



PROGRAM GUIDELINES 2019/20

PROJECT ASSISTANCE: Community Arts Festivals

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 the Community Arts Festivals Project Assistance Program

Community Arts Festivals Project Assistance supports community-based arts and cultural organizations, First Nations Governments, Indigenous Friendship Centres, and Métis Chartered Communities in the production of a local community arts festival. Awards under this program are intended to subsidize the fees paid to B.C. or Canadian professional artists, technicians, Elders and Traditional Knowledge Keepers engaged for the proposed festival. Festivals must be more than one day in duration and may feature a combination of local and touring artists. Awards will provide up to a maximum of \$5,000.

Application Deadline and Submission

The deadline for the Project Assistance – Community Arts Festivals is **February 21, 2020, no later than 11:59 p.m.** All applications will be submitted via on-line application.



Applicants need to register on the [new online system](#) before submitting an application. Please note that approval of a new registration request 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

An eligible applicant must:

- Be based in British Columbia and conduct ongoing public programming activity in B.C.
- Be a community arts or cultural organization, or an Indigenous Government, Friendship Centre, or Métis Chartered Community that has previously successfully produced at least one community arts festival.
- Be either:
 - an organization registered and in good standing as a non-profit society in the Province of British Columbia for at least one year; OR
 - a First Nations Band Council.
- Demonstrate a clear commitment to enhance access to and development of the arts in community.
- Demonstrate best efforts to compensate artists and technicians by paying fees to professionals at community standards and adhering to international intellectual property rights standards.
- Demonstrate best efforts to follow local Indigenous protocols to compensate Elders and Traditional Knowledge Keepers, and acknowledge traditional territories.
- Have effective artistic and administrative leadership, but be organized primarily by volunteers.
- Not be eligible for or receiving funding through other BC Arts Council programs for the same activity.

Project Eligibility

The Festival itself must:

- Be concentrated in time and place, and be longer than one day in duration.
- Facilitate the exchange of local ideas, narratives or issues that engage community participation.
- Have demonstrable community involvement, including the support of local government, volunteers, business, and arts and cultural organizations.

Project Exclusions:

Awards are not available for:

- General operating activity.
- Activities that have begun prior to the application date.
- 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 of arts festival organizations to international convenings.
- Conferences or competitions.
- Celebrations or anniversaries.
- Projects that are secondary to other purposes (e.g. fundraising events, conventions or family, religious or community celebrations).
- Subsistence to artists or curators.

Grant Amounts

Project assistance will not exceed 50% of the total festival project budget, to a maximum of \$5,000. Assistance through this program is possible only once per BC Arts Council fiscal year (April 1- March 31). Organizations may only submit one application to this program per deadline.

Please note that grants may be awarded for less than the requested amounts based on BCAC staff assessment of the eligibility requirements, demands on the festival program budget, and the priorities of the program.

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. In-kind values are allowed and must be indicated as such in both revenue and expenditure sides of the budget.
- Confirmed or interim list of professional artists, technicians, Elders and Traditional Knowledge Keepers, including names, the fees they are to be paid, and their biographies (max. 250 words). If only an interim list is available, provide the list of professional artists, technicians, Elders and Traditional Knowledge Keepers engaged in last year's festival and the fees each were paid.
- One scanned copy or live link to the most recent festival brochure or program.

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
Up to \$10,000	Internally prepared Financial Statements signed by two board members
\$10,001 - \$25,000	Independently prepared "Notice to Reader" Financial Statements
\$25,001 - \$100,000	"Review Engagement" Financial Statements
Greater than \$100,000	Audited Financial Statements

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.

Adjudication Process

Community Arts Festival Project Assistance is subsidy based and is NOT a peer-reviewed program. Awards to all eligible applicants are determined by BCAC Program Staff on a formula basis, taking into consideration the following:

- Total amount of proposed payments to professional BC and Canadian artists, technicians, Elders and Traditional Knowledge Keepers (fully itemized in budget).
- A balanced proposed Festival Budget including the funds requested of this program, and
- The financial viability of the organization and its demonstrated ability to realize the proposed activity.

The following process is used to assess every application:

- The British Columbia Arts Council receives applications and acknowledges receipt via the online system.
- The Program Officer reviews applications for eligibility and considers the applicant’s administration, financial management, and capacity, along with the feasibility of the project.
- To ensure an equitable approach is maintained, the same key data from each application is used to determine the amount of subsidy to be received by each fully complete and eligible applicant. (All eligible applicants will receive some level of subsidy based on festival budget size and amount of artists/technicians/Elders/Traditional Knowledge Keepers fees paid.)
- Council informs each applicant of its decision in writing by end of March 2020.

Notification of Awards

Decisions will be made within sixteen weeks of the application deadline. Notification will be sent via the online system 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. 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 AWARDS

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. 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

The BC Arts Council is committed to assisting applicants present themselves as favourably as possible to the program juries. Ultimately, however, the responsibility for a complete and thorough application rests with the applicant.

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

Given the high volume of inquiries in the weeks before the deadline, please contact your program officer as far in advance as possible.

Additional information regarding BC Arts Council policies may also be found on the website or by contacting your program officer.

Contact Information:

Monique Lacerte – Program Officer
778 698-3532 | Monique.Lacerte@gov.bc.ca

Rodman Joseph – Indigenous Community Liaison
236 478-1869 | Rodman.Joseph@gov.bc.ca

Please visit the website for a [full list of program officers](#).

For general information or further assistance, please contact:

Telephone: 250-356-1718

or

Email: bcartscouncil@gov.bc.ca

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

