

ACCELERATE PILOT PROGRAM: TWO-YEAR CAPACITY FUNDING FOR EQUITY DESERVING AND REGIONAL ARTS AND CULTURE ORGANIZATIONS AND COLLECTIVES

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](#).

Designated Priority Groups

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 the Accelerate Pilot Program

The Accelerate Pilot Program is a two-year initiative to improve access and reduce barriers to funding for [equity deserving and regional](#) arts and culture organizations and collectives. Funding is intended to offer stability while being flexible in supporting a range of expenses related to:

- General operating costs;
- Organizational development; and
- Capacity building.

Funds can also be attributed to:

- Project expenses related to artistic growth, development, production, exhibition, dissemination and sector support.

Following the two-year pilot, the program will be evaluated for effectiveness and future needs.

When and How to Apply

Applications can be submitted through our online system at any point before **November 15, 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.

Application Assistance

Organizations with a primary purpose to serve Deaf or disability arts practices may be eligible for the BC Arts Council's Application Assistance, which pays for support services for creating and submitting grant applications. Application Assistance 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 to request assistance.

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

Who Can Apply

To be eligible, an applicant must:

- Identify as an equity-deserving arts and culture organization or collective that dedicates the majority of activities, programming content, and financial and human resources to supporting the arts and culture practices of specific equity-deserving groups (see below). This may be demonstrated in one or more of the following areas: purpose statements, practices, practitioners, staffing, leadership, and engagement.

OR

- Be an arts and culture organization or collective located in a regional area in B.C.

AND

- 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;

AND

- Are not currently receiving BC Arts Council Operating Assistance;

OR

- Receive less than \$30,000 annually through BC Arts Council Operating Assistance. (see Grant Amounts section below)

Equity-deserving groups are those who have collectively experienced systemic and attitudinal discrimination based on age, ethnicity, disability, economic status, gender, nationality, race, sexual orientation, and transgender status, etc. These groups may include:

- Indigenous (First Nations, Métis, or Inuit) Peoples;
- Artists who are Deaf or experience disability;
- Black or people of colour;
- LGBTQ2S+ communities (lesbian, gay, bisexual, trans, queer, two-spirit, and other);
- Women and gender diverse people;
- Linguistic minorities and official language minorities;
- Immigrants and refugees;
- Socio economic disadvantaged groups; or
- Youth and next generation (under 25).

Applicants may identify with more than one equity-deserving group.

Regional areas are considered as those outside of greater Vancouver or the capital region.

All applicants must also:

- Engage **skilled** artistic, curatorial, administrative or project leadership (**paid or volunteer**).
- 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.
- Have completed and submitted any overdue final reports on previous BC Arts Council grants by the submission deadline for this program.
- Provide programs that benefit the community and not solely its members' interests.

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 (**paid or volunteer**) 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 programs.

Arts or Curatorial Collective applicants must also:

- Be established and readily identified as a collective of independent B.C. artists, curators, 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.
 - 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.
- 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.
- Note: Collectives are encouraged to confirm their eligibility with program staff prior to submitting an application.

Program Advisors are available to support potential applicants to determine eligibility, appropriate request amounts, and how to navigate the online system.

Exclusions

Accelerate Program is not available to support:

- Budget deficits or contingency funds;
- Capital expenditures above \$2500 (construction, renovation, or purchase of property or equipment. Small purchases with a combined value under \$2500 total per year are eligible);
- 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);
- Private or for-profit entities (except in the case of for-profit book publishing companies);
- Industrial/archaeological/heritage sites or historic places or organizations dedicated to archives;
- Private or for-profit entities (except in the case of for-profit book publishing companies);
- 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; or
- Organizations that solely operate venues or facilities without the primary purpose of artistic production or presentation.

Note: The Accelerate Pilot Program is not eligible for Access Support funding.

Grant Amounts

The maximum request amount is \$30,000 per year for two years.

Funding must be requested at the same level for each year. Applicants may request less than the maximum. The BC Arts Council intends to fund the full request amount for all successful applicants. Organizations that receive Operating Assistance can also receive Accelerate funding, to a combined maximum of \$30,000 per year between the two programs.

What is Needed for the Application

The applicant's online profile must be up to date and include, as applicable:

- 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 collective members or administrative and artistic/editorial staff or significant contractors, including name, position, and employment status (e.g., permanent; part-time);
- Signed financial statements for the most recently completed fiscal year (not required for collectives).
- A copy of the constitution if the applicant is a not-for-profit organization OR a statement of shared purpose, creative goal, or mandate for all other applicants;
- A completed Designated Priority Group Questionnaire and Equity Data Tool; and
- A completed application questionnaire describing the applicant and how the funds would be used.

All 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.

Support Material

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

Applicants are required to provide support material that best illustrates or demonstrates the nature of the organization or collective's structure, capacity and programming. **Applicants may choose what materials to include and may submit up to 5 pieces* of support materials, such as:**

- Current planning and policy documents;
- Links to electronic materials such as brochures or seasonal programs, online materials, current publications, or programs from recent events.
- Images or videos illustrating your programming or presentations.

***Support Material Limitations:**

- Audio or Video content is limited to 5 minutes in total across all support materials.
- Text-based support materials are limited to 5 pages in total across all support materials.

For Example:

- 1 video (2 minutes), 1 video (3 minutes), 1 text-based document file (2 pages), 1 text-based document link (3 pages), 1 image = 5 pieces total.
- 1 video (5 minutes), 1 text document (5 pages), 3 Images = 5 pieces in total

To ensure your materials are reviewed appropriately, applicants must provide viewing instructions for assessment panels. For example:

- Show Video: Timecode 35:00 – 38:00
- Brochure or Book Pages 12, 15, 19 and 32.

In the absence of instructions, the first five pages, minutes of content and/or images will be viewed in the order they are presented in the file upload or link. Please consult the Program Advisors for further clarity on support material limitations and requirements.

Excess support material, including multiple links to materials within a single uploaded document, will not be reviewed.

Additional Information

Financial Statements (not required for collectives) 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/ 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 application 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 applicant's alignment with the Extending Foundations theme of Reconciliation, Equity, Diversity, Inclusion, and Access by considering:

- The relevance of the applicant within equity-deserving communities;
- The applicant's contribution to and established presence in communities located outside major urban centres, as applicable;
- The level at which the applicant shows commitment to advancing opportunities for and service to equity-deserving and under-represented communities;
- The applicant's engagement with reconciliation, as applicable;
- The significance of steps the applicant has taken to pursue equity, diversity, inclusion, and access depending on its region, community served, size, and mandate; and
- The strength of the applicant's policies or practices in upholding equity in its human resources, governance, and operational practices.

ARTISTIC AND CULTURAL CONTRIBUTION, ENGAGEMENT AND IMPACT (40%)

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

- The relevance of the applicant to the communities it serves, as demonstrated through programming, audience development, outreach, editorial, or curatorial choices;
- How well the applicant can identify the communities it serves;
- The contribution to the development of the art form(s), cultural communities, and cultural practices in B.C.;
- The level of artistry, risk, originality and impact achieved in programming, in accordance with the applicant's purpose;
- The impact on and contribution to the development of B.C. artists, cultural practitioners, and artistic 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.

ORGANIZATIONAL CAPACITY AND GOVERNANCE (40%)

The assessment panel will evaluate the anticipated potential impact of funding through this program on the development, sustainability and resilience of the applicant by considering:

- The relevance of the applicant's governance, leadership and organizational structures to the organization's purpose, community, lifecycle and size;
- The achievability of the proposed programs as determined by sound budgets, planning, resource allocation, and the applicant's overall financial health;
- The role of leadership, management, or board in good governance and fostering inclusion and a healthy, sustainable workplace;
- Current human resources practices, in relation to remuneration, professional development, equitable employment, cultural competency, cultural safety, accessibility, and a safe and respectful workplace;
- Potential for increasing stability, building capacity, or enhancing the applicant's ability to succeed; and
- The ability to negotiate change, adapt to new circumstances, and tolerate risk.

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:

- Staff receives online applications and reviews each one for eligibility;
- An equity advisory structure completes a review;

- The assessment panel then evaluates the applications using the assessment criteria outlined above and recommends the level of funding and conditions on payment of awards;
 - Funding allocations are approved; and
 - Staff informs each applicant of the final decision in writing.
- Applicants are encouraged to contact 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 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.
- 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.

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. 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 Revenue Agency through the issuance of T4As.

Recognition of Assistance

In recognition of funding, BC Arts Council and the Government of British Columbia's support 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.

The BC Arts Council encourages funded applicants to add a link to the [BC Arts Council](#) website.

Contact Information

A full list of program staff is available on [the BC Arts Council's website](#).

Erin Macklem – Program Advisor
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Clayton Baraniuk – Program Advisor
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For general information or further assistance, please contact:

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