



PROGRAM GUIDELINES 2019/20
PROJECT ASSISTANCE: IN-PROVINCE ARTS TOURING
& CIRCULATION
PILOT PROGRAM

About the BC Arts Council

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 Project Assistance – In-Province Arts Touring & Circulation Pilot Program

The Project Assistance: In-Province Arts Touring & Circulation supports the circulation and exposure of B.C. art and artists within B.C.

Awards under this program intend to support opportunities for arts organizations, independent artists, and collectives, groups or ensembles to engage in artistic opportunities away from their home base.

These opportunities may include touring and circulation activities, planning for the touring or circulation of work, or inter-community artist networking and engagement which serve to benefit:

- artistic and career development for individual artists;
- new audience, market, network and community engagement;
- expanded artistic opportunities for organizations and communities.

Both inbound (e.g. hosting or presenting) and outbound (e.g. travel or touring) activities are eligible.

This program is intended as a pilot for in-province touring, circulation and community connection activities in fiscal year 2019/20. The needs and use of the program demonstrated through this pilot will serve to inform future program offerings.

Application Deadline and Submission

The deadline for Project Assistance: In-Province Arts Touring & Circulation applications is **March 8, 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 (B.C.) AND be one of the following:
 - a professional independent artist or cultural practitioner¹, who must be a Canadian citizen or permanent resident, and have lived in British Columbia for at least twelve months immediately prior to application;
 - an incorporated, non-profit professional or community arts or cultural organization, registered and in good standing in the Province of British Columbia for at least one year;
 - a First Nations Band Council, Indigenous Friendship Centre, or Métis Chartered Community;
 - a professional visual arts organization, arts periodical, book publisher², Indigenous cultural centre or public museum, including those operated by a local government, post-secondary institution or

¹ A professional independent artist or cultural practitioner is defined as someone who:

- Is recognized by other practitioners working in similar disciplines;
- Has a practice in their discipline of two or more years subsequent to basic training (not necessarily in post-secondary institutions);
- Be committed to working at their practice when financially possible.

² Book publishers are encouraged to contact Michelle Benjamin, Program Officer, for eligibility considerations specific to their discipline, at 236-478-2582 or michelle.benjamin@gov.bc.ca..

First Nation in B.C. with a community-based board of management that sets policy for the organization's public programs and services;

- a professional arts or curatorial collective, group or ensemble of three or more professional independent artists or cultural practitioners, as defined above, that have the creation and/or presentation of artistic and curatorial projects as their primary activity (see note below).

When applying as an Arts or Curatorial Collective, one of the collective's members, must be identified as the key contact person on the application. 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 group.

All applicants are urged to determine their eligibility *prior* to submitting an application.

Project Eligibility

An eligible project must:

- Have been completed, be ongoing or be poised to begin at the time of application.
 - The project start date must be no earlier than April 1, 2019
 - The project end date must be no later than March 31, 2021
- Take place in B.C.

AND

- Be 80 km or more away from the applicant's home base.

OR

- Involve professional artists or cultural practitioners from a location within B.C. that is 80 km or more away from the applicant's home base.

Other determining factors such as relative isolation, travel via ferry, cumulative distances, etc. may be taken into consideration.

AND

- Be designed to create new opportunities for artists and arts and cultural organizations to present their work, perform or create networks outside of their home base, such as:
 - Public presentation or programming
- OR
- A networking, career development or engagement opportunity that fosters inter-community artistic connections

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

Project Exclusions

- Operating costs
- Capital expenditures (construction, renovation, or purchase of property or equipment)
- Fundraising
- Start-up costs or seed money
- Feasibility studies
- 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 or anniversaries)
- Projects or activities that are funded through other programs of the BC Arts Council or its [third party delivery partners](#)
- Projects taking place outside British Columbia
- Costs for participants from outside British Columbia
- Curriculum-based activity
- Professional training or post-secondary study
- Cost of producing recordings or publications
- Literary projects that do not meet the requirements for eligible titles in other BCAC programs³

Grant Amounts

The available assistance level for Project Assistance: In-Province Arts Touring & Circulation depends on the status of completion of the project, up to a maximum of \$20,000.

- Projects completed before application: up to 50% of eligible costs
- Projects underway at time of application: up to 75% of eligible costs
- Projects poised to begin after application: up to 100% of eligible costs

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

Assistance through this pilot program is possible for only one project per applicant. Applicants may only submit one application.

Application Requirements

All applicants are urged to discuss their request with the program contact *prior* to submitting an application.

It is the applicant's responsibility to ensure applications are complete and all application requirements are included. The BC Arts Council will not contact applicants to address errors in applications or missing application requirements, including support material. 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 list of the creative team

³ Please see "Eligible Titles" in the [guidelines for Book Publishers](#) – Projects on the BCAC website.

- Biographies of each lead member of the project’s creative or support team (max. 250 words). Please do not submit CVs
- An itinerary of touring/circulation activities, if applicable
- Written confirmations, as applicable, of:
 - Engagement from hosting organizations including fees/guarantees, dates and other information on venues
 - Letters from any partnering or participating artists or organizations, confirming the nature of their participation
- Relevant press or critical documentation (up to 5 pages maximum)
- For organizations only: 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.

Organizations must provide the following documentation through their online Applicant Profile:

- 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, including:
 - 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 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 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 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 adjudication committee 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 their 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 adjudication committee 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.

CONTRIBUTION AND SIGNIFICANCE (40%)

Applicants should define and demonstrate their artistic activity, showing how the proposed project will provide opportunities for artistic development or advance the practice of the applicant or participants. Assessors may consider the following points:

- The significant and/or unique nature of the opportunity presented, and locations connected
- Clarity, focus, vitality and potential benefits of the proposed project
- Clear statements about compensation and support for the artist(s), curator(s) and practitioner(s) participating in the project including artists' and other fees
- 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 respective artists, audiences, publics and/or communities involved and show how the project will offer stimulating and varied forms of engagement. Engagement may include performance, exhibition or other presentation, artistic development, participation, discourse, outreach and/or education activity. Assessors may consider the following:

- Strategies to engage with new audiences, communities or networks
- The project's level of engagement in the context of B.C.'s geographic, Indigenous and cultural diversity
- Reciprocity in artistic, cultural and community relationships
- Consideration of culturally appropriate protocols, practices and permissions where required, including appropriate community consent, support, advice and/or collaboration

FEASIBILITY AND REALIZATION (30%)

This area of assessment considers the achievability of the project and its alignment with program intentions. Applicants should present the related past achievements and current practices and plans in place that demonstrate the viability of the project, and how its realization aligns with their stated objectives and those of the program. Assessors may consider the following:

- Demonstrated capacity to realize the project, including presentation of realistic budget assumptions and projections.
- The overall suitability of the activity to the applicant's stated artistic and/or development goals.
- The alignment of the project realization with the stated purpose of the program.
- The quality of working conditions for artists and cultural workers, including the commitment to cultural safety.

Adjudication Process

The Project Assistance: In-Province Arts Touring & Circulation will be assessed by an internal committee composed of BC Arts Council staff. Recommendations of the internal committee will be taken to the Program Committee of the BC Arts Council for approval. Merit-based, independent assessment is the primary method of evaluation.

In alignment with [BC Arts Council strategic directions](#) and in addition to the assessment criteria identified in the previous section, the adjudication committee may give priority to applications demonstrating the following attributes:

- Applications from or including artists, organizations, partners, participants or audiences outside major urban centres⁴

⁴ Major urban centres are defined for the purposes of this program as those with populations over 200,000; according to [Statistics Canada Census Metropolitan Areas](#): Vancouver and Victoria

- Applications focused on opportunities for Indigenous artists, practitioners and communities
- Applications focused on opportunities for equity seeking artists, practitioners and communities

The following process will be used to evaluate every application:

- The BC Arts Council receives applications and acknowledges receipt via the online system
- Council staff reviews applications for eligibility
- The adjudication committee evaluates the applications using the assessment criteria outlined above and recommends the level of funding and conditions on payment of award
- The Program Committee of the BC Arts Council provides final approval of funding
- Council informs each applicant of its decision in writing
- Applicants are urged to contact their program officer for feedback on their applications

Notification of Awards

Decisions will be made by March 31, 2020. 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 BC 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, 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 of the completed project within 30 days of its completion date as stated in the application for support. Final Report forms must be submitted through the [online system](#).

Future applications to BC Arts Council 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. 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

The BC Arts Council is committed to assisting applicants present themselves as favourably as possible to adjudication. However, the responsibility for a complete 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 immediately before the deadline, please contact the program contact below as far in advance as possible.

CONTACT INFORMATION:

Alexei Warwick | Arts & Culture Policy Analyst
778-698-4028 | Alexei.Warwick@gov.bc.ca

For general information or further assistance, please contact:
250-356-1718 | bcartscouncil@gov.bc.ca | bcartscouncil.gov.bc.ca

