

ARTS INFRASTRUCTURE PROGRAM

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 Arts Infrastructure Program

The Arts Infrastructure Program enables eligible organizations to develop and enhance spaces that support the work of B.C.'s arts and cultural practitioners. The program aims to support projects that:

- Catalyze the development of new or existing arts and cultural spaces through acquisition, renovation, or purchase of specialized equipment;
- Improve physical, social, and cultural accessibility to arts and cultural spaces;
- Enhance access to arts and cultural spaces for underserved communities and underrepresented arts and cultural practices; or
- Strengthen the capacity of the sector to develop, operate, and sustain arts and cultural spaces.

All projects must be completed **before December 31, 2025**. Project categories include:

Category 1. Planning & Consultation

Planning processes, and research to support the acquisition, development or enhancement of arts and cultural facilities. Maximum request: \$25,000

Category 2. Capital Improvements

Building-based projects involving the construction, renovation, acquisition, or expansion of an arts and cultural facility. Maximum request: \$250,000

Category 3. Specialized Equipment Acquisition

Projects focused solely on the purchase of specialized equipment for long-term use and associated installation expenses. Maximum request: \$40,000

When and How to Apply

Applications can be submitted through our online system at any point before **December 15, 2022, no later than 11:59 p.m.** We are unable to accept any applications after this date.

Applicants should discuss their application with the Program Advisor prior to submission.

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

Accessibility

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 to request assistance.

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

Who Can Apply

If your organization does not meet the eligibility criteria, your application 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 two years.
- Engage professional or community-based artistic, curatorial, administrative or project leadership, as appropriate to the organization.
- 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 two fiscal years 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 two fiscal years 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 Project Assistance or Operating Assistance for Book Publishers program.

Eligible Costs

Awards are available to support:

- Spaces used for arts and cultural purposes more than 50% of the time.
- Planning, consultation, and research processes to support the development or acquisition of arts and cultural facilities including architectural plans, energy studies, feasibility studies, and community consultation.
- Acquisition, construction, renovation, or expansion of an arts and cultural facility.
- Purchase of specialized equipment and associated installation expenses for long-term use.
- Projects to improve accessibility.

Exclusions

Awards are not available to support:

- Projects focused on non-cultural spaces (e.g., spaces not used for arts and cultural activities).
- Industrial or archaeological or heritage sites or historic places.
- Project phases and activities that have begun prior to the application deadline.
- Operating expenditures or long-term accrued interest on financing.
- Routine maintenance or repairs.
- Moving expenses.
- Restoration and refurbishment of artefacts/collections.
- Commissioning and purchasing of works of art.
- Gift shops or commercial beverage and food facilities.
- Purchase of office equipment, furniture and supplies dedicated to administrative tasks.
- Landscaping projects.
- Parking lots.
- Capital campaigns, fundraising or marketing activities.
- Projects or activities that are funded through other programs of the BC Arts Council.

Grant Amounts

Applicants should apply to **only one** of the appropriate categories as described above.

Category 1: Planning & Consultation - Awards up to \$25,000

Category 2: Capital Improvements - Awards up to \$250,000

Category 3: Specialized Equipment Acquisition - Awards up to \$40,000

The request amount to this program:

- Must be 75% or less of the total project budget; or
- May be up to 90% of the total project budget for projects from organizations that are designated priority groups.

Applicant contributions to the project budget can be composed of both cash and/or in-kind contributions. The project budget must balance in-kind revenues with in-kind expenses.

What is Needed for the Application

The applicant is responsible for submitting a complete application. The BC Arts Council will not contact applicants to address errors or missing requirements. Eligible applications are assessed as submitted.

A complete online application must include:

- Details outlining the proposed project including:
 - a summary and detailed description of the proposed project.
 - rationale and objectives underlying the project.
 - project timeline and/or work plan with a description of the current project stage and a completion date **before December 31, 2025**.
- Description of alignment with [CleanBC Better Buildings](#) programs as applicable, for example, strategies for achieving greenhouse gas emissions reductions and energy efficiency improvements.
- A list of any approvals and permits required to complete work on the project and a description of the phase of approvals the project is at and/or the steps the applicant plans to take to obtain approvals and permits.
- A balanced project budget using the budget table provided in the online application. Provide notes to the budget and indicate whether revenues are confirmed or pending.
- All required support material as per the list below.

Support Material

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

Applicants are 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 material before submitting their application. Requested material must be submitted via the online system unless otherwise indicated.

Required Support Material includes:

- Letters from any partnering organizations, if applicable, confirming the nature of their participation.
- **For Planning & Consultation**
 - List of external contractors/vendors with biographies and/or profiles as applicable.
 - One quote from a prospective vendor or contractors for proposed planning and/or consultation services.

- **For Specialized Equipment Acquisition**
 - One quote from prospective vendors or contractors for proposed equipment purchase(s).
- **For Capital Improvements**
 - Proof of facility ownership or relevant operational/legal agreements, appropriate zoning (if applicable) and/or leases between the organization and the facility owners/landlords and other tenants.
 - Two competitive quotes from prospective vendors or contractors for proposed capital improvement(s).
 - **For projects over \$75,000**, all relevant planning documents (e.g., architectural drawings, feasibility studies, community consultation, accessibility assessments, etc.) are required.

Additional documentation may be required upon request from the Program Advisor.

Additional Information Needed from Organizations

To apply, the applicant's online 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 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 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 (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.

AVAILABILITY AND QUALITY OF SPACES (40%)

The assessment panel will evaluate how the project will develop and enhance spaces that support the work of B.C.'s arts and cultural practitioners by considering the:

- Degree in which the project improves the conditions for artistic creation, production and/or presentation, or for the exhibition and preservation of cultural collections.
- Impact of the project on conditions, including technological, environmental, and safety features.
- Impact of the project on the number and/or capacity of available spaces at the local, regional and/or national level.
- Impact of the project on working spaces for artists, staff and other users.
- Benefits to other arts and cultural organizations at the local and/or regional level.
- Level of inclusion of and engagement with appropriate protocols, practices, research and consultation methods particularly in regard to Indigenous artists and communities.

- Potential energy efficiency improvements in new and existing buildings, including but not limited to, reduction of greenhouse gas emissions in alignment with [CleanBC](#).

FEASIBILITY (30%)

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

- Suitable levels of expertise and experience of project leaders to ensure the successful completion of the project - including personnel from the applicant's organization and/or external consultants, contractors and/or community participants, knowledge keepers and subject matter experts (e.g., artistic/curatorial and management leadership).
- Appropriate levels of compensation for everyone involved in the project.
- Achievability of the proposed activities as determined by appropriate budgets, planning, and resource allocation.
- Level of environmental stewardship and climate impact of the project's process, outcome, and consideration of long-term implications.
- The applicant's financial position, including appropriate management of surplus or deficit situations, reserve and/or restricted funds, and working capital ratio.
- Rigour of human resources practices in relation to providing fair remuneration, equitable employment, cultural competency and safety, and a safe, respectful work environment.

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 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 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. 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

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

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 and Recognition of Awards

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 and Revenue Agency through the issuance of T4As.

Recognition of Assistance

In recognition of funding, the support of the BC Arts Council and the Province 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.

As well, funded applicants with a website are encouraged to add a link to the [BC Arts Council](#) website.

Contact Information

Julia Pauselius – Program Advisor | 250-940-8550 | Julia.Pauselius@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.