

PROGRAM GUIDELINES 2021/22

PROJECT ASSISTANCE: Professional Literary Arts

About the BC Arts Council

The BC Arts Council is an agency of the provincial government established under 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.

Our Vision

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 strategic directions for the BC Arts Council, and is intended to facilitate more equitable access to arts funding, and is 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 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, 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, 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 Project Assistance: Professional Literary Arts

Project Assistance: Professional Literary Arts supports the realization of a single literary arts activity or event, or the artistic programming activities of a literary arts organization or collective.

Application Deadline and Details

The deadline for submissions to the Literary Arts program is April 30, 2021, **no later than 11:59 p.m.**

All applications must be submitted via the online grant application system. Applicants must ensure that all information and documentation in their online profile is up to date prior to submitting an application.

New applicants must register in the [online system](#) in order to submit an application. **Approval of a registration request may take up to four business days.** New registrants will be notified of approval and provided access to grant applications. Applications by mail, email, or fax are not accepted.

All applicants are encouraged to discuss their application with the program officer prior to submission.

Application Assistance

Applicants who identify as Deaf and/or living with disabilities and who 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 influence the assessment of the application.

Eligibility Requirements

Ineligible applications will not be forwarded for assessment.

Applicant Eligibility

To be eligible to apply, you must:

- Be a professional literary arts and culture organization based in B.C. and registered and in good standing as a non-profit society or [community service co-op](#) in B.C. for at least one year.
- OR
- A professional literary organization operated by an accredited B.C. post-secondary institution with an advisory board that sets policy for programs and services undertaken.
- 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.
 - Have eligibility confirmed by a program officer prior to applying.

AND

- Conduct ongoing public programming for a minimum of one year with a commitment to continued operations.
- 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.
- Not currently receive Operating Assistance from the BC Arts Council.
- Have submitted all required final reports on previous BC Arts Council grants as of the deadline for this program.

Exclusions

Project Assistance is not available for:

- Travel and/or in-person gatherings as per BC Arts Council's [current COVID-19 policy](#).
- Operating costs.
- Project phases or activity that have begun prior to the submission date.
- Project or budget deficits and/or contingency funds.
- Capital expenditures (construction, renovation, or purchase of property or equipment).
- Feasibility studies, start-up costs, or seed money.
- International travel costs of foreign artists visiting British Columbia.
- Fundraising activities, conferences, conventions, or projects that are secondary to the arts-related activity (e.g. competitions, or family, religious, or community celebrations or anniversaries).
- Subsistence to artists or cultural practitioners, unless otherwise noted.
- Projects or activities funded through other BC Arts Council programs or its third-party delivery partners, including First Peoples' Cultural Council, BC Touring Council, or Creative BC.

Grant Amounts

Project Assistance grants will not exceed 50% of the total project budget.

There is no maximum request amount; however, you can review the list of previous successful applicants and the range of awards for this program at the [BC Arts Council recipients page](#).

Application Requirements

It is the applicant's responsibility to submit a complete application. Eligible applications and support material will be assessed as submitted.

The complete online application must include:

- Details outlining the proposed project including:
 - a summary of the proposed project.
 - rationale and objectives underlying the project.
 - project timeline and work plan.
- A balanced project budget using the table provided. Include notes on the budget and indicate whether revenues are confirmed or pending.
- As applicable, an update on the status of previous phase/s of the project funded by the BC Arts Council for which a final report has not yet been submitted.
- All required support material as per the list below.

Support Material

Applicants are advised to review and adhere to the [Upload Requirements for Support Material guidelines](#). It is the applicant's responsibility to ensure that all support material is in a readable format. Poor quality files may adversely affect an applicant's success. Applicants are encouraged to test all materials before submitting their application. Requested supporting material must be submitted via the online system unless otherwise indicated.

Required Support Material includes:

- An operating budget for the applicant's fiscal year in which the proposed project takes place.
- A biography for each member of the project's creative team (maximum 250 words each).
- Letters from partners or collaborators, if applicable, confirming the nature of their participation.

For applicants who have not previously received funding through this program:

- Two letters of reference from established arts and cultural practitioners familiar with the applicant's work.

Do not submit material beyond what is requested; it will not be presented for assessment. Hard copy supporting material will not be returned.

Additional Requirements for Organizations

The following documentation must be provided through your Organizational Profile and must be up to date at the time of application:

- Your organization's most recent Financial Statements, in accordance with the requirements below.
- A current list of your organization's board of directors, editorial advisory board, trustees, or board of management, including occupations and start dates.
- A current list of administrative and artistic/editorial staff or significant contractors, including name, title or responsibility, and 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.
- 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 most recent BC Arts Council Operating Assistance or Project Assistance (discipline specific) award. For new applicants, internally prepared financial statements are acceptable. BC Arts 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>Financial Statements, including internally prepared, 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 on 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 related to cultural appropriation, representation, and equitable and ethical collaboration processes, and to clearly position their work within its cultural context within their application.

Assessment Criteria

The areas of assessment are set out below along with their relative weight. Applicants should keep these criteria in mind as they complete their application and should also discuss how the project may address the strategic priorities and values of the BC Arts Council.

ARTISTIC/EDITORIAL CONTRIBUTION AND SIGNIFICANCE (40%)

The assessment panel will evaluate the project's overall artistic achievement, contribution, and significance. The panel will consider the:

- Strength and clarity of artistic vision as demonstrated through programming, editorial, or curatorial choices.
- Quality of proposed activities, level of artistry, originality, production values, and overall contribution to arts and culture in B.C.
- Integrity of the creative processes, including approaches to research and collaboration; use of source and physical materials; and other cultural protocols, as applicable.

ENGAGEMENT AND IMPACT (30%)

The assessment panel will evaluate the project's engagement and impact by considering:

- Degree of impact on the organization's identified communities as evidenced by effective audience development, outreach, marketing, community engagement strategies, and programming.
- Degree of impact on the development of B.C. artists, cultural practitioners, and arts communities.

- Level of engagement and sustainable benefits to diverse and/or historically underserved communities and their artistic practices.
- Level of accessibility and safety of engagement, including but not limited to physical spaces, cultural safety, affordability, and accommodations for diverse participants.

FEASIBILITY (20%)

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

- Achievability of the proposed activities as demonstrated by sound budgets, planning, resource allocation, and the applicant's overall financial health.
- Role of artistic/editorial leadership, including management and the board, as applicable, in fostering a healthy, sustainable work environment.
- Level of experience in realizing comparable projects at a professional standard.
- Rigour of human resources practices related to fair remuneration, equitable employment, cultural competency, cultural safety, and a safe and respectful workplace.

ALIGNMENT WITH STRATEGIC DIRECTIONS (10%)

The assessment panel will evaluate the organization's commitment to, and the project's alignment with, these BC Arts Council strategic directions:

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

Assessment Process

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

The following process is used to evaluate every application:

- 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 payment of awards.
- The BC Arts Council informs each applicant of the assessment panel's decision in writing.

Applicants are encouraged to contact the 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 linked to the online application. Results cannot be requested in advance by telephone or 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 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.
- 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 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 assessment panel. 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

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. Be sure that you are working with the most current guidelines available on the program page on the BC Arts Council website.