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## PROGRAM GUIDELINES 2019/20

### PROJECT ASSISTANCE: Media Arts Organizations

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#### 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

## General Information

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

## About Project Assistance: Media Arts Organizations

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Media arts are defined as works in film, video, audio/sound art and new media. New media includes new information and communications technologies used for artistic expression. Eligible projects may include public programming for the distribution or screening of non-theatrical or experimental original work, development of Media Arts Organizations or new audiences, artists' residencies, critical documentation, exploration of diverse new media forms or dissemination.

## Application Deadline and Submission

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The deadline for the Project Assistance: Media Arts Organizations Program is **October 15, 2019, no later than 11:59 p.m.** All applications will be submitted via online application.



Applicants need to register on the new online system *before* submitting an application. **Please note that approval of new registration requests may take up to 4 business days.** New registrants will be notified of approval and access to grant applications.

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

## Eligibility Requirements

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Assistance through this program is available to readily identified professional B.C. media arts collectives and organizations.

### **Applicant Eligibility – General Criteria**

#### **An eligible applicant must:**

- Be based in British Columbia and conduct ongoing public programming activity in B.C.
- Engage competent and appropriate artistic/curatorial and management leadership as demonstrated by previous achievements, collaborations, partnerships, relationships, etc.
- Compensate artists and arts and cultural professionals at industry standards and adhere to international intellectual property rights standards and cultural ownership protocols

### **Applicant Eligibility – Specific Criteria**

#### **Professional Media Arts Organizations**

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

- Be a professional media arts organization registered and in good standing as a non-profit society or community service co-op in the Province of British Columbia for at least one year.
- Provide financial statements for the most recently completed fiscal year (see Financial Statements section).

- Not currently receive Operating Assistance from the BC Arts Council.
- Have operated and offered public programming for a minimum of one year as a non-profit society or community service co-op.

### **Professional Independent Collectives**

In addition to the General Eligibility Criteria above, under normal circumstances, an eligible collective must be readily identified as a professional independent collective of B.C. media arts professionals.

A professional independent collective is considered for this program as a group of three or more artists who are professionally active in media arts. Curatorial collectives must be composed of three or more curators who are professionally engaged in media arts practice.

Each member of a collective must have a minimum of two years of professional practice in their field, following basic training, and must have a demonstrated body of previous work as an individual practitioner.

A professional independent collective must provide the name of an individual member of the collective to act as key contact person and submitting officer. The key contact person will be held responsible for the application and subsequent report. If the application is successful, this person will receive payment of the award on behalf of the collective.

Each member of the professional independent collective must be a Canadian citizen or permanent resident, readily identified as a professional British Columbia artist, and have lived in British Columbia for at least twelve months immediately prior to application.

### **General Exclusions for Professional Project Assistance**

Awards are not available for:

- Operating costs.
- Projects that have begun prior to the application deadline.
- Project/budget deficits.
- Capital expenditures (construction, renovation, or purchase of property or equipment).
- Fundraising.
- Start-up costs or seed money.
- Feasibility studies.
- For-profit entities.
- International travel costs of foreign artists visiting British Columbia.
- Travel to international symposia.
- Conferences or competitions.
- The creation or preparation of work for competitions.
- Projects that are secondary to other purposes (e.g. fundraising events, conventions, or family, religious or community celebrations or anniversaries).
- Subsistence to artists, curators or other arts professionals.
- Projects or activities that are funded through other programs of the BC Arts Council or its third party delivery partners.

Ineligible applications will not be reviewed by the Jury.

## Grant Amounts

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

## 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. The BC Arts Council will not contact applicants to address errors or to request missing application requirements, including support material. Eligible applications will be assessed as they have been submitted.

All applicants must create an Applicant Profile by registering with the new online system *before* they can submit an application to this program and should ensure all information and documentation in their online Profile is up-to-date with each application.

Applicants must submit a complete online application including all requested information and support material. All support materials must be uploaded via the online system (i.e. electronic files; hard copies scanned; etc.) unless otherwise indicated.

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

- A balanced project budget, using the budget table provided in the online application. Please provide notes to the budget and indicate whether revenues are confirmed or pending.
- *For applicants that have not previously received funding through this program:* two letters of reference from established arts professionals familiar with the collective's or organization's work.
- An operating budget for the fiscal year in which your proposed project takes place (**organizations only**).
- A maximum 250-word bio for each member of the creative team. Please do not submit CVs.
- Material supporting the applicant's history of creation, development, production or dissemination of media arts activity, to a maximum of three (3) items.

### **Incorporated organizations must provide the following documentation through their Organizational Profile in the online system:**

- 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).
- The organization's most recent Financial Statements, in accordance with requirements outlined below.

## 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;
- two (2) comparative fiscal years;
- signature of the auditor/bookkeeper/accountant;
- signatures of two (2) board members of the organization, demonstrating board approval.

The type of Financial Statements required is based on the recipient's last BC Arts Council award (prior to the current fiscal year); in the case of new applicants, internally prepared financial statements are acceptable. Council staff reserve the right to request audited Financial Statements if deemed appropriate, regardless of the amount of the applicant's last award.

For applicants operating under the umbrella of a local government or post-secondary institution, financial statements must include a statement of income and expenses for the applicant's activities alone, signed by the umbrella organization's financial officer, in addition to notes indicating if the applicant entity may accrue assets, surpluses or deficits from one year to the next.

Previous BC Arts Council Grant	Minimum Required Documentation
Up to \$10,000	Internally prepared Financial Statements
\$10,001 - \$25,000	Independently prepared Financial Statements
\$25,001 - \$100,000	Review Engagement Financial Statements
Greater than \$100,000	Audited Financial Statements

## Considering Cultural Context

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

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

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

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

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

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

## Assessment Criteria

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

All applicants should:

- Discuss how the project addresses the applicant’s mandate, mission and values in each area of assessment.
- Discuss how the project fulfills the applicant’s artistic objectives in each area of assessment.

The Jury will consider a number of possible criteria under each area of assessment; not all will apply to every applicant but rather, they are aspects that will be considered and should be addressed in the application if relevant to the applicant and its work. Additionally, some criteria may have implications in more than one area of assessment.

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

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

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

Applicants should define and demonstrate their artistic activity, showing how the proposed project will advance the art form or practice that is central to their work. Jurors may consider the following:

- Clarity, focus, and vitality of the proposed project.
- Artistic/curatorial risk or challenges inherent in, or tackled by, the proposed project.
- The strength of the artistic intention in the work, the quality of the practice, and the development of the art form.
- Ability to realize the project artistically, based on previous successes and support material.
- Previous achievements of the participant(s) individually and/or as a collective, ensemble, group or organization.

- The applicant's artistic/curatorial practice in the context of B.C.'s geographic, Indigenous and cultural diversity.
- Clear statements about compensation to every professional artist, curator or professional practitioner participating in the project including levels of professional fees.
- The potential benefits to the development of the applicant, artists and the professional arts community in B.C.
- Commitment to the development of B.C. artists and cultural practitioners.
- Consideration of cultural context in the artistic activity.

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

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

- Knowledge of the project's audience plus insight and strategies that will lead to further audience development.
- Commitment to work created by B.C. arts professionals.
- The project's level of engagement in the context of B.C.'s geographic, Indigenous and cultural diversity.
- The inclusion of and engagement with appropriate protocols and practices, particularly in regard to Indigenous artists and communities.
- Risk-taking, successes and challenges with regard to public engagement.
- Consideration of cultural context in engagement activity.

### **FEASIBILITY (25%)**

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

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

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

This area of assessment considers the applicant's ability to work respectfully, knowledgeably and effectively with artists, practitioners and communities from a diversity of cultural backgrounds. Cultural competency and agility have particular implications in considering reconciliation and the cultural safety and self-determination of Indigenous peoples. Jurors may consider the following:

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

## **Adjudication Process**

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Merit-based, independent assessment is the primary method of evaluation. All applications are assessed by peer review juries. Juries are comprised of individuals with expertise in particular artistic disciplines, genres or practices. When selecting Jury and committee members, the Council considers broad professional knowledge, expertise, geographical representation and diverse aesthetic, institutional, and cultural viewpoints, including those from Indigenous perspectives.

The following process is used to evaluate every application:

- BC Arts Council receives applications via online application.
- Council staff reviews applications for eligibility.
- The Jury evaluates the applications using the assessment criteria outlined above and determines the level of funding and conditions on payment of awards.
- Council informs each applicant of the Jury's decision in writing.
- Applicants are urged to contact their Program Officer for feedback on their application.

## **Notification of Awards**

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Decisions will be made within sixteen weeks of the application deadline. Notification will be sent via email to the organizational and governance contacts provided in the online application system (as applicable). Results will not be released by telephone.



## Payment of Awards

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

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

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

**Grants are taxable income and must be reported as such.** Individuals receiving grants on their own behalf or on behalf of a collective are issued T4As for the year in which the grant payment is processed.

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

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

## Final Reports

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All recipients must submit a final report and requested documentation of the completed project within 30 days of its completion date stated in the application for support. Final Reports must be submitted through the online system.

Future applications to project assistance programs will be ineligible if all reporting requirements are not met.

## 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*. The applicant's information will be shared in confidence with members of the adjudication Jury. The names and locations of successful award recipients may be published, along with the amount of the award, in the Annual Report of the BC Arts Council as well as in various communications and promotional vehicles of the BC Arts Council and Government of British Columbia. Social Insurance Numbers are provided to Canada and Revenue Agency through the issuance of T4As.

## RECOGNITION OF ASSISTANCE

In recognition of funding, the support of the BC Arts Council and the Province of British Columbia should be acknowledged in all promotional materials, both hard copy (e.g. posters, brochures) and online (e.g. organization's website). The [BC Arts Council logo and graphics standards](#) are available in a variety of ready-to-use digital formats.

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

## Contact Information

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