

PROGRAM GUIDELINES 2020/21

Individual Arts Awards: The Microgrant Pilot Program

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 strategic plan lays out four priorities 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 on the B.C. arts and culture sector. While every effort will be made to minimize revisions, 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 note the following:

- 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. Any changes to the guidelines made after the original posting will be clearly highlighted.
- A blackout period has been placed on funding for activities that involve travel and/or in-person gatherings over 50. The most up-to-date details about the blackout period will be posted on our [dedicated COVID-19 page](#).
- Your application will be adjudicated recognizing that the responses to COVID-19 may shift rapidly. Please clearly state to the best of your ability in your application the impact that COVID-19 protocols could have on your project.
- If your application is successful, you may need to adjust your project to respond to further, unforeseen developments regarding the COVID-19 pandemic. If this is the case, please contact your program officer, who will work with you to find creative approaches to uphold the original intention of your funded project, including remote or virtual solutions.
- The most up-to-date information is posted on our dedicated [COVID 19 FAQ page](#) and individual program pages. Updates will also be announced on our [Facebook](#), and [Twitter](#) accounts.

About the Microgrant Program - PILOT

The Microgrant Pilot Program is intended to support professional artists and cultural practitioners in B.C. to adapt either an existing work or their professional practice to respond to emergent needs or changes in the arts and culture sector. The goal of the program is to help individuals in the sector with their creative development and the sustainability of their practice, including the use of new technologies or digital opportunities. Grants should be in alignment with the strategic directions of the BC Arts Council.

Awards of up to \$1,500 are available.

The pilot has been made possible by a generous donation from the Yosef Wosk Family Foundation, the timing of which has allowed us to match funds and use this initiative in support of the BC Arts Council's response to the COVID-19 pandemic.

Rolling Intake and Deadline

Applications will be accepted on a rolling intake until June 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.

Assessment of applications will take place every two weeks, with a set budget allocation. Eligible applications may be considered in consecutive assessments until they are funded or intake for the program is closed (that is, an eligible application not funded in one scheduled assessment process will automatically roll over to the next).

Applicants may only apply once during the pilot phase of this program. If an applicant applies more than once, the first application received will be considered and all others will be deemed ineligible.

If there are multiple artists or cultural practitioners collaborating on a single project, only one individual may apply in relation to the respective project.

Eligibility Requirements

Assistance through this program is available to professional artists and cultural practitioners.

To be eligible, you must:

- Be a Canadian citizen or permanent resident and have lived in British Columbia as a resident for at least twelve months immediately prior to application.
- Be a professional artist or cultural practitioner in the disciplines of creative writing, dance (performance, choreography), media arts (film, video, audio/sound art and new media), multi- and interdisciplinary practice, museology and conservation, music (performance, composition), publishing, theatre (performance, design, directing, technical), or visual arts (creation, curation).
 - If unsure, contact a program officer regarding the eligibility of your discipline or practice.
- Have completed basic training in your discipline (not necessarily in academic institutions).
- Not be enrolled in full-time studies.

In order to demonstrate professional status, applicants should meet the following criteria:

- Be recognized by other practitioners working in similar disciplines.
- Have a practice in their discipline and recognized body of work of two or more years subsequent to basic training.
- Be committed to working full-time at their practice when financially possible.

Eligible Costs

Awards are available to support:

- Activities that are related to a pre-existing and/or in-progress body of work or practice. These activities may include but are not limited to:
 - exploring new technologies;
 - developing alternate production/presentation/distribution strategies; or
 - acquiring new skills, and/or developing new relationships relevant to your project/practice.
- Activities that are projected to occur in the immediate future; ideally in the three (3) months following confirmation of the funding.

Exclusions

- Projects or expenses associated with travel or in-person gatherings at odds with current blackouts or restrictions. For more information, please visit the [BC Arts Council website for COVID-19 updates](#).

- This grant cannot be put towards pre-existing BC Arts Council-funded projects that are currently active (that is, a Final Report has not yet been submitted). In the case of these projects, applicants are encouraged to work with their Program Officer to find ways to reallocate funding within their existing grant to meet the needs of the project.
- The grant cannot be used towards capital expenses.

Grant Amounts

Applicants may:

- Request awards up to \$1,500.
- Submit an application at any time during the rolling intake period closing June 30, 2020.

Application Requirements

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.

Applicants must submit a complete online application, including all requested information and support material. All support material must be submitted via the online system unless otherwise indicated.

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

The online application must include:

- A 400-word (maximum) description of how this funding will be used to support your ability to adapt an existing project or your professional practice in response to current changes or opportunities in the arts and culture sector.
 - Clearly indicate timelines and the expected impact on your project or practice.
 - Concise language and/or bullet form descriptions are encouraged.
- A Curriculum Vitae of the applicant that includes professional training and related artistic activities (3 pages maximum).

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 in which all artistic practice exists. 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

Applications will be reviewed by an internal committee every two weeks. Assessment will be based on how the application aligns with the purposes of the program. Merit of the proposed activity will be considered, in relation to:

- Urgency/time sensitivity of the proposed activity;
- Feasibility of the proposed activity; and
- Impact of the activity, particularly in alignment with the BC Arts Council strategic priorities of Indigenous Arts and Culture; Equity, Diversity and Access; and Regional Arts and Culture.

Notification of Awards

Successful applicants will be notified of decision within five business (5) days of each consecutive assessment process. 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.

Once intake is closed and the final assessment is complete, all remaining applicants will be notified.

Payment of Awards

All payments of grant monies to the grant recipient are subject to an authorizing appropriation under the Financial Administration Act.

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

A minimal final report will be required for the pilot program.

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 print 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.

Contact Information

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

For general information or further assistance, please contact:
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