

# 2021/22 OPERATING ASSISTANCE OVERVIEW

## Book Publishers, Visual Arts, Museums and Indigenous Cultural Centres, Media Arts, Arts & Cultural Service Organizations, and Professional Arts Festivals

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

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The BC Arts Council recognizes the ongoing impact of the COVID-19 pandemic on the arts and culture sector. Please ensure you have the latest version of the Operating Assistance Overview as posted on the BC Arts Council website. Any changes to the overview made after the original posting will be highlighted.

### About Operating Assistance – 2021/22

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Operating Assistance provides stable, annual funding to assist with general operations of eligible, established professional and community-based non-profit arts and culture organizations and book publishers in B.C. This program supports the delivery of high-quality arts programming and offerings in communities across the province.

As part of our continued response to COVID-19, existing recipients of Operating Assistance will receive stable operating funding for the 2021/22 grant cycle through a required, simplified application process. The BC Arts Council Operating Assistance Program will enter a one-year annual grant cycle with a single payment this year. The BC Arts Council will **not** accept applications from organizations who have not received Operating Assistance in the previous year.

- All general Operating Assistance eligibility criteria continue to apply. The most recent program guidelines are posted on the relevant program page on [BC Arts Council website](#).
- Operating Assistance grants for 2021/22 will remain at the same level as the applicant's 2020/21 operating grant and will be paid out in a single payment, subject to the Payment of Awards statement included in this document and an authorizing appropriation under the *Financial Administration Act*.
- Submissions for Operating Assistance for 2021/22 will not be peer assessed.
- BC Arts Council staff will review submissions for completeness and continued eligibility and may request additional information based on program guidelines and policy considerations.
  - In cases where program staff identify significant issues related to an organization's ongoing viability, submissions may be referred to a peer assessment committee for further review. Program staff and senior management will work with organizations to address any issues that may arise.
- For organizations using the [Canadian Arts Data / Données sur les arts au Canada](#) (CADAC) application, required financial and statistical information must be submitted through CADAC by the application deadline. For book publishers, forms for the required financial and statistical information will be provided through the online application process.
- All organizations must provide their most recent financial statements and board and staff lists as part of their organizational profile.

- The application of the BC Arts Council's Fair Notice Policy is suspended for 2021/22. No decisions to place organizations on Concerned Status or remove the status will be made during this grant cycle.
- Recipients must inform the BC Arts Council in a timely manner of substantive changes to the organization's structure, financial position, staffing or activities, or any other significant departures from what is described at the time of submission.

Information collected through the Operating Assistance application process for 2021/22 will help the BC Arts Council understand current and future priorities of the sector including the impact COVID-19 has had on organizations funded through the program. It is also an opportunity to measure the impact of calls to address racism and systemic inequities.

## About the BC Arts Council

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For more information about the BC Arts Council's mandate, vision, values and strategic directions please visit the [About](#) and [Priorities](#) sections on the BC Arts Council website.

## 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 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 submission. **Equity and access are central to the BC Arts Council's response to supporting the arts and culture sector through COVID-19 recovery.**

## Application Deadline

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The deadline for submissions to Operating Assistance is **no later than 11:59 p.m. on September 30**. All applications must be submitted via the online grant application system.

## Application Assistance

Lead applicants who identify as Deaf and/or living with disabilities and who require accommodation or external assistance to develop and submit an application on behalf of their organization 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 the application review or outcome.

## Submission Requirements

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It is the applicant's responsibility to submit a complete application. Eligible applications and support material will be reviewed as submitted. Do not submit material beyond what is requested.

**The complete online application must include:**

- An updated organizational profile (see section below).
- Activity reports for the organization's previous, current, and next fiscal year.
- Submission of required financial and statistical information (see section below).
- Recently prepared planning and policy documents, such as human resource or equity policies, or a pandemic restart and recovery plan.

**Organizational Profile****The Organizational Profile must be up to date at the time of application and include:**

- An updated list\* of the organization's board of directors, editorial advisory board, trustees, or board of management, including occupations/area of expertise, and start dates.
- An updated list\* of administrative and artistic/editorial staff or significant contractors, including name, position, title or responsibility, and indicate if permanent/seasonal, and full-time/part-time (not applicable to Book Publishing).
- The organization's most recent Financial Statements, in accordance with the requirements below.

\* Staff and Board lists must now be directly added to a table format that can be accessed on the application or on the profile. Please enter the information in this new format. Changes made to board and staff lists in a grant application will automatically update the list on the organization profile.

**Financial Statements****Financial Statements must include:**

- Balance Sheet, Income Statement, and Notes.
- An itemized list of grants identified by funder, in the income statement or in an attached schedule.
- A breakdown of operating net assets, distinguishing between unrestricted net and capital assets.
- Signatures of the person preparing the financials and two Board members.

**The type of Financial Statements required is based on the recipient's most recent BC Arts Council Operating Assistance award. 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.**

<b>BC Arts Council Grant for last fiscal year</b>	<b>Minimum Required Documentation</b> <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

## Financial and Statistical Information

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**All required financial and statistical information must be submitted by the program deadline.**

- For those organizations who use CADAC, required financial and statistical information up to and including your next fiscal year must be submitted through [CADAC](#).
- For book publishers, forms for the required financial and statistical information are provided in the application.

**BC Arts Council staff review of your organization's submission requires this financial and statistical information to be entered into CADAC in sufficient time for reconciliation and validation.**

## Notification of Awards

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Decisions will be made within 16 weeks of the application deadline. Notification will be sent via the online system to the contacts linked to the online application. Results cannot be requested in advance.

## 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 or does not demonstrate readiness to restart activities as can reasonably be expected within the context of the COVID-19 pandemic.
- Undergoes unexplained 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.

## 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 may 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.

### Recognition of Assistance

All individuals and organizations receiving funding from the BC Arts Council must acknowledge the support in all promotional materials and programming related to the grant received. Acknowledgement instructions with logo are [available on our website](#).

## 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:

Telephone: 250 356-1718

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