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## PROGRAM GUIDELINES 2019/20

### OPERATING ASSISTANCE: Public Museums

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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 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

## 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 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.

### About Operating Assistance: Public Museums

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The Operating Assistance Program: Public Museums contributes to the support of public program activities at professional, non-profit public museums that sustain an annual artistic and curatorial program encompassing creation, development, presentation, collections and dissemination activities.

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

**2019/20 applicants to the Operating Assistance Program – Public Museums are eligible to apply for Enhanced Capacity Assistance. Full information on applying to this program is available on our [website](#). All applicants must indicate their intention to apply for Enhanced Capacity on the Operating Assistance Application Form and must submit a separate Enhanced Capacity application for the September 30<sup>th</sup> deadline.**

### Application Deadline and Submission

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The deadline for the Operating Assistance Program: Public Museums is **September 30, 2019**.

NEW!

Applications are accepted via our **NEW** online system **no later than 11:59 p.m.** on September 30, 2019.

Applicants will need to register on our new online system *before* they can submit an application to this program. **Please note that, once a new registration request is submitted, it may take up to 4 business days to be approved depending on volume.** New registrants will be notified once the request is approved and then they will be able to login and start an application.

Applications by mail, email or fax will not be accepted.

### Eligibility Requirements

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Current recipients and eligible new applicants to the Operating Assistance Program may apply to the September 30, 2019 deadline for Operating Assistance: Public Museums provided they meet the criteria below.



## General Eligibility Criteria

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 public museum for two fiscal years prior to application; OR
- Be a public museum operated by a local government for at least two fiscal years prior to application and with a community-based board of management that sets policy for the museum's public programs and services.

AND,

- Provide year-round public programming and have done so in the immediately preceding two years.
- Compensate artists and arts professionals by compensating arts and culture workers at industry standards and adhering to international intellectual property rights standards and cultural ownership protocols
  - Professional artists and arts/museum professionals must receive industry standard fees for work presented by visual arts organizations and public museums.
  - Community-based artists and curators whose work is programmed by visual arts organizations or public museums must receive payment through either exhibition fees or through other, mutually agreed-upon alternatives.
- Have professional artistic/curatorial and administrative leadership.
- For organizations that have not previously received Operating Assistance:
  - Applicants must have received at least two Project Assistance grants from the BC Arts Council within the past five years and within eligible discipline-specific programs.
  - Applicants must establish eligibility with Council staff before making an application and are encouraged to do so at least four weeks before the application deadline.
- For organizations that have previously received Operating Assistance:
  - Eligibility is reviewed annually.

## Specific Eligibility Criteria

An eligible applicant must:

- Hold a permanent collection and have a definable space designated for public exhibition of collection material.

**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

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Awards under this program are not available for archives-only organizations, museums in post-secondary institutions, single theme or specialty museums or industrial or heritage sites, or those organizations which qualify for operating assistance under other programs of the BC Arts Council.

## Grant Amounts

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

## Application Requirements

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All applicants, especially new 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.**

**All applicants will have to create an Organizational Profile by registering on our new online system *before* they can submit an application to this program.**

Applicants must submit a complete online application including all requested information and support material as follows:

All support materials must be submitted via the online system unless otherwise indicated.

### **Support materials to be included in the online application:**

- One copy of each publication created by your organization in the current year only (if applicable).
- Completed Summary of Major Activities.
- Facility description/floor plan, if not previously submitted or if changed from previous application to this program.
- A maximum of five printed hard copy images representing the following: a sample image of the exterior of your facility; a sample image of permanent exhibitions; a sample image of a temporary exhibition; and a sample image of a public programming activity.
- Any recently prepared planning and policy documents, if not previously submitted, and a detailed list of existing documents. These will be made available to the Advisory Committee at the time of adjudication.

### **The following documentation must be provided through the applicant's Organizational Profile and must be updated at minimum once per year:**

- A list of the organization's current board of directors, trustees or board of management, including their occupations and start dates.
- A list of current administrative and artistic/curatorial staff or significant contractors, giving name and title or responsibility (indicate if permanent/seasonal and full-time/part-time).
- Your organization's most recent Financial Statements bound or stapled, in accordance with requirements outlined below.

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

Support material will not be returned.

### FINANCIAL STATEMENTS

Financial Statements must include:

- a Balance Sheet, Income Statement and Notes;
- an itemized list of grants identified by funder, either in the income statement or in an attached schedule; and,
- a breakdown of operating net assets, distinguishing between unrestricted net assets and capital assets.

The type of Financial Statements required is based on the recipient’s last BC Arts Council award (excluding special projects); in the case of new applicants, internally prepared financial statements are acceptable. Internally prepared financial statements must show two years of activity and be signed by two board members of the organization. Council staff reserve the right to request audited Financial Statements if deemed appropriate, regardless of the amount of the applicant’s last award.

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



### CADAC

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

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

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

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

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

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## Considering Cultural Context

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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.

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## Assessment Criteria

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Throughout the application and assessment, applicants and the Advisory Committee should consider and discuss how the organization fulfils its mandate, mission, vision, and core values through the four areas of assessment, weighted as follows:

**Artistic Contribution and Significance - 40%**

**Engagement and Impact - 25%**

**Organizational Capacity and Governance - 25%**

**Cultural Competency and Agility - 10%**

In evaluating each application, the Advisory Committee will consider a number of possible criteria under each area of assessment. It is important to note that not all of the criteria will apply to every applicant; rather, they are examples of aspects that might be considered and should be addressed in the application if relevant to the organization and its work. Additionally, some criteria may have implications in more than one area of assessment.

In each area of assessment, the Advisory Committee considers the organization's reflection on both past achievement and proposed plans. Applicants are encouraged to critically assess the challenges faced and the creative solutions under consideration.

### **ARTISTIC CONTRIBUTION AND SIGNIFICANCE (40%)**

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

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

### **ENGAGEMENT AND IMPACT (25%)**

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

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

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

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

- Strategic planning and development, including the efficient use of resources to support organizational, community and artistic development.
- The internal and external factors contributing to the organization's current and potential artistic, engagement and organizational capacity across all areas.
- Staff and employee recruitment, development, tenure and succession planning.
- The role of management and the board in fostering a healthy, sustainable workplace and supporting the organization's development.
- Human resources policies and procedures, in relation to salaries, benefits, professional development, workplace safety and respectful workplace.
- Structure, level of activity and function of the board as it serves the organization's vision, including board tenure, recruitment and succession planning.
- The organization's overall financial health.
- Consideration of cultural context in management and governance activity, including the commitment to cultural safety for staff, volunteers, artists and board members.

### **CULTURAL COMPETENCY AND AGILITY (10%)**

**The Advisory Committee will assess the organization's ability to work respectfully, knowledgeably and effectively with artists, practitioners and communities from a diversity of cultural backgrounds. Cultural competency and agility have particular implications in considering reconciliation and the cultural safety and self-determination of Indigenous peoples. Advisory Committees may consider the following:**

- Commitment and ability to foster cultural safety.
- Capacity to acknowledge, negotiate and respect differing cultural perspectives, worldviews and values.
- Reciprocity in artistic, cultural and community relationships.
- Ability to question organizational assumptions in a cultural context and willingness to learn in unfamiliar cultural situations.
- Ability to address cultural protocols and permissions where required, including appropriate community consent, support, advice and/or collaboration.
- Ethical use of material, including issues of cultural appropriation and ownership.
- Recognition of the impact of proposed artistic activity, including who will benefit from it.

### **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. **For 2019/20, all applicants will apply for an annual operating grant. There will be no Extended Cycle or Annual Status designations in 2019/20.**

### CONCERNED STATUS

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

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

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

### PAYMENT OF AWARDS

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

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

- Significant shifts in structure, staffing or activities
- Major changes to proposed activities;
- Changes in legal status, ownership, corporate structure, name, or mandate;
- Danger of insolvency, bankruptcy, or credit protection;

- Legal proceedings that pose a financial or reputational risk.

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

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

## **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.

## **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.

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

## Contact Information

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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)