

# COMMUNITY ARTS FESTIVALS

## Project Assistance Program Guidelines 2024/25

### Grant Program Summary

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**Applications – Open:** January 6 | **Close:** February 18 | **Results Expected:** March 2025

**Who Can Apply:** Community Arts Organizations, Indigenous community organizations or Indigenous governments in B.C. that offer regular arts and cultural programming. See details in [Who Can Apply](#) section.

**What Can Be Funded:** This grant can only be used to support artist, technician, Elder and Knowledge Keeper fees as part of an eligible community arts festival. See details in [What Can Be Funded](#) section.

**Maximum funding amount:** \$6,000

**Next Intake:** This grant program is expected to open again in 2026. A [Grant Program Calendar](#) showing our annual grant program schedule is available on our website.

### 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 ɫəkʷəŋən (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 with each program intake.**  
Be sure you are working with the most current guidelines.  
Any updates to guidelines made after the grant program opens will be **highlighted**.

## About Project Assistance: Community Arts Festivals

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**Project Assistance: Community Arts Festivals** supports the artistic development of local, community-based arts festivals by providing a grant to directly support fees paid to B.C. or Canadian professional artists and technicians, as well as Elders or Knowledge Keepers engaged in the festival.

An eligible community arts festival is an event that:

- Is an existing festival, which has happened at least once before.
- Has a primary purpose focused on the arts, with related or thematic arts and cultural activities and supports development of the arts at a community level.
- Is presented in B.C. within a concentrated time and place and is longer than one day in duration.
- Has performances or presentation of artworks to the public.
- Facilitates the exchange of local ideas, narratives, or issues that engage community participation through the arts.
- Grows relationships between artists and the local community.
- May feature a combination of local and touring artists.
- Is presented by an eligible [community arts organization](#), Indigenous community organization, or Indigenous government that offers regular arts and culture activities.
- Is organized primarily by volunteers (but may also have a dedicated coordinator).
- Shows community involvement, including financial or in-kind support of local government, volunteers, business, or community and arts and cultural organizations.
- Has appropriate planning related to healthy workplaces, including emergency preparedness.

See [What Can Be Funded](#) below for more information and examples of festivals and expenses this grant program supports.

## Who Can Apply

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All applicants are encouraged to discuss eligibility with a Program Advisor before applying if their questions are not answered in these guidelines. Your application will not be forwarded for assessment if your organization does not meet all of the eligibility points below.

**To be eligible, organizations must either be:**

- A [Community Arts 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 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.

**NOTE:** For the purposes of eligibility for this grant program, [Community Arts Organizations](#) are non-profit:

- Community arts councils
- Community driven, generally non-professional, volunteer-managed arts, and culture organizations
- or
- Community-based arts and cultural centres, whose primary purpose is community-centered engagement and access to the arts.

Community Arts Organizations offer a range of programming focused on enriching a specified community through a variety of arts disciplines and experiences, using a grassroots approach to providing wider service to the community beyond their membership. Although generally community-led, community arts organizations may also engage and collaborate with professional artists, arts and cultural practitioners, arts administrators, Elders or Knowledge Keepers.

**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 staff and board members based in B.C.; and
  - 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.

**To be eligible, these organizations must also:**

- Provide public arts and culture programming and engagement (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 before the application closing date.
- Provide programs that benefit the community at-large and not solely the interests of its non-profit society members.
- Engage community-based board leadership and, if applicable, skilled artistic or administrative leadership (paid or volunteer).
- Fairly compensate artists, arts and cultural practitioners, technicians, Elders, and Knowledge Keepers. Compensation must align with project context, community context or relevant 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 for this grant:

- Arts and culture organizations currently eligible for, or receiving, grants through BC Arts Council programs that serve professional organizations, including (but not limited to): Project Assistance: Professional Arts Festivals, Project Assistance: Museums and Indigenous Cultural Centers, Project Assistance for Performing, Visual or Media Arts Organizations.
- Cultural organizations without a specific arts purpose or established arts programming.
- Industrial sites, archaeological sites, heritage sites, or historic places.
- Organizations dedicated to archives.
- Community choirs that are attached to, or affiliated with, educational, religious, or military institutions.
- Community service non-profit organizations that do not have arts and culture as their primary purpose and where the majority of their programming/activities are not arts-centred, even if they offer some arts programming or activities.
- Private or for-profit entities.
- Social service organizations.
- [Member-funded societies](#).
- Educational institutions.
- Local governments.

## What Can Be Funded

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**Grants are provided to support the following fees as part of an eligible community arts festival:**

- Artistic or technical fees for B.C. or Canadian professional artists and technicians (for example, video, audio, and lighting technical work, but not for project coordination, administration, or project management work).
- Fees for Elders or Knowledge Keepers.

## Examples of Eligible Festival Activities

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

**Examples of eligible festival activities include but are not limited to:**

- A community arts council presenting a three-day arts focused festival that has arts programming scheduled over all three days, including performances, workshops, and exhibitions, where professional artists are being paid to perform, teach, and show or demonstrate their work.
- An Indigenous (First Nations, Métis, Inuit) Government or community organization offering a powwow over a two-day period that pays artists and performers.
- A small-scale community-driven literary arts festival that is primarily co-ordinated and programmed by volunteers who have a passion for books and writing, which pays authors to attend and present their works to the general public.

- A community-based, non-professional film organization offering a film festival that has a week of film screenings and artist talks from professional and amateur film makers who are connected to that community or focused on a thematic interest and are paid to present and discuss their film.

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

- A professional arts organization offering an ongoing multi-day festival, projects embedded within ongoing multi-day festivals, and other activities eligible within the Professional Arts Festivals program.
- A community art club holding an art exhibition and sale.
- A community performing arts organization offering a concert or performance on one day, or over consecutive days.
- An arts council offering a weekly series of performances over the summer.
- An arts training or professional development program where the primary focus is workshops or classes focused on skills development, with an exhibition or performances at the end of the training.
- Community festivals where the arts are not the primary focus or purpose of the festival.
- Projects or activities where there is no engagement with professional artists, technicians, Elders, or Knowledge Keepers, and there is no set payment of fair compensation for their participation in the arts festival programming.

### Required compensation within project activities

Eligible projects must include appropriate payment to the artists and arts and cultural practitioners engaged in the festival. At a minimum, payments to artists should be consistent with project context, community context, and/or industry standards as applicable (for example, recommended rates set by an arts service organization, professional association, or by established practitioners within the field of practice). Payment structures that are not guaranteed, or that risk low or non-payment to artists and other arts and cultural practitioners 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.

**RESOURCE:** The First Peoples' Culture Council [Working with Elders](#) document was developed as a free resource to support anyone interested in engaging with Elders and Knowledge Keepers.

### Exclusions – What Will Not Be Funded

**Grants are not available to support:**

- Operating expenses.
- Project phases or activities that begin before the program application deadline.
- Project deficits, budget deficits or contingency funds.

- [Capital expenses](#) (for example, construction, renovation, or purchase of property or equipment).
- Feasibility studies, start-up costs, or seed money.
- Projects and activities that do not meet the definition of a community arts festival, are not based on artistic or curatorial decision making, or where arts and culture is not the primary focus, including performance series; cover bands; art and craft fairs; fundraising activities; conferences; conventions; symposia; concerts; family, religious, anniversary, or community celebrations.
- Contests and competitions, except if competition is integral to the art form or cultural practice, for example: hip-hop and street dance, poetry slams, powwows.
- [Subsistence](#) paid to artists or arts and cultural practitioners.
- Costs of producing commercial recordings or demo reels.
- Projects where arts therapy, health or therapeutic work is the primary project focus or outcome.
- Curriculum-based activities or projects, including those related to continuing education or post-secondary programs.
- Projects or activities that are primarily intended for or focused within creative industries or the commercial sectors (including: architecture, commercial fashion design, commercial film and television, commercial music activities, 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 Live Performance Network, or Creative BC.

## When and How to Apply

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

**Applications – Open:** January 6 | **Close:** February 18 | **Results Expected:** March 2025

**Applications will be accepted until 11:59 p.m. (Pacific Time) on Tuesday, February 18, 2025.**

Applications will not be accepted after this date.

Organizations 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 before 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 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 create your online profile and 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 and festival 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.

## Accessibility Supports

Organizations with a primary purpose to serve D/deaf or disability arts practices may be 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 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](mailto:Clayton.Baraniuk@gov.bc.ca)**

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

## Grant Amounts

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Maximum request amount is \$6,000.

Applicants may request:

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

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

NOTE: The project budget must balance in-kind revenues with in-kind expenses.

**Only one application per organization is accepted.** The grant can only be used to pay fees listed under [What Can Be Funded](#).

All eligible applicants with eligible and feasible festival projects and fee requests will receive some level of funding. BC Arts Council intends to support successful applications at 100% of the request. However, in some cases grants may be awarded for less than requested. See [Assessment Process](#) for details.

## What is Needed for the Application

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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 arts festival, including:
  - Summary of the proposed arts festival, with rationale, objectives, and intended impacts of the festival.
  - Festival dates, location, schedule of artistic and cultural performances and activities, website and expected attendance.
- List of confirmed or proposed B.C. or Canadian professional artists and technicians, and Elders or Knowledge Keepers, including names, the fees they are to be paid, and their biographies (maximum 250 words each) in the table provided.
  - If only a proposed list is available, also provide the list of B.C. or Canadian professional artists and technicians, and Elders or Knowledge Keepers engaged in last year's festival and the actual fees each were paid.
  - Indicate Confirmed, Proposed, or Last Year for each person or group listed.
- Detailed project timeline or work plan starting after **February 18, 2025**.  
**NOTE: Notification of results is generally 16 weeks after the application submission deadline so plan accordingly if your festival is dependent on this grant funding.**
- Balanced arts festival project budget. Be sure to:
  - Use the Festival Budget Table provided in the application.
  - Provide the entire festival budget.
  - Include detailed notes on the budget.
  - Show a diversity of revenue sources with amounts noted as either confirmed or pending.
  - Include the Project Assistance: Community Arts Festivals program funding request.
  - Make sure Amount Requested in the application matches the BC Arts Council request amount in the Festival Budget Table.
  - Make sure any in-kind contribution amounts listed as revenue are also entered and noted as a corresponding in-kind expense item; in-kind revenues must balance with in-kind expenses.
- 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.

### 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.

Only submit support material that is related to your festival 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.

You are encouraged to test all materials before submitting your application.

#### Required support material for this application includes:

- One PDF copy or URL weblink of the most recent art festival brochure, program, or art festival schedule, which details the full schedule of artistic and cultural activities and programming throughout the festival.
- Letters from up to two festival partners or collaborators (if applicable) confirming the nature of their participation in the festival (maximum two letters, one page each). **Do not include general letters of support.**

### 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 (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).
- 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 Statements Required from Organizations

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 make sure a set of financial statements for each year has been uploaded to your profile.

**Not-for-profit organization's 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.

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](#).

**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>

## How Decisions Are Made

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All eligible applicants with eligible and feasible festival activities and fee requests will receive some level of funding. BC Arts Council intends to support successful applications at 100% of the request. However, in some cases grants may be awarded for less than requested.

## 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 an internal assessment committee made up of BC Arts Council staff who are knowledgeable and experienced in relevant artistic activities or fields of practice.
- The assessment committee evaluates eligible applications using the assessment criteria below and a formula-based assessment tool to determine the grant amount 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 decision in writing.
- Applicants may check the status of their application at any time through the online system.
- All results are final.

## 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 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 Criteria

### ALIGNMENT WITH EXTENDING FOUNDATIONS: ACTION PLAN

- 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.

### FEASIBILITY

The assessment committee will consider the feasibility of the project based on:

- Achievability of the proposed activities as determined by sound budgets, planning, resource allocation, and the applicant's overall organizational capacity.
- Level of experience in realizing comparable projects.
- Commitment to fostering a healthy, sustainable work environment, by providing fair pay, equitable employment, cultural competency, cultural safety, and a safe and respectful work environment.
- Demonstrated outreach to ensure local Indigenous protocols are followed, such as compensating Elders and Knowledge Keepers fairly in accordance with local protocols and acknowledgment of traditional territories.

### FINANCIAL CONSIDERATIONS

The assessment committee may also consider the following:

- Demands on the grant program's available budget.
- Festival budget size and total eligible fees paid to B.C. or Canadian professional artists and technicians, and Elders or Knowledge Keepers.

### Notification of Results

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

### 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 of the completed project to the BC Arts Council within 30 days of the Project End date in the application. Final Reports must be submitted through the online system. Future applications from the applicant to BC Arts Council grant programs will not be accepted if reporting requirements are not met.

### 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 applicant's 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.

### Confidentiality

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 the 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 completely read through these program guidelines and the [Frequently Asked Questions](#) on the BC Arts Council website, contact a program advisor.

**Krista Patterson** – Program Advisor  
236-478-2550 | [Krista.Patterson@gov.bc.ca](mailto:Krista.Patterson@gov.bc.ca)

**Justine Shore** – Program Advisor  
250-940-8538 | [Justine.Shore@gov.bc.ca](mailto:Justine.Shore@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.



## PROJECT ASSISTANCE: Community Arts Festivals Application Checklist

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### Before you apply:

- Read through the program guidelines and application form or preview.
- Call or e-mail the Program Advisor if you need to discuss eligibility or if you have questions.
- New applicants:** Register in the BC Arts Council online system to gain access to the online application. **See New Applicants section for registration approval timeframes.**
- Check that you do not have any overdue final reports on previous BC Arts Council grants.
- Plan to submit your application at least two days before deadline to avoid last-minute technological issues.
- Proofread (or have someone else proofread) your application before you submit it.

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

- Update your mailing address and other contact information.
- Ensure signed financial statements, as detailed above, have been uploaded.
- Update your Board list and Staff list.
- Ensure your organization's certified constitution (for not-for-profits) or statement of purpose (for all other organizations) has been uploaded. Do not include by-laws.
- Complete/update the Designated Priority Groups Questionnaire.
- Complete/update the Equity Data Tool (to be considered for funding prioritization).

### In your Application:

- Include a project start date and end date that is after the application submission deadline.
- Check the amount entered in the request amount field in the application matches the request amount entered in your Budget Table.
- Include concise descriptions of your organization's activities and practices, the project, the participants or specific communities and your relationship with them, the creation process, and the intended impacts of the project.
- Upload a project timeline or workplan beginning after the application submission deadline.

### Pop-out forms to complete in the application:

- List of confirmed or proposed B.C. and Canadian professional artists, technicians, Elders and Knowledge Keepers to demonstrate total request up to \$6,000.

### Project Budget Table with notes explaining amounts

- Include the Project Assistance: Community Arts Festivals funding request on the correct line in the budget revenue section.

### Documents to Upload:

- One PDF copy (or URL link) of the most recent community art festival brochure or program schedule.** Note: If this material does not contain a programming schedule, upload an additional PDF that details the full schedule of artistic and cultural activities and programming that was presented at the festival.
- 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.