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## PROGRAM GUIDELINES 2019/20

### PROJECT ASSISTANCE: Youth Engagement Program

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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

## About the Youth Engagement Program

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**The BC Arts Council's Youth Engagement Program (YEP) supports eligible organizations across the province taking innovative and inspiring approaches to actively engaging British Columbia's young people with professional artists and arts and culture programming.**

For the purposes of this program, following the example of [UNESCO](#) and the [UN Convention on the Rights of the Child](#), this program supports projects serving children and youth under the age of 24.

Eligible projects include existing programs or new initiatives, including the research, development, implementation and/or presentation of pilot projects and new programs, as well as enhancements or expansion of existing programs. Projects can be up to two years in duration.

The program will support a range of activities; the areas of focus may overlap within any given project. Supported areas of activity may include:

- New work – creation and commissioning: New artistic and curatorial projects for children and youth audiences.
- Participation in artistic creation: Projects that directly engage children and youth, working with professional artists, as creative participants in the artistic process, through developing and/or producing new projects wherein the quality of the participants' artistic experience is as important as the project's artistic achievement.
- Outreach and engagement: Projects and partnerships that actively reach out to engage and integrate new youth communities and young audiences into organizations' core activities and programs.

## Application Deadline and Submission

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The deadline for Youth Engagement Program applications is **January 15, 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

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

- Be based in British Columbia and conduct ongoing public programming activity in B.C.
- AND
- Be an arts and cultural organization that has received at least one grant from the BC Arts Council since April 1, 2015 through the following eligible BC Arts Council programs:
    - Operating Assistance;
    - Project Assistance for Professional Performing Arts (Theatre, Music, Dance); Arts Periodicals; Literary Organizations; Arts Training; Book Publishers; Professional Arts

Festivals; Media Arts Organizations; Museums, Indigenous Cultural Centres and Visual Arts Organizations;

- Community Arts Projects;
- Community Festivals;
- Arts Based Community Development;

OR

- Be an incorporated non-profit arts and cultural organization that has received a grant through the [BC Arts Council's Shared Cost Arrangement programs](#) at [BC Touring Council](#) (Community Presenters Assistance Awards OR Aspiring and Emerging Associates), [First Peoples' Cultural Council](#) (Indigenous Arts Awards) or [Creative BC](#) (Interactive Fund) since April 1, 2018;

OR

- Be an incorporated non-profit arts and cultural organization that has not received support from the BC Arts Council or its partners (above) in the designated years but:
  - Has a specific mandate to provide quality arts experiences for children and/or youth; and,
  - Is eligible for support within the BC Arts Council programs listed above.
  - **In this case, eligibility to apply to YEP must be confirmed in writing by the [program officer](#) prior to applying.**

OR

- Be an Indigenous Government, Friendship Centre, or Métis Chartered Community.

**All applicants are urged to determine the eligibility of their organization with the appropriate YEP program officer *prior* to submitting an application.**

#### **Specific Applicant Exclusions:**

- Schools
- Municipalities and post-secondary institutions\*
- Individuals, collectives and unincorporated groups

## Project Eligibility

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An eligible project must:

- Have the engagement of children and youth, as audiences and/or as creative participants, at its core.
- Include and compensate professional artists and/or arts and culture practitioners by paying fees at industry standards.
- Adhere to international intellectual property rights standards and cultural ownership protocols.
- Engage competent and appropriate artistic/curatorial and management leadership as demonstrated by previous achievements, collaborations, partnerships, relationships, etc.

Projects supporting early career practitioners are eligible; however, this program will not support projects in professional training or post-secondary studies in the arts. Other programs of the BC Arts Council exist to support training and post-secondary studies along with professional

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\* Other than those embedded arts and culture organizations who are eligible through the criteria outlined above

development opportunities for early career practitioners. (See [Professional Development, Scholarships](#), and [Early Career Development](#).)

Schools and school groups may be the primary participants or audiences for proposed projects. However, curriculum delivery is not the primary focus or intention of this program. Applicants are encouraged to illustrate how proposed activities are artist-driven and artists maintain creative control of the project. Other programs of the BC Arts Council exist to support arts-in-education activity and school-based programs. (See [Arts in Education Programs](#).)

**All applicants are urged to determine the eligibility of their project with the appropriate YEP program officer prior to submitting an application.**

### **Project Exclusions:**

Awards are not available for:

- General operating activity.
- Activities that have begun prior to the application deadline.
- Capital expenditures (construction, renovation, or purchase of property or equipment).
- Fundraising.
- Start-up costs or seed money.
- Feasibility studies.
- International travel costs of foreign artists visiting British Columbia.
- Travel to international symposia.
- Conferences or competitions.
- The creation or preparation of performances/exhibitions for competitions.
- Projects that are secondary to other purposes (e.g. fundraising events, conventions, or family, religious or community celebrations).
- 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 deliver partners](#).
- Projects taking place outside British Columbia.
- Curriculum-based activity.
- Professional training or post-secondary study.
- Professional development of emerging artists.

## Grant Amounts

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The Maximum Assistance Level for the Youth Engagement Program is \$30,000. Support from this program may form up to 100% of the total project budget. Proposals demonstrating diversified revenue streams may receive priority. Successful applicants will have up to two years to complete their funded activity.

Please note that grants may be awarded for less than the requested amounts based on the assessment of the jury and the priorities of the program.

## Application Requirements

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All applicants, especially new applicants to this program, are urged to discuss their request with the program officer prior to submission.

Note: Applicants are reminded that under the Criminal Record Review Act, people who work with or may potentially have unsupervised access to children or vulnerable adults must undergo a criminal record check by the [Criminal Records Review Program \(CRRP\)](#). Clicking the check box on the Declaration tab of the online application indicates your organization's adherence to this policy.

**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.
- An operating budget(s) for the fiscal year(s) in which your project takes place, demonstrating funding from sources other than the BC Arts Council, such as earned revenue, federal and local government support, and private sector contributions.
- Biographies of each lead member of the project's creative or support team (max. 250 words). Please do not submit CVs.
- Letters from any partnering organizations, if applicable, confirming the nature of their participation.
- Policy documents addressing the organization's policies and/or processes relating to the physical, educational and developmental protection and safety of young people should be included with the application, as available and appropriate to the project.

**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.

## Assessment Criteria

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The three 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, curatorial and programming activity, showing how the proposed project will advance the art forms or cultural practices that are 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 applicant and creative team.
- 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 (30%)**

All projects are devised to involve particular artists, audiences, publics and/or communities. Applicants should identify the particular youth communities involved and show how the project will offer stimulating and varied forms of engagement through public presentation or exhibition, audience and artistic development, participation, discourse and education, or other opportunities. Applicants should clearly demonstrate the impact of the proposed project on the youth involved, as well as any expected reciprocal impact on the applicant or professional arts practitioners involved.

- The impact of the artistic experience on the children and/or youth involved.
- The opportunities provided for meaningful engagement of young people with contemporary artistic practice.
- The quality of the engagement of young people in the artistic experience.
- The potential to stimulate sustained engagement with the arts by children and youth.
- The quality of the engagement of children, youth, their families and communities.
- Knowledge of the project's core audience and participants plus insights and strategies that will lead to further audience development and engagement.
- 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, including the accessibility of the project to diverse artists, audiences and participants.
- 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 (20%)**

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:

- The specific skills and expertise in place to appropriately develop and manage projects with children and youth, including their physical, educational and developmental needs and safety.

- 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%)**

When working with artists, practitioners and communities from a diversity of 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**

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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, 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 the 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. Due to the volume of applications received, the level of specific feedback on applications may vary.

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## Notification of Awards

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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.

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## 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.

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.

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## Final Reports

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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.

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## 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 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 Information

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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:

Erin Macklem - Program Officer  
778-698-1416 | [Erin.Macklem@gov.bc.ca](mailto:Erin.Macklem@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](mailto:bcartscouncil@gov.bc.ca)

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

