

# PROGRAM GUIDELINES 2021/22

## ARTS INFRASTRUCTURE PROGRAM

### 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 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.

### About the BC Arts Council

---

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

---

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.**

### Program Intentions

---

**Project Assistance: Arts Infrastructure** enables eligible organizations to develop and enhance spaces that support the work of B.C.'s arts and cultural practitioners. All projects must clearly demonstrate how they benefit arts and cultural practitioners. The program aims to support projects that:

- Catalyze the development of new or existing arts and cultural spaces through acquisition, renovation, or purchase of specialized equipment.
- Improve physical, social, and cultural accessibility to arts and cultural spaces.
- Enhance access to arts and cultural spaces for underserved communities and underrepresented arts and cultural practices.
- Strengthen the capacity of the sector to develop, operate and sustain arts and cultural spaces.

All projects must be completed **before December 31, 2024**. Project categories include:

**Category 1. Planning & Consultation**

Planning processes, and research to support the acquisition, development or enhancement of arts and cultural facilities. Maximum request: \$25,000.

**Category 2. Capital Improvements**

Building-based projects involving the construction, renovation, acquisition, or expansion of an arts and cultural facility. Maximum request: \$250,000.

**Category 3. Specialized Equipment Acquisition**

Projects focused solely on the purchase of specialized equipment for long-term use and associated installation expenses. Maximum request: \$40,000.

## Application Deadline and Submission

---

The deadline for submission is **January 14<sup>th</sup>, 2022 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 required to discuss their application with the program officer prior to submission.

## Eligibility Requirements

---

Assistance through this program is available to Arts and Cultural Organizations. Ineligible applications will not be forwarded for assessment.

**To be eligible, an applicant must:**

- Provide public arts and cultural programming in British Columbia and have done so for a minimum of two years.
- Have submitted any overdue final reports on previous BC Arts Council grants by the submission deadline for this program.

**An Arts and Cultural Organization must also:**

- Be an organization with a dedicated arts and cultural mandate that is registered and in good standing as a non-profit society or community service co-op in the Province of British Columbia for at least two fiscal years prior to application.

OR

- Be an Indigenous Government, Indigenous Community Organization, or Métis Chartered Community offering dedicated arts and culture activities.

OR

- Be a professional public arts and cultural organization operated by a local government or a public post-secondary institution, with a community-based board of management that sets policy for the organization's programs and services and that offers public programming.

OR

- Be a book publisher that meets the eligibility requirements for either the Project Assistance or Operating Assistance for Book Publishers program.

### Eligible Costs

#### Awards are available to support:

- Spaces used for arts and cultural purposes more than 50% of the time.
- Planning, consultation, and research processes to support the development or acquisition of arts and cultural facilities including architectural plans, energy studies, feasibility studies, and community consultation.
- Acquisition, construction, renovation, or expansion of an arts and cultural facility.
- Purchase of specialized equipment and associated installation expenses for long-term use.

### Exclusions

#### Awards are not available to support:

- Projects focused on non-cultural spaces (e.g., spaces not used for arts and cultural activities).
- Industrial or archaeological or heritage sites or historic places.
- Project phases and activities that have begun prior to the application deadline.
- Operating expenditures or long-term accrued interest on financing.
- Routine maintenance or repair and/or moving expenses.
- Restoration and refurbishment of artefacts/collections.
- Commissioning and purchasing of works of art.
- Gift shops or commercial beverage and food facilities.
- Capital campaigns, fundraising or marketing activities.
- Projects or activities that are funded through other programs of the BC Arts Council.

### Grant Amounts

---

Applicants should apply to **only one** of the appropriate categories as described above.

**Category 1: Planning & Consultation** - Awards up to \$25,000

**Category 2: Capital Improvements** - Awards up to \$250,000

**Category 3: Specialized Equipment Acquisition** - Awards up to \$40,000

The request amount to this program:

- Must be 75% or less of the total project budget; or
- May be up to 90% of the total project budget for projects from organizations led by and/or rooted in:
  - Indigenous (First Nations, Métis and/or Inuit) communities
  - Underserved communities, including Deaf, Disability and Mad arts; Racialized and/or people of colour; 2SLGBTQIA+
  - Rural and remote areas (with a population under 25,000, outside of the capital region and outside greater Vancouver).

For the 2021 intake, applicant contributions to the project budget can be composed of both cash and/or in-kind contributions. The project budget must balance in-kind revenues with in-kind expenses.

## Application Requirements

---

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:

- Confirmation of discussion with the Program Officer about applicant and project eligibility.
- Details outlining the proposed project including:
  - a summary and detailed description of the proposed project.
  - rationale and objectives underlying the project.
  - project timeline and/or work plan with a description of the current project stage and a completion date **before December 31, 2024**.
- Description of alignment with [CleanBC Better Buildings](#) programs as applicable, for example, strategies for achieving greenhouse gas emissions reductions and energy efficiency improvements.
- A list of any approvals and permits required to complete work on the project and a description of the phase of approvals the project is at and/or the steps the applicant plans to take to obtain approvals and permits.
- A balanced project budget using the budget table provided in the online application. Provide notes to 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:

- Letters from any partnering organizations, if applicable, confirming the nature of their participation.
- **For Planning & Consultation**
  - List of external contractors/vendors with biographies and/or profiles as applicable.
  - Two competitive quotes from prospective vendors or contractors for proposed planning and/or consultation services.
- **For Specialized Equipment Acquisition**
  - One quote from prospective vendors or contractors for proposed equipment purchase(s).
- **For Capital Improvements**
  - Proof of facility ownership or relevant operational/legal agreements and/or leases between the organization and the facility owners/landlords and other tenants.
  - Two competitive quotes from prospective vendors or contractors for proposed capital improvement(s).
  - **For projects over \$75,000**, all relevant planning documents (e.g., architectural drawings, feasibility studies, community consultation, accessibility assessments, etc.) are required.

**Additional documentation may be required upon request from the Program Officer.**

## Additional Requirements for Organizations

**At the time of application, the applicant's Organizational Profile must be up to date and include:**

- The organization's last two fiscal years Financial Statements, as per the requirements below.
- A current list of the organization's board of directors, editorial advisory board, trustees, or board of management, including their board position, occupation/expertise and start date.
- A current list of administrative and artistic/editorial staff or significant contractors, including name, position, and employment status (e.g., permanent; part-time).
- A copy of the constitution if the applicant is a not-for-profit organization, OR a statement of the primary purpose of the organization for all other applicants.

**Financial Statements must include:**

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

The type of Financial Statements required is based on the recipient's last BC Arts Council award (excluding special projects); in the case of new applicants, internally prepared financial statements are acceptable. Internally prepared financial statements must be signed by two board members of the organization. Council staff reserves the right to request audited Financial Statements if deemed appropriate, regardless of the amount of the recipient'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	Minimum Required Documentation
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

## Assessment Criteria

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.

### AVAILABILITY AND QUALITY OF SPACES (40%)

The assessment panel will evaluate how the project will develop and enhance spaces that support the work of B.C.'s arts and cultural practitioners by considering the:

- Degree in which the project improves the conditions for artistic creation, production and/or presentation, or for the exhibition and preservation of cultural collections.
- Impact of the project on conditions, including technological, environmental, and safety features.

- Impact of the project on the number and/or capacity of available spaces at the local, regional and/or national level.
- Impact of the project on working spaces for artists, staff and other users.
- Benefits to other arts and cultural organizations at the local and/or regional level.
- Level of inclusion of and engagement with appropriate protocols, practices, research and consultation methods particularly in regard to Indigenous artists and communities.
- Potential energy efficiency improvements in new and existing buildings, including but not limited to, reduction of greenhouse gas emissions in alignment with [CleanBC](#).

### ACCESS TO ARTS AND CULTURAL EXPERIENCES (30%)

The assessment panel will evaluate how the project will improve access to arts and cultural experiences by considering the:

- Impact of the project on accessibility, including any impacts to physical, social and/or cultural accessibility for groups that may experience barriers to arts and cultural participation.
- Impact of the project on artists' and cultural practitioners' capacity to engage with communities.
- Impact of the project on the applicant's capacity to reach underserved communities and groups and enhance access to underrepresented arts and cultural practices.

### FEASIBILITY (30%)

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

- Suitable levels of expertise and experience of project leaders to ensure the successful completion of the project - including personnel from the applicant's organization and/or external consultants, contractors and/or community participants, knowledge keepers and subject matter experts (e.g., artistic/curatorial and management leadership).
- Appropriate levels of compensation for everyone involved in the project.
- Achievability of the proposed activities as determined by appropriate budgets, planning, and resource allocation.
- Level of environmental stewardship and climate impact of the project's process, outcome, and consideration of long-term implications.
- The applicant's financial position, including appropriate management of surplus or deficit situations, reserve and/or restricted funds, and working capital ratio.
- Rigour of human resources practices in relation to providing fair remuneration, equitable employment, cultural competency and safety, and a safe, respectful work environment.

## Assessment Process

---

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

---

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

---

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 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

---

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

---

### 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

---

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