

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

## Program Guidelines 2024/25

### Grant Program Summary

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**Applications – Open:** November 7 | **Close:** December 19 | **Results Expected:** April 2025

**Eligible Applicants:** Arts organizations and collectives who are equity-deserving or located in an area outside Greater Vancouver or the capital region in B.C. and who are not currently receiving more than \$30,000 per year from BC Arts Council Operating Assistance.

**Funding can be used for a range of expenses related to:**

- General operating costs
- Organizational development
- Capacity building
- Project expenses
- Community engagement initiatives

**Maximum funding amount:** \$30,000 per year for two years

### Acknowledgement

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

## Table of Contents

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<b>ABOUT THE ACCELERATE PROGRAM</b> .....	<b>3</b>
Exclusions – What Will Not Be Funded .....	3
<b>GRANT AMOUNTS</b> .....	<b>4</b>
<b>WHO CAN APPLY</b> .....	<b>4</b>
General Eligibility for All Applicants.....	4
Specific Eligibility for Organizations .....	5
Specific Eligibility for Arts or Curatorial Collectives.....	6
Ineligible Applicants.....	7
<b>WHEN AND HOW TO APPLY</b> .....	<b>8</b>
Application Assistance .....	8
<b>REQUIRED SUPPORT MATERIAL</b> .....	<b>9</b>
Online Profile Updates Required from Collectives.....	9
Online Profile Updates Required from Organizations.....	9
Financial Statement Requirements .....	10
<b>HOW DECISIONS ARE MADE</b> .....	<b>11</b>
How assessors assign scores .....	11
Designated Priority Groups .....	12
Assessment Process.....	12
<b>ASSESSMENT CRITERIA</b> .....	<b>12</b>
RECONCILIATION, EQUITY, DIVERSITY, INCLUSION AND ACCESS (REDIA) - 20%.....	12
IMPACT ON THE ORGANIZATION AND COMMUNITY - 30% .....	13
CONTRIBUTION TO ARTS AND CULTURE PRACTICES AND PRACTITIONERS- 30%.....	13

ORGANIZATIONAL READINESS - 20%..... 13

**NOTIFICATION OF RESULTS..... 13**

    Feedback..... 13

    Payment of Grants ..... 13

    Final Reports ..... 14

    Recognition of Grants..... 14

    Confidentiality of Information..... 14

**CONTACT US. WE ARE HERE TO HELP..... 14**

**ABOUT THE BC ARTS COUNCIL ..... 15**

**WHAT IS NEEDED FOR THE APPLICATION: APPLICATION CHECKLIST ..... 16**

**Program guidelines are reviewed and updated when an intake opens.**

Be sure you are working with the most current guidelines for each intake.

Updates to the guidelines made after the original posting will be **highlighted**.

**About the Accelerate Program**

The Accelerate Program is a two-year initiative to improve access and reduce barriers to funding for [equity deserving and regional](#) arts and culture organizations and collectives. Funding is intended to offer stability while being flexible in supporting a range of expenses including, but not limited to:

- General operating costs
- Organizational development
- Capacity building
- Project expenses
- Community engagement initiatives

**Exclusions – What Will Not Be Funded**

Funding through the Accelerate Program is **not** available to support:

- Budget deficits or contingency funds.
- Capital expenditures above \$2500 (for example, construction, renovation, or purchase of property or equipment). Small purchases with a combined value under \$2500 total per year are eligible.
- Activities already funded through other BC Arts Council grant programs.
- Activities funded with BC Arts Council funds received through third-party delivery partners: ArtStarts, First Peoples’ Cultural Council, BC Live Performance Network, or Creative BC.

- Projects or activities that are not based on artistic or curatorial decision making, or where arts and culture is not the primary focus such as fundraising activities, competitions, family, religious, anniversary, or community celebrations.

## Grant Amounts

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Maximum request amount is \$30,000 per year for two years, up to a maximum of \$60,000 over two years. Applicants may request less than the maximum.

**Organizations that currently receive BC Arts Council Operating Assistance** can also apply for Accelerate funding, to a combined maximum of \$30,000 per year between the two grant programs (based on the 2023/24 (S-2024) Operating Assistance grant amount received).

Funding for successful applicants will be the same each year. The BC Arts Council intends to fund the full request amount for all successful applicants. However, in some cases grants may be awarded for less than requested.

## Who Can Apply

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### General Eligibility for All Applicants

**This program is limited to organizations and collectives who:**

- Identify as representing an equity-deserving group(s), that dedicate the majority of their activities, programming content, and financial and human resources to supporting the arts and culture practices of their specific equity-deserving group(s) (see definition below). This may be demonstrated in the following areas: purpose statements, practices, practitioners, staffing, leadership, governance and engagement.

**OR**

- Are located in areas outside of greater Vancouver or the capital region. See the [BC Arts Council Glossary](#) for specific exclusions.

**AND**

- Provide public arts and culture programming and engagement (or service to the arts and culture sector) in B.C. as a primary activity.

**AND**

- Are not currently receiving BC Arts Council Operating Assistance.

**OR**

- Receive less than \$30,000 per year through BC Arts Council Operating Assistance. (see [Grant Amounts](#) section above).

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

- Indigenous (First Nations, Métis, or Inuit) Peoples
- Artists who are Deaf or experience disability

- Black people or people of colour
- LGBTQ2S+ communities (lesbian, gay, bisexual, trans, queer, two-spirit, and other)
- Women and gender diverse people
- Linguistic minorities and official language minorities
- Immigrants, newcomers and refugees
- Socio economic disadvantaged groups
- Youth and next generation (under 25)
- Ethnic minorities
- Other

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

Your application will not be forwarded for assessment if your organization or collective does not meet eligibility criteria outlined in these guidelines.

### Specific Eligibility for Organizations

**In addition to the general eligibility criteria above, to be eligible for the Accelerate Program, all organizations must also:**

- Be registered and in good standing as a **non-profit society or community service co-op** in B.C. for at least one fiscal year prior to application with:
  - The majority of key staff 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 dedicated to arts and culture programming and activities.or
  - A purpose or mandate to provide services to the arts and culture sector in B.C.
  - Operations and activities that reflect this dedicated purpose or mandate.

#### OR

- Be 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

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

#### OR

- Be an **arts and culture organization operated by a local government or a public post-secondary institution** in B.C. for at least one fiscal year prior to application, that:
  - Maintains an ongoing arm's length, community-based board of management or advisory structure that sets policy for the organization's programs and services.
  - Holds a dedicated programming space and has at least one dedicated staff person in an artistic, curatorial, or administrative leadership position who is responsible for programming and engagement.
  - Offers ongoing public programming by experienced arts and cultural practitioners.

- Primarily operates with autonomy, holding creative control and decision making for programming and engagement within the organization, with separate financial records for operations. See [Financial Statement Requirements](#) section below for more detail.

**OR**

- Be an eligible **book publisher** according to the criteria in the guidelines of the BC Arts Council [Project Assistance: Literary Arts](#) or [Operating Assistance: Book Publishers](#) grant programs.

**Eligible organizations must also:**

- Provide programs that benefit the community at-large and not solely the interests of its nonprofit society members.
- Engage skilled artistic, curatorial, editorial, and/or 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 context, 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](#).
- Not have any overdue final reports on previous BC Arts Council grants.

**Specific Eligibility for Arts or Curatorial Collectives****In addition to the general eligibility criteria above, to be eligible for the Accelerate program, all Arts or Curatorial Collective must also:**

- Be **established and readily identified as a collective** of a minimum of 3 independent artists, curators, or arts and cultural practitioners who are active in their field of practice and who meet the criteria below. NOTE: The collective may include additional members who do not meet the criteria below as long as at least 3 eligible core members have been identified and each core member meets the following:
  - Have a minimum of two years of professional practice in their field, following basic training, with roles that hold creative control of projects.
  - Have a demonstrated body of previous work as an individual practitioner, including at least one public presentation of work for which an artist fee or equivalent was received.
  - Be a Canadian citizen or Permanent Resident.
  - Have been a resident of B.C. for at least 12 months immediately prior to the application deadline, and ordinarily reside in B.C. See [Determining B.C. Residency page](#).
- Have a demonstrated history of creating or presenting work **as a collective** and have a clear commitment to a current practice. At a minimum, the collective must have:
  - A demonstrated body of previous work by current members of the collective.
  - At least one public presentation of work by the current collective, for which artist fees or equivalent were received.
  - Intention to continue working together with current members as a collective on future projects.

- Apply under the name of an individual member of the collective who acts as the key contact person and is listed as the submitting representative or “Primary Contact” within the online grant system. **If the application is successful, this person will:**
  - Be responsible for submitting the final report.
- Designate a member of the collective as Payee who is registered with an Individual Practitioner account. Their name and email address (that is associated with their system account) must be listed in the application. **If the application is successful, this person will:**
  - Receive payment of the grant on behalf of the collective.
  - Be issued a T4A for the full grant amount.

### **Eligible Arts or Curatorial Collectives must also:**

- Provide programs that benefit the community at-large and not solely the interests of the collective’s members.
- Engage skilled artistic, curatorial, editorial, and/or administrative leadership (volunteer or paid) for project or service delivery.
- Not be applying on behalf of the activities of a for-profit business.
- Fairly compensate artists, arts and cultural practitioners, technicians, Elders, and Knowledge Keepers. Compensation must align with project context, 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](#).
- Not have any overdue final reports on previous BC Arts Council grants.

### **Ineligible Applicants**

The following organizations are **not** eligible to apply to the Accelerate program:

- Private or for-profit entities (except in the case of for-profit book publishing companies)
- Industrial sites, archaeological sites, heritage sites or historic places
- Organizations dedicated to archives
- Member-funded societies
- Social service organizations
- Collectives with less than 3 members or ad hoc collectives
- Organizations currently receiving \$30,000 or more per year through the BC Arts Council Operating Assistance grant program
- Organizations that solely operate venues or facilities without the primary purpose of artistic production or presentation

## When and How to Apply

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

**Applications – Open:** November 7 | **Close:** December 19 | **Results Expected:** April 2025

**Applications will be accepted until 11:59 p.m. (Pacific Time) on Thursday, December 19.**

Applications will not be accepted after this date.

Organizations and collectives may submit only one application to this grant program.

### New applicants:

- Register and create a profile in the online system to access the online application. Instructions are on our website: [How to Apply Online](#).
- We recommend you register at least 2 weeks prior to the application closing date. **It may take up to 5 business days to process your registration request after we have received all required documents.**
- Additional information may be requested to inform general eligibility and process registration requests. Register early to avoid delays.
- 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.

### To add a new contact or association to your organization:

- See [How to Apply](#) online. Requests may take up to 5 business days to process and approve.

### All applicants:

- Once you are registered in the online system, you will be able to access the online application. We encourage you to read through these guidelines, or talk with a Program Advisor, to make sure your organization or collective is eligible before you apply.

**Registration questions?** Contact [BCArtsCouncil@gov.bc.ca](mailto:BCArtsCouncil@gov.bc.ca) or 250-356-1718 for registration assistance. The BC Arts Council office hours are 8:30 a.m. to 4:30 p.m., Monday to Friday.

## Application Assistance

Organizations with a primary purpose to serve D/deaf or disability arts practices, or collectives led by individual artists or arts and cultural practitioners who self-identify as D/deaf or experiencing disability, may be eligible for the BC Arts Council's Application Assistance.

[Application Assistance](#) pays for support services for creating and submitting grant applications.

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

Note: The Accelerate Program is not eligible for the [Access Support funding program](#).

For more information or to request application assistance, contact:

**Clayton Baraniuk, Accessibility Coordinator at 250-978-9839 or [Clayton.Baraniuk@gov.bc.ca](mailto:Clayton.Baraniuk@gov.bc.ca)**

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



## What is Needed for the Application: Required Support Material

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

You are required to provide support material that best illustrates or demonstrates the nature of the applicant's activities and connection to the region or equity deserving group(s) they represent.

### Required support materials are as follows:

- At least one piece of support material that relates to your public arts and culture programming, services, or public presence as an organization or collective.
  - For example: one image, one minute of audio or video, one pages of either marketing materials, newsletters, brochures, posters, writing, or testimonials.
  - Up to three pieces of support material maximum.
  - Do not include more than one testimonial.
  - A variety of support material is acceptable as long as there is no more than three images or three minutes of audio or video or six pages of written material total across all support materials.
- At least one URL (web) link to publicly available information on your arts and culture programming, services or public presence.
  - This can include links to your webpage(s), social media, event listings, articles or reviews.
  - Up to three URL (web) links maximum.
- Optional: up to three pages of policy or procedures documents if you have referenced them in your application.
- If your request includes the creation of a new job position, a one-page job description is required.

You will be asked to provide written instructions on how to view support materials you upload or link to. In the absence of detailed instructions, the first three images, three minutes of audio or video content, or six pages of written material will be reviewed by assessors in the order they appear in the file upload.

Excess support material, including multiple links to materials within a single uploaded document, will not be reviewed. You are encouraged to test all materials before submitting your application.

## Online Profile Updates Required from Collectives

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

- Current mailing address and primary contact information.
- Shared purpose, creative goal, or mandate of your collective.
- Current list of Collective Members including name, example of previous work, place of residence, and length of time in collective.
- Completed Designated Priority Groups information section (required for funding prioritization).
- Completed Equity Data Tool section. Information provided in the Equity Data Tool will be used as part of the eligibility validation process for this program and must address the equity

deserving group you serve. Organizations and collectives who select “located in Regional areas” on the Designated Priority Groups tab will be validated based on their location.

### Online Profile Updates 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).
- Required upload(s):
  - **For non-profit societies:** a PDF copy of the organization's certified constitution.
  - **For extraprovincial non-share corporations:** PDF copies of the organization's official Certificate of Incorporation under the Canada Not-for profit Corporations Act, Form 4001 Articles of Incorporation, and bylaws.
  - **For community service cooperative associations:** a PDF copy of the organization's certified Memorandum of Association and bylaws.
  - **For all other applicants,** a statement of the primary purpose of the organization.
- Completed Designated Priority Groups information section (required for funding prioritization).
- Completed Equity Data Tool section. Information provided in the Equity Data Tool will be used as part of the eligibility validation process for this program and must address the equity deserving group you serve. Organizations and collectives who select “located in Regional areas” on the Designated Priority Groups tab will be validated based on their location.
- Signed financial statements for your two most recent completed fiscal years. See details below.

### Financial Statement Requirements

All organizations (except collectives) 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 make sure 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: <b>Notice to Reader/Compilation Engagement Report</b>
\$40,001 - \$100,000	Independently prepared financial statements: <b>Review Engagement</b>
Greater than \$100,000	Independently prepared financial statements: <b>Audit</b>

Note: Balance sheets and/or ledgers alone are not considered complete financial statements.

**Resource:** Samples of a Balance Sheet and Revenue and Expense Statement (Income Statement) are available through the [Community Gaming Grants application resources, under Example Documents](#).

## How Decisions Are Made

Your application will be evaluated by a group of people who work in the Arts and Culture sector (assessors). The assessors will read and score your application. They will base their scores on the categories and criteria listed below. Your application scores will be compared to other application scores. The assessors will rank or order the applications. The highest ranked applications will get funded.

## How assessors assign scores

Each criteria category has a percentage of the total score (for example - 20% out of 100% equals a score out of 20 for that category). Compelling, detailed, and specific reasons, with strong evidence and clear responses to the criteria will score higher. Vague, wordy or confusing answers, not addressing questions, or not responding to the criteria will score lower.

## 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](#)

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.

## 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 artistic 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 below 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.

## Assessment Criteria

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### RECONCILIATION, EQUITY, DIVERSITY, INCLUSION AND ACCESS - 20%

The assessors will consider:

- How your organization's programming or services align with these BC Arts Council priorities.
- The opportunities you can offer to equity-deserving or under-represented communities.
- How you support truth and reconciliation with, serve, or include Indigenous peoples of Canada.
- How diverse and inclusive your leadership, human resources and outreach activities are.
- Your policies or practices for accessibility and cultural integrity.

## ORGANIZATIONAL AND COMMUNITY IMPACT- 30%

The assessors will consider:

- How this multi-year funding will increase your capacity, stability, or success.
- How your history, official purpose(s) and public presence impact your community or inform your direction.
- How your board of directors, staff, membership and/or volunteers reflect your community.
- How your artistic and cultural leaders, or the contracted arts and cultural practitioners you hire reflect your community.
- What you plan to do with the funding and how it will reach and impact your community.

## CONTRIBUTION TO ARTS AND CULTURE PRACTICES AND PRACTITIONERS- 30%

The assessors will consider:

- How significant or relevant your public presence, programming, or services are to practitioners in your community and B.C.
- How your activities support, promote or benefit the artistic or cultural practices of your community.
- The quality and scope of your activities, and how they reflect your community.

## ORGANIZATIONAL READINESS - 20%

The assessors will consider:

- How reasonable, appropriate, and adequate your budget is for your activities or goals.
- Your previous success doing similar activities in the past.
- Your connection to existing and potential partners and supporters.
- Your practices for fair payment, equitable opportunities, and a safe work environment.

## Notification of Results

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The BC Arts Council's strives to inform each applicant of the results of the assessment process no later than 16 weeks after the application closing date.

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.

## Feedback

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

## Payment of Grants

Award payments are subject to an authorizing appropriation under the *Financial Administration Act*.

The BC Arts Council reserves the right to redistribute, delay, or suspend payments if the recipient:

- Does not carry out its planned program of activities.
- Undergoes major changes in artistic or administrative direction.
- Does not meet its obligations as a grant recipient, including submission of final reports.
- Fails to comply with legal obligations.
- Fails to respect the commitment to provide a safe and respectful workplace free from harassment, discrimination, and sexual misconduct.

Grants 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 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. You will not be able to submit future applications to BC Arts Council grant programs if reporting requirements are not met.

### Recognition of Grants

In recognition of grant funding, BC Arts Council and the Province of British Columbia's support should be acknowledged in all promotional materials, both print and online. The approved BC Arts Council logo and Province of British Columbia logo is available as a join file in a single download in a variety of ready-to-use digital formats. Find logo downloads and accompanying graphics standards and usage guidelines [online](#).

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

### Confidentiality of Information

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

### Contact us. We are here to help.

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If you have questions after you have reviewed these program guidelines and the [Frequently Asked Questions](#) on the BC Arts Council website, or have barriers in understanding written material, contact a Program Advisor.

We also recommend that applicants, especially first-time applicants, contact a Program Advisor before preparing an application. Program Advisors at the BC Arts Council can clarify eligibility and application processes and requirements.

BC Arts Council office hours are 8:30 a.m. to 4:30 p.m. (Pacific Time), Monday to Friday.

**Clayton Baraniuk** – Program Advisor  
250-978-9839 | [Clayton.Baraniuk@gov.bc.ca](mailto:Clayton.Baraniuk@gov.bc.ca)

**Anissa Paulsen** – Program Advisor  
236-478-2560 | [Anissa.Paulsen@gov.bc.ca](mailto:Anissa.Paulsen@gov.bc.ca)

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

## About the BC Arts Council

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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.

## What is Needed for the Application: **Application Checklist**

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Be sure you have included or completed the following before you submit your application. You will not be contacted to address errors or missing requirements. Applications are assessed as submitted.

### **Before you start:**

- Review the application preview and program guidelines for specific requirements.
- Call a Program Advisor if you need to confirm eligibility or if you have questions.
- New applicants: Register in the BC Arts Council online system.
- Add [NoReply@BCArtsCouncil.ca](mailto:NoReply@BCArtsCouncil.ca) to your safe senders list.
- Complete and submit any overdue final reports on previous BC Arts Council grants.
- Update your online Organization or Collective Profile on the BC Arts Council online grant system. See details in the program guidelines above.
- Complete the Designated Priority Group and Equity Data Tool sections in your online organization or collective profile.

### **Application Responses:**

- Indicate how your organization or collective is eligible for the Accelerate program.
- Complete the Organization Information and Accelerate Community sections.
- Enter your Accelerate start date and the funding amount you are requesting.
- Answer all mandatory text-based questions, including:
  - A description of your eligible Accelerate Community (Regional Area or Equity-deserving group(s)).
  - The Accelerate Details section related to the impact on your eligible Accelerate Community, and its reflection in your organization, activities and programming.
  - Descriptions of accessible and equitable approaches to your work environment, practice, activities, or engagements (as required).
- For organizations not currently receiving BC Arts Council Operating Assistance: Complete the Budget Form. Include all of your activities, revenues and expenses for the full year in which the first installment of Accelerate funding would be applied.

### **Uploaded documents:**

- Upload at least one piece of support material that relates to your programming or services (up to three pieces maximum).
- Provide at least one URL weblink to publicly available information on your organization or collective (up to three URL weblinks maximum).
- Describe why you chose the support material pieces and how to view them.
- Optional: Upload up to three pages of policy or procedure documents (if referenced in your application).
- Upload a one-page Job Description (if applicable).

### **And finally:**

- Share your feedback in the Feedback tab (optional).
- Review the Assessment Criteria to be sure your answers address the program priorities.
- Ask a friend or trusted advisor to review your application for clarity, omissions, errors, etc.
- Read the Declaration tab and complete the acknowledgement.
- Submit your application!**