committee members, the Council considers broad professional knowledge, expertise, geographical representation and diverse aesthetic, organizational, 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 completeness.
- The Advisory Committee evaluates the applications using the assessment criteria outlined below.
- 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 the Council's written appeals policy.

Arts and Cultural Service Organizations applications are reviewed by a multi-disciplinary Arts Service Organizations Advisory Committee.

## 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

---

Within the Operating Assistance Program, successful applicants are placed on either Extended Cycle or Annual Status.

### **EXTENDED CYCLE STATUS**

Under normal circumstances, the grant amount awarded in Year One will remain stable for the subsequent years of the funding cycle. Arts and Cultural Service Organizations on Extended Cycle Status will not submit a full application for support for Year Two but must submit an Extended Cycle Interim Report, including additional documentation as required, to request and release their subsequent Operating Assistance grant. Full information about the requirements for the Extended Cycle Interim Report, including the Interim Report Form, is available [on our website](#) .

The next full application for Arts and Cultural Service Organizations on Extended Cycle Status will be made in September 2020.

### **ANNUAL STATUS**

Organizations receiving Operating Assistance for the first time may, at the recommendation of the Advisory Committee and approval by Council, be placed on Annual Status.

Annual Status may also be applied to organizations in transition, or for which the Advisory Committee, Council or staff expressed a need to monitor more closely in light of Program Guidelines and Council policies.

Organizations placed on Annual Status will:

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

## **CONCERNED STATUS**

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

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

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

## **PAYMENT OF AWARDS**

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

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

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

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

- Does not carry out its planned program of activities.
- Undergoes major changes in artistic or administrative direction.
- Does not meet its obligations as a grant recipient, including submission of final reports to the Council.
- Fails to comply with legal obligations.
- Demonstrates significant risk of insolvency or bankruptcy.
- Fails to respect the commitment to provide a safe and respectful workplace free from harassment, discrimination and sexual misconduct.

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 Operating Assistance programs utilizing the Advisory Committee process. 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 misunderstood by the Committee.

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

## Grant Amounts

---

All applicants will request a grant amount for Year One that will serve as a base operating grant for the subsequent fiscal year(s) of the funding cycle.



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

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

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

## Confidentiality and Recognition of Awards

---

### **CONFIDENTIALITY OF INFORMATION**

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

### **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>. This combined 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.

## Contact Information

---

A full list of program officers is available at <http://www.bcartscouncil.ca/about/coordinators.htm> , please contact the officer for your discipline.

For general information or further assistance, please contact:

Telephone: 250 356-1718  
Email: [bcartscouncil@gov.bc.ca](mailto:bcartscouncil@gov.bc.ca)





**BRITISH COLUMBIA  
ARTS COUNCIL**  
An agency of the Province of British Columbia

*Mailing Address:*  
Box 9819, Stn Prov Govt, Victoria, British Columbia V8W 9W3

10-005

*Location Address:*  
800 Johnson Street, 2<sup>nd</sup> Floor, Victoria, British Columbia V8W 1N3  
Tel: (250) 356-1718 E-mail: [bcartscouncil@gov.bc.ca](mailto:bcartscouncil@gov.bc.ca)  
Fax: (250) 387-4099 Website: [www.bcartscouncil.gov.bc.ca](http://www.bcartscouncil.gov.bc.ca)

---

## ENHANCED CAPACITY ASSISTANCE

### Program Addendum for Operating Assistance Applicants

---

**Enhanced Capacity Assistance** is designed to provide flexible, responsive, general funding to assist organizations 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 Extended Funding Cycle within the BC Arts Council's Operating Assistance program. 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 that may include 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.

## 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 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 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 or 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:
  - *hiring new personnel under any component of the program*: a single page job description for the position(s).
  - *significant new artistic collaborations*:
    - bios of commissioned or significant collaborating artists. Please do not submit CV's.
    - confirmation of participation by collaborators
  - *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 in each of the three areas of assessment, described below.
- 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.

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/curatorial/editorial, 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 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 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 in Year One of the Operating Assistance cycle:

- |              |  |
|--------------|--|
| March 15     | <ul style="list-style-type: none"><li>• Professional Performing Arts Organizations</li><li>• Arts Periodicals</li><li>• Professional Arts Training Organizations</li></ul>   |
| September 30 | <ul style="list-style-type: none"><li>• Arts and Cultural Service Organizations (all disciplines)</li><li>• Visual Arts Organizations</li><li>• Media Arts Organizations</li><li>• Public Museums</li><li>• Professional Arts Festivals</li><li>• Community Arts Organizations</li></ul> |

Recipients of funding through the Enhanced Capacity program will not make a full application for support in subsequent years of their funding cycles, but will be required to submit an interim report to request and release each annual grant payment. The Enhanced Capacity Interim report can be found [on our website](#).

Applications are accepted by mail and must be postmarked **by Canada Post or a courier company no later than either September 30 or March 15**. Applications may also be hand delivered or delivered by courier to 800 Johnson Street, Victoria, BC, but must be received by 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.

## Grant Amounts

---

The Assistance Level for Enhanced Capacity is set at **either** \$15,000 or \$30,000 a 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.

## 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](mailto:bcartscouncil@gov.bc.ca)

