

# Application Assistance Program Guidelines

*Current as of: May 18, 2022*

*These guidelines are revised and updated with regularity. Ensure you have the most current version of these guidelines by checking the website at this [link](#).*

## Introduction

The BC Arts Council welcomes applications from and funds projects by artists and arts and cultural practitioners who are Deaf or have a disability. We recognize the historic inequities faced by people who are Deaf or have a disability, in particular artists and arts and cultural practitioners. We also realize that many people encounter barriers to our processes and funding programs.

We value the great diversity of our province and strive to be as accessible as possible. In addition to the integration of equity criteria across all funding programs, the BC Arts Council has identified designated priority groups. These groups are based on commitments made through our strategic directions and funding gaps identified through recent evaluations. 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.

Read more about our priorities [at this link](#). We also commit to making process and procedure improvements by providing accessibility programs that remove barriers for applicants who are Deaf or have a disability.

## Accessibility Programs Overview

- **Application Assistance** – pays for support services for creating and submitting grant applications.
- **Access Support** – additional funding that contributes to access costs associated with creating or developing a project funded by a BC Arts Council grant.

These programs do not provide funding for audience or volunteer accessibility, or day-to-day access costs outside of the scope of the project.

The BC Arts Council continues to develop existing policies and programs, and pilot new ones, to support greater accessibility, inclusion, diversity, and equity. We have developed these programs in consultation with existing and potential clients with lived experience and will continue to do so. We welcome feedback and questions at any time.

## Contact Us – We are Here to Help

To get advice, an overview of BC Arts Council programs, confirm your eligibility, discuss a request, to request assistance, or to provide feedback on our accessibility programs, contact our accessibility coordinator:

- Clayton Baraniuk – Program Advisor / Accessibility Coordinator
- 250-978-9839 or email to: [clayton.baraniuk@gov.bc.ca](mailto:clayton.baraniuk@gov.bc.ca)

For questions about project funding, Program Advisors welcome your call and can help find a program to support your project. A list of program and discipline specific Program Advisors is available at the [link here](#).

This document contains information on the **Application Assistance** program. For information on **Access Support** visit [this link](#).

## About Application Assistance

Application Assistance provides a contribution towards costs for artists and arts and culture practitioners who are Deaf or have a disability, to register for the online grant system, and create and submit applications, project updates, and final reports for BC Arts Council grant programs.

## Who Can Request Assistance

Application Assistance requests are limited to:

- Individual artists or arts and culture practitioners who self-identify as Deaf or have a disability.

OR

- Applicants submitting for organizations with a **primary purpose** to support practitioners who are Deaf or have a disability, as specified in the organization's constitution, who themselves self-identify as Deaf or have a disability.

Individuals or Organizations must also:

- be eligible for the associated grant for which they are applying.

Application Assistance requests are confidential and will not be seen by assessment panels evaluating grant applications.

## When to Request Assistance

Application Assistance requests should be made at least three weeks before the program deadline or final report due date. Requests received less than three weeks before the deadline may not be supported.

## What Can be Funded

Application Assistance is available to support:

- Registering for the BC Arts Council online Grant Management System (GMS).
- Creating, developing, and submitting a grant application to the BC Arts Council.
- Developing and submitting a Project Update or Final Report for a BC Arts Council grant.

Application Assistance can pay for the costs of:

- Editing
- Interpretation
- Translation from Sign Language
- Transcribing or inputting of text
- Reading guidelines, forms, and online applications
- Obtaining support materials
- Other accessibility costs as discussed with staff

Contact the Accessibility Coordinator to ask about the support you need if it is not listed.

## What Will Not be Funded

- Support to assist with non-BC Arts Council grant applications.
- Costs of accessibility services needed to carry out a project. [Please see Access Support here.](#)

## Funding Amount

Application Assistance amounts range based on type of support required. See the listings below for the maximum contributions provided by the BC Arts Council by type of assistance and application. Applicants are encouraged to compare service provider's rates to the maximum costs the BC Arts Council provides and discuss with their support provider. We will only pay for costs up to the maximum amounts, which may only cover part of the total costs.

## How to Make a Request

Contact the Accessibility Coordinator to discuss your needs, your request, or determine your eligibility for BC Arts Council programs. To make a formal Application Assistance request you will need to provide:

- the name of the BC Arts Council grant program you are applying to
- the name and contact information for the individual or individuals supporting you (i.e.: service providers)

Note: BC Arts Council staff cannot assist with grant writing and cannot recommend service providers.

## How Requests Will Be Reviewed

Application Assistance requests will be reviewed for eligibility by a small internal committee of BC Arts Council staff led by the Accessibility Coordinator. Funding is provided based on eligible expenses up to the maximum contributions listed below. Application Assistance is confidential and will not be shown to assessment panels.

## Notification of Application Assistance

Notification of results will be sent by email to both you and individuals supporting you (i.e.: service providers) within seven business days of your request. The email will include:

- the maximum amount the BC Arts Council will contribute.
- payment conditions and processes.

## Payment of Application Assistance

When the individuals supporting you (i.e.: Service Providers) have completed their work and the application or report has been submitted, they must send a final invoice for their services, up to the maximum amount, directly to the BC Arts Council within 30 days. Program Staff will process the invoice and provide payment within six weeks.

As a government agency, all payments are subject to an authorizing appropriation under the [Financial Administration Act](#). We reserve the right to redistribute, delay or suspend payments if required.

## Final Report

A final report is not required for Application Assistance.

## Information for Individuals Supporting You (i.e.: Service Providers)

Here are some ways that Service Providers can get started:

- Find out what services the applicant is looking for, what their project is, and the type of grant they wish to apply for.
- If you are supporting an individual, ensure the applicant has an up-to-date resume of their artistic activities.
- Familiarize yourself with the steps required to apply by visiting [How to Apply Online](#).
- Review the website [Frequently Asked Questions](#).
- Review the maximum amounts for services below to compare with your rates.

## 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 Application Assistance Request information will not be shared with members of the assessment panel or shared publicly without explicit permission from the individual.

## Maximum contribution by type of assistance

Maximum contribution is per Application Assistance request.

### Profile Registration assistance

Applicants who identify barriers in registering for an online account can work with a support person to register.

**Maximum contribution:** \$150

### Transcription, visual assistance, application development, editing services, organizing support materials

Applicants who identify barriers within the writing or inputting process can work with a support person to frame their original ideas or concepts, edit text or organize support materials to complete their application.

**Application Type:** Professional Development

**Maximum contribution:** \$400

**Application Type:** All other grants

**Maximum contribution:** \$700

**Application Type:** Updates or Final Reports on successful grants

**Maximum contribution:** \$250

### Sign language interpretation or translation

Applicants who are Deaf can work with an interpreter to review guidelines, complete an application using ASL or another sign language, have it translated into written English and submitted.

**Application Type:** Professional Development

**Maximum contribution:** \$600

**Application Type:** All other grants

**Maximum contribution:** \$1200

**Application Type:** Updates or Final Reports on successful grants

**Maximum contribution:** \$400

Contact Us – We are here to help!

Accessibility Coordinator:

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

For general information, contact: 250-356-1718 | [bcartscouncil@gov.bc.ca](mailto:bcartscouncil@gov.bc.ca)

A full list of program staff is available on [our website](#).

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