

# LITERARY ARTS—Arts Periodicals, Book Publishers, and Literary Programs Project Assistance Program Guidelines 2022/23

## Acknowledgement

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The BC Arts Council acknowledges it carries out its work on the lands 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 ɫákwəŋən (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 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 Project Assistance: Literary Arts

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**Project Assistance: Literary Arts** supports professional literary arts organizations in British Columbia to develop and promote Canadian literature and Canadian writers through publishing, presentation, and dissemination of works of literary, artistic, or cultural importance. This is achieved through support for:

- A single literary arts activity or event, or the artistic programming activities of a literary arts organization or collective;
- Periodicals that publish and promote artistic expression and/or social, cultural, or intellectual commentary or inquiry; or
- The publication of up to three books by an eligible book publisher.

## When and How to Apply

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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 a Program Advisor. The BC Arts Council office hours are 8:30 a.m. to 5:00 p.m., Monday to Friday.

Submit your application through the Grant Management System. Ensure that all information (including address verification) and documentation in your organization's 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 grant applications.

Ensure the email address [noreply@bcartscouncil.ca](mailto:noreply@bcartscouncil.ca) is on your safe senders list and check your spam folders.

Applicants can submit a portion of their application by way of an audio or video recording. See instructions within the application on this option.

## Accessibility

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Organizations with a primary purpose to serve Deaf or disability arts practices 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, developing, or executing a project funded by a BC Arts Council Project Assistance 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 supports at [bcartscouncil.ca/accessibility](https://bcartscouncil.ca/accessibility)**

## Who Can Apply

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Submissions from applicants who do not meet the eligibility criteria will not be forwarded for assessment. **To be eligible, an applicant must:**

- Provide public arts and culture programming and engagement, or service to the arts and culture sector in B.C., and have done so for a minimum of one year.
- Engage professionals in artistic, curatorial, administrative or project leadership.
- Fairly compensate artists, arts and cultural practitioners, technicians, Elders, and 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.
- Not currently receive Operating Assistance from the BC Arts Council.
- Have completed and submitted any overdue final reports on previous BC Arts Council grants by the submission deadline for this program.

**An eligible applicant must also be:**

- A professional literary organization, book publisher, or periodical publisher based and registered and in good standing in B.C. as a non-profit society or community service co-op for at least one year.

**OR**

- A B.C.-based, Canadian-owned book publisher that is a legally registered company in B.C.

**OR**

- A book or periodical publisher led by an Indigenous (First Nations, Métis, Inuit) community organization or Indigenous government in B.C., for at least one fiscal year prior to application, with a community-based board of management that sets editorial policies.

**OR**

- A professional literary organization or periodical publisher operated by an accredited post-secondary institution in B.C. with an independent advisory board that sets editorial and other policies for programs and services undertaken.

**OR**

- An established arts or curatorial collective, which must:
  - Be identified as an independent collective consisting of three or more B.C. artists and/or arts and culture practitioners who each:
    - Are professionally active in their field of practice
    - Have a minimum two years of professional practice in their field following basic training.
    - Have a demonstrated history of creating or presenting work and a clear commitment to current practice.
    - Are a Canadian citizen or Permanent Resident, and 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](#).
  - Be able to demonstrate current fixed costs related to their practice and ongoing activities as a collective.
  - 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, is issued a T4A, and is responsible for submitting the final report.

- Have eligibility confirmed by a program officer prior to applying.

**An eligible professional literary organization must also:**

- Provide ongoing literary arts programming and/or service to the arts and culture sector in B.C. and have done so for a minimum of one year with a commitment to ongoing operations.

**An eligible arts periodical publisher must also:**

- Have operated and engaged in publishing activity for a minimum of one year with a commitment to continued operations.
- Publish an arts periodical—either print or electronic—in B.C. and have published at least two issues in the year preceding the application deadline (print periodicals) or have maintained a publishing program and had two issues available for at least 12 months before the application deadline (electronic periodicals). Arts periodicals that meet the eligibility for both print and electronic components must choose one of the two formats when applying.
- Operate year-round and publish on a regular, clearly communicated schedule, and publish at least two editions or issues per calendar year.

**An eligible book publisher must also:**

- Have its head office, general office, editorial office, general operations, and management based in B.C. for at least one fiscal year prior to application.
- In the case of legally registered companies, be managed and financially controlled by B.C. residents who own at least 75% of the company.
- Have operated in B.C. for a minimum of one year with book publishing as the primary (and not peripheral or occasional) business, with the publication of original titles as the focus.
- Maintain full control of the editorial process and have editorial independence from any other company. Where affiliations exist, publishers must be able to demonstrate separate editorial departments, budgets, and financial statements for each book publishing operation.
- Have at least four eligible titles in print, have published at least two eligible titles in the previous year, and be committed to an ongoing program of publishing eligible titles.
- Issue royalty statements on a regular basis and fulfill all contractual obligations to writers, illustrators, translators, and other copyright licensors. Publishers owing payments as of the submission deadline may not be eligible for funding.

## Eligible Projects

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### Literary Organizations

**An eligible project from a professional literary organization must be:**

- A single literary arts activity or event, or a single stream of artistic programming. Some examples are a reading series, a writer in residence program, or a writing workshop.

### Arts Periodicals

Publishers of arts periodicals may apply for direct costs for up to one year of publishing activity.

**An eligible arts periodical must:**

- Feature the first publication of original content.
- Prioritize work by writers and artists based in British Columbia or Canada.
- Include content created by more than one person.
- Provide clear submission guidelines and editorial selection processes.
- Have and honour a clear policy on the use of contributors' work and intellectual property.
- Clearly identify, on the masthead or equivalent, who is responsible for editorial processes and decisions.
- Have identified the target audience and developed an appropriate distribution plan.

**Print periodicals must:**

- Be printed on paper.
- Have a minimum average of 24 pages per issue over a one-year period.
- Have paid circulation of a minimum of 20% of the copies printed.

**Electronic periodicals must:**

- Have paid subscription access to content, maintaining an average of 100 subscribers over a period of 6 months.

**OR**

- Have scheduled email delivery of content, maintaining a minimum average of 300 registered email recipients over a period of 6 months.

Arts periodicals published in any written language or combination of written languages are eligible for assistance if all other eligibility criteria are met.

**Book Publishers**

Book publishers may apply for direct costs for up to three books to be published in one year.

**An eligible book must:**

- Be an original title and/or first edition (i.e., no reprints) in cloth, paper, or digital format.
- Be a work of literary, artistic, or cultural importance in the genres of fiction; poetry; drama; literary and arts criticism; autobiography, biography, memoir, and essays; comics and graphic novels; works for children and young adults; and creative and literary works of history, politics, social issues, science, travel, etc.
- Be written and/or illustrated by Canadian citizens or permanent residents of Canada.
- Contain at least 50% Canadian-authored or -illustrated content.
- Be published for a trade market readership and be accessible to a general reading audience and not exclusively intended for a specialized audience, including academic or professional.
- Have a contract with the author and/or illustrator for an industry-standard royalty agreement or fee in lieu of royalties.
- Include primarily original material or make a significant contribution to arts and culture with previously sourced material.
- Have content that is entirely within the publisher's editorial control and not under the control of another financial stakeholder.
- Be a minimum of 48 printed pages, or in the case of illustrated children's books, 24 pages.
- Be free of advertising other than for the publisher's or author's own material.
- Have a print run of more than 350 copies.

- For Canadian-authored works translated into English, French, or Indigenous languages, in addition to the criteria above, the translator must be a Canadian citizen or permanent resident of Canada.

## Eligible Expenses

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### Eligible Project Expenses include:

- Author and artists' fees, production costs, marketing and promotion expenses, and administration costs of literary events or series.
- Editorial, production, circulation, marketing, and promotion costs of publishing eligible books or periodicals, and sales, distribution, and administrative costs if directly related to an eligible publication.
- Expenses related to making the project accessible to audience members and project participants (other than the applicant) who are Deaf or have a disability.

## Exclusions

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### Awards are not available to support:

- Operating costs.
- Project phases or activities that have begun prior to the submission deadline.
- Project or budget deficits and/or contingency funds.
- [Capital expenditures](#) (construction, renovation, or purchase of property or major 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 tapes.
- Private or for-profit entities (except in the case of for-profit book publishing companies).
- Member-funded societies.
- 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.
- Faculty or student projects associated with their research, course work, or studies.
- Book or periodical publishers that do not pay contributor fees to writers and artists.
- Periodicals that:
  - Primarily offer news reporting, current events coverage, or lifestyle content.
  - Advocate for political organizations or causes.
  - Are academic or scholarly journals.
  - Promote a commercial enterprise.
  - Are in-house newsletters or magazines that publish material of interest to a membership.
  - Are principally devoted to the work of students or other non-professional writers.
- The following book genres and/or formats:
  - Directories, reference books, index compilations, almanacs, exhibition catalogues, or bibliographies with minimal critical content.
  - Collections of verbatim interviews, pre-published articles, transcripts, or specialized scholarly or conference papers.

- Testimonials, personal growth, or self-help books and manuals, including those of a religious, devotional, or spiritual nature.
- Travel guides, travel picture books, trivia and/or quiz books.
- Books describing how-to techniques including skills, games, sports, gardening, or cookbooks.
- Calendars, diaries, journals, agendas, or colouring books.
- Educational or scholarly textbooks.
- Self-published books and/or books for which the author receives no royalties or has made a financial contribution toward publication.
- Saddle-stitched books, except for picture books for children and poetry books.
- Books written by owners or employees of the applicant organization unless these titles represent less than 25% of the publisher's program each year.

## Grant Amounts

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The request amount to this program:

- 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 grants typically range from \$5,000 to \$15,000. 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.

Applicants may submit only one application per discipline per intake. Applicants may apply to both Spring and Fall intakes, however an organization that receives an award in the Spring will not be eligible to apply in the Fall. An organization may receive only one award per discipline 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 fund successful applications at 100% of the request when possible.

## 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 information or materials. Eligible applications are assessed as submitted.

### **The complete online application must include:**

- Details outlining the proposed project including a:
  - Summary of the proposed project including rationale, objectives, and outcomes.
  - Project timeline and/or work plan.

- A balanced project budget using the table provided in the application. Include detailed notes on each line in the budget.
- All required support material as per the list below.

**Arts Periodicals and Book Publishers must also include:**

- A statement of editorial policy and current role in Canadian literary publishing.
- A report indicating frequency of publication, and printing, circulation and/or dissemination information.
- A summary of the overall publishing program for the proposed year.
- A list of affiliated companies, sales representatives, and distribution arrangements.

**Book Publishers must also include:**

- Editorial, production, and sales information for each proposed title (maximum of 3) including:
  - Title, author/illustrator, and the process for manuscript selection.
  - A statement about how the title will contribute to Canadian literature.
  - Project status, anticipated print run, publication date, and summary of marketing and distribution plans.
  - For co-editions or co-publications, a clear explanation of the partnership, including editorial control and financial contributions.
  - A statement outlining the reprint policy and practice of keeping eligible books in print.

## Support Material

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

For hard copy material, clearly label the package with the applicant's name and application number, and provide a list of the titles using the table in the application.

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

**Required Support Material includes:**

- An operating budget for the applicant's fiscal year in which the proposed project takes place.
- A biography for each member of the project's creative team (maximum 100 words each).
- 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.
- A list of writers and/or artists presented or published in the previous year.

**For applicants who have not previously received funding through this program:**

- Two letters of reference from established arts and cultural practitioners familiar with the applicant's work.

**Required Support Material for Arts Periodicals and Book Publishers also includes:**

- A blank sample author, artist, and/or contributor contract.
- A fee schedule for contributors.
- *Electronic periodicals*: specific URLs that allow access to content published in the past year.
- *Print periodicals*: three copies each of at least two selected issues published in the past year.



**Required Support Material for Book Publishers also includes:**

- A list of all books in print noting the year of publication.
- Three print or one digital copy of each catalogue for the current calendar year.
- Three print copies of at least five titles published in the two most recent calendar years, including the current year.
- A list of owners and shareholders.

## Additional Requirements

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**The applicant's 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.
- A completed Designated Priority Group Questionnaire and Equity Data Tool to be eligible for strategic funding.
- Signed financial statements for the two most recently completed fiscal years, as per below.

**Financial Statements must include:**

- Balance sheet, income statement and notes, following standard accounting formatting.
- 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.

Financial Statements are based on the single largest grant received in the organization's previous two fiscal years, excluding Resilience Supplements, Pivot and Arts Infrastructure Program grants. If you did not receive any applicable grants in your previous two fiscal years, internally prepared financial statements are acceptable.

**For applicants operating under the umbrella of a local government, an Indigenous government, or a 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, and notes indicating if the applicant entity may accrue assets, surpluses or deficits from one year to the next.

BC Arts Council staff reserves the right to request audited financial statements if deemed appropriate, regardless of the amount of the applicant's previous funding.

Previous BC Arts Council Grant (as per above)	Minimum Documentation
Up to \$15,000	Internally prepared Financial Statements
\$15,001 - \$40,000	Independently prepared Financial Statements: Notice to Reader/Compilation Engagement Report
\$40,001 - \$100,000	Independently prepared Financial Statements: Review Engagement
Greater than \$100,000	Independently prepared Financial Statements: Audit

## 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 rebalance historic funding distribution and modernize peer assessment. Assessment criteria are designed to speak to the diversity of ways organizations across the province can be achieving and contributing. The areas of assessment are described below along with their relative weight. While your submission should address how your activities fulfil each area of assessment, you should expect to 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 Extending Foundations by considering:

- The level at which the project will advance opportunities for and service to equity-deserving and under-represented communities;
- The contribution to communities located outside major urban centres, as applicable;
- The project's potential for advancing reconciliation, as applicable; and
- The significance of the project in pursuing equity, diversity, inclusion, and access depending on the applicant's region, capacity, community served, size, and purpose/mandate.

### ARTISTIC AND CULTURAL CONTRIBUTION, ENGAGEMENT AND IMPACT (50%)

The assessment panel will evaluate the project's overall artistic and cultural contribution, engagement, and impact by considering:

- The relevance of the project/s to the communities the applicant serves, as demonstrated through programming, audience development, outreach, editorial, or curatorial choices; publishing and presenting writers, themes, or styles that develop Canadian literature; and the literary merit of the proposed project(s).
- How well the applicant can identify the communities it serves;
- How the project will contribute to the development of the art form(s) and cultural practices in B.C.;
- The level of artistry, risk, originality and production values achieved, in accordance with the organization's purpose;
- The degree of impact on and the development of B.C. artists, cultural practitioners, and the literary arts communities.
- The integrity of the creative and artistic processes; including research, collaborative processes, the ethical treatment of contributors, and source/physical materials;

- The level of accessibility and engagement, including but not limited to physical spaces, cultural safety, affordability, and support for diverse participants or those who experience barriers or disability; and
- The effectiveness of practices that eliminate cultural appropriation and support meaningful representation, using appropriate protocols and practices.
- The level of professional standards in editing, design, and production.
- The commitment to keeping eligible books in print as demonstrated by reprint policies and practices.

### FEASIBILITY (30%)

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

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

### 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 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 [noreply@bcartscouncil.ca](mailto:noreply@bcartscouncil.ca) is on your safe sender list and check your spam folders.

### Payment of Awards

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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 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 the BC Arts Council may be ineligible if reporting requirements are not met.

## Confidentiality of Information

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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

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

Michelle Benjamin – Program Advisor, Literary Arts  
Telephone: 236 478-2582 | Email: [michelle.benjamin@gov.bc.ca](mailto:michelle.benjamin@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)

For hard-copy support materials:

**Mailing Address:** *PO Box 9819, Stn Prov Govt, Victoria, B.C. V8W 9W3*

**Courier/In-Person:** *1st Floor, 800 Johnson Street, Victoria, B.C. V8W 1N3*

**Program guidelines are reviewed annually. Ensure you are working with the most current program guidelines for each intake.**