

PROGRAM GUIDELINES 2020/21

OPERATING ASSISTANCE- Professional Arts Training

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 Operating Assistance Program – Professional Arts Training

The BC Arts Council's Operating Assistance Program aims to provide consistent and responsive funding to assist the general operations of established professional non-profit arts and cultural organizations across disciplines; in so doing, the program supports the sustainable delivery of high quality and impactful arts programs and services to communities across the province.

The Operating Assistance Program supports organizations' operations over a funding cycle of up to four years, determined by discipline, type of organization and/or status within the program. Lengths of funding cycles, application requirements and eligibility criteria vary across disciplinary and other sectoral considerations. All applicants must meet the specific eligibility requirements included in the Program Guidelines. Applications from organizations not currently receiving Operating Assistance are only accepted in Year One of a funding cycle.

The Operating Assistance Program offers funding through Extended Cycle and Annual grants:

Extended Cycle: provides established, stable organizations with a fixed funding level over an extended funding cycle. Eligible, approved organizations will receive an operating grant amount over a period of two to four fiscal years based on an initial request and approved amount and subject to annual reporting and budgetary approvals. Organizations on Extended Cycle Status must submit a report by the program deadline annually in order to receive a grant in each of the subsequent years within their funding cycle.

Annual Status: provides funding for annual operations to organizations that are newly entering the operating program; experiencing significant transition; or requiring closer monitoring as identified by the Advisory Committee, Council or staff in consideration of Program Guidelines and Council policy. Those organizations placed on Annual Status must submit a full Operating Assistance – Annual Status application by the program deadline each year.

Professional Arts Training

The Operating Assistance Program - Professional Arts Training contributes to the support of activities of professional, non-profit arts training organizations in BC that provide comprehensive programs of specialized training for professional artists and cultural workers or for those who are committed to pursuing professional careers in the arts.

The Operating Assistance Program – Professional Arts Training is entering Year Three of a three-year funding cycle.

In March 2021, all eligible applicants will apply for support for the next funding cycle.

The BC Arts Council will **not** accept new applications for Operating Assistance or Enhanced Capacity during Year Two or Year Three of the funding cycle. The next application deadline for Arts Training Organizations not currently receiving support through the Operating Assistance Program will be in March 2021.

Application Deadline and Submission

The deadline for submissions to the Operating Assistance Program – Professional Arts Training is April 15, 2020, **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

Only current recipients may apply to the April 15, 2020 deadline for Operating Assistance – Professional Arts Training if they meet the criteria below.

To confirm your eligibility please contact the Program Officer a minimum of four weeks before the deadline.

To be eligible, you must:

- Be a professional arts training organization registered and in good standing as a non-profit society in the Province of British Columbia for at least two fiscal years prior to application.
- Have operated as a professional arts training organization for two fiscal years prior to application.
- Provide public programming and have done so in the immediately preceding two years.
- Compensate artists and arts professionals by paying fees at industry standards and adhere to international intellectual property rights standards.
- Have professional artistic/training and administrative leadership.

Exclusions

Operating assistance is not available for:

- start-up costs;
- seed money;
- capital expenditures (construction, renovation, or purchase of property or equipment);
- feasibility studies;
- budget deficits;
- for-profit entities.

Grant Amounts

The minimum grant amount within the Operating Assistance Program is \$20,000. There is no maximum grant amount. All applicants to the British Columbia Arts Council are encouraged to submit concise, realistic requests, responding to the assessment criteria.

Application Requirements

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

All new applicants must create an Applicant Profile by registering with the [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 completed online application form, including CADAC ID number;
- A complete list and description of courses of professional studies offered for which assistance is sought, including the level of instruction, numbers of students enrolled, and lists of successful recent graduates of these programs;
- Documentation of teaching and program history, and information on the credentials and artistic background of the principals in the organization;
- Documentation that the organization is working in a complementary way with other organization(s) in its geographic or artistic community, or documentation showing why such collaboration is not feasible;
- Documentation of the following:
 - Total enrolment statistics for the past three fiscal years.
 - Process(es) of identifying and selecting students with the potential for a professional career, including auditions or portfolio assessments or their equivalents.
 - Specific processes of training and mentoring these students.
 - Maintenance of a consistently high standard of professionalism in all areas of activity, including the use of a written syllabus with a specific curriculum and professional standards of instruction.
 - Fully-qualified, professional teaching staff who are current or past professional practitioners/artists in their disciplines.
 - Instruction in a variety of forms and techniques current in the discipline.
- The most recent syllabus and/or brochure.
 - If only available in print, please deliver four copies to the BC Arts Council office at the following addresses:
Mailing Address: *PO Box 9819, Stn Prov Govt, Victoria, B.C. V8W 9W3*
In-Person: *1st Floor, 800 Johnson Street, Victoria, B.C. V8W 1N3*

All required financial and statistical information must be entered and uploaded to CADAC for reconciliation and adjudication by the application deadline date.

Support material will not be returned.

Support material to be uploaded in the online application:

- A completed Budget using the form provided in the application;
- Any recently prepared planning and policy documents, if not previously submitted.

For Extended Cycle Status applicants:

- A completed Interim Application, documentation of significant changes from the Year One submission, and updates to their CADAC financial and statistical information.

Requirements for Organizations

The following documentation must be provided through your 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 current 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 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.

BC Arts Council Grant for last fiscal year	Minimum Required Documentation
	<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>
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

CADAC

The BC Arts Council collects financial and statistical information through a national online database called CADAC (Canadian Arts Data/Données sur les arts au Canada). This system enables arts organizations applying for operating funding from public funders who are members of CADAC to submit their financial and statistical information in the same format.

You must use the CADAC Financial Form for Arts Organizations and the Statistical Form for Arts Organizations to submit your financial and statistical information for the years outlined in the application or report form.

Your organization's financial statements must also be submitted to CADAC to be reconciled against the Last Year Actuals you have entered in the database. The Last Year Actuals entered in CADAC must be reconciled and locked by CADAC staff prior to adjudication.

Accurate assessment of your organization's request to the BC Arts Council depends upon you providing this financial and statistical information to CADAC in sufficient time for reconciliation and validation.

Contact CADAC or your program officer for details. New applicants should discuss CADAC requirements with their program officer.

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.

ARTISTIC CONTRIBUTION AND SIGNIFICANCE (50%)

The Advisory Committee will assess the organization's overall artistic achievement, contribution and creative processes by considering:

- the strength of artistic vision as demonstrated through programming, editorial or curatorial choices;
- the quality of proposed programs as seen through the level of artistry and risk, originality, production values, and contribution to the art form(s) in BC;
- the integrity of the creative processes, including research, reciprocal collaborative processes, and the ethical treatment of contributors, source and physical materials, and cultural contexts and protocols, as applicable.

ENGAGEMENT AND IMPACT (25%)

The Advisory Committee will assess the organization's engagement with and impact on the province's broad arts and cultural community and the organization's own identified communities, by considering:

- the level of commitment to the development of B.C. artists, cultural practitioners and arts community;
- the ability to engage and sustainably benefit historically underserved communities and their artistic practices, including concrete engagement with demographic diversity, accessibility of space and content, and reconciliation;
- the impact of the work on the identified communities as supported by effective audience development and marketing plans, community engagement strategies, and educational programming.

ORGANIZATIONAL CAPACITY AND GOVERNANCE (25%)

The Advisory Committee will assess the sustainability and resilience of the organization by considering:

- the achievability of the proposed program as determined by sound budgets, planning, resource allocation, and the organization's overall financial health;
- the role of artistic leadership, management and the board in good governance and in fostering a healthy, sustainable workplace;
- the rigor of human resources practices, in relation to providing fair remuneration, professional development, equitable employment, cultural competency, cultural safety, and a safe and respectful workplace.

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.

Funding Status

Within the Operating Assistance Program, successful applicants may hold either Extended Cycle Status or Annual Status.

Extended Cycle Status

Under normal circumstances, the grant amount from Year One will remain stable for the subsequent year(s) of the funding cycle. Applicants on Extended Cycle Status will not submit a full application for support for Year Two, but must submit an Extended Cycle Interim Report, including additional documentation as required, to request and release their subsequent year's grant. Staff may refer Extended Cycle applicants to Advisory Committees for review on a case by case basis.

Annual Status

Organizations receiving Operating Assistance for the first time may, at the recommendation of the Advisory Committee and approval by Council, be placed on Annual Status. Annual Status may also be applied to organizations in transition or for which the Advisory Committee, Council or staff expressed a need to monitor more closely in light of Program Guidelines and Council policies.

Organizations placed on Annual Status will:

- Be required to submit a complete application and be assessed by a peer Advisory Committee on an annual basis;
- Be subject to annual adjustments to grant amounts within the stated funding cycle; and,
- Receive an award on an annual basis.

Concerned Status

Organizations funded through the Operating Assistance Program are subject to the BC Arts Council's Fair Notice Policy. The Fair Notice Policy warns poorly performing organizations of the possibility of a phased loss of all operating funding, unless significant improvements are achieved, through the designation and application of Concerned Status criteria.

Organizations that remain or are placed on Concerned Status under Council's Fair Notice Policy will:

- Be required to submit a complete application on an annual basis;
- Be subject to annual adjustments to grant amounts, including reductions of up to 20%, within the stated funding cycle; and,
- Receive an award on an annual basis.

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.

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 with the program officer prior to

Walter Quan – Program Officer
778-698-3527 | walter.quan@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

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