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## PROGRAM GUIDELINES 2019/20

### OPERATING ASSISTANCE: Arts & Cultural Service Organizations

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#### Territorial Acknowledgement

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The BC Arts Council acknowledges that it carries out its work on the land of Indigenous nations throughout British Columbia. We are grateful for the continuing relationships with Indigenous people in B.C. that develop through our work together. We acknowledge and raise our hands to the Lkwungen people, known today as the Songhees and Esquimalt Nations, on whose ancestral lands we operate our main offices.

#### General Information – Operating Assistance Program

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##### Program Objectives

The BC Arts Council's Operating Assistance Program aims to provide consistent and responsive funding to assist the general operations of established 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: Arts & Cultural Service Organizations is in Year 2 of a 2-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 amount over a period of two to four fiscal years based on an initial request and approved amount and 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.

**Program deadline: September 30, 2019**

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

## About the BC Arts Council: New Foundations

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The BC Arts Council is an agency of the provincial government established by the *Arts Council Act*, for the purposes of:

- Providing support for the arts and culture in British Columbia;
- Providing persons and organizations with the opportunity to participate in the arts and culture in British Columbia; and
- Providing an open, accountable and neutrally administered process for managing funds for British Columbia arts and culture.

In July 2018, the BC Arts Council released New Foundations: Strategic Plan for the British Columbia Arts Council 2018-2022, which articulates the following vision:

*“Artists and cultural organizations in British Columbia are well-supported, thriving, and able to reach their full potential under principles of equity, diversity, accessibility, and reconciliation. Arts and culture are seen as fundamental to developing vibrant and resilient communities, where the people of British Columbia are highly engaged in the province’s unique arts and culture sector recognized for its innovation and leadership in Canada and abroad.”*

### Strategic Directions

The new strategic plan lays out four new strategic directions for the BC Arts Council, intended to facilitate more equitable access to arts funding and informed by the current context facing the arts and culture sector in B.C.:

- Sustainability and Creative Development
- Equity, Diversity and Access
- Indigenous Arts and Culture
- Regional Arts and Community Arts

### Values

The BC Arts Council’s values guide all decisions and activities, from program design to the peer review process. We strive for constant improvement under these values in how we serve artists and cultural organizations throughout B.C.

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

## About Operating Assistance: Arts & Cultural Service Organizations

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The Operating Assistance: Arts and Cultural Service Organizations contributes to the support of activities of professional 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 entering Year 2 of a 2-year funding cycle.**

- **Extended Cycle Status:** applicants on Extended Cycle Status applied in Year One and were approved for a grant amount that will remain fixed for each year of the funding cycle. Organizations on Extended Cycle Status must submit a report annually by the program deadline to receive funding for subsequent years.

*Organizations on Extended Cycle Status should consult these program guidelines in full for a review of the general description, eligibility, requirements and criteria of the BC Arts Council's Operating Assistance: Arts and Cultural Service Organizations.*

- **Annual Status:** applicants on Annual Status applied in Year One and were approved for a grant amount for Year One of the funding cycle. They must submit a full application in subsequent years of the funding cycle.

In September 2020, all eligible applicants will apply for support for the next funding cycle.

The BC Arts Council will only accept new applications for Operating Assistance during Year One of the funding cycle. The next application deadline for applicants not currently receiving support through the Operating Assistance Program will be in September 2020.

## Eligibility Requirements

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Only organizations that received Operating Assistance in 2018/19 are eligible to apply to the September 30, 2019 deadline. Eligibility is reviewed annually.

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.

### 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 to support the following activity or costs:

- 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

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

**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.**

### **Extended Cycle Status - Report Requirements**

All Extended Cycle applicants must complete and submit the Extended Cycle Report, including a signed and completed Report Form, documentation of significant changes from the Year One submission, two copies of the organization's most recent Financial Statements (see below), and updates to their financial and statistical information.

### **Annual Status - Application Requirements**

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

Annual Status applications must include:

- A completed Operating Assistance: Arts and Cultural Service Organizations application, including CADAC number.
- A written statement (see page 2 of the application form for requirements) of no more than 12 pages total, including an Organizational Profile of up to 2 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**

- Six copies of each of the most recent membership publication(s).
- Completed Summary of Major Activities for the current and projected year.

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.

<b>BC Arts Council Grant for last fiscal year</b>	<b>Minimum Required Documentation</b> All Financial Statements must be signed by the auditor/bookkeeper/accountant with Board approval (two Board member signatures)
Up to \$10,000	Internally prepared Financial Statements
\$10,001 - \$25,000	Independently prepared Financial Statements
\$25,001 - \$100,000	Review Engagement Financial Statements
Greater than \$100,000	Audited Financial Statements



## CADAC

The BC Arts Council collects financial and statistical information through a national online database called CADAC (Canadian Arts Data/Données sur les arts au Canada). This system enables arts organizations applying for operating funding from public funders who are members of CADAC to submit their financial and statistical information in the same format.

You must use the CADAC Financial Form for Arts Organizations and the Statistical Form for Arts Organizations to submit your financial and statistical information for the years outlined in the application or report form.

Your organization's financial statements must also be submitted to CADAC to be reconciled against the Last Year Actuals you have entered in the database. The Last Year Actuals entered in CADAC must be reconciled and locked by CADAC staff prior to adjudication.

**Accurate assessment of your organization's request to the BC Arts Council depends upon you providing this financial and statistical information to CADAC in sufficient time for reconciliation and validation.**

Contact CADAC or your program officer for details. New applicants should discuss CADAC requirements with their program officer.

## Considering Cultural Context

In *New Foundations: 2018-2022*, the BC Arts Council has made a commitment to principles of equity, diversity, accessibility and truth and reconciliation in all of its programs and processes. In its own operations and in the funding and support it provides for arts and culture in the province, the BC Arts Council administers its activities in accordance with the BC Human Rights Code and strives to foster cultural safety and safe and respectful workplaces for all artists, arts workers and cultural practitioners.

The BC Arts Council is committed to the standards and principles of the United Nations Declaration of the Rights of Indigenous Peoples (the Declaration) and the Calls to Action of the Truth and Reconciliation Commission. We support the Province of British Columbia in its commitment to fully adopt and implement both of these important documents.

The BC Arts Council acknowledges the cultural, geographic and regional diversity of the province, and recognizes the distinct and varied contexts of Indigenous, cultural and regional communities.

In consideration of these commitments, all applicants and assessors should contemplate a variety of factors around cultural context when submitting a proposal. Not all considerations will apply to all applications.

- Consider issues around cultural appropriation and ownership if using the cultural expressions, aesthetics or iconography of various communities removed from their social, political and cultural roots. Cultural appropriation can also occur when there is insufficient credit given to the sources of artistic and cultural work. Cultural appropriation diminishes access and reduces the opportunity for artists from Indigenous and diverse cultural communities to tell their own stories.
- If working with Indigenous peoples, communities, culture or intellectual property (including but not limited to stories, songs, dance, designs, art, traditional knowledge or other cultural expressions), consider the principles outlined in the United Nations Declaration of the Rights of Indigenous Peoples (the Declaration). The Declaration affirms that Indigenous peoples have the right to self-determination and the right to practice and revive their culture and traditions. As stated in Article 11 of the Declaration this “includes the right to maintain, protect and develop the past, present and future manifestations of their cultures, such as archaeological and historical sites, artefacts, designs, ceremonies, technologies and visual and performing arts and literature.”
- Consider the reciprocity of relationships with the various communities and cultural practices represented in your application, and whose voices and perspectives are being included.

Consider how you have addressed cultural protocols and/or received permissions where required, including appropriate community consent, support, advice and/or collaboration.

## Assessment Criteria

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Applications will be evaluated through peer adjudication by an advisory committee against the Operating Assistance for Arts and Cultural Service Organizations 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 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.

## Application Deadline and Submission

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The deadline for the Operating Assistance Program: Arts and Cultural Service Organizations is **September 30**.

Applications are accepted by mail and must be postmarked **by Canada Post or a courier company no later than September 30**. 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

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Merit-based, independent adjudication is the primary method of evaluation. Applications are evaluated against these criteria alongside a number of equally eligible applications, including those from organizations not currently receiving operating assistance.

Applications for Operating Assistance are assessed by peer Advisory Committees. Advisory Committees are comprised of individuals with expertise in a particular artistic discipline, genre or practice. When selecting jury and committee members, Council considers broad professional knowledge, expertise, geographical representation and diverse artistic, institutional, and cultural viewpoints, including those from Indigenous perspectives.

The following process is used to evaluate every application:

- The British Columbia Arts Council receives applications and acknowledges receipt by email within 2 weeks of the deadline.
- Council staff reviews applications for eligibility.
- The Advisory Committee evaluates the applications using the assessment criteria outlined above.
- The Advisory Committee submits to Council its recommendations for funding and conditions on the payment of awards.
- Council reviews the recommendations of the Advisory Committee.
- Council informs each applicant of its decision in writing.
- Applicants are urged to contact their program officer for feedback on their application.
- Within 30 days of notification of the results, applicants may appeal the decision based on Council's written appeals policy.

## Notification of Awards

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Decisions will be made within sixteen weeks of the application deadline. All applicants will be notified by letter. Results will not be released by telephone or email.

## Funding Status

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Within the Operating Assistance Program, successful applicants may hold either Extended Cycle Status or Annual Status.

### **EXTENDED CYCLE STATUS**

Under normal circumstances, the grant amount from Year One will remain stable for the subsequent year(s) of the funding cycle. Applicants on Extended Cycle Status will not submit a full application for support for Year Two (2019/20), but must submit an Extended Cycle Report, including additional documentation as required, to request and release their 2019/20 grant.

The next full application for Operating Assistance: 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.

### **APPEALS POLICY**

The BC Arts Council appeals policy allows for appeals of funding decisions in programs utilizing the Advisory Committee process<sup>1</sup>. Appeals will be considered when the applicant can demonstrate that there was significant information available to the Committee at the time of adjudication that was not presented at the meeting or that was substantively misunderstood by the Committee.

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

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

## Grant Amounts

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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 amount awarded for 2018/19 will carry over for each year of the designated funding cycle.

Organizations placed on Annual Status or Concerned Status are 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

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### **CONFIDENTIALITY OF INFORMATION**

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

### **RECOGNITION OF ASSISTANCE**

In recognition of funding, the support of the BC Arts Council and the Province of British Columbia should be acknowledged in all promotional materials, both hard copy and online. The approved BC Arts Council and provincial logo and graphics standards are available online in a variety of ready-to-use digital formats at <https://www.bcartscouncil.ca/bcartscouncil/funding/logo-and-acknowledgement/>. The joint logo should be used on posters, brochures, print ads and programs and used where possible on media releases and signs related to the funded project.

As well, funded organizations with a website are encouraged to add a link to the BC Arts Council website.

## Contact Information

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

A full list of program officers is available at <https://www.bcartscouncil.ca/bcartscouncil/about/staff-directory/>.

For general information or further assistance, please contact:

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