

# PROGRAM GUIDELINES 2020/21

## PROJECT ASSISTANCE – Arts-Based Community Development & Leon and Thea Koerner Award Program

### 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

## Program Impacts and Changes Due to COVID-19



The BC Arts Council recognizes the immense and unprecedented impact the COVID-19 pandemic is having, and will likely continue to have, on the B.C. arts and culture sector. While every effort will be made to minimize revisions after posting, program guidelines may need to be updated to align with the most current provincial and federal orders and directives and public health information.

In light of this evolving situation, please take note of the following general considerations:

- Ensure you are always working with the latest version of the program guidelines, as posted on the BC Arts Council website. The posting date is identified at the bottom of the page, and any changes to the guidelines made after the original posting are highlighted.
- A temporary blackout has been placed on new funding and applications for activities that involve travel and/or in-person gatherings between March 26 and June 30, 2020. This date could be adjusted if the current provincial and federal orders and directives in place are extended.
- Your application will be adjudicated to the best of the adjudication panel's ability based on the published program guidelines and the assumptions addressed within the proposal, recognizing that the responses to COVID-19 may continue to shift rapidly.
- If your application is successful, you may need to adjust your project to respond to further developments in the COVID-19 pandemic that were unknown at the time of application and/or adjudication. Please contact your program officer, who will work with you to find creative and flexible approaches to uphold the original intention of your funded project, including remote or virtual solutions.
- The most up-to-date information will always be posted on our dedicated [COVID 19 FAQ page](#) and individual program pages. Updates will also be announced on our [Facebook](#), and [Twitter](#) accounts.

**IMPORTANT CHANGES TO THIS PROGRAM:**

2020-03-26 – Revised submission deadline to May 15, 2020

## About Project Assistance – Arts-Based Community Development

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In arts-based community development work, professional artists assist communities through arts-centred activity to gain awareness of their own power as culture makers and contribute to the advancement of creative productivity, opportunities for celebration, and human dignity, health and well-being.

**This Arts-Based Community Development (ABCD) program is based upon the following principles:**

- That art can be an effective mechanism for social transformation; one that can be less polarizing and create deeper connections than other avenues of social change.
- That arts-based community development is a respectful, collaborative process whereby professional artist(s) working as a catalyst engage the community in the creation of work in various disciplines.
- That arts-based community development can better realize its full potential through partnerships between professional artists and community as equal contributors.
- That the quality of the work's process is as important as the project outcome.
- That the community is involved at every level including the development of the creative ideas, and in the creation and/or presentation of the artwork.
- That participating in collective creation is a powerful act of civic involvement.

### Categories

Support is offered to **two** categories of activity through the Arts-Based Community Development Program: **New Work** and **Skills Development and Knowledge Transfer**.

**Applications must show:**

- Clearly identified goals, strategies and expected outcomes, including an evaluation plan for the project.
  - Effective and appropriate arts-based community development processes and a commitment to improving community ownership of cultural projects.
1. **New Work**– The purpose of this category is to support one-time projects that create new artistic work through community-based arts and cultural activity. It is expected that these projects will have a specified public outcome. This category acknowledges the long-term commitment required of community-engaged practice and therefore accepts applications that are designed with a phased approach over a maximum of three years. No guarantees are made to support any or all of the phases, and an application will be required for each phase. Speaking to the program officer is strongly recommended if your organization plans to apply for a phased project.

**Applications for support of New Work must show:**

- Evidence of the advancement of community aspirations.
  - Effective community participation in the creative process, direction and management of the project.
2. **Skills Development and Knowledge Transfer** – The purpose of this category is to enhance the capacity of artists to provide leadership to the field by offering them an opportunity to explore and discuss their creative practice and/or to create opportunities for arts-based community development practitioners to realize new ways of presenting the outcomes of existing best-practice models to new audiences.

Organizations and communities may apply to this category for a project that will assist in developing skills to initiate and conduct arts-based community development activities.

**Applications for support of Skills Development and Knowledge Transfer must show:**

- That access to information about arts-based community development practice is improved.
- That the project will lead to improved skills and capacity to contribute to future arts-based community development projects, activities and discourse.

## About the Leon and Thea Koerner Award (LTK Award)

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BC-based, charitable societies who apply to the Arts-Based Community Development program (ABCD) are also eligible to apply to the Leon and Thea Koerner Award program if they meet the eligibility requirements for that program.

### Background

The Leon and Thea Koerner Foundation was established in 1955. During sixty years of continuous grant making, the Foundation provided over ten million dollars in project grants to communities throughout British Columbia and in the Yukon. Its mandate was to stimulate and invigorate non-profit organizations in the cultural and creative arts and the social services that served communities throughout British Columbia.

In 2015, the Foundation transitioned to a legacy endowment that will support the Leon and Thea Koerner Award (LTK Award) administered by the BC Arts Council.

### Purpose and Objectives of the Leon and Thea Koerner Award

The LTK Award has as its purpose the creation of a legacy through annual awards to registered charities and other qualified donees in B.C. that will create social benefit using professional arts-based activity in collaboration with community social service agencies.

In 2020, up to four awards of an amount of no less than \$25,000 each will be awarded to BC social service and/or arts, cultural and creative organizations which collaborate on projects that will create lasting social benefit to communities located throughout BC.

1. The purpose of social benefit is seen as a strong fit with the sixty-year mandate of the Foundation because this focus:
  - Serves both arts and social service organizations which honour the interests of both Leon and Thea Koerner.
  - Serves B.C.
  - Strengthens B.C. communities by funding excellence and innovation in the arts and social services sectors.

### Objectives of the LTK Award:

- To create annual awards to charitable arts and social service organizations in B.C. who use professional arts-based activities to create social benefit.
- To achieve significant individual or community impact.
- To achieve ongoing, perpetual benefits to B.C. communities.
- To support innovation, excellence and social transformation.
- To continue the legacy of Leon and Thea Koerner as philanthropists in B.C.
- To honour The LTK Foundation's sixty years of continuous grant making in the areas of arts and social services in B.C.

### Applications for support of Leon and Thea Koerner Awards MUST show:

- Social benefit.
- Excellence and innovation.
- Social change or transformation as a desired outcome.
- Collaborations/partnerships between artist(s)/arts organizations and community social service organizations.
- A demonstrated need for the size of the award. In order to achieve the desired significance of the legacy, under normal circumstances, no more than four awards will be made in any fiscal year and the minimum award will be \$25,000. In 2020, there will be up to four awards of no less than \$25,000 each.

### For the purpose of the LTK Award:

**Social benefit** is defined as: a collaboration of professional arts and community social services non-profit organizations leading to social change or community transformation.

**Organizations** are defined as: registered charities and other qualified donees as defined by the [Income Tax Act \(Canada\)](#) in B.C. including those First Nations that are registered as such with the Canada Revenue Agency.

**Professional arts organizations** are defined as: registered or operating as non-profit arts or cultural entities with charitable status, and with a board of directors or equivalent, the primary activities of which are the creation, production and/or dissemination of works of art and culture.

**Professional artists** are defined as: individuals in the disciplines of community-engaged arts, creative writing, dance (performance, choreography), media arts (film, video, audio/sound art and new media, multi-disciplinary practice, museology and conservation, music (performance, composition), publishing, theatre (performance, design, directing, technical), or visual arts (creation, curation), artists or arts administrators who have completed basic training in their discipline (not necessarily in academic institutions) and have an artistic practice of two or more years subsequent to basic training; and are recognized by other practitioners working in similar disciplines.

**Community social service organizations** are defined as: providers of a broad range of services and programs to improve the condition of a wide variety of vulnerable people.

## Application Deadline and Submission

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The deadline for submissions to Arts-Based Community Development and the Leon and Thea Koerner Award is **May 15, 2020 no later than 11:59 p.m.** All applications will be submitted via online grant application system.

New applicants need to register on the [online system](#) before submitting an application. **Please note that approval of a new registration request may take up to four 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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### To be eligible, you must:

- Be a registered non-profit community or professional arts organization, in collaboration with a specified community;  
OR
- Be a registered non-profit community organization whose focus is not arts or culture in collaboration with professional artist(s) in any discipline, traditional or contemporary, who are Canadian citizens or permanent residents residing in B.C. for at least one year prior to the time of application;  
OR
- Be a First Nations Band Council or Friendship Centre in collaboration with professional artist(s) in any discipline, traditional or contemporary, who are Canadian citizens or permanent residents residing in B.C. for at least one year prior to the time of application.

### Leon and Thea Koerner Award

In addition to the above, to be eligible for the Leon and Thea Koerner Award (LTK Award), you must also have charitable status or be a [qualified donee](#).

### Exclusions

#### Projects that lack the following are not eligible:

- Confirmed professional artistic expertise;  
OR
- Confirmed community development expertise (ABCD) or confirmed social service expertise (LTK).

Proposals from other government agencies are not eligible, and assistance for repeat activities will not be provided (with exception of projects which have previously indicated a phased approach).

## Grant Amounts

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Assistance through this program is possible only once per BC Arts Council fiscal year (April 1-March 31).

### Arts-Based Community Development

ABCD project assistance will not exceed 50% of the total project budget. There is no posted maximum request. The minimum request eligible under the program is \$1000.

### Leon and Thea Koerner Award

No more than four LTK awards will be made in any fiscal year and the minimum award will be \$25,000. There is no maximum on the percentage of a total project budget that can be made up by an LTK award.

## Application Requirements

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

**It is the applicant's responsibility to ensure applications are complete. The BC Arts Council will not contact applicants to address errors or to request missing application requirements, including support material. Eligible applications will be assessed as they have been submitted.**

All applicants must create an Applicant Profile by registering with the new online system before they can submit an application 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 uploaded via the online system (i.e. electronic files; hard copies scanned; etc.) unless otherwise indicated.

Applications must include evidence of a confirmed collaboration with a professional artist by including a completed Arts-Based Community Development **Professional Artist Information Form** for the professional artist(s) engaged. **A minimum of one professional artist form is required** at the time of application. Applications may include limited support material documenting artist(s)' previous related work, if available. Audio-visual support material (recordings on DVD, CD, etc.) **will not** be accepted.

**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). Submitting an online application indicates your organization's adherence to this policy.

#### **The ABCD online application must include:**

- For applicants that have previously received funding through this program for earlier phases of this project that are still underway: an interim report on the status of the previous phases.
- Maximum 250-word bio for each member of the project's creative team, including representatives from community service and/or social service organizations, as applicable.
- Minimum of one signed and completed [ABCD Program Professional Artist Information Form](#) for the professional artist(s) engaged.
- Support material documenting artist(s)' previous related work, if available.

#### **For registered non-profit professional or community arts organizations, the following additional information is required:**

- A letter of support from the partner community with which the organization is proposing to collaborate.

#### **For applicants to the Leon and Thea Koerner Award, in addition to the ABCD requirements above:**

- A completed LTK Award request and budget information.

- Minimum of one signed and completed [LTK Program Social Services Professional Information Form](#) for the professional social services practitioner(s) engaged, and a minimum of one signed and completed BCAC Professional Artist Information Form (as above).
- Maximum 250-word bio for each key member of the social services team.
- A list of the partner organization's current board of directors, including their occupations and start dates.
- A list of the partner organization's administrative staff (for arts organizations, include the artistic/curatorial staff or significant contractors), giving name and title or responsibility (indicate if permanent/seasonal and full-time/part-time).
- A detailed letter of support from the partner community with which the organization is proposing to collaborate. This letter should include the commitment of both organizations to the project and outline the collaborating organization's contribution in terms of time, expertise, skills and knowledge, etc.

**The following documentation must be provided through the applicant's Organizational Profile and must be updated at minimum once per year:**

- Your organization's most recent Financial Statements, in accordance with requirements outlined below;
- A list of the organization's board of directors, editorial advisory board, trustees or board of management, including their occupations and start dates;
- A list of administrative and artistic/editorial staff or significant contractors, giving name and title or responsibility (indicate if permanent/seasonal and full-time/part-time).

### Financial Statements

**Financial Statements must include:**

- Balance Sheet, Income Statement and Notes;
- An itemized list of grants identified by funder, either in the income statement or in an attached schedule; and,
- A breakdown of operating net assets, distinguishing between unrestricted net assets and capital assets.

The type of Financial Statements required is based on the recipient's last BC Arts Council award (excluding special projects); in the case of new applicants, internally prepared financial statements are acceptable. Internally prepared financial statements must be signed by two board members of the organization. Council staff reserves the right to request audited Financial Statements if deemed appropriate, regardless of the amount of the applicant's last award.

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

<p><b>BC Arts Council Grant for last fiscal year</b></p>	<p><b>Minimum Required Documentation</b>  <i>All Financial Statements must be approved by the Board of Directors and signed by the person preparing them (i.e. bookkeeper/ accountant/ financial officer) and two Board members.</i></p>
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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

## Equity and Cultural Context

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In its Strategic Plan [New Foundations: 2018-2022](#), the BC Arts Council makes a commitment to principles of equity, diversity, accessibility, and truth and reconciliation in all of its programs and processes. The Council also conducts its own operations and funding activities in accordance to legislation such as the [BC Human Rights Code](#), [Accessible Canada Act](#) and the [United Nations Declaration of the Rights of Indigenous Peoples](#), as well as [Calls to Action of the Truth and Reconciliation Commission](#).

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. The BC Arts Council also recognizes that all artistic practice exists within diverse and specific cultural contexts. All applicants are encouraged to contemplate a variety of factors around cultural appropriation, representation, and equitable and ethical collaboration processes, and to clearly position their work within its cultural context as required within their application.

## Assessment Criteria

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

Throughout the application and assessment, applicants and the Advisory Committee should consider and discuss how the organization fulfils its mandate, mission, vision, and core values through each area of assessment. Applicants and the Advisory Committee should consider and discuss each area of assessment within the organization's specific context.

### ARTISTIC CONTRIBUTION AND SIGNIFICANCE (40%)

Applicants should define and demonstrate their artistic activity, showing how the proposed project will advance arts-based community development practice. Jurors may consider the following points:

- 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 artistic participant(s) individually and/or as a collective, ensemble, group or organization.
- The applicant's place in the context of B.C.'s geographic, Indigenous and cultural diversity.
- Clear statements about compensation to project participants, where applicable, including levels of professional fees.
- The calibre of the identified project team members, with skills appropriate to the proposed activities.
- Demonstrated innovation.

- The strength of the community or social services intention in the proposed project and the quality of the project in terms of improving the condition of a vulnerable population.
- The quality of working conditions for artists, volunteers and employees of the project, including safety considerations and culturally appropriate support.

### ENGAGEMENT AND IMPACT (30%)

#### including Social Benefit

All projects are devised to involve particular artists, audiences, publics and/or communities. Applicants should identify the particular artists, audiences, publics and/or communities involved and show how the project will offer stimulating and varied forms of engagement. Engagement may include performance, artistic development, participation, discourse and/or education. Jurors may consider the following:

- Knowledge of the project's audience and community, plus insight and strategies that will lead to further audience development.
- Commitment to work created by B.C. artists.
- The project's level of engagement in the context of B.C.'s geographic, Indigenous and cultural diversity.
- The inclusion of and engagement with appropriate protocols and practices.
- Risk-taking with regard to public engagement and social benefit, with clearly articulated post-project follow up plan to support participants who may be considered vulnerable, if applicable.
- The potential for the project to further the practice and understanding of arts-based community development.
- Demonstrated authentic partnerships.
- A critical understanding of the area of practice or the emerging area of practice that brings together artists/arts organizations and social service organizations to achieve social change.
- An understanding of the social change or community transformation that is desired and how the project will support this process, recognizing that social change may take a much longer time frame than the project itself.
- Strong focus of proposed project on leading to social change or community transformation.

### FEASIBILITY (20%)

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

- Abilities in project management, including planning, audience and community development, marketing, communications (e.g. with collaborators, funders, media, peer artists) 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.
- Strategies for the evaluation of the expected outcomes.
- The quality of working conditions for artists, volunteers and employees of the project, including the commitment to cultural safety.

## CULTURAL COMPETENCY AND AGILITY (10%)

This area of assessment considers the applicant's ability to work respectfully, knowledgeably and effectively with artists, practitioners and communities from a diversity of cultural backgrounds. Jurors may consider the following:

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

## Adjudication Process

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

### **The following process is used to evaluate every application:**

- 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.

## 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 leadership contacts provided in the online application system (as applicable). Results will not be released by telephone or email.

## 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.

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

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

## Final Reports

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All recipients must submit a final report with the required 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

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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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All applicants must discuss the eligibility of their proposed request with the program officer prior to submission.

Monique Lacerte – Program Officer  
778-698-3532 | [Monique.Lacerte@gov.bc.ca](mailto:Monique.Lacerte@gov.bc.ca)

A full list of program officers is available on [our website](#).

For general information or further assistance, please contact:

Telephone: 250 356-1718

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.**