

LITERARY ARTS—Arts Periodicals, Book Publishers, and Literary Programs

Project Assistance Program Guidelines 2023/24

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

The BC Arts Council is an agency of the Province of British Columbia under the Arts Council Act, nurturing and supporting arts and cultural activity in communities across British Columbia. 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 and other guiding documents 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](#).

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.

Designated Priority Groups

The BC Arts Council has committed to targeted investment in underserved and equity-deserving organizations and the development of equity support initiatives, including a policy to support [designated priority groups](#). Support for designated priority groups includes funding prioritization, dedicated programs, outreach, and reporting.

The BC Arts Council's designated priority groups include applicants and arts and cultural practitioners who are:

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

In order to identify as a designated priority group, organizations must demonstrate that the majority of activities, programming content, and financial and human resources are dedicated to one of the groups listed above. This may be demonstrated in one or more of the following areas: purpose statement, practices, practitioners, staffing, leadership, and engagement. Organizations

that would like to identify as part of a designated priority group must complete the Designated Priority Groups and Equity Data Tool sections in their online Organizational Profile.

About Project Assistance: LITERARY ARTS

Project Assistance: Literary Arts supports eligible professional literary arts organizations or collectives to develop, enrich, and promote Canadian literature and writers through publishing, presentation, and dissemination of literary works and the development of new or unique public programming and community engagement initiatives.

See the What Types of Projects are Eligible section below to understand the kinds of activities this program supports.

When and How to Apply

Submit your application through the [online grant system](#).

Applications will be accepted until May 23, 2023, no later than 11:59 p.m.

You may only submit one application per program area per intake.

You can receive only one Project Assistance grant per program area each BC Arts Council fiscal year (April to March).

New applicants: [Register and create a profile](#) in the online system. **It may take up to five business days to process your registration request.** You will receive an email when your registration request is approved. Once approved, you will be able to access the online application. Add the email address **NoReply@BCArtsCouncil.ca** to your safe senders list and check your spam folders.

All applicants: Update your online Organizational Profile (including mailing address and new Designated Priority Group section) before submitting the application.

If you have any questions, contact the Program Advisor for this program. The BC Arts Council office hours are 8:30 a.m. to 5:00 p.m., Monday to Friday.

Accessibility Programs

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 – provides funding to support 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 the assessment panel's evaluation of a grant application. To request assistance, contact:

- Clayton Baraniuk, Accessibility Coordinator at 250-978-9839 or Clayton.Baraniuk@gov.bc.ca

Find out more about accessibility supports at [BCArtsCouncil.ca/accessibility](https://bcartsCouncil.ca/accessibility)

Who Can Apply

All applicants are encouraged to confirm their eligibility and the eligibility of their project with the Program Advisor prior to applying. Applications that do not meet current eligibility criteria within these guidelines will not be forwarded for assessment.

To be eligible, an organization must:

- Be a professional literary organization, book publisher, or periodical publisher that provides 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.

What Types of Projects are Eligible

BC Arts Council project assistance programs provide one-time grants for specific projects. Project assistance grants are not meant to cover operating or ongoing expenses.

Literary Organizations

An eligible project from a professional literary organization or collective 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 that publish and promote artistic expression and/or social, cultural, or intellectual commentary or inquiry 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.

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 costs for up to three eligible 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

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.

Applicants are encouraged to contact the Program Advisor to discuss the fit and eligibility of projects looking for support in this program prior to submitting an application.

Required artist fees and compensation within project activities:

All projects submitted to this program must pay artist fees to the artists and arts and culture practitioners engaged in the proposed activities. At a minimum, artist fees should be paid at the recommended rates set by the arts service organization, professional association, or established practitioners within the field of practice. Fee structures that are not guaranteed (e.g., commission-based sales of artworks, cut of door sales, etc.) that risk low or non-payment to practitioners do not meet this requirement except in the case of royalties based on the sales of a publisher's eligible books.

Compensation to Elders and Knowledge Keepers can be determined according to community context and appropriate protocols. The structure and method of determining the fair rate should be described within the application.

What Will Not Be Funded

Grants are not available to support:

- Operating expenses.
- Project phases or activities that have begun prior to the application submission deadline.
- Project or budget deficits or contingency funds.
- [Capital expenses](#), e.g., construction, renovation, or purchase of property or equipment.
- Feasibility studies, start-up costs, or seed money.

- Projects or activities that are not based upon artistic or curatorial decision making, or where arts and culture is not the primary focus, including: pay-to-play activities; fundraising activities; prizes, awards, and/or competitions; conferences and conventions; family, religious, or community celebrations; or anniversaries.
- Podcasts and radio programming that are not embedded within established artistic practice or specifically dedicated to the dissemination of artistic works. Activities based within journalism, broadcasting, creative industry, or for general interest or commercial purposes are not eligible for support.
- Subsistence for artists or arts and 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.
- Curriculum-based activities or projects related to continuing education or post-secondary programs.
- Projects that are primarily in support of or focused within creative industries or commercial sectors, except in the case of book publishing.
- Projects or activities funded through other BC Arts Council grant programs.
- Projects or activities funded with BC Arts Council funds delivered through third-party delivery partners: ArtStarts, First Peoples' Cultural Council, BC Touring Council, or Creative BC.
- Book or periodical publishers that do not pay contributor fees or royalties.
- 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.
- Books in the following 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

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 applicants 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 project assistance grants typically range from \$5,000 to \$15,000. Requests for amounts beyond this range will need to include a clear rationale for why the project requires a higher amount. Applicants should discuss such requests with the Program Advisor prior to submitting an application.

BC Arts Council intends to support successful applications at 100% of the request; however, grants may be awarded for less than requested to align with the typical range. BC Arts Council programs are highly competitive, and support is not available for all eligible projects. Success rates in BC Arts Council programs are generally between 20% to 40% of requests to programs. Visit the [BC Arts Council Recipients](#) page to review a list of previously successful applicants and the range of grants for this program.

What is Needed for the Application

You are responsible for submitting a complete application. You will not be contacted to address errors or missing requirements. Eligible applications are assessed as submitted.

A complete application must include:

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

As part of our commitment to accessibility, the BC Arts Council is now accepting parts of applications in audio and video formats. See instructions within the application.

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

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

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.

***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 a Program Advisor prior to submission to determine whether they are appropriate.

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.

For hard copy material, clearly label the package with your organization's name and application number, and provide a list of submitted materials in the package.

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, location 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 information section.
- Answers in the Equity Data Tool that are relevant to your organization. You are not required to answer every question.
- 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.

The type of financial statements required is based on the single largest grant received in the organization's previous two fiscal years, excluding Resilience Supplements, Pivot Program, Arts Impact Grants, 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 committed to placing reconciliation, equity, diversity, inclusion and access at the centre of its activities, with the intention to address historic funding inequities. Strategic funding measures may be applied to organizations considered designated priority groups as stated above. Equity considerations are embedded throughout the assessment criteria and the assessment process.

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 and are used to review all eligible applications. Your application should address how the project fulfils each area of assessment. Your application will be assessed using the following weighted criteria. Keep these criteria in mind as you complete your application.

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 to the communities the applicant serves, as demonstrated through programming, audience development, outreach, editorial, or curatorial choices;
- How well the applicant identifies and supports 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, and originality achieved in programming, in accordance with the organization's purpose; publishing and presenting writers, themes, or styles that develop Canadian literature; and the literary merit of the proposed project(s).
- The level of professional standards in editing, design, and production;
- 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 commitment to supporting artists by keeping eligible books in print as demonstrated by reprint policies and practices;
- 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.

FEASIBILITY (30%)

The assessment panel will evaluate the project's feasibility by considering the:

- Achievability of the proposed activities as determined by sound budgets, planning, resource allocation, and the applicant's overall financial health and capacity.
- Role of artistic leadership, including management and the board, as applicable, 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, cultural safety, and safe and respectful work environments.

Assessment Process

The following process is used to evaluate every application to this program:

- The BC Arts Council receives applications and reviews each one for eligibility.
- Eligible applications are forwarded to independent assessment panels. 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 assessment panels evaluate eligible applications using the assessment criteria above and determine the level of funding or conditions on payment of grants.
- The BC Arts Council informs each applicant of the assessment panel's decision in writing.
- Applicants may check the status of their application at any time through the online system.

Notification of Grants and Feedback

The BC Arts Council informs each applicant of the results of their application no later than 16 weeks after the submission deadline.

Notification is sent by email to the primary contact linked to the application.

Emails are sent through the online system. Be sure the email address **NoReply@BCArtsCouncil.ca** is on your safe sender list.

Results cannot be requested in advance.

You are encouraged to contact the Program Advisor for feedback on the assessment of your application after notification has been released.

Payment of Grants

All 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.
- makes 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 will be paid by direct deposit or by cheque sent to the mailing address listed in the individual or organization profile in the online system unless registered for direct deposit.

Grants are taxable income and must be reported. Individuals receiving grants on their own behalf or on behalf of a collective are issued T4As for the year 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 will be ineligible if reporting requirements are not met.

Confidentiality of Information

The collection, use, and disclosure of personal information are subject to the privacy provisions of the Freedom of Information and Protection of Privacy Act. The applicant's information will be shared in confidence with members of the assessment panel. The names and locations of successful grant recipients may be published, along with the amount of the grant, in the Annual Report of the BC Arts Council as well as in various communications and promotional vehicles of the BC Arts Council and Government of British Columbia. Social Insurance Numbers are provided to Canada Revenue Agency through the issuance of T4As.

Recognition of Assistance

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

Funded applicants with a website are encouraged to add a link to the [BC Arts Council](#) website.

Contact Information

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

Michelle Benjamin – Program Advisor, Literary Arts
(236) 478-2582 | Michelle.Benjamin@gov.bc.ca

For general information, contact:
(250) 356-1718 | BCArtsCouncil@gov.bc.ca

Physical copies of support material (books and periodicals only) must be postmarked on or before the application deadline and clearly labelled with the applicant's name and the application file number.

Mailing Address: PO Box 9819, Stn Prov Govt | Victoria, BC V8W 9W3
Courier Address: 1st Floor, 800 Johnson Street | Victoria, BC V8W 1N3

**Program guidelines are reviewed and updated regularly.
Be sure you are working with the most current guidelines for each intake.
Any changes to the guidelines made after the original posting will be clearly highlighted.**

Application Checklist

Be sure you have included or completed the following before you submit your application. Review the program guidelines and application for specific requirements.

In your Organization Profile on the BC Arts Council online grant system:

- update your address and other contact information
- upload your most recent signed financial statements
- update your Board list and Staff list
- upload your organization's constitution (not-for-profit organizations only)
- complete the Designated Priority Group Questionnaire (required for strategic funding)
- complete the Equity Data Tool (required for strategic funding)

In your Application:

- project start date (after May 23, 2023) and end date
- request amount that matches the request amount in your Budget form
- precise descriptions of your organization's activities and practices, the project details, the participants or specific communities, the creation process, and the intended impacts
- project timeline or workplan beginning after May 23, 2023

Pop-out forms:

- Project Team table with biographies
- Budget table with notes explaining amounts
- Circulation and Financial Data table (for Arts Periodicals only)

Support Material:

- operating budget for the fiscal year in which the proposed project takes place.
- letters from partners or collaborators confirming the nature of their participation
- list of writers and/or artists presented or published in the previous year.

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

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

For Arts Periodicals and Book Publishers:

- blank sample author, artist, and/or contributor contract.
- fee schedule for contributors.

For Arts Periodicals:

- electronic periodicals:** specific URLs with content published in the past year.
- print periodicals:** 3 copies each of at least 2 selected issues published in the past year.

For Book Publishers:

- list of owners and shareholders.
- list of all books in print noting the year of publication.
- 3 print or one digital copy of each catalogue for the current calendar year.
- 3 print copies of at least 5 titles published in the 2 most recent calendar years, including the current year.