

PROFESSIONAL ARTS TRAINING ORGANIZATIONS

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 pay our respects to the Elders and Knowledge Keepers, past and present, descendants and custodians of these lands and waters. 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 (Lekwungen) 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 BC Arts Council conducts its 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](#). These identified groups will be the focus of BC Arts Council strategic measures, through dedicated programs, funding prioritization processes, partnerships, and outreach.

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
- Located in areas outside [greater Vancouver or the capital region](#)

Identifying as a designated priority group means the majority of your activities, programming, 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.

If your organization or collective would like to be considered for strategic measures including priority funding under the Designated Priority Groups policy, you must complete the Designated Priority Groups and Equity Data Tool sections in your online Organization Profile.

About Project Assistance: Professional Arts Training Organizations

Project Assistance: Professional Arts Training Organizations supports eligible arts and culture organizations in the development and delivery of training activities **through a specific project or component within the organization's overall activities**. Grants are not available through this program to support an arts training organization's general operating activities.

Eligible activities must be led by experienced instructors and either provide basic training that will prepare participants to work at a professional level upon completion or provide professional development for professional artists and cultural workers.

This program is not intended to support recreational or non-professional arts and culture training/workshops/courses.

Grants are not available through this program to support projects that are solely or primarily focussed on the creation of new works.

See **Examples of Eligible Projects** below for more information and examples of projects this grant program intends to support.

When and How to Apply

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

Applications will be accepted until 11:49 p.m. on November 2, 2023.

Organizations may submit only one application to this grant program per intake.

This grant program is expected to open again in 2024. A [Grant Program Calendar](#) showing our annual grant program cycle is available on our website.

Organizations may receive only one Project Assistance grant in this program each BC Arts Council fiscal year (1 April to 31 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 Organization Profile (including mailing address and Designated Priority Groups and Equity Data Tool sections) before submitting your application.

Questions? Contact a Program Advisor for this grant program. We are here to help. The BC Arts Council office hours are 8:30 a.m. to 4:30 p.m., Monday to Friday.

Accessibility

Organizations with a primary purpose to serve D/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 a project funded by a BC Arts Council grant.

These programs do not provide funding for audience accessibility or day-to-day access costs outside the scope of a project.

Accessibility requests are confidential and will not be part of the assessment panel's evaluation of a grant application.

For more information or to request assistance, contact:

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

Find out more about accessibility supports online at BCArtsCouncil.ca/accessibility.

Who Can Apply

All applicants are encouraged to confirm eligibility with a Program Advisor before applying. Applications from organizations that do not meet eligibility criteria in these guidelines will not be forwarded for assessment.

PROFESSIONAL ARTS TRAINING ORGANIZATION APPLICANTS

To be eligible, an organization must be:

- A **professional arts training organization** 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 board members based in B.C.
 - Creative control and decision making for programming and engagement primarily maintained within the organization and by leadership based in B.C.
 - A purpose or mandate to provide professional-level training for artists and cultural workers.

or

- A purpose or mandate to provide services to the arts and culture sector in B.C.
- Operations and activities that reflect this purpose or mandate.

OR

- An **Indigenous (First Nations, Métis, Inuit) community organization** 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 board members based in B.C.
- A commitment to offering regular arts and culture activities.

OR

- An **Indigenous (First Nations, Métis, Inuit) government** in B.C. that offers regular arts and culture activities.

An eligible organization must also:

- Provide public arts and cultural programming (or service to the arts and culture sector) in B.C. as a primary activity and have done so for a minimum of one year prior to the intake closing date.
- Provide programs that benefit the community at-large and not solely the interests of its nonprofit society members.
- Engage skilled artistic, curatorial, and administrative leadership (volunteer or paid) for project or service delivery.
- 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.
- Follow international intellectual property rights standards and cultural ownership protocols.
- Follow 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 intake closing date for this grant program.
- Not currently receive Operating Assistance from the BC Arts Council.

Examples of Eligible Projects

Applicants are encouraged to confirm the eligibility of their project with a Program Advisor before applying. Applications for projects that do not meet eligibility criteria in these guidelines will not be forwarded for assessment.

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

Grants are available in this program to support specific projects that develop artists and cultural workers. Grants are not available through this program to support projects that are solely or primarily focussed on the creation of new works.

Examples of eligible activities include but are not limited to:

- Professional skills development for artists, arts and cultural workers, arts and cultural practitioners, including workshops, artists' residencies, and activities that develop the arts sector

Examples of activities that are not eligible for support in this program:

- Activities where learning or skills development is not the primary purpose

- Self-directed or self-led learning activities
- Projects with a sole focus on the creation or commissioning of new work
- General operating expenses and activities, ongoing expenses, or annual artistic programming plans
- Projects or activities that do not involve or benefit artists or arts and cultural practitioners and professionals
- Projects or activities that do not have a clearly defined arts and culture focus

Required artist compensation within project activities

Eligible projects must include appropriate payment to the artists, arts and cultural practitioners, and other professionals engaged in the proposed activities. At a minimum, payments to artists should be at the recommended rates set by the arts service organization, professional association, or established practitioners within the field of practice. Payment structures that are not guaranteed, or that risk low or non-payment to artists and other professionals do not meet this compensation requirement (for example, commission-based sales of artworks, percentage of door sales).

Applicants can determine compensation to Elders and Knowledge Keepers according to community context and appropriate protocols. Applicants should describe the approach used to determine the fair rate in their application.

What Will Not Be Funded

Grants are not available to support:

- Operating expenses.
- Project phases or activities that have begun prior to the intake closing date.
- Project or budget deficits or contingency funds.
- [Capital expenses](#) (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.
- Fundraising activities; competitions; conferences and conventions; family, religious, anniversary, or community celebrations.
- Podcasts and radio programming that are not embedded within established artistic practice or specifically dedicated to the dissemination of artistic works.
- 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.
- Social service organizations.
- Projects where art therapy, health or therapeutic work is the primary project focus or outcome.
- Industrial, archaeological or heritage sites, historic places, or organizations dedicated to archives.
- Projects or activities that are primarily intended for or focussed within creative industries or commercial sector (with the exception of book publishers), including architecture, fashion,

commercial film and television, culinary arts, games, sports, recreation, mass media, journalism, podcasts, graphic design.

- Projects or activities already funded through other BC Arts Council grant programs.
- Projects or activities funded with BC Arts Council funds received through third-party delivery partners: ArtStarts, First Peoples' Cultural Council, BC Touring Council, or Creative BC.

Grant Amounts

Applicants may request:

- a grant amount up to 50% of the total eligible project budget; or
- a grant amount up to 65% of the total eligible project budget from applicants that are considered part of the BC Arts Council's designated priority groups as defined on page one.

Applicant contributions to the project budget can include both cash and in-kind contributions.

Applicants are encouraged to submit realistic budgets outlining the funds required to feasibly carry out the project.

There is no maximum request amount, but project assistance grants typically range from \$5,000 to \$20,000. Requests for amounts beyond this range must include a clear rationale for why the project requires a higher amount. Applicants should discuss such requests with the Program Advisor before applying.

BC Arts Council intends to support successful applications at 100% of the request; however, grants may be awarded for less than requested.

BC Arts Council grant programs are highly competitive, and support is not available for all eligible projects. Success rates in BC Arts Council grant programs are generally between 20% to 40%. Visit the [BC Arts Council Grant Recipients](#) page to review a list of previously successful applicants and the range of previous 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.

An application checklist is included at the end of these guidelines.

A complete application must include:

- Details outlining the proposed project including:
 - Summary of the proposed project with rationale, objectives, and outcomes.
 - Project Start Date (which must be after the intake closing date) and a realistic Project End Date.
 - Detailed project timeline or work plan.

Note: Notification of results is generally 16 weeks after the application submission deadline so plan accordingly if your project is dependent on this grant funding.

- Completed Training Instructors Table, including name, responsibility, confirmation of participation, and 100-word biography/statement of qualifications, practice, and teaching experience for each instructor.
- Balanced project budget. Be sure to:
 - Use the Project Budget Table provided in the application.
 - Include detailed notes on the budget.
 - Indicate whether revenues are confirmed or pending.
 - Balance in-kind revenues with in-kind expenses.
 - Make sure Amount Requested in the application matches the request amount in the Project Budget Table.
- All required support material as listed 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.

Support Material

Review and follow the [Upload Requirements for Support Material](#) before uploading support material to your online application.

Do not submit any additional support material outside of what is required below. Excess support material, including multiple links to materials within a single uploaded document, will not be reviewed and may negatively impact the assessment of your application.

If you have any questions about support material, contact a Program Advisor.

Required support material for this application includes:

- An operating budget for the fiscal year in which the project takes place.
- Letters from up to two partners or collaborators (as applicable) confirming the nature of their participation in the proposed project (maximum two letters, one page each). **Do not include general letters of support.**
- Training syllabus outlining instructor name, course description, learning outcomes, and course structure.
- Organization's most recent course calendar or brochure. Include either a URL or upload a PDF, as applicable.

Applicants who have not previously received funding through this grant program must also submit:

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

Additional Information Required from Organizations

Before you apply, you must update your online Organization Profile with the following:

- Current list of the organization's board of directors, editorial advisory board, trustees, or board of management, including their board position, occupation/expertise, start date, and place of residence.

- Current list of administrative, artistic or editorial staff and significant contractors, including name, position, place of residence, and employment status (for example, permanent or part-time).
- Copy of the organization's certified constitution if the applicant is a not-for-profit organization OR a statement of the primary purpose of the organization for all other applicants. **Do not include by-laws.**
- Completed Designated Priority Groups information section (required for funding prioritization).
- Answers in the Equity Data Tool that are relevant to your organization (required for funding prioritization). You are not required to answer every question.
- Signed financial statements for your two most recent completed fiscal years. See details below.

Financial Statement Requirements

All organizations must upload to their online profile signed financial statements for their two most recent completed fiscal years.

Following standard accounting formatting, financial statements should include comparative information for the prior fiscal year. If a comparative year is not included within a single set of statements, then ensure a set of financial statements for each year has been uploaded to your profile.

Not-for-profit organization financial statements, including those internally prepared, must include:

- A balance sheet, income statement, and notes following standard accounting formatting.
- An itemized list of grants identified by funder, included either in the income statement or in an attached schedule.
- A breakdown of operating net assets, distinguishing between unrestricted net and capital assets.
- Signatures of the preparer and two board members affirming board approval.

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.
- A signature of the umbrella organization's financial officer.
- Notes indicating if the applicant entity may accrue assets, surpluses, or deficits from one year to the next.
- An itemized list of grants received that are related to the applicant, not the entire umbrella organization, and identified by funder, either in the income statement or attached schedule.

The type of financial statements that are required are outlined in the chart below.

NOTE: The type of financial statements that are required are based on the single largest BC Arts Council grant received in the organization's previous two fiscal years, not including Resilience Supplements, Pivot Program grants, Arts Impact grants, or Arts Infrastructure Program grants.

If you did not receive an applicable grant in the previous two fiscal years, internally prepared financial statements are acceptable.

BC Arts Council 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)	Type of Financial Statements Required
\$0 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

Assessment Criteria

The assessment criteria are the primary lens through which the assessment panel will review and score your application.

The [Extending Foundations: Action Plan for 2022-2024](#) includes the BC Arts Council's commitment to placing reconciliation, equity, diversity, inclusion, and access at the centre of its activities with the intention to address historic funding inequities. Equity considerations are embedded throughout the assessment criteria and the assessment process. Funding prioritization may be applied to organizations considered designated priority groups as outlined on page one.

Assessment criteria are designed to encourage applicants to speak to their diverse and relevant achievements and contributions, and to the various ways their activities align with the priorities of the BC Arts Council.

The areas of assessment for this grant program are outlined below along with their relative scoring percentage. Keep these criteria in mind as you complete your application. Some of the specific points listed below may not apply to your project; however, your application should clearly discuss how the project meets each area of assessment.

RECONCILIATION, EQUITY, DIVERSITY, INCLUSION AND ACCESS (20%)

The assessment panel will evaluate the project's alignment with the priorities of the BC Arts Council as outlined in the [Extending Foundations Action Plan](#) 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).
- The significance of the project in pursuing equity, diversity, inclusion, and access as relative to the applicant's context, including its region, capacity, community served, available resources, purpose, and 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:

- How clearly the applicant can identify the communities it serves.
- The relevance of the project to the communities the applicant serves, as demonstrated through programming, audience development, outreach, editorial, or curatorial choices.
- How the project will contribute to the development of the art form(s) and cultural practices in B.C.
- How instructor's qualifications and experience support learning outcomes, and how curriculum and program design contribute to participants' professional readiness or development.
- The impact on, and contribution to, the development of B.C. artists, arts and cultural practitioners, and artistic communities (as applicable).
- Integrity of the project including ethical approaches to:
 - Research, collaborative processes, source materials, cultural considerations, and protocols.
 - Engagement with Indigenous people, communities, practices, materials, beliefs.
 - Meaningful contribution to equity-deserving and under-represented artistic practices, arts practitioners, and cultural communities.
 - Following appropriate practices and protocols to eliminate cultural appropriation.
- The level of accessibility, including but not limited to physical spaces, affordability, and support for those who experience barriers or disability.

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 leadership, including artistic leadership, 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 environment.

Assessment Process

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

- The BC Arts Council receives applications and reviews each one for eligibility.
- Eligible applications are forwarded to independent assessment panels. Assessment panels include individuals with broad professional knowledge, experience, geographical representation, and diverse aesthetic, institutional, and cultural viewpoints, including those from Indigenous perspectives.
- 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.
- All results are final.

Notification of Grants and Feedback

The BC Arts Council's commitment is to inform each applicant of the results of the assessment process 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 will not be shared before the official notification letters are sent.

Contact a Program Advisor for feedback on the assessment of your application after you have received notification of the results.

Payment of Grants

Grant 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 cheque and 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

Grant recipients must submit a final report of the completed project to the BC Arts Council within 30 days of the Project End Date stated in the application.

Final Reports must be submitted through the online system.

Future applications from the applicant to BC Arts Council grant programs will not be accepted 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 Province of British Columbia. Social Insurance Numbers are provided to Canada Revenue Agency through the issuance of T4As.

Recognition of Grants

In recognition of grant 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.

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

Call us! We are here to help.

If you have questions after you have reviewed these program guidelines and the [Frequently Asked Questions](#) on the BC Arts Council web page, contact the program advisor.

Nicola Dunne – Program Advisor, Professional Arts Training Organizations
778-405-4007 | Nicola.Dunne@gov.bc.ca

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

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

Project Assistance: Professional Arts Training Organizations - 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.

Before you apply:

- Read through the application preview and program guidelines for specific requirements.
- Call the Program Advisor if you need to confirm eligibility or if you have questions.
- New applicants: Register in the BC Arts Council online system to gain access to the online application. **Registration requests can take up to 5 business days to process.**
- Proofread your application before you submit it.
- Plan to submit your complete application at least two days before the deadline to avoid last-minute technological issues.
- Ensure you have completed and submitted any overdue final reports on previous BC Arts Council grants.

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

- Update your mailing address and other contact information.
- Upload your most recent signed financial statements. See Financial Statement Requirements section of guidelines.
- Update your Board list and Staff list.
- Upload your organization's certified constitution (for not-for-profits) or statement of purpose (for all other organizations). Do not include by-laws.
- Complete the Designated Priority Group section (required for funding prioritization).
- Complete the Equity Data Tool (required for funding prioritization).

In your Application:

- Make sure your Amount Requested in the application matches the request amount in your Project Budget Table.
- Include a Project Start Date after the intake closing date (November 2, 2023) and a realistic Project End Date.
Note: Notification of results is generally 16 weeks after the intake closing date so plan accordingly if your project is dependent on this grant funding.
- Include detailed descriptions of your organization's history, mandate, workplace practices, artistic vision and programming, the project, the participants or specific communities, the creation process, and the intended impacts of the project.
- Upload a detailed project timeline or work plan beginning after intake closing date.

Pop-out forms to complete in the application:

- Project Team Table with biographies.
- Project Budget Table with notes explaining amounts.

Support Material to Upload:

- Training syllabus outlining instructor name, course description, learning outcomes, and course structure.
- Course calendar or brochures.
- Letters from up to two partners or collaborators, if applicable, confirming the nature of their participation (maximum two PDF letters, one page each). Do not include general letters of support.

- ❑ For applicants that have **not previously received funding through this grant program:** upload two PDF letters of reference from established arts and cultural practitioners familiar with the applicant's work
- ❑ An operating budget for the fiscal year in which your proposed project takes place (PDF format preferred)

After you submit your application:

- ❑ Add NoReply@BCArtsCouncil.ca to your safe senders list if you haven't already done so. Notification of results will come from this system email roughly 16 weeks after the submission deadline.
- ❑ Keep your mailing address up to date in your online Organization Profile. Grant payments will be mailed to this address.
- ❑ Contact a Program Advisor for feedback on the assessment of your application after you have received notification of the results.