

# ARTS IMPACT GRANT PROGRAM GUIDELINES 2022/23

## Acknowledgement

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The BC Arts Council acknowledges it carries out its work on the land of Indigenous nations throughout British Columbia. We are grateful for the continuing relationships with Indigenous people that develop through our work together. We acknowledge and raise our hands to the 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](#).

## Designated Priority Groups

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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, and/or Inuit) Peoples;
- Deaf or experience disability;
- Black or people of colour;
- Located in regional areas (outside [greater Vancouver or the capital region](#)).

Organizations and collectives whose purposes include support for and who are led by arts and cultural practitioners rooted in communities as listed above are considered a designated priority group.

## About Arts Impact Grants

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**Arts Impact Grants** are responsive and flexible funding for arts and culture organizations and collectives. The intention of the program is to allow applicants to prioritize a specific project or group of related activities that will provide the most meaningful impact to their organization, artistic practice, or to their community.

Applications will be assessed in one of the following categories:

### 1. Foundational Impact - Learning, Expanding, and Stabilizing

Supports the strengthening, expansion, or stabilization of organizations or collectives.

Examples may include (but are not limited to):

- Creating new, or expanding leadership and support positions
- Mentorships, internships, and co-op placements
- Board or staff training and development
- Policy planning and development
- Sustainability practices or environmental initiatives
- Funding of operating expenses towards organizational stability

### 2. Community Impact - Connecting, Engaging, and Extending

Supports connection with a new, pre-existing, or broader community.

Examples may include (but are not limited to):

- Audience, market, and outreach development
- Community or youth engagement
- Inter-community artist networking and engagement
- Sector development or service projects delivered by arts service organisations

### 3. Artistic and Cultural Impact -

#### a) Imagining, Creating, and Producing

Supports the early-stage development, creation, or production of work or exhibitions.

Examples may include (but are not limited to):

- Research and development
- Commissions or residencies to create new work
- Revisions and redevelopment of work
- Workshopping or creative collaboration
- Creation of digital projects
- Integration of environmentally sustainable materials, methods or practices

#### b) Sharing, Showcasing, and Promoting

Supports the presentation, exhibition, and circulation of work, and connection to audiences.

Examples may include (but are not limited to):

- Productions, remounts, presentations, or exhibitions
- Marketing or promotion projects
- Touring or circulation of work
- Environmentally sustainable practices
- Post-production evaluation

## When and How to Apply

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Applications can be submitted through our online system at any point before **Thursday, December 1, 2022, no later than 11:59 p.m.** Applications will not be accepted after this date. The BC Arts Council office hours are 8:30 a.m. to 5:00 p.m., Monday to Friday.

We encourage you to contact a Program Advisor to discuss your submission and determine your eligibility before submitting your application. A full list of program staff is available on [the BC Arts Council's website](#).

Submit your application through the Grant Management System. Ensure that all information (including address) 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** is on your safe senders list and check your spam folders.

Applicants can submit part of their application as 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 may be 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 Arts Impact 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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If your organization does not meet the eligibility criteria, your application will not be forwarded for assessment.

### To be eligible, an applicant must:

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

### Organizational applicants must also:

- Be registered and in good standing as a non-profit society or community service co-op in B.C. for at least one fiscal year prior to application with:
  - The majority of key staff and members based in B.C.; and
  - A dedicated arts and culture purpose/mandate; or
  - A purpose/mandate to provide services to the arts and culture sector in B.C.

OR

- Be an Indigenous (First Nations, Métis, Inuit) community organization or Indigenous government in B.C., offering dedicated arts and culture activities.

OR

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

OR

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

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

- Be established and readily identified as a collective of independent B.C. artists, curators, or museum or cultural practitioners, consisting of three or more individuals who are professionally active in their field of practice, **each of whom must:**
  - have a minimum of two years of professional practice in their field, following basic training;
  - have a demonstrated body of previous work as an individual practitioner;
  - be a Canadian citizen or Permanent Resident; 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 page](#).
- Have a demonstrated history of creating or presenting work as a collective and have a clear commitment to a current practice.
- Have eligibility confirmed by program staff prior to applying.
- Apply under the name of an individual member of the collective who acts as the key contact person and be listed as the submitting representative within the online grant system. If the application is successful, this person receives payment of the award on behalf of the group, be issued a T4A, and be responsible for submitting the final report.

### What Will Not Be Funded

**Awards are not available to support:**

- Project phases or activities that have begun prior to the program deadline.
- Project or budget deficits or contingency funds.
- [Capital expenditures](#) (construction, renovation, or purchase of property or equipment).
- Feasibility studies, start-up costs, or seed money.
- Fundraising activities, conferences, conventions, or projects that are secondary to the arts-related activity (e.g., competitions, or family, religious, or community celebrations or anniversaries).
- Subsistence to artists or cultural practitioners.
- Costs of producing commercial recordings or demo reels.
- Private or for-profit entities (except in the case of for-profit book publishing companies).
- Member funded societies.
- Industrial/archaeological/heritage sites or historic places or organizations dedicated to archives.
- Projects or activities funded through other BC Arts Council programs or its third-party delivery partners, including First Peoples' Cultural Council, BC Touring Council, or Creative BC.

### Funding Requests

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

Only one application per organization is accepted. Grants may be awarded for less than requested. Funding priority may be given to projects from designated priority groups.

## What is Needed for the Application

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

### A complete online application must include:

- Details outlining the proposed project including:
  - a summary of the proposed project, including rationale, objectives, and outcomes.
  - the intended impacts of the project.
  - a project timeline and/or work plan starting after January 20, 2022.
  - a biography for each member of the project's team (maximum 100 words each).
- A balanced project budget using the budget table provided in the online application. Include notes on the budget and indicate whether revenues are confirmed or pending.
- All required support material as per the list below.

## Support Material

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

Support material may include:

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

**\*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.

### 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 Received (as per above) | Minimum Documentation   |
|--|---|
| Up to \$15,000   | Internally prepared Financial Statements  |
| \$15,001 - \$40,000                                    | Independently prepared Financial Statements: Notice to Reader/<br>Compilation Engagement Report |
| \$40,001 - \$100,000                                   | Independently prepared Financial Statements:<br>Review Engagement                               |
| Greater than \$100,000                                 | Independently prepared Financial Statements: Audit  |

## How Applications Will Be Assessed

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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 discuss how the project fulfils each area of assessment, you should expect to be stronger in some areas than in others.

### RECONCILIATION, EQUITY, DIVERSITY, INCLUSION AND ACCESS (30%)

The assessment panel will evaluate how the activities align 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.

### IMPACT (50%)

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

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

### FEASIBILITY (20%)

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

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

### 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. Results cannot be requested in advance.

Ensure the email address **NoReply@BCArtsCouncil.ca** is on your safe sender list and check your spam folders.

## Payment of Awards

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All award payments are subject to an authorizing appropriation under the *Financial Administration Act*.

The BC Arts Council reserves the right to redistribute, delay, or suspend payments if the recipient:

- Does not carry out its planned program of activities.
- Undergoes major changes in artistic or administrative direction.
- Does not meet its obligations as a grant recipient, including submission of final reports.
- Fails to comply with legal obligations.
- Fails to respect the commitment to provide a safe and respectful workplace free from harassment, discrimination, and sexual misconduct.

**Grants are taxable income and must be reported as such.** Individuals receiving grants on their own behalf or on behalf of a collective are issued T4As for the year in which the grant payment is processed.

## Final Reports

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Recipients must submit a final report with the required documentation of the completed project to the BC Arts Council within 30 days of the Project End date in the application. Final Reports must be submitted through the online system.

Future applications to BC Arts Council programs will be ineligible if reporting requirements are not met.

## Confidentiality

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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. Your organization'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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Program Advisors: 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.

Nicola Dunne – Program Advisor

Telephone: 778 405-4007 | Email: [Nicola.Dunne@gov.bc.ca](mailto:Nicola.Dunne@gov.bc.ca)

Anissa Paulsen – Program Advisor

Telephone: 236 478-2560 | Email: [Anissa.Paulsen@gov.bc.ca](mailto:Anissa.Paulsen@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 and updated regularly.** Please ensure you are working with the latest version of the guidelines as posted on the [BC Arts Council website](#). Any changes to the guidelines made after the original posting will be clearly highlighted.