

PROGRAM GUIDELINES 2020/21

PROJECT ASSISTANCE: Professional Literary Arts

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

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. Please clearly state any assumptions you are making in your application regarding the impact of COVID-19 on your project.
- 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 - Submission deadline extended to May 30, 2020

In response to these extraordinary circumstances, the jury will consider proposals that support activities that start anytime after the date the application is submitted to the online system (rather than the program deadline).

About Project Assistance: Professional Literary Arts

Project Assistance: Professional Literary Arts supports activities in literary arts in British Columbia. Grants are intended to contribute to the successful realization of a single activity or event or the artistic programming activities of a literary arts organization or collective.

Application Deadline and Submission

The deadline for submissions to Project Assistance: Professional Literary Arts is **May 30, 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

Assistance through this program is available to Arts and Cultural Organizations, and Arts or Curatorial Collectives.

To be eligible, you must:

- Be based in British Columbia and conduct ongoing public programming activity in B.C.
- Compensate artists and arts professionals fairly in keeping with community contexts and industry standards within the field of practice, including adhering to international intellectual property rights standards and cultural ownership protocols.
- Have submitted all required final reports on previous BC Arts Council grants as of the deadline date for this program.

Awards may be available to assist with a specific project or production and programming activities. Under normal circumstances, applicants must, in addition to meeting the eligibility criteria, demonstrate a record of realizing comparable projects at a professional standard.

Arts and Cultural Organizations

An Arts and Cultural organization must:

- Be a professional organization registered and in good standing as a non-profit society in the Province of British Columbia for at least one year;
- Not currently receive Operating Assistance from the BC Arts Council.
- Have operated and offered public programming for a minimum of one year as a non-profit society.

Professional Arts or Curatorial Collectives

A professional collective or group must:

- Consist of a group of three or more arts professionals who are professionally active in their relevant artistic practice.
- Each member of the professional, independent collective must have a minimum of two years of professional practice in their field, following basic training, and must have a demonstrated body of previous work as an individual practitioner, and may not be a fulltime student.

- Each member of the professional, independent collective must be a Canadian citizen or permanent resident, readily identified as a professional British Columbia artist, and have lived in British Columbia for at least twelve months immediately prior to application.

NOTE: *A member of the collective must act as a key contact person for the application. The key contact person will be held responsible for the application and, if it is successful, for receiving the award on behalf of the collective and submitting the final report.*

Exclusions

Project Assistance is not available for:

- Operating costs
- Project phases or activity that have begun prior to the submission date
- Project/budget deficits
- Capital expenditures (construction, renovation, or purchase of property or equipment)
- Fundraising activities
- Start-up costs or seed money
- Feasibility studies
- For-profit entities
- International travel costs of foreign artists visiting British Columbia
- Travel to international symposia
- Conferences or competitions
- Projects that are secondary to other purposes (e.g. fundraising events, conventions, or family, religious or community celebrations or anniversaries)
- Subsistence to artists or curators, unless otherwise noted.
- The cost of producing recordings
- The creation or preparation of work for competitions
- Projects or activities that are funded through other programs of the BC Arts Council or its third-party delivery partners

NOTE: *Ineligible applications will not be reviewed by the Jury.*

Grant Amounts

Project assistance will not exceed 50% of the total project budget. Assistance through this program is possible only once per BC Arts Council fiscal year (April 1- March 31).

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 balanced project budget, using the budget table provided in the online application. Please provide notes to the budget and indicate whether revenues are confirmed or pending.
- An operating budget for the fiscal year in which your proposed project takes place (organizations only).
- Material supporting the history of the applicant's development, creation, production, or dissemination of their discipline in British Columbia, including any appropriate press or critical documentation, to a maximum of 3 pages. Please do not include testimonials or letters of support.
- Maximum 250-word bio for each member of the project's creative team.
- Letters from any partners or collaborators, if applicable, confirming the nature of their participation.
- Applicants who have previously received funding through the BC Arts Council for an earlier phase of the same project, that is still underway and for which a final report has not yet been submitted, must provide an update on the status of the previous phase(s).

For applicants that have not previously received funding through this program only:

- Two letters of reference from established arts professionals familiar with the applicant's work

Please do not submit support material other than those requested. Hard copy support material will not be returned.

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

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, representation, and equitable and ethical collaboration processes, and to clearly position their work within its cultural context as required within their application.

Assessment Criteria

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

Throughout the application and assessment, applicants and the jury should consider and discuss how the project fulfils each area of assessment. Applicants and the jury should consider and discuss each area of assessment within the applicant’s specific context.

ARTISTIC/EDITORIAL CONTRIBUTION AND SIGNIFICANCE (50%)

The jury will assess the project’s overall artistic achievement, contribution and creative processes by considering:

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

ENGAGEMENT AND IMPACT (25%)

The jury will assess the project's engagement with, and impact on, the province's arts and cultural community and the applicant'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, visitor outreach, and marketing plans, community engagement strategies, and outreach activities.

FEASIBILITY (25%)

The jury will consider the achievability and viability of the project, its alignment with program intentions, and how its realization aligns with the applicant's stated objectives and those of the program by considering:

- The achievability of the proposed activities as determined by sound budgets, planning, resource allocation, and the applicant's overall financial health;
- The role of artistic/editorial leadership, including management and the board, as applicable, in fostering a healthy, sustainable work environment;
- The rigour of human resources practices, in relation to providing fair remuneration, equitable employment, cultural competency, cultural safety, and a safe and respectful work environment.

Adjudication Process

Merit-based, independent assessment is the primary method of evaluation. All applications to this program are assessed by a peer adjudication panel. Peer adjudication panels are comprised of individuals with expertise in particular artistic disciplines, genres or practices. When selecting adjudication panel 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 adjudication panel 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 adjudication panel'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 contact provided in the online application. Results will not be released by telephone or regular 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 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

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 submission.

Michelle Benjamin – Program Officer
236-478-2582 | Michelle.Benjamin@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.