

# PROGRAM GUIDELINES 2021/22

## PROJECT ASSISTANCE: CREATIVE WRITERS

### 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 be updated to align with current provincial and federal orders and public health directives. Please:

- Ensure you have 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.
- Find up-to-date information posted on our [COVID-19 update page](#).

### About the BC Arts Council

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For more information about the BC Arts Council's mandate, vision, values, and strategic directions 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 conducts its own operations and funding activities in accordance with 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 the [Calls to Action of the Truth and Reconciliation Commission](#).

The BC Arts Council acknowledges the cultural, geographic, and regional diversity of the province, and 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.

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 in their submission. Equity and access are central to the BC Arts Council's response to supporting the arts and culture sector.

### Project Assistance: Creative Writers – Program Intentions

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**Project Assistance: Creative Writers** supports professional writers in the creation of specific literary projects. Eligible genres include drama, fiction, graphic novels, juvenile, non-fiction, poetry, and spoken word.

Awards are available to support the creation of new work or the re-writing of an unpublished and unproduced manuscripts. Applications may be made by individuals or on behalf of a collaboration of two or more writers sharing creative control or authorship of a project.

## Application Deadline and Details

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The deadline for submission is **September 30, 2021 no later than 11:59 p.m.**

Applications must be submitted via the online grant 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](#). **Approval of a registration request may take up to four business days.** New registrants are notified of approval and provided access to grant applications. Applications by mail, email, or fax are not accepted.

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

### Application Assistance

People who identify as Deaf and/or living with disabilities and who require accommodation or assistance to develop and/or submit an application should contact a 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.

## Eligibility Requirements

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Ineligible applications will not be reviewed.

### To demonstrate professional status, an applicant must:

- Have completed appropriate and relevant training to work within the discipline(s) at a level that would be recognized as professional by other practitioners working in similar disciplines. This training could include education through post-secondary institutions, traditional knowledge transfer, and/or apprenticeship with a qualified practitioner.
- Have a minimum of two years of professional practice in their field, following basic training.
- Have a demonstrated body of work (see below for specific requirements).

### To be eligible, an applicant must also:

- Be a Canadian citizen or Permanent Resident.
- 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, see [Determining B.C. Residency](#) page.
- Compensate artists and arts, museums, and culture 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 any overdue final reports on previous BC Arts Council grants by the submission deadline for this program.
- Have final creative control over the proposed work.
- Be applying for either the first or second time with a project; if the applicant has applied twice unsuccessfully for the same project, the proposal must be substantively changed.

For collaborative applications, each participant in the collaboration must meet the eligibility criteria.

**A demonstrated body of work must include:****Level One**

For awards at Level One, the applicant must have at least one book (minimum 48 pages) published by a professional literary or trade publisher, and for which they have a publishing contract and receive royalties, OR an equivalent defined as:

- Fiction and non-fiction: 120 pages published in literary magazines, recognized periodicals, or anthologies published by recognized professional publishing houses, and for which they have received payment.
- Poetry: 40 pages of poetry published in literary magazines, recognized periodicals, or anthologies published by recognized professional publishing houses, and for which they have received payment.
- Drama: a minimum of two short works or one full-length work professionally produced, published, or publicly workshopped, and for which they have received payment.
- Spoken word: a recent professional history of public performance in dub, sound, or performance poetry, storytelling, ASL poetry, or other performance literature forms for which they have received payment on at least three separate occasions.

**Level Two**

For awards at Level Two, the applicant must be recognized as a senior artist in their discipline and professional communities, and must have:

- Fiction, nonfiction, poetry: at least three books (minimum 48 pages) published by a professional literary or trade publisher, and for which they have publishing contracts and receive royalties.
- Drama: a minimum of two full-length works professionally produced or published, and for which they have received payment.
- Spoken word: a significant body of professionally recognized work in dub, sound, or performance poetry, storytelling, ASL poetry, or other performance literature forms for which they have received payment.

Self-published writers who have been accepted as Members of The Writers' Union of Canada or as Full Members of the League of Canadian Poets may apply.

The work of a co-author of a professionally published book is considered in proportion to the shared authorship. For example, a book co-authored with two other authors is considered one-third of a book.

**Eligible Costs****Awards are available to support:**

- [Subsistence costs](#) of up to \$2,000 per month for the applicant; recipients of awards are expected to devote most of their time to their practice for the duration of the project.
- Costs of materials directly related to the project.
- Rental of equipment and/or space.
- Funds paid to other professionals to help realize the project (e.g. editor, sensitivity reader, etc.).
- Travel expenses relevant to realizing the project.

## Exclusions

### Awards are not available to support:

- Projects previously assisted through this program.
- Sponsored or commissioned works.
- Research and writing of works with minimal original, critical, or analytical content such as indices, bibliographies, and instructional or technical books including textbooks, cookbooks, self-help books, and guidebooks.
- Scholarly or academic works.
- Scripts for film, radio, or television.
- Publication or promotion of books and periodicals.
- [Capital expenditures](#) (construction, renovation, or purchase of property or equipment).
- Projects substantially funded through other provincial government agencies.
- Expenses incurred prior to the application submission date.

## Grant Amounts

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Applicants should apply to the appropriate level based on the eligibility requirements outlined above.

**Level 1:** Awards up to \$7,500 | **Level 2:** Awards up to \$15,000

Support from this program may form up to 100% of the total project budget, not including in-kind contributions. Grants may be awarded for less than the requested amount based on the assessment of the application and the priorities of the program.

Assistance through this program is possible once per BC Arts Council's fiscal year (April 1 - March 31).

## Application Requirements

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It is the applicant's responsibility to submit a complete application. The BC Arts Council will not contact applicants to address errors or missing requirements. Eligible applications are assessed as submitted.

### A complete online application must include:

- A detailed written statement (up to 650 words) that includes:
  - a precise description and summary of the proposed project.
  - a description of how an award will assist with the project. In this description consider responding to these questions: *Why This Project? Why You? Why Now?*
- Description of equitable and ethical approaches in the project and/or your practice.
- A balanced project budget using the table provided. Include notes on the budget and indicate whether revenues are confirmed or pending.
- 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](#). Applicants are responsible for ensuring 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 material before submitting their application. Requested material must be submitted via the online system unless otherwise indicated.

**Required Support Material includes:**

- Curriculum Vitae (CV) with professional training, and related artistic activities and achievements (maximum 3 pages per artist).
- A publication history including titles, publishers, and publication dates (maximum 1 page per artist). *A separate document is not required if this information is included in the CV.*
- Letters from partners or collaborators, if applicable, confirming the nature of their participation.
- For fiction and nonfiction writers, poets, and playwrights: a maximum of 20 pages (or equivalent word count) of recent writing samples in manuscript format. This sample should consist of:
  1. writing from the proposed project (work in progress); and
  2. a previously published or produced sample that demonstrates the applicant's writing ability in the proposed genre.
- For spoken word artists:
  1. a written sample of no more than 20 pages; and
  2. up to 5 minutes of recorded performance documentation in audio or video format.

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

## Assessment Criteria

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The areas of assessment are described below along with their relative weight. Applicants should discuss how the project fulfils each area of assessment and how it may address the strategic priorities and values of the BC Arts Council including those outlined in **Equity and Cultural Context** above.

### ALIGNMENT WITH THE BC ARTS COUNCIL'S STRATEGIC DIRECTIONS (10%)

The assessment panel will evaluate how the applicant and the project align with these BC Arts Council strategic directions:

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

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

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

- Clarity, vitality, and strength of the proposed project demonstrated through the level of artistry and risk, originality and challenge, quality of the practice, and the development of the art form.
- Integrity of the creative processes including approaches to research, collaboration, contributors, source materials, and cultural contexts and protocols, as applicable.
- Potential benefits to the development of the applicant's practice, the applicant's own identified communities, and the professional arts community in B.C.
- Level of engagement and sustainable benefits to diverse and/or historically underserved communities and their artistic practices.
- Consideration given to matters of cultural appropriation, influence, representation, equitable and ethical collaboration processes, and appropriate protocols and practices, as applicable.

## FEASIBILITY (20%)

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

- Achievability of the project as demonstrated by sound budgets, planning, and resource allocation.
- Level of experience in realizing comparable projects at a professional standard.

## 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 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 applications:**

- The BC Arts Council receives online applications and reviews each one 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 after results have been released.

## 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.

## Payment of Awards

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All award payments 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 their 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

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Recipients must submit a final report with the required documentation of the completed project to the BC Arts Council within 30 days of the Project End date in the application. Final Reports 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 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.

Funded applicants with a website are encouraged to add a link to the [BC Arts Council](#) website.

## Contact Information

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Michelle Benjamin – Program Officer  
236 478-2582 | [michelle.benjamin@gov.bc.ca](mailto: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](mailto:bcartscouncil@gov.bc.ca)

**Program guidelines are reviewed annually. Be sure that you are working with the most current guidelines for each intake.**