

# PROGRAM GUIDELINES 2020/21

## PROJECT ASSISTANCE – Pivot for Individuals



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

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. Details are posted on our [dedicated COVID-19 update page](#).
- 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 BC Arts Council: New Foundations

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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

### Application Assistance

Artists who identify as Deaf and/or living with disabilities and require accommodation or assistance to develop and submit an application to this program should contact the program officer or email [bcartscouncil@gov.bc.ca](mailto:bcartscouncil@gov.bc.ca) for more information.

Receiving application assistance does not influence in any way the assessment of the application.

## About Pivot for Individuals

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The **Pivot for Individuals** program assists professional artists, cultural practitioners, and arts administrators to adapt and transition their practice in response to changes in the arts and culture sector or undertake learning activities to sustain or advance their career. Funding is available up to \$12,000.

The Pivot for Individuals program has two grant categories:

### **Category 1: Adaptation and Transition**

Funding is available to support projects that allow individuals to make bold pivots or transitions in their artistic practice in response to the changes in the arts and culture sector as a result of the COVID-19 pandemic. Designed to support professional artists and cultural practitioners, applicants may apply to adapt an existing work or body of work or undertake research and establish new approaches to their work. Applicants are encouraged to find innovative solutions to current changes and barriers in order to contribute practical knowledge or tools to their field of practice.

### **Category 2: Professional Development**

Assistance is available for professional development opportunities or specific learning activities that will sustain or advance the careers of artists, cultural practitioners, and arts administrators. This category assists those applicants who demonstrate a high degree of critical self-reflection and can link activities to the next stage of their professional development. Applicants are encouraged to address current sector changes caused by COVID-19, but projects are not required to have the same level of pivot or specific transition as Category 1.

This program is part of the BC Arts Council's response to the COVID-19 pandemic. Part of the funding has been temporarily redirected from the suspended Professional Development program. Pivot for Individuals has more funding and is able to support a wider range of activities than the Professional Development program.

**Please note –Travel Grants formerly offered through the Professional Development program (Category 1 – Travel Grants) are not offered in this program.** Specific travel costs may be included in applications to this program as appropriate to the project and conforming to current travel restrictions. We appreciate that travel restrictions in response to COVID-19 may change. Please see our [COVID-19 Updates](#) for current restrictions on travel funding.

## Application Deadline and Submission

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The deadline for submission to Pivot for Individuals program is February 16, 2021, **no later than 11:59 p.m.**

All applications must 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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### Eligibility Criteria

Assistance through this program is available to individuals. Ineligible applications will not be reviewed. Please contact a program officer with any questions regarding the eligibility of your field of practice.

#### To be eligible, you must:

- Be a Canadian citizen or Permanent Resident and have been a resident of British Columbia for at least 12 months immediately prior to the application deadline, and ordinarily reside in B.C. For more information, review our [Determining B.C. Residency](#) page.
- Be a professional artist, cultural practitioner or arts administrator. Field of practices may include, but are not limited to: literary, visual arts, curatorial, contemporary applied arts, media arts, dance, music, theatre, Deaf, Disability and Mad arts, community-engaged arts practice, multi- and interdisciplinary arts, museum studies, conservation, and arts and cultural administration.
- Meet the following criteria:
  - Be recognized by other practitioners working in similar fields of practice; AND
  - Have completed basic training in your field of practice (not necessarily in academic institutions); AND
  - Have an ongoing practice of two or more years subsequent to basic training and received payment for the work (when appropriate); AND
  - Be committed to working full-time at your practice when financially possible;

OR

- Have received at least one grant through the First Peoples' Cultural Council Indigenous Arts Program and have submitted a final report for that grant.

**For the purposes of this program, professional artists, cultural practitioners or arts administrators may be defined as, but not limited to, those that have:**

- **writers of fiction, non-fiction or poetry:** written 120 pages of fiction or non-fiction or 40 pages of poetry - published by professional publishing houses in recognized literary magazines, periodicals, or anthologies;
- **playwrights:** written two short plays or one full-length play or related work professionally produced, published or publicly workshopped;
- **spoken word artists:** performed three professional public spoken word pieces;
- **visual, craft or applied artist:** exhibited in two or more professionally curated arts events;
- **independent curator or critic:** curated two or more professional exhibitions or professionally published two or more works of critical curatorial writing;
- **media artists:** created and completed at least one media arts project that has been professionally presented as part of a public program;
- **performing artists (dance, music, theatre):** demonstrated a body of previous professional public performance or presentations;
- **Deaf, Disability and Mad arts (DDM) practitioners:** demonstrated a body of previous public work in or across any artistic field of practice;

- **community engaged arts practice:** facilitated two participatory arts projects in a community setting or learning environment;
- **arts administrators:** two or more years full or part-time paid employment (permanent or contract) in arts or cultural administration;
- **multi- and interdisciplinary practice:** demonstrated a body of previous professional public work that integrates multiple fields of practice;
- **museum studies, conservation:** two or more years full or part-time paid employment (permanent or contract) in a museum or Indigenous Cultural Centre.

Funding opportunities for emerging artists and early career practitioners are available through the BC Arts Council's *Early Career Development Program*.

For students, scholarship funding is available through the BC Arts Council and First Peoples' Cultural Council.

### Eligible Activities

Eligible applicants may submit applications in one of the categories for a project or initiative that will take place over a specified period of time.

This program is not intended to support projects that are primarily focussed on the creation of a specific new work. Activities that are related to a pre-existing and/or in-progress body of work or are a mix of learning and creation may be eligible for support so long as the applicant clearly outlines how the project will advance or transition their practice.

This program will support activities that develop innovative approaches to creation, production, presentation, and distribution and/or are related to professional development and learning. These activities may include but are not limited to:

- **exploring** new technologies;
- **developing** alternate production/presentation/distribution strategies;
- **acquiring** new skills, and/or developing new relationships relevant to your project/practice;
- **participating in residencies** with opportunities for learning, outreach and/or knowledge exchange with artistic peers and/or community members;
- **undertaking courses/workshops** following a specified curriculum or with specific skills acquisition or learning outcomes and, in limited cases, teacher training activities for professional artists;
- **embarking on mentorship** programs or structured relationships with a qualified mentor;
- **conducting research** initiatives to develop new ways of operating supported by a qualified advisor; and/or
- **creating peer-to-peer collaborations** intended to discover or establish new ways of working with other artists, sectors or professional networks. Projects must demonstrate an opportunity for participants to increase their capacity to adapt and to transition their practice and/or to improve sector resiliency.

Applicants must specify a project start date taking place after the submission of the application 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.

### Eligible Expenses

- Local transportation costs and local accommodation expenses associated with specific professional development activities;
- Subsistence (maximum \$2,000/month) to defray basic living expenses during the period when the applicant is devoting a majority of their time to their project activity;
- Purchase, rental and shipping costs of specialized equipment, books, supplies, or software that contribute to the overall project; these costs may comprise up to \$2400 or up to 20% of the request— whichever is less—and must be integral to project activities or necessary to establish a transition that responds to the impact of COVID-19;
- Fees paid to mentors, advisors, institutions or instructors, peer collaborators and elders;
- Anticipated expenses for ensuring equitable access to achieving proposed activity (the limits on specialized equipment as outlined above, may be waived in this case). This may include but is not limited to: expenses related to accessibility or accommodation for artists/practitioners who identify as Deaf and/or living with disabilities; interpreter services, translation services; and/or cultural safety.

Only expenses for activity taking place after the submission of the application will be considered eligible.

### Exclusions

Awards are not available to support:

- International travel and/or in-person gatherings over 50 as per current policy outlined on the BC Arts Council's [COVID-19 update page](#);
- Expenses incurred prior to the application submission date;
- Touring expenses or transportation to auditions/audition tours;
- Purchase of real estate/property;
- Expenses incurred solely for the purpose of attending annual general meetings;
- Presenting work at marketplaces or showcases where fees are not paid;
- Projects that are secondary to other purposes (for example, fundraising events, conventions, or family, religious or community celebrations or anniversaries);
- Specific vocational placements (for example, apprenticeship) required for basic training/ accreditation;
- Unpaid work placements;
- Full-time studies;
- Projects or activities funded through other BC Arts Council programs or its third-party delivery partners, including First People's Cultural Council, BC Touring Council, or Creative BC.

### Grant Amounts

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Awards up to \$12,000, and may form up to 100% of the total project budget.

Applicants may only submit one application and may only receive one award in any given fiscal year (April 1-March 31).

### 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 required elements, 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, including a description and, if applicable, a link to the website of the event, course or program;
  - brief profiles of pivot/learning partners: instructors, mentors, advisors, and / or collaborators, with links to related websites as applicable;
  - project rationale and objectives, including how it will help you adapt your practice; and/or advance your professional development; and/or explore new ways of working.
  - project timeline, itinerary and/or work plan, including roles and responsibilities.
- If the request includes the purchase of specialized equipment, software or supplies, please summarize why this purchase is necessary for the project.
- A balanced project budget using the budget table provided in the online application.

**Support Material Requirements:**

- A Curriculum Vitae (CV) of the applicant that includes professional training and related artistic activities (maximum three pages per artist).
- Two letters of recommendation from recognized professionals in your field of practice commenting on your ability and on the value of the project for your professional development and/or potential for other practitioners to gain knowledge from the project and/or sector resiliency.
- As applicable, a letter from the institution or teacher, or your prospective advisor or mentor confirming the terms of your arrangement, OR;
- As applicable, a CV for individual advisors or mentors participating in projects that are taking place outside of formal organizational or institutional offerings.
- For peer-to-peer collaborative requests:
  - Signed agreement or terms of reference that identifies objectives; how collaborators will contribute, a learning model and a list of collaborative activities.

It is the responsibility of the applicant to ensure that all supporting material is good quality and in a readable format. Poor quality materials will adversely affect an applicant's chances of success.

Please do not submit materials beyond what is requested in the guidelines; they will not be presented for assessment.

## Equity and Cultural Context

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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 different areas of assessment are set out below, along with their relative scoring. Applicants should discuss in their application how the proposed project fulfils each assessment area, including how the project addresses the strategic priorities and values of the BC Arts Council including those outlined in the Equity and Cultural Context as above.

### ARTISTIC CONTRIBUTION, SIGNIFICANCE, AND IMPACT (70%)

The assessment panel will consider how the proposed project will advance or transition the applicant's practice. Assessors may discuss:

- Clarity, vitality, and strength of the proposed project.
- Artistic risk or challenges inherent in, or tackled by, the proposed project.
- The strength of the learning opportunity or artistic intention of the adaptation and, more broadly, the development of the art form.
- The potential benefits to the development of the applicant's practice or career, or the applicant's identified field of practice or communities.
- Ability to realize the project, based on previous successes and support materials.
- Applicant's description of their practice in the context of B.C.'s geographic, Indigenous, and cultural diversity, including steps to acknowledge and engage with the cultural context in which the work exists, cultural protocols, and accessibility of space and content, as applicable.

### FEASIBILITY (20%)

The assessment panel will consider the achievability and viability of the proposed project. Assessors may discuss:

- Degree of how achievable the project is as determined by artistic and financial measures such as sound budgets, planning, and resource allocation including statements outlining compensation to every professional artist and practitioner participating in the project with professional fees at appropriate levels.
- Level of clarity of roles and responsibilities as applicable to instructors, mentorships, advisors, and collaborations.

## ALIGNMENT WITH STRATEGIC PRIORITIES (10%)

The assessment panel will evaluate the project's alignment with [BC Arts Council's strategic directions](#) within an overarching commitment to sustainability and creative development:

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

## 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.

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

## Notification of Awards

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Decisions will be made within sixteen weeks of the application deadline. Notification will be sent via the online system to the contact linked to the online application. Results cannot be requested in advance by telephone or email.

## Payment of Awards

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All payments of 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 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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All applicants are encouraged to discuss the eligibility of their proposed request with the appropriate program officer prior to submission.

Walter Quan – Program Officer  
778-698-3527 | [Walter.Quan@gov.bc.ca](mailto:Walter.Quan@gov.bc.ca)

Sarah Todd – Program Officer  
236-478-2528 | [Sarah.Todd@gov.bc.ca](mailto:Sarah.Todd@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](mailto:bcartscouncil@gov.bc.ca)

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