

# PROGRAM GUIDELINES 2021/22

## PROJECT ASSISTANCE: ARTS IMPACT GRANT

### Acknowledgement

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The BC Arts Council acknowledges it carries out its work on the land of Indigenous nations throughout British Columbia. We are grateful for the continuing relationships with Indigenous people that develop through our work together. We acknowledge and raise our hands to the ʔəḵʷəŋən (Lkwungen) people, known today as the Songhees and Esquimalt Nations, on whose ancestral lands we operate our main offices.

### 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.

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](#).

### Program Intentions

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COVID-19 continues to have a profound effect on arts and cultural organizations in B.C. and to illuminate the need to address racism and systemic inequities. The **Arts Impact Grant** is a responsive and flexible funding program. The **Arts Impact Grant** allows applicants to prioritize a specific project or suite of related activities that will provide the most necessary and meaningful impact to their organization, practice, and/or community during this time of recovery, renewal, and change.

### When and How to Apply

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The deadline for submission is **Thursday, January 20, 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 and create a profile](#) in the online system. **Approval of a registration request may take up to four business days.** New registrants will be notified once they are approved and able to access grant applications.

Applicants are encouraged to discuss their project ideas with program staff and/or attend a Question & Answer session before submitting their application.

## Question & Answer Sessions

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Join BC Arts Council staff for an overview of this program and an opportunity to ask questions. Session details are posted on the [BC Arts Council website](#), and [Facebook](#) and [Twitter](#) pages.

## Who Can Apply

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Ineligible applications will not be forwarded for assessment.

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

- Provide arts and cultural programming and/or service to the arts and culture sector in B.C. and have done so for a minimum of one year.
- Fairly compensate artists, arts and cultural practitioners, technicians, Elders, and/or Knowledge Keepers. Compensation must align with project and community contexts and industry standards within the field of practice, including adhering to international intellectual property rights standards and cultural ownership protocols.
- Adhere to the Criminal Record Review Act which requires that people who work with or may have unsupervised access to children or vulnerable adults must undergo a criminal record check by the Criminal Records Review Program.
- Have completed and submitted any overdue final reports on previous BC Arts Council grants by the submission deadline for this program.

### **Organizational applicants must also:**

- Be registered and in good standing as a non-profit society or community service co-op in B.C. for at least one fiscal year prior to application with either a dedicated arts and cultural mandate or a mandate to provide services to the arts and culture sector in B.C.

OR

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

OR

- Be operated by a local government or public post-secondary institution in B.C. for at least one fiscal year prior to application, with a community-based board of management that sets policy for the organization's programs and services, and that offers public programming by professional arts and cultural practitioners.

OR

- Be a book publisher that meets the eligibility requirements for either the BC Arts Council's [Project Assistance](#) or [Operating Assistance for Book Publishers](#) program.

### **An Arts or Curatorial Collective must also:**

- Be established and readily identified as a collective of independent B.C. artists, curators, museum and/or cultural practitioners, consisting of three or more individuals who are professionally active in their field of practice, **each of whom must:**
  - have a minimum of two years of professional practice in their field, following basic training.
  - have a demonstrated body of previous work as an individual practitioner.
  - be a Canadian citizen or Permanent Resident.
  - have been a resident of B.C. for at least 12 months immediately prior to the application deadline, and ordinarily reside in B.C. See [Determining B.C. Residency page](#).

- Have a demonstrated history of creating or presenting work as a collective and have a clear commitment to a current practice.
- Have eligibility confirmed by program staff prior to applying.
- Apply under the name of an individual member of the collective who acts as the key contact person and be listed as the submitting representative within the online grant system. If the application is successful, this person receives payment of the award on behalf of the group, be issued a T4A, and be responsible for submitting the final report.

### What Can Be Funded

**Awards are available to support a specific project, or a suite of related activities supporting a defined outcome, which may include but are not limited to:**

- Research, development, creation, and production of new work, including commissioning and collaboration.
- Presentation, circulation, distribution, exhibition, and dissemination of work (e.g., in-province, national, and international touring).
- Program enhancements (e.g., community or youth engagement initiatives).
- Organizational development and/or capacity building including human resources, governance, and/or revenue diversification projects (e.g., co-op placements).
- Sector development activities or services, or collaborative projects.
- Leadership development (e.g., equity, diversity, inclusion and access processes or Indigenous outreach training) and mentorship opportunities.

### What Will Not Be Funded

**Awards are not available to support:**

- Project phases or activities that have begun prior to the program deadline.
- 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.
- 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.
- Costs of producing commercial recordings or demo reels.
- Private or for-profit entities (except in the case of for-profit book publishing companies).
- Industrial/archaeological/heritage sites or historic places or organizations dedicated to archives.
- 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.

### Funding Requests

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Maximum request amount is \$30,000. The request may be up to 100% of the total project budget.

Only one application per organization is accepted. Grants may be awarded for less than requested.

Funding priority may be given to 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+.

- Regional areas in B.C. (communities outside of greater Vancouver and the capital region, not including Sooke, Metchosin, the Gulf Islands, or the Juan de Fuca electoral area).

## What is Needed for the Application

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The applicant is responsible for submitting 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:**

- Details outlining the proposed project including:
  - a summary of the proposed project, including rationale, objectives, and outcomes.
  - the intended impacts of the project.
  - a project timeline and/or work plan starting after January 20, 2022.
  - a biography for each member of the project's team (maximum 100 words each).
- A balanced project budget using the budget table provided in the online application. 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](#).

### **Support material may include:**

- Letters from partners or collaborators, if applicable, confirming the nature of their participation (maximum two letters, one page each). Do not include general letters of support.
- For projects hiring new staff, a maximum 1-page job description for the position(s).
- If directly related to the application, up to 2 pages of text or 3 minutes of video/audio or 3 images.

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

### Additional Information Needed from Organizations

#### **To apply, the applicant's online Organizational Profile must be up to date and include:**

- 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.
- Signed financial statements for the two most recently completed fiscal years, as per table below.

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 or Indigenous governments 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.

Previous BC Arts Council Grant Received (as per above)	Minimum Required Documentation
Up to \$10,000	Internally prepared Financial Statements
\$10,001 - \$25,000	Independently prepared Financial Statements: Notice to Reader
\$25,001 - \$100,000	Independently prepared Financial Statements: Review Engagement
Greater than \$100,000	Independently prepared Financial Statements: Audit

**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.

## How Applications Will Be Assessed

The areas of assessment are described below along with their relative weight. Applicants should discuss how the project fulfils each area of assessment.

### IMPACT (50%)

The assessment panel will evaluate the proposed activities by considering, as applicable:

- Strength, clarity, and urgency of the project's objectives, processes, and potential outcomes.
- Degree of impact on, and benefits to, the applicant's development, capacity, and sustainability.
- Degree of impact on, and benefits to, the arts and culture sector and/or identified community(ies) such as cultural, geographic and/or field of practice.
- Consideration given to matters of cultural appropriation, representation, equitable and ethical collaboration processes, and appropriate protocols and practices.

### FEASIBILITY (20%)

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

- Achievability of the proposed project as determined by sound budgets, planning, and resource allocation (if applicable) and the applicant's overall capacity.
- The applicant's experience in successfully realizing comparable projects.
- Role of leadership, management, and/or the board, in fostering a healthy, sustainable, and respectful work environment, including fair remuneration.
- Rigour of organizational and/or human resource practices related to equitable employment, cultural competency, and cultural safety.

### ALIGNMENT WITH THE BC ARTS COUNCIL'S STRATEGIC DIRECTIONS (30%)

The assessment panel will evaluate how the applicant and the activities align with the BC Arts Council's priorities of [Indigenous Arts and Culture](#); [Equity, Diversity and Access](#); and [Regional Arts](#) by considering:

- Prioritization of Indigenous-led, equity-deserving and/or regional applicants.
- Level of engagement and sustainable benefits to Indigenous, equity-deserving and/or regional communities, and their artistic and cultural practices.
- Level of accessibility of the project and degree of safety in engagement protocols, including but not limited to physical spaces, affordability, and accommodations for diverse participants.

## 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 program staff for feedback after results have been released.

## Notification of Awards

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Decisions will be made within ten 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.

Ensure the email address **bc.artscouncil.noreply@gov.bc.ca** is on your safe sender list.

## 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 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

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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 Government 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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A full list of program staff 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 Changes Due to COVID-19

The BC Arts Council will continue to respond to the challenges of COVID-19. Guidelines may be updated to align with current provincial and federal orders and public health directives. Ensure you have the latest version of the guidelines as posted on the [BC Arts Council website](#). Any changes to the guidelines made after the original posting will be clearly highlighted.