

# ARTS-BASED COMMUNITY DEVELOPMENT & LEON AND THEA KOERNER AWARD

## Project Assistance Program Guidelines 2022/23

### Acknowledgement

---

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 ɫəkʷəŋən (Lkwungen) people, known today as the Songhees and Esquimalt Nations, on whose ancestral lands we operate our main offices.

### 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.

In the [Extending Foundations: Action Plan for 2022-2024](#), 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](#), the [Declaration on the Rights of Indigenous Peoples 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](#).

In addition to the integration of equity criteria across all funding programs, consideration will be given to designated priority groups identified by the BC Arts Council. These groups have been identified in order to achieve our strategic direction commitments and correct funding gaps illuminated through recent evaluations and consultations. The designated priority groups consist of applicants who are:

- Indigenous (First Nations, Métis, or Inuit);
- Deaf or experience disability;
- Black or persons/people of colour;
- Located outside greater Vancouver or the capital region.

Organizations whose statement of purpose includes support for arts and cultural practitioners as listed above are also considered a designated priority group.

### About Project Assistance: Arts-Based Community Development

---

The Project Assistance: Arts-Based Community Development program supports community organizations to engage professional artists in the development and delivery of projects providing arts-based community development impacts and benefits to a specified community. Through collaborative, community-based, arts-centred activities, these projects provide a tangible and active understanding of arts and culture as a path to health, well-being, human dignity, and social transformation.

## About the Leon and Thea Koerner Award

---

Established in 1955, The [Leon and Thea Koerner Foundation](#) has provided over ten million dollars in grants to arts and social service organizations throughout B.C. and the Yukon. In 2015, the Foundation transitioned from sixty years of continuous grant making to an endowment that supports the Leon and Thea Koerner Award (LTK Award), now administered through the BC Arts Council.

The [LTK Award](#) sustains a legacy through annual awards to registered charities and other qualified donees in B.C. that are creating social benefit using professional arts-based activity in collaboration with community and social service agencies.

The LTK Award is aimed at achieving social benefit and recognizing excellence and innovation, leading to social change or transformation; this aligns with the principles of arts-based community development. More information about the objectives of the LTK Award can be found here: [LTK Award Objectives](#).

## When and How to Apply

---

**The deadline for submissions is May 17, 2022 no later than 11:59 p.m.** The BC Arts Council office hours are 8:30 a.m. to 5:00 p.m., Monday to Friday.

Applications must be submitted via the [online grant system](#). Applicants must ensure that all information (including address verification) and documentation in their online profile is up to date before submitting an application.

New applicants [must register and create a profile](#) in the online system. **Once the registration request is submitted, it may take up to four business days to process your request.** New registrants will be notified once their registration is processed and they are able to access grant applications. Ensure the email address **bc.artscouncil.noreply@gov.bc.ca** is on your safe sender list and check your spam folders.

Applicants are encouraged to discuss their application with the program advisor before submitting.

## Application Assistance

---

Individuals who self-identify as Deaf or having a disability, and organizations with a primary mandate to serve Deaf or disability arts practice are eligible for the BC Arts Council's Accessibility programs:

**Application Assistance** – pays for support services for creating and submitting grant applications.

**Access Support** – additional funding that supports access costs associated with creating or developing a project funded by a BC Arts Council grant.

These programs do not provide funding for audience accessibility or day-to-day access costs outside of the scope of a project. Accessibility requests are confidential and will not be part of assessment panels evaluating grant applications. Contact Accessibility Coordinator Clayton Baraniuk at 250-978-9839 or [clayton.baraniuk@gov.bc.ca](mailto:clayton.baraniuk@gov.bc.ca) to request assistance.

**Find out more about accessibility support at [bcartscouncil.ca/accessibility](https://bcartscouncil.ca/accessibility)**

## Question and Answer Sessions

---

Applicants are encouraged to attend a Question and Answer session.

Join BC Arts Council staff for an online information session including 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. If you have further questions, please contact program staff.

## Who Can Apply

---

Submissions from applicants who do not meet eligibility criteria will not be forwarded for assessment.

### **To be eligible to apply for both programs, an applicant must:**

- Be a professional or community arts organization, 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 a dedicated arts and cultural purpose, and working in collaboration with a specified community.

OR

- Be a community organization whose focus is not arts and culture, 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, and working in collaboration with professional artist/s.

OR

- Be an Indigenous (First Nations, Inuit, Métis) community organization or Indigenous government in B.C., offering dedicated arts and culture activities, and working in collaboration with professional artist/s.

AND

- Provide arts and cultural or community programming in B.C. and have done so for a minimum of one year.
- Engage competent artistic, curatorial, administrative or project leadership.
- 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 Records 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.

## Eligible Projects

---

**Awards are available to support a specific project which incorporates, or provides knowledge sharing about, the following arts-based community development (A-BCD) principles:**

- A-BCD is a respectful, collaborative process through which professional artists work as a catalyst to engage a specified community in the creation of artwork in various disciplines.
- Community members are involved at every level, including in the development of the creative ideas and in the creation and presentation of the artwork, with all participants as equal contributors.
- The strength and impact of the A-BCD processes are as important as the project outcome.
- Art is an effective mechanism for social transformation and can create deeper connections than other more polarizing avenues of social change.
- Participating in collective creation is a powerful act of civic involvement.

**This program provides support in two categories:**

**1. New Work**, which:

- Supports one-time projects that create new artistic work through collaborative, community-based arts and cultural activity with a specified community. These projects must have a specified public outcome.
- Recognizes the long-term commitment required of community-engaged practice by allowing projects with a phased approach over a maximum of three years.

**2. A-BCD Skills Development and Knowledge Transfer**, which:

- Supports projects which assist in developing skills for artists to initiate and conduct arts-based community development activities.
- Creates opportunities for experienced arts-based community development practitioners to realize new ways of knowledge sharing, including training or mentoring artists and social service practitioners in safe and effective approaches to arts-based community development.
- Enhances the capacity of artists to provide leadership by offering them an opportunity to develop their practice as a means of community transformation or social change.

**To be eligible the project must:**

- Use arts-based community development principles and align with one of the categories above.
- Demonstrate confirmed professional artistic expertise. Professional artists may work in any discipline, traditional or contemporary, and must be Canadian citizens or permanent residents residing in B.C. for at least one year prior to the application. For more information, see [Determining B.C. Residency](#).
- Demonstrate confirmed community development expertise.

## Leon and Thea Koerner Award

**In addition, to be eligible for the [LTK Award](#) the:**

- Applicant must also be a registered charity or other qualified donee as defined by the *Income Tax Act* (Canada), including First Nations that are registered as such with the Canada Revenue Agency.
- Project must use professional arts-based activity in collaboration with a confirmed social-service agency.

## Exclusions

### Awards are not available to support:

- Operating costs.
- Project phases or activity that have begun prior to the application submission deadline.
- Project or budget deficits and/or contingency funds.
- Repeat activities (exception: projects which have previously indicated a phased approach).
- [Capital expenditures](#) (construction, renovation, or purchase of property or equipment).
- Feasibility studies, start-up costs, or seed money.
- Fundraising activities, conferences, conventions, or projects where arts are secondary to other activities (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.
- Projects or activities funded through other BC Arts Council programs including BC Arts Council funds delivered through third-party delivery partners: First Peoples' Cultural Council, BC Touring Council, or Creative BC.

Ineligible applications will not be forwarded for assessment.

## Grant Amounts

---

### A-BCD grant request amounts:

- Must be 50% or less of the total eligible project budget; or
- May be up to 65% of the total eligible project budget for projects from organizations that align with the BC Arts Council's designated priority groups as stated above.

Applicant contributions to the project budget can be composed of both cash and in-kind contributions. The project budget must balance in-kind revenues with in-kind expenses.

There is no maximum request amount, but A-BCD grants typically range from \$15,000 to \$30,000. Requests for larger grants will need to articulate a clear rationale for why the project requires a higher amount. Visit the [BC Arts Council Recipients](#) page to review a list of previously successful applicants and the range of awards for this program.

**LTK Awards:** up to four LTK Awards at a minimum of \$25,000 each will be given in a single year.

Only one application per organization will be accepted each fiscal year (April 1 to March 31).

Applicants are encouraged to submit realistic proposals for the funds required to feasibly carry out the project. Grants may be awarded for less than requested, however the BC Arts Council endeavours to support funding successful applications at 100% of the request when possible.

## What is Needed for the Application

---

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.
  - a biography for each member of the project's creative or support team, including those from community service and/or social service organizations, as applicable (maximum 100 words each).
- A balanced A-BCD project budget using the budget table provided in the online application. Include notes on the budget and indicate whether revenues are confirmed or pending.
- As applicable, applications for phased New Work projects must include an update on the status of previous phase/s of the project funded by the BC Arts Council if a final report has not yet been submitted. No guarantees are made to support any or all phases. Separate applications are required for each phase. Speaking to the program officer is strongly recommended if your organization plans to apply for a phased project.
- 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](#).

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

**Required Support Material includes a:**

- Minimum of one signed [Professional Artist Information Form](#) for the professional artist(s) engaged. Applications may also include an example of the artist's previous A-BCD work relevant to the proposed project, **up to a maximum of\***:
  - **5 images or 5 minutes total of video or audio**, with identified excerpts to be viewed; OR
  - **3 pages of critical writing or documentation** (do not submit testimonials or reference letters).
- A letter of support from a representative or member of the community which the applicant is collaborating with and/or a letter from partnering organizations, as applicable (maximum two letters, one page each).

**Applicants to the LTK Award must also provide a:**

- Completed LTK Award request and budget (within the LTK section of the application form).
- Minimum of one signed [LTK Program Social Services Professional Information Form](#) for the professional social services practitioner/s engaged.

**\*NOTE:** Items in excess of the listed maximums, including multiple links to materials within a single uploaded document, will not be reviewed. Other examples of previous work, such as publications, must be discussed with the program officer prior to submission to determine whether they are appropriate.

**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 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.

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/Compilation Engagement Report
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. Consideration will be given to designated priority groups identified by the BC Arts Council as stated above.

#### **ALIGNMENT WITH STRATEGIC DIRECTIONS (30%)**

The assessment panel will evaluate the:

- Project activity alignment with the BC Arts Council's priorities of Indigenous Arts and Culture; Equity, Diversity and Access; and Regional Arts.

## ARTISTIC CONTRIBUTION AND SIGNIFICANCE (20%)

The assessment panel will evaluate the project's contribution and significance to arts-based community development by considering the:

- Strength and clarity of the project's use of A-BCD principles, as demonstrated through the collaborative engagement processes being used to develop the artwork and/or through the A-BCD skills development and knowledge sharing.
- Quality of proposed activities demonstrated through the level of artistry and risk, originality, production values, and overall contribution to arts and culture in B.C.
- Integrity of the creative processes, including consideration given to matters of cultural appropriation, representation, equitable and ethical collaboration processes, and appropriate protocols and practices, as applicable to the project.

## ENGAGEMENT AND IMPACT (30%)

The assessment panel will evaluate the proposed activities by considering the:

- Degree of impact on the identified community as evidenced by effective use of A-BCD processes as a path to social transformation, including a clearly articulated post-project follow up plan to support participants, as applicable.
- Degree of impact on the development of B.C. artists, cultural practitioners, and arts communities.
- Degree of appropriate risk-taking related to public engagement, community transformation and social change, and how strongly the project safely centres and supports this work, recognizing that social change may take longer than the project timeframe.
- Level of accessibility and safety of engagement, including but not limited to physical spaces, cultural safety, affordability, and supports for diverse participants.

### **In addition, applications for:**

- **A-BCD Skills Development and Knowledge Transfer** must state how access to information and learning about A-BCD principles are centred, leading to improved skills and capacity for future A-BCD projects, activities, and knowledge sharing. Projects in this category may or may not have a specified public outcome.

## FEASIBILITY (20%)

The assessment panel will evaluate the project's feasibility by considering the:

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

---

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, and to the organizational and governance leadership contacts provided in the organizational profile (as applicable). Results cannot be requested in advance.

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

### 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 Revenue Agency through the issuance of T4As.

### Recognition of Assistance

---

In recognition of funding, the support of the BC Arts Council, 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.

Recognition of LTK Award funding should be acknowledged in all promotional materials, both print and online. The approved LTK Award logo and graphics standards are available [online](#) in a variety of ready-to-use digital formats. LTK Award recipients may be contacted by the Leon and Thea Koerner Foundation for permission to link to their website, and asked to provide the foundation with photos, visual documentation, or video of the supported project as it progresses.

Funded applicants with a website are encouraged to add a link to the [BC Arts Council](#) website and, as applicable, the [LTK Award](#) website.

### Contact Information

---

Clayton Baraniuk | (250) 978-9839 | [Clayton.Baraniuk@gov.bc.ca](mailto:Clayton.Baraniuk@gov.bc.ca)

Krista Patterson | (236) 478-2550 | [Krista.Patterson@gov.bc.ca](mailto:Krista.Patterson@gov.bc.ca)

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 guidelines are reviewed annually.**

**Please ensure you are working with the most current program guidelines for each intake.**