

# PROGRAM GUIDELINES 2020/21

## PROJECT ASSISTANCE: Pivot Program



### Program Impacts and Changes Due to COVID-19

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

- Ensure you are working with the latest version of the program guidelines as posted on the BC Arts Council website. Any changes to the guidelines made after the original posting will be clearly highlighted.
- Restrictions are in place on funding for activities that involve travel and/or in-person gatherings over 50.
- The protocols in response to COVID-19 may change, and your application will be assessed with this in mind. To the best of your ability, please clearly state how you are planning for your project to respond to any changes that may occur.
- If your application is successful and you need to adjust your project to respond to unforeseen developments due to the COVID-19 pandemic, please contact your program officer. They will work with you to find creative approaches to uphold the original intention of your funded project, including remote and virtual solutions.
- The most up-to-date information is posted on our [COVID 19 update page](#). Updates will also be announced on our [Facebook](#), and [Twitter](#) accounts.

## About the Pivot Program

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The **Pivot Program** supports the B.C. arts and culture sector in adapting their organizations, programs and practices in response to the impacts of the COVID-19 pandemic.

The Pivot Program intends to support:

- 1. Organizational Development and Transition** - Projects that support organizations to undertake significant strategic initiatives to address organizational capacity needs and manage transition, including human resources, governance, community engagement and outreach, revenue diversification, and/or development projects. Projects will demonstrate a clear strategic and mission-driven approach to the overall development of the activity and will propose specific enhancements or shifts in the organization's overall capacity and position as a result of the project.
- 2. Adaptation in Artistic Practices** – Projects that support a shift in artistic practices towards innovative forms of creation, production, development, presentation or exhibition. These projects will be responsive to the new realities of the 21<sup>st</sup> century; including digital transformations, reduction of green-house gases, responding to equity/diversity/access concerns, and developing new ways of operating in the context of COVID-19.

**This is a one-time funding program.**

## Application Deadline and Submission

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The deadline for submissions to the Pivot Program is January 4<sup>th</sup>, 2021, **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

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Assistance through this program is available to arts and culture organizations, established collectives and B.C. Indigenous governments, Friendship Centres, or Métis Chartered communities. Ineligible applications will not be reviewed.

**To be eligible, you must:**

- Be based in British Columbia and have an arts or culture mandate, or a mandate to provide services to the arts and culture sector in B.C.;
- Have offered public programming, or provision of service or training to the arts and culture sector in B.C. for a minimum of one year;
- Compensate arts and cultural practitioners 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.

**Arts and Culture organizations must be:**

- Registered and in good standing as a non-profit society or community service co-op in the Province of British Columbia for at least one year;

OR

- Operated by a local government or First Nation with a community-based board of management that sets policy for the organization's public programs and services;

OR

- Be a professional public arts and culture organization operated by a public post-secondary institution that offers public programming and/or provides regular ongoing access to the non-academic community;

OR

- A book publisher;

OR

- An established collective, which must:
  - Be readily identified as an independent collective of B.C. artists and/or arts and culture practitioners;
  - Have a demonstrated history of creating or presenting work and a clear commitment to current practice;
  - Be able to demonstrate current fixed costs related to their practice and ongoing activities as a collective;
  - Have a member of the collective 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; and
  - Have eligibility confirmed by Program Officer prior to applying.

### Eligible Activities

Eligible applicants may submit applications for a specific project or initiatives over a specified period of time that:

- Responds to identified priorities, needs and/or challenges;
- Enhances or improves the organization's capacity;
- Shifts the scope, level of activity, scale and/or impact of the organization; and/or
- Addresses transition and structural change within the organization.

Applicants must specify a project start date after March 17, 2020 and a project end date before December 31, 2021. However, the legacy of the project (i.e. the long-term benefits) may extend beyond the project end date.

### Exclusions

**Awards are not available to support:**

- Regular operating costs

- Project phases or activities that have begun prior to March 17, 2020
- Project/budget deficits
- COVID-19-induced deficits
- Capital expenditures (construction, renovation, or purchase of property)
- Direct fundraising activities
- Subsistence to arts and cultural practitioners
- Projects or activities funded through other programs of the BC Arts Council or its third-party delivery partners, including First People's Cultural Council, BC Touring Council, or Creative BC

## Grant Amounts

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The maximum request amount is \$50,000.

The request amount to this program:

- Must be 75% or less of the total project budget; or
- May be up to 90% of the total project budget for projects from organizations led by and/or rooted in:
  - Indigenous communities;
  - Underserved communities, including Deaf, Disability and Mad arts; Racialized or people of colour; 2SLGBTQ+;
  - Rural and remote (with a population under 25,000) areas.

Applicant contributions to the project budget can be composed of both cash and/or in-kind contributions. The project budget must balance in-kind revenues with in-kind expenses.

## Application Requirements

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All applicants are encouraged to discuss their request with the 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.

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.

**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:**

- Details outlining the proposed project including:
  - a summary description of the proposed project;
  - rationale and objectives underlying the project; and
  - project timeline and/or work plan.
- A summary of the applicant's history of arts and culture development, creation, production, services and/or dissemination;

- A balanced project budget using the budget table provided in the online application. Provide notes to the budget and indicate whether revenues are confirmed or pending; and
- Letters from partners or collaborators, if applicable, confirming the nature of their participation.

Applicants are advised to review and adhere to the [Upload Requirements for Supporting Material guidelines](#). It is the responsibility of the applicant to ensure that all supporting material is good quality and in a readable format. Poor quality materials may adversely affect an applicant's chances of success. Applicants are encouraged to test all materials before submitting their final application.

Please do not submit materials beyond what is requested in the guidelines; they will not be presented for assessment. Do not send hard copy materials. Supporting material will not be returned.

### Additional 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 the requirements below;
  - 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 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<br><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> |
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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

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 four areas of assessment are set out below, along with their relative weight. Applicants should discuss in their application how the proposed project fulfils each area of assessment.

### STRATEGY AND INNOVATION (30%)

The assessment panel will evaluate how the project proposes innovative strategic approaches to the challenges or opportunities identified, within the context of the organization's own history and practice or broader disciplinary or sectoral practices, by considering:

- The level of risk or challenges or opportunities inherent in, or tackled by, the proposed project;
- The level of clarity, focus and originality demonstrated in the proposal's objectives, process, and outcomes.

### IMPACT (30%)

The assessment panel will evaluate 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 impact of the project on the identified communities as supported by effective audience development, visitor outreach, marketing plans, and community engagement strategies;
- 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 meaningful engagement with diverse demographics, accessibility of space and content, and reconciliation; and
- The level of risk taking with regard to public engagement and creative development.

### FEASIBILITY (30%)

The assessment panel will evaluate the viability of the project by considering:

- The achievability of the proposed activities as determined by sound budgets, planning, resource allocation, investment, and the applicant's overall financial health;
- The role of artistic leadership, including management and the board, as applicable, in fostering a healthy, sustainable work environment;
- The level of experience in realizing comparable projects at a professional standard; and
- 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.

## PROGRAM ALIGNMENT (10%)

The assessment panel will evaluate the overall alignment of the proposed initiative with the program by considering:

- The level of support for organizational and artistic transformation such as responses to digital transformation, climate adaptation, and equity/diversity/access.
- The type of strategies to catalyze innovation in organizational models; artistic creation, production, development, presentation, dissemination, market development or exhibition; and/or support for artists through collaboration, experimentation, and engagement.
- The significance of the shift towards recovery from the impacts of the COVID-19 pandemic, through adaptations and innovations that improve opportunities for artists and increase public access to arts and culture activities within the current context.
- The degree of alignment with the [strategic directions of the BC Arts Council](#).

Projects are not necessarily expected to align with all strategic directions or program priorities.

## Assessment Process

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Merit-based, independent peer assessment is the primary method of evaluation for all applications to this program. Assessment panels are comprised of individuals with a mix of broad professional knowledge, experience, geographical representation, and varied aesthetic, institutional and cultural viewpoints, including those from Indigenous perspectives.

### **The following process is used to evaluate applications to this program:**

- The BC Arts Council receives online applications and reviews applications for eligibility;
- The assessment panel evaluates the applications using the assessment criteria outlined above and determines the level of funding and/or conditions on awards;
- The BC Arts Council informs each applicant of the assessment panel's decision in writing.

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

## Notification of Funding

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Decisions and notification of funding will be made by March 31<sup>st</sup>, 2021. Notification will be sent via the online system to the contact linked to the application as well as the organizational and governance leadership contacts provided in the organizational profile (as applicable). Results cannot be requested in advance 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 BC 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;
- Fails to comply with legal obligations; and/or
- Fails to respect the commitment to provide a safe and respectful work environment 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

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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 the completion date stated in the respective application. Final Report forms must be submitted through the online system.

Future applications to BC Arts Council programs will be ineligible if 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 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.

As well, funded applicants with a website are encouraged to add a link to the [BC Arts Council](#) website.

## Contact Information

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Applicants are encouraged to discuss the eligibility of their request program officer prior to submission.

A full list of program officers is available on [the BC Arts Council website](#).

For general information or further assistance, please contact:

Telephone: 250 356-1718

Email: [bcartscouncil@gov.bc.ca](mailto:bcartscouncil@gov.bc.ca)