Individual Arts Grants:
PROFESSIONAL PERFORMING ARTISTS
Program Guidelines 2024/25

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 lək̓ʷəŋən (Lekwungen) people, known today as the Songhees and Esquimalt Nations, on whose lands we operate our main offices.

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

About Individual Arts Grants: Professional Performing Artists

Individual Arts Grants: Professional Performing Artists support initiatives in the development, creation, production, realization, dissemination, or live performance of classical, experimental, original, traditional, and contemporary performing art forms from all world cultures. Performing arts includes dance, music, theatre, multidisciplinary, or other performing arts practices such as circus arts and comedy.

The program supports artists and has two categories:
- **Development and Creation** supports the initial stages of the creative process including research, creation, and project development.
- **Production and Realization** supports latter stages of project development, production, remounts, post-production and presentation and those projects intended for presentation.

For projects with a full range of activity you may apply for both categories in the same application.

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

Grant Amounts

NEW this year: Maximum request amount is $25,000.

You may request up to 100% of the eligible project expenses.

We encourage you to submit a realistic budget outlining the funds required to feasibly carry out the project.

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 programs are highly competitive, and we are not able to support all eligible projects. We are generally able to fund 20% - 40% of the total amount requested in a program intake. Visit the BC Arts Council Recipients page to review a list of successful applicants and the range of previous grants for this grant program.

Examples of Eligible Projects

We encourage you to contact the Program Advisor to discuss the eligibility of your project before applying.

BC Arts Council Individual Arts Grants provide one-time grants for specific projects or activities led by an individual.

Examples of eligible activities include but are not limited to:
- Artistic research, exploration, and experimentation
- Composition of all genres of music, including those expressions primarily using digital technologies

- Playwriting projects in workshop, preproduction, or production phases. Playwrights looking for funds to support initial drafts may be eligible through the BC Arts Council's Individual Arts Grants for Creative Writers
- Various methods of creation, either in-residence or independently
- Workshops and other development activities supporting the creation of new work
- Public presentations
- Commissioning of new work
- Remounting or reimagining of existing work

Examples of activities that are not eligible for support in this program:
- Amateur, pre-professional or student productions or projects
- Recording projects that are intended for commercial distribution
- Non-audition-based community choirs
- Projects or activities that support organizational programming activities rather than your individual artistic practice. (If you are affiliated with an organization, be clear how this application is supporting your practice as separate from the activities of your organization.)
- Projects or activities that do not involve or benefit artists or arts and culture practitioners and professionals
- Projects that are focused on providing professional development or arts education

Required artist fees and compensation within project activities

Eligible projects must include appropriate payment to the artists, arts and culture practitioners, and other arts and culture workers 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. Honorariums, and 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, cut of door sales).

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

You may request subsistence of up to $750 per week, to a maximum of $15,000. Subsistence expenses are in lieu of an artist fee and support living costs while undertaking the research and creation portion of a project or activity. These include housing costs/rent, food, and local transportation. If you receive the grant, you are expected to devote most of your time to your project for the time frame specified in your application. Preparatory time can be included in your subsistence request. You can also include an artist fee for yourself if you are involved in additional activities such as workshopping, rehearsing, or performing, but you cannot request both subsistence and a fee for the same time frame/activity.

Exclusions - What Will Not Be Funded

Grants are not available to support:

- Operating expenses.
- Project phases or activities that have begun prior to the application closing date.
- Project deficits, 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.
- Activities that require payment from artists to participate; 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.
- Projects where art therapy, health or therapeutic work is the primary project focus or outcome.
- Costs of producing commercial recordings or demo reels.
- Private or for-profit entities (except in the case of for-profit book publishing companies).
- Curriculum-based activities or projects related to continuing education or post-secondary programs at educational institutions.
- Projects or activities that are primarily intended for or focused within creative industries or the commercial sectors (with the exception of book publishers), including architecture, fashion design, commercial film and television, culinary arts, games, sports, recreation, mass media, journalism, podcasts, and graphic design.
- Projects or activities already 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.

When and How to Apply

Submit your application through the online grant system.

Applications – Open: April 18 **| Close:** May 30 **| Results:** September 2024

Applications will be accepted until 11:59 p.m. on Thursday, May 30, 2024.

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

This grant program is expected to open again in 2025. A Grant Program Calendar showing our annual grant program cycle is available on our website.

New applicants: Register and create a profile in the online system. **It may take up to 5 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 Personal Profile (including mailing address and Designated Priority Group and Voluntary Self-Identification sections) before submitting an 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 Support

If you self-identify as D/deaf or having a disability, you are eligible for the BC Arts Council's accessibility support 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 Individual Arts 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.

For more information or to request assistance, contact:

- **Nicola Dunne, Accessibility Coordinator at 778-405-4007 or Nicola.Dunne@gov.bc.ca**

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

Who Can Apply

You are encouraged to discuss your eligibility with the Program Advisor before applying. Ineligible applications will not be forwarded for assessment.

For collaborative applications, each participant in the collaboration must meet the eligibility criteria, as demonstrated by their CV in the application support material.

Designated Priority Groups

The BC Arts Council has committed to targeted investment in underserved and equity-deserving groups 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

Applicants who would like to identify as part of a designated priority group must complete the Designated Priority Groups section in their online Personal Profile. All applicants are encouraged to also complete the Voluntary Self-Identification section, but it is not mandatory.

Applicant Eligibility

To be eligible, you must:
- Be a Canadian citizen or Permanent Resident of Canada who ordinarily resides in B.C. and has lived in the province for at least 12 months immediately prior to the application closing date.

For more information, review our [Determining B.C. Residency](#) page. You must be prepared to provide documentation to support your residency status upon request.
- Be recognized as professional by other practitioners working in a similar artistic practice.
- Be committed to working full-time at your practice when financially possible.
- Demonstrate professional status by submitting a CV or resume that includes the following:
  - Details about the appropriate and relevant training you have completed that has prepared you to work in your field of practice. Training may be through post-secondary institutions, traditional knowledge transfer, or apprenticeship with a qualified practitioner.
  - Have a minimum two years of being paid to do your work in your field following basic training.
  - Have a demonstrated body of previous work for which you have received payment aligned with industry standards.

OR

For Indigenous Artists: Received at least one grant to assist with the creation of work through the First People's Cultural Council's Individual Artists Program or Indigenous Arts Programs.

You must also:
- Have final creative control over the proposed work.
- 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.
- Engage skilled artistic, curatorial, and administrative leadership (volunteer or paid) for project or service delivery.
- 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.](#)
- Be applying for either the first or second time with a project; if you have applied twice unsuccessfully for the same project, the proposal must be substantively changed.
- Have completed and submitted any overdue final reports on previous BC Arts Council grants by the submission deadline 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 online application must include:
- Details outlining the proposed project including:
  - Summary of the proposed project, including rationale, objectives, and outcomes.
  - Project Start Date (which must be after the application closing date) and a realistic Project End Date.
  - Detailed timeline or work plan.

Note: Notification of results is generally 16 weeks after the application closing date so plan accordingly if your project is dependent on this grant funding
- o Complete Project Team Table, including name, responsibility, current location, confirmation of participation, and 100-word biography for each person involved with the proposed activities.
- Balanced project budget. Be sure to:
  - o Use the Project Budget Table provided in the application.
  - o Include detailed notes in the budget's Notes column.
  - o Indicate whether revenues are confirmed or pending (as applicable).
  - o Balance in-kind revenue with in-kind expenses.
  - o Make sure Amount Requested in the application matches the amount entered in the "BC Arts Council: This Request" field in the Project Budget Table's Revenue section.
- All required support material listed below.

As part of our commitment to accessibility, the BC Arts Council is now accepting parts of applications in audio and sign language 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.

Only submit support material that is related to your proposed activities. Do not submit any additional support material outside what is described 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.

Please test all materials before submitting your application.

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

Required support material for this application includes:
- Curriculum Vitae (CV) for you and, for collaborative applications, any collaborators that share creative control. The CV should include professional training and related artistic activities and achievements (maximum 3 pages per artist), with paid professional presentations, dates and curators/organizations/publishers clearly indicated.
- Letters from up to two partners or collaborators (as applicable) confirming the nature of their participation in the proposed activities (maximum two letters, one page each). **Do not include general letters of support.**
- Examples of previous work related to the proposed project, **up to a maximum of**:
  - o **5 images**

  OR
  - o **5 minutes total of video or audio**, note timecodes of specific excerpts to be viewed (if applicable)

  OR
  - o **Sample of script or score** (up to 10 pages, PDF)

OR
- o **Examples of preliminary movement research** (up to 3 minutes of video)
- Completed Inventory of Support Materials. List your support materials and describe how they relate to the proposed project.

NOTE: You may submit a combination of the above types of examples to best serve your application. Total examples must not exceed the maximum amount allowed in a single format (for example, 3 images and 2 minutes of video may be submitted).

If you have not received funding through this grant program before, you must also submit:

Two letters of reference from established arts and cultural practitioners familiar with your work.

Assessment Criteria – How Decisions Are Made

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.

Keep these criteria in mind as you complete your application.

Your application will be evaluated by a peer assessment panel based on the following criteria:

ARTISTIC CONTRIBUTION AND SIGNIFICANCE (40%)
The assessment panel will evaluate the project's contribution and significance by considering the:
- Quality and scope of the proposed project, including level of artistry, originality, and overall contribution to the artistic practice.
- Integrity of the creative processes including ethical approaches and consideration given to:
  - o Research methods.
  - o Use of source and physical materials.
  - o Equitable collaboration processes.
  - o Matters of cultural appropriation and representation.
  - o Appropriate protocols and practices.
- Meaningful contribution to under-represented artistic practices.

IMPACT ON THE APPLICANT AND COMMUNITY (40%)
When considering the impacts of the project, the assessment panel will assess the:
- Potential benefits to the development of the applicant's practice, the applicant's own identified communities, and the professional arts community in B.C.

- Significance of the project relative to BC Arts Council's priorities of reconciliation, equity, diversity, inclusion, and access.
- Level at which the project will advance awareness of equity-deserving and under-represented communities.
- 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.

FEASIBILITY (20%)

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

- Achievability of the project as demonstrated by a realistic budget and resource allocation.
- Level of experience in realizing comparable projects at a professional standard.
- Clarity of the work plan or timeline.

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 and any conditions on payment of grants.
- Funding prioritization may be applied to applicants considered part of a designated priority group.
- 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 Results 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 the applicant is 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 on 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.

You cannot submit future applications to BC Arts Council grant programs 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 Assistance

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.

Contact 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 website, contact the Program Advisor.

Erin Macklem – Program Advisor, Individual Arts Grant: Performing Artists
778-698-1416 | Erin.Macklem@gov.bc.ca

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

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.

Application Checklist: Individual Arts Grants: Performing Artists

Be sure you have included or completed the following before you submit your application.

Before you start:

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

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

- ☐ Update your address and other contact information.
- ☐ Complete the Designated Priority Group section (required for funding prioritization).
- ☐ Complete the Voluntary Self-Identification form.

In your application:

- ☐ A project start date and end date (start date must be after application closing date of May 30, 2024).
- ☐ A request amount that matches the request amount in your Budget form.
- ☐ Descriptions of your project, the participants or specific communities, the creation process, and the intended impacts of the project.
- ☐ A project timeline or workplan beginning after the application closing date of May 30, 2024.

Pop-out forms to complete in the application:

- ☐ Project Team with biographies.
- ☐ Budget Form with notes explaining amounts.

Documents to Upload:

- ☐ Your CV or Resume, outlining your relevant basic training and work experience.
- ☐ PDF letters from up to two partners or collaborators, if applicable, confirming the nature of their participation (maximum two letters, one page each). Do not include general letters of support.
- ☐ For applicants that have **not previously received funding through this program**, two PDF letters of reference from established arts and cultural practitioners familiar with the applicant's work.
- ☐ Examples of previous work related to the proposed project as listed in the guidelines.
- ☐ Test your support materials to make sure they link to the right place, open and display properly, and for videos clearly note sections you want the assessors to watch.

Before you press submit:

- ☐ Proofread your application for typos and complete answers to questions.
- ☐ Cross reference your answers against the assessment criteria.
- ☐ Ask someone else to read through it for clarity.

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 Personal 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.