

PROGRAM GUIDELINES 2020/21

PROJECT ASSISTANCE – Community Arts Festivals

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

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 for more information.

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



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. 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 Community Arts Festivals

Project Assistance: Community Arts Festivals supports the production of a local community arts festival by community-based arts and cultural organizations or by First Nations Band Councils, Indigenous community organizations, Friendship Centres and Métis Chartered Communities that offer arts programming.

Awards are intended to subsidize the fees paid to B.C. or Canadian professional artists, technicians, Elders and Traditional Knowledge Keepers engaged for the proposed festival. Festivals must be more than one day in duration and may feature a combination of local and touring artists.

Awards will provide up to a maximum of \$5,000.

Application Deadline and Submission

Deadline for submission to Community Arts Festivals program is March 5, 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

To be eligible, you must:

- Be a community arts and cultural organization registered and in good standing, as a non-profit society or a community service co-op, in the Province of British Columbia for at least one year.

OR

- Be a First Nations Band Council, Indigenous community organization, Friendship Centre or Métis Chartered Community, in the Province of British Columbia, that offers arts programming and sets policy for their organization's public programs and services.

AND

- Be based in British Columbia and have successfully produced at least one community arts festival.
- Demonstrate a clear commitment to enhance access to and development of the arts in community.
- Have effective artistic and administrative leadership but the festival must be organized primarily by volunteers.
- Demonstrate outreach has taken place to ensure local Indigenous protocols are followed, compensate Elders and Traditional Knowledge Keepers fairly in accordance with local protocols, and acknowledge traditional territories.
- Compensate professional arts and cultural practitioners and technicians 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.
- Not be eligible for or receiving funding through other BC Arts Council programs (with the exceptions of: Project Assistance - Pivot Program and Expanded Arts and Culture Resilience Supplement, this year only) for the same activity.
- Have submitted all required final reports on previous BC Arts Council grants as of the deadline date for this program.

Eligible Activities

Activities must:

- Be concentrated in time and place and be longer than one day in duration.
- Facilitate the exchange of local ideas, narratives, or issues that engage community participation.
- Have demonstrable community involvement, including the support of local government, volunteers, business, and arts and cultural organizations.

Exclusions

Awards are not available to support:

- Travel and/or in-person gatherings as per current policy outlined on the BC Arts Council's [COVID-19 update page](#)
- General operating activity
- Expenses incurred prior to the application submission date
- Project/budget deficits
- Capital expenditures (construction, renovation, or purchase of property or equipment)
- Feasibility studies, start-up costs, or seed money
- For-profit entities
- International travel costs of foreign artists visiting British Columbia, or travel of arts festival organizations to international convenings
- Fundraising, conferences, competitions, or projects that are secondary to other purposes (e.g. conventions, or family, religious or community celebrations or anniversaries)
- 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

Awards may be up to \$5,000 and may not exceed 50% of the total festival project budget.

Grants may be awarded for less than the requested amounts based on assessment of the eligibility requirements, demands on the festival program budget, and the priorities of the program and of the BC Arts Council.

Assistance through this program is available only once per BC Arts Council fiscal year (April 1-March 31). Organizations may only submit one application to this program per deadline.

Application Requirements

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 elements, including support material. Eligible applications and any supporting material will be assessed as they have been submitted.

The online application must include:

- Confirmed or interim list of professional B.C. and Canadian artists, technicians, Elders and Traditional Knowledge Keepers, including names, the fees they are to be paid, and their biographies (max. 250 words). If only an interim list is available, also provide the list of professional B.C. and Canadian artists, technicians, Elders and Traditional Knowledge Keepers engaged in last year’s festival and the fees each were paid.
- One scanned copy or live link to the most recent festival brochure or program.
- A balanced project budget using the budget table provided in the online application. Ensure that:
 - notes on the budget are provided.
 - the budget includes this Community Arts Festivals Program funding request;
 - this year only: IF including funding contributions from BCAC Project Assistance – Pivot Program and/or Expanded Arts & Culture Resilience Supplement, list these in revenues as “*Other Public Sector (Specify in Notes)*”;
 - revenue amounts are noted as either confirmed or pending;
 - all in-kind contribution amounts listed as revenue are also entered, and noted, as a corresponding expense item.
- Letters from key partners or collaborators only, if applicable, confirming the nature of their participation. Do not include general letters of support.

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 considered for assessment.

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

FEASIBILITY

Staff will evaluate the feasibility of the project by considering:

- The achievability of the proposed activities as determined by sound budgets, planning, resource allocation, and the applicant's overall financial health;
- The level of experience in realizing comparable projects;
- The commitment to fostering a healthy, sustainable work environment, in relation to providing fair remuneration, equitable employment, cultural competency, cultural safety, and a safe and respectful work environment.

Assessment Process

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

- The BC Arts Council receives online applications, which are reviewed for eligibility and feasibility;
- To ensure an equitable approach, the same key data from each complete application is used to determine the award amount. Award amounts are determined by formula. All eligible applicants will receive some level of funding. Grants may be awarded for less than the requested amount based on:
 - festival budget size and the total fees paid to professional B.C. or Canadian artists, technicians, Elders and Traditional Knowledge Keepers;
 - demands on the festival program budget;
 - the priorities of the program and of the BC Arts Council.
- 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 Awards

Decisions will be made within six 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.

Payment of Awards

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

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

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

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

Krista Patterson – Program Officer
236-478-2550 | Krista.Patterson@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.**