

PROGRAM GUIDELINES 2020/21

ENHANCED CAPACITY for Operating Assistance Applicants

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 Enhanced Capacity

Enhanced Capacity Assistance is designed to provide flexible, responsive, general funding to assist organizations currently supported through the BC Arts Council's Operating Assistance program. This funding assists organizations to undertake significant strategic activity to address artistic and organizational challenges and opportunities, manage transition, support risk, introduce change and innovation, and/or enhance aspects of organizational capacity.

The program offers annual grants in set amounts of either \$15,000 or \$30,000 for each year of the Funding Cycle within the BC Arts Council's Operating Assistance program. A two-year extended Funding Cycle within Operating Assistance would have a corresponding two-year Enhanced Capacity request of \$15,000 or \$30,000 for each fiscal year specified in the Operating Assistance application. Project start-and end-dates must correspond with the start of the first fiscal year and the end of the last fiscal year of the Operating Assistance request.

The Enhanced Capacity Program supports organizations to implement organizational change and embed strategic activities within operations without affecting base operating grant levels.

Funding is available to support strategic and innovative initiatives that fall within one or more of the following broad categories supporting organizational capacity and impact. Funding is intended to allow for a flexible, comprehensive and complementary approach that includes a range of activities in any or all of these categories:

- **Artistic Programs and Practice**
- **Community Engagement**
- **Succession and Human Resource Transition**

Any of the above categories may include facilities and/or capital improvements.

Successful applications to this program must demonstrate the impact of the funding on the organization's ability to achieve or deliver its mission and mandate and the corresponding impact on, and relevance of the initiative to, the artistic practice and community served. Submissions to this program must be based on existing strategic or other planning activities already undertaken and must clearly address the identified priorities and needs of the organization, including the risks, challenges and opportunities being addressed.

Applications demonstrating alignment with the following priorities within the [BC Arts Council's strategic plan](#) may receive priority:

- Equity, Diversity and Access
- Indigenous Arts and Culture
- Regional Arts and Community Arts

Application Deadline and Submission

Submissions to this program must accompany the organization's application for an intake year of Operating Assistance:

Operating Assistance Program	Next Intake Deadline
<ul style="list-style-type: none"> • Professional Music Organizations • Professional Theatre Organizations • Professional Dance Organizations • Arts Periodicals 	April 15, 2020
<ul style="list-style-type: none"> • Media Arts Organizations • Public Museums and Indigenous Cultural Centres • Professional Arts Festivals • Visual Arts Organizations • Arts Cultural Service Organizations • Book Publishers 	September 30, 2020
• Professional Arts Training Organizations	April 15, 2021

Submissions to the Enhanced Capacity Program are due on the deadline dates above, according to the Operating Assistance program the applicant is applying for, **no later than 11:59 p.m.** All applications will be submitted via the [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

Funding through the Enhanced Capacity Program is available to organizations receiving support through the BC Arts Council's Operating Assistance Program for the fiscal years for which the application is made.

Applications to this program must be submitted at the time of the applicant's submission in the first year of the funding cycle of each Operating Assistance program.

Applicants may only apply once per deadline.

Organizations with any overdue Final Reports on previous BC Arts Council grants as of the deadline date are ineligible to apply to this program.

Eligible Activity

Eligible applicants may submit applications for a specific project or a suite of strategic activities or initiatives over the course of their extended funding cycle that:

- Significantly advances the goals of the organization;
- Responds to previously identified priorities, needs and/or challenges;
- Enhances or improves the organization's artistic contribution or community engagement capacity;

- Shifts the scope, level of activity, scale and/or impact of the organization;
AND/OR
- Addresses transition and structural change within the organization.

Awards are not available for:

- Deficit funding
- Activities that have begun prior to the application deadline
- Activities that have been directly funded through previous BC Arts Council grants.

Grant Amounts

The Assistance Level for Enhanced Capacity is set at either \$15,000 or \$30,000 per year for each year of the funding cycle.

Under normal circumstances, there will be no adjustments to the grant amount within a funding cycle, provided all reporting requirements are met.

Application Requirements

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

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.

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, other than that required to determine eligibility. Eligible applications and any supporting material will be assessed as they have been submitted.

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.

The online application must include:

- A detailed description of the project that addresses all application questions and includes all pertinent details of the proposed initiative;
- A separate budget outlining expenses and revenues for each year of the proposed initiative.

If the proposal includes hiring new personnel under any component of the program:

- A single page job description for the position(s).

If the proposal includes significant new artistic collaborations:

- Biographies of commissioned or significant collaborating artists (max. 250 words). Please do not submit CVs.
- Written confirmation from partners or collaborators of their participation.

If the proposal includes capital requests:

- Two competitive quotes for proposed capital improvement(s) or equipment purchase(s), if the capital expense represents more than 5% of the overall request.

Equity and Cultural Context

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 and representation, as well as equitable and ethical collaboration processes.

Assessment Criteria

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.

IMPACT (40%)

The peer review committee will consider the impact of the proposed plans on the applicant's artistic, engagement and/or organizational/human resource capacity in one or more areas, as identified, in alignment with the existing criteria for the BC Arts Council's Operating Assistance program and Council's current strategic directions.

FEASIBILITY (40%)

The peer review committee will consider the feasibility of the applicant's plans to enhance capacity, in alignment with the existing criteria for the BC Arts Council's Operating Assistance program and Council's current strategic directions.

INNOVATION AND STRATEGY (20%)

The peer review committee will consider whether the project proposes innovative and strategic approaches to the challenges or opportunities identified.

Adjudication Process

Merit-based, independent assessment is the primary method of evaluation. All applications are assessed by peer review juries. Juries are comprised of individuals with expertise in particular artistic disciplines, genres or practices. When selecting jury and committee members, the Council considers broad

professional knowledge, expertise, geographical representation and diverse aesthetic, institutional, and cultural viewpoints, including those from Indigenous perspectives.

The following process is used to evaluate every application:

- The British Columbia Arts Council receives applications via the online system.
- Council staff reviews applications for eligibility.
- The jury evaluates the applications using the assessment criteria outlined above and determines the level of funding and conditions on payment of awards.
- Council informs each applicant of the Jury's decision in writing.

Applicants are urged to contact their program officer for feedback on their applications.

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 leadership 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.

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.

Grants are taxable income and must be reported as such. Individuals receiving grants on their own behalf or on behalf of a collective are issued T4As for the year in which the grant payment is processed.

Final Reports

All recipients must submit a final report and requested documentation of the completed project to the BC Arts Council. Final reports must be submitted through the online system within 30 days of the project end date specified by the applicant in the Project Information section of the application. The project end date must correspond to the end of the applicant's fiscal year in which the activity will be completed.

In order to release the second year of Enhanced Capacity funding, recipients will be required to submit an Enhanced Capacity Interim Year Application at the interim deadline date.

Future applications to project assistance programs will be ineligible if all reporting requirements are not met.

Confidentiality and Recognition of Awards

Confidentiality of Information

The collection, use, and disclosure of personal information are subject to the privacy provisions of the Freedom of Information and Protection of Privacy Act. The applicant's information will be shared in confidence with members of the adjudication jury. The names and locations of successful award recipients may be published, along with the amount of the award, in the Annual Report of the BC Arts Council as well as in various communications and promotional vehicles of the BC Arts Council and Government of British Columbia. Social Insurance Numbers are provided to Canada and Revenue Agency through the issuance of T4As.

Recognition of Assistance

In recognition of funding, the support of the BC Arts Council and the Province of British Columbia should be acknowledged in all promotional materials, both hard copy and online. The approved BC Arts Council and provincial logo and graphics standards are available [online](#) in a variety of ready-to-use digital formats. The joint logo should be used on posters, brochures, print ads and programs and used where possible on media releases and signs related to the funded project.

As well, funded organizations with a website are encouraged to add a link to the BC Arts Council website.

Contact Information

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

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

For general information or further assistance, please contact:

Telephone: 250 356-1718

Email: bcarts council@gov.bc.ca

Program guidelines are reviewed annually.

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