

INDIVIDUAL ARTS AWARD: CREATIVE WRITERS

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 reaffirms its commitment to principles of reconciliation, equity, diversity, inclusion, and access 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 BC Act](#), [Accessible Canada Act](#), the [Declaration on the Rights of Indigenous Peoples Act](#) and [Action Plan](#), 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 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 people of colour; or
- Located in regional areas (outside [greater Vancouver or the capital region](#)).

Organizations whose statement of purpose includes support for and who are led by arts and cultural practitioners rooted in communities as listed above are considered a designated priority group.

About Individual Arts Awards: Creative Writers

Individual Arts Awards: Creative Writers supports professional writers in B.C. through providing grants to assist in the creation of original book-length literary projects or the re-writing of an unpublished or unproduced manuscripts. Eligible genres include drama, fiction, graphic novels/comic arts, juvenile and children's, non-fiction, poetry, and spoken word.

Awards are available to support the creation of new work. Applications may be made by individuals or on behalf of a collaboration of two or more artists sharing creative control of a project.

When and How to Apply

Applications can be submitted through our online system at any point before **October 17, 2022, no later than 11:59 p.m.** We are unable to accept any applications after this date. If you have any questions, contact the Program Advisor. The BC Arts Council office hours are 8:30 am to 5:00 pm, Monday to Friday.

Submit your application through the [Grant Management System](#). Ensure that all information (including address verification) and documentation in your 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.** BC Arts Council will email you once your registration is processed and you are able to access applications.

Ensure the email address noreply@bcartscouncil.ca is on your safe senders list and check your spam folders.

Accessibility

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 the assessment panel's evaluation of a grant application. Contact Accessibility Coordinator Clayton Baraniuk at 250-978-9839 or clayton.baraniuk@gov.bc.ca to request assistance.

Find out more about accessibility support at bcartscouncil.ca/accessibility.

Who Can Apply

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

To be eligible, an applicant must:

- Be a Canadian citizen or Permanent Resident and 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, review our [Determining B.C. Residency](#) page;
- Be a professional literary artist as demonstrated by:
 - Having completed appropriate and relevant training in the discipline(s). Training could include education through post-secondary institutions, traditional knowledge transfer, and/or apprenticeship with a qualified practitioner.

- Working at a level that is recognized as professional by other practitioners in a similar discipline and/or by organizations in the discipline, including professional book publishers, literary magazines, recognized literary associations, and specialized presenters such as literary festivals and fairs.
- Having a demonstrated body of work (see below for specific requirements).
- Compensate and acknowledge other artists and professionals 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 engaging an editorial selection process, and for which they have a publishing contract and receive royalties, OR an equivalent defined as:

- Fiction and non-fiction: a minimum of 120 pages published in professional literary magazines or periodicals, or anthologies published by recognized professional publishing houses, and for which they have received payment.
- Poetry: 40 pages of poetry published in professional literary magazines or 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: professional history of recent public performances 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.
- Graphic novels and comic arts: a minimum of 120 pages published in professional literary magazines or periodicals, or anthologies published by recognized professional publishing houses, and for which they have received payment. Eligible projects in this genre include projects that are visual in nature; unified in narrative, style, theme, and/or concept; and intended for professional publication as a book, series of comics, or web comic. Most projects will include both text and visual elements. Wordless projects intended solely or primarily for publication, with a strong sequential structure or narrative direction, are eligible. Works for all ages are eligible. Both or either of the writer and artist may apply as long as they meet the eligibility criteria.

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, graphic novel/comic arts: 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 authors are eligible at the appropriate level if they can demonstrate a professional practice by either:

- Sales of more than 400 copies of a self-published work of prose (including novels for children) or a graphic novel, or 200 copies of a self-published work of poetry within the 24 months prior to the application. BC Arts Council may request official sales records. Sales of e-books, online books, and print books are recognized equally. Print books shorter than 48 pages and e-books shorter than 16,000 words are not considered. Or,
- Voting membership in a recognized professional writers' association including but not limited to the Canadian Authors' Association (professional members only), League of Canadian Poets (full members only), and The Writers' Union of Canada. Full voting membership in other professional writers' associations, including regional, international, and non-English language groups may be recognized at the BC Arts Council's discretion. Contact the Program Advisor in advance to confirm. Recognized professional writers' associations must be incorporated as non-profit organizations and have published membership criteria that are compatible with the BC Arts Council's definition of a professional artist.

Student or academic publications, including scholarly monographs and articles published in peer-reviewed academic journals, may not be used to establish eligibility.

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 to be one-third of a book.

Eligible Costs and Exclusions

Awards are available to support:

- [Subsistence costs](#) of up to \$500 per week; 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 research, creation, and development of the project.
- Rental of equipment and/or space.
- Fees paid to literary advisory professionals, e.g., editor, dramaturge, sensitivity reader.
- Travel expenses directly relevant to realizing the project.

Awards are not available to support:

- Projects previously assisted through this or other BC Arts Council programs.
- 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, educational, or academic works.
- Testimonials, personal growth, or self-help books or manuals, including those of a religious, devotional, or spiritual nature.
- Scripts for film, radio, television, interactive digital media, or other commercial media arts;.
- Expenses related to publication including rights and royalties, production costs, design, etc.
- Actor and other fees related to workshopping plays or readings.
- Promotion of books and periodicals.
- [Capital expenditures](#) (construction, renovation, or purchase of property or equipment).
- 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.
- Project phases or activities that have begun prior to the submission deadline;

Grant Amounts

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

Support from this program may form up to 100% of the project budget.

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

Applicants may submit only one application per discipline per intake. Assistance through this program is possible once per BC Arts Council's fiscal year (April 1 – 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

Applicants are responsible for submitting a complete application. The BC Arts Council will not contact applicants to address errors or missing requirements, other than as required to determine eligibility. Eligible applications are assessed as submitted.

A complete application must include:

- A written statement (up to 750 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 practice.
- A detailed expense budget using the table provided. Include notes for each included expense.
- Voluntary self-identification as a person from a designated priority group, if applicable, in order to be considered for prioritization.
- All required support material as per the list below.

Support Material

Review and adhere to the [Upload Requirements for Support Material](#).

The applicant is 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 materials before submitting their application. Requested support material must be submitted via the online system unless otherwise indicated.

Required Support Material includes:

- A complete publication history including titles, publishers, and publication dates (maximum 2 pages per artist).
- Curriculum Vitae (CV) with professional training, and related artistic activities and achievements (maximum 3 pages per artist).
- Letters from partners or collaborators, if applicable, confirming the nature of their participation.
- Maximum of 20 pages (or equivalent word count) of recent work in manuscript format. This sample should consist of both:
 1. Writing from the proposed project (work in progress). If completed or final work is not available, provide a detailed outline or overview, table of contents, or other material that clearly demonstrates the style and quality of the proposed project; and
 2. Previously published or produced work that demonstrates the applicant's writing ability in the proposed genre.
- Spoken word artists may also include 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.

How Applications Will Be Assessed

In [Extending Foundations: Action Plan for 2022-2024](#) the BC Arts Council commits to placing reconciliation, equity, diversity, inclusion, and access at the centre of its activities, with the intention to address historic funding inequities and modernize peer assessment. Assessment criteria are designed to support and prioritize the contributions of diverse individual artists across the province. The areas of assessment are described below along with their relative weight. While your application should address how your activities fulfil each area of assessment, you may be stronger in some areas than in others.

RECONCILIATION, EQUITY, DIVERSITY, INCLUSION AND ACCESS (20%)

The assessment panel will evaluate the project's alignment with the priorities of the Extending Foundations action plan by considering, as applicable:

- The level at which the project will advance awareness of equity-deserving and under-represented communities;
- The contribution to communities located outside major urban centres;
- The project's potential for advancing reconciliation; and
- The significance of the project relative to the priorities of equity, diversity, inclusion, and access.

ARTISTIC CONTRIBUTION, SIGNIFICANCE, AND IMPACT (60%)

The assessment panel will evaluate the project's contribution and significance by considering the:

- Quality of proposed project, level of artistry, originality, and overall contribution to the form;
- Integrity of the creative processes including ethical approaches and consideration given to:
 - Research methods;
 - Use of source and physical materials;
 - Equitable collaboration processes;
 - Matters of cultural appropriation and representation; and
 - Appropriate protocols and practices.
- Potential benefits to the development of the applicant's practice, the applicant's own identified communities, and the professional arts community in B.C.

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; and
- Level of experience in realizing comparable projects at a professional standard.

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 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.
- Funding allocations are approved;
- The BC Arts Council informs each applicant of the final decision in writing.

Applicants are encouraged to contact the program advisor 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 will not be provided in advance.

Ensure the email address noreply@bcartscouncil.ca is on your safe sender list and check your spam folders.

Payment of Awards

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.
- The project undergoes major changes in artistic or administrative direction.
- The recipient does not meet its obligations as a grant recipient, including submission of final reports.
- The recipient fails to comply with legal obligations.
- The recipient 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 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 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 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

If you still have questions after you have thoroughly reviewed these Program Guidelines and the [Frequently Asked Questions](#) on the BC Arts Council web page, contact a Program Advisor.

Michelle Benjamin – Program Advisor
236 478-2582 | michelle.benjamin@gov.bc.ca

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

For general information or further assistance, please contact:

Telephone: 250 356-1718

Email: bcartscouncil@gov.bc.ca

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