
PROGRAM GUIDELINES 2019/20

PROJECT ASSISTANCE: Co-op Placements Program

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 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 Co-op Placement Program

The Co-op Placements Program supports eligible organizations to hire students through co-op placements and work-integrated learning programs for professional work experience in arts and culture. The program is intended to support the development of knowledge transfer, learning and capacity-building within the sector.

Applications must include details of the specific impacts and anticipated results for both the organization and the student, including the knowledge to be gained through the work term by both. Applicant organizations must work with post-secondary institutions with established co-op or other work-integrated learning programs.

Application Deadline and Submission

The deadline for the Co-op Placement Program is **December 15, 2019, no later than 11:59 p.m.** All applications will be submitted via an 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

In order to be eligible, applicant organizations must:

- Be an arts organization, museum, book publisher or Indigenous cultural centre that has received at least one grant since April 1, 2014 through BC Arts Council operating or discipline-specific project programs;
OR,
- Be an incorporated non-profit arts or cultural organization that has received a grant through BC Arts Council's Shared Cost Arrangement programs at BC Touring Council or First Peoples' Cultural Council (Aboriginal Arts Development Awards or Indigenous Arts Awards) since April 1, 2017;
OR,
- Be an Indigenous Government, Friendship Centre, or Métis Chartered Community offering dedicated arts and culture program(s) or project(s) where the scope of work of the Co-op or Work-Integrated Learning student would focus on these activities.
AND
- Employ an eligible co-op or work-integrated learning student as a paid employee¹ for one or two terms, for a maximum of 32 weeks under normal circumstances.
- Hire an eligible student from post-secondary institutions with established co-op or work-integrated learning programs.² Meet the eligibility requirements, including minimum number of hours, of the institution and program from which the student is to be hired.
- Not have any outstanding final reports on previous BC Arts Council grants.

¹ See FAQs or <https://www.canada.ca/en/revenue-agency/services/forms-publications/publications/rc4110/employee-self-employed.html> for further discussion and definition of employment terms.

² See FAQs for more information regarding institutions offering co-op and work-integrated learning programs.

Organizations may apply for up to two consecutive terms for a single individual. Applications for concurrent employment terms are not eligible.

Eligible Costs

Funds awarded from this program should be allocated exclusively toward the student's full salary. Applicants will be responsible for the applicable MERCs (Mandatory Employment Related Costs) and benefits associated with the position and should reflect these items in the "Applicant Contribution" field of Budget Revenues on the online form. Any other costs for supplies, travel, professional development and other fees related to the placement are not eligible for support through this program, though they should be shown in the budget submitted, along with the required revenue contributions.

Grant Amounts

The assistance level for Co-op Placements is up to \$10,000 per work term of up to 16 weeks. An applicant may apply for two consecutive placements for the same student and request up to \$20,000 for up to 32 weeks. The requests should be made as part of a single proposal in one application. The rationale for feasibility of the expanded placement will be considered by the jury.

Application Requirements

All applicants, especially new applicants to this program, are urged to discuss their request with the 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 in applications or to request missing application requirements, including support material. Eligible applications and any supporting material 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 and should ensure all information and documentation in their online Profile is up-to-date with each subsequent application.

Applicants must submit a complete online application, including all requested information and support material. All support materials must be submitted via the online system 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.
- A job description, including qualifications and duties, for the proposed Co-op Placement position.
- A detailed schedule/timeline for the project (maximum 2 pages).
- An operating budget for the fiscal year in which the proposed project takes place that demonstrates funding from sources other than the BC Arts Council, such as earned revenue, federal and local government support, and private sector contributions.
- Letters from any partnering organizations, if applicable, confirming the nature of their participation.
- Correspondence (letter or email) from the Co-op or Work-Integrated Learning program(s) from which the student is being sought, confirming their support of the organization and proposed position.

Organizations must provide the following documentation through their 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).
- Your 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;
- 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.

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

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 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

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

The Jury will consider a number of possible criteria under each area of assessment. Applications are assessed 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.

IMPACT ON THE ORGANIZATION (50%)

Jurors may consider the following:

- The description of the work term position and its impact on the organization, in terms of artistic contribution and significance, community engagement and/or organizational capacity.
- The alignment of the proposed placement with the organization’s mandate, mission and values.
- How the proposed placement will contribute to the organization’s current capacity or future plans.

IMPACT ON THE CO-OP STUDENT (25%)

Jurors may consider the following:

- The description of the work term and its impact on the co-op student.
- The appropriateness of the institution and program from which the candidate is being sought.

FEASIBILITY (25%)

Jurors may consider the following:

- The capacity of the organization to manage the position and provide an effective work term experience.
- Other sources of funding and resources, including organizational contributions to the placement.
- The feasibility of the work plan.
- The creation of opportunities for the next generation of arts workers.
- The payment of fees at industry standards to artists and other practitioners, including the rationale of fees payed to Co-op or Work-Integrated-Learning student placements.³
- Adherence to international intellectual property rights standards and cultural ownership protocols.

CULTURAL COMPETENCY AND AGILITY

Although not a scored assessment criterion, when working with artists, practitioners and communities from a diversity of cultural backgrounds, it is expected that applicants will work respectfully, knowledgeably and effectively. Cultural competency and agility have particular implications in considering reconciliation and the cultural safety and self-determination of Indigenous peoples.

Applicants should consider and speak to, where required, the following factors, which may be considered with respect to the assessment criteria:

- 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 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

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:

- The British Columbia Arts Council receives applications via the online system.
- 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 applications.

³ Please see FAQ's for more information about fees and wages. Applicants can include a brief statement within the application or in the budget notes to contextualize the proposed hourly rate for the student in relation to the comparable pay levels within the organization.

Notification of Awards

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 or email.

Payment of Awards

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

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

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

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

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

Final Reports

All recipients must submit a final report and requested documentation of the completed project to the BC Arts Council within 30 days of its completion date stated in the application for support. Final Report forms 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

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 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>. 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

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

Erin Macklem – Program Officer, Co-op Placements
(778) 698-1416 | erin.macklem@gov.bc.ca

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

For general information or further assistance, please contact:

Telephone: 250 356-1718
Email: bcartscouncil@gov.bc.ca

**Program guidelines are reviewed annually.
Please ensure you are working with the most current program guidelines for each intake.**