Arts Circulation and Touring
Program Guidelines 2025/26 - For Individuals

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

Grant Program Summary

Applications –   **Open:** March 5 | **Close:** April 16 | **Results Expected:** July 2025

Who Can Apply: Individual established artists in all disciplines, arts administrators and artistic support staff, museum or Indigenous cultural centre professionals, production and technical personnel. See Who Can Apply section.

Program Purpose: This program supports circulation and touring activities both within British Columbia and outside of the province, to enhance professional and artistic opportunities and exposure of B.C. artists, collectives, and arts organizations regionally, nationally, and internationally.

Maximum funding amount: $25,000

Next Intake: This grant program is expected to open again in fall 2025. However, grant program reviews are currently underway and program delivery timing is subject to change.

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 web page, contact a Program Advisor.

- **Organizations & Collectives**: Breanna Fabbro – 604-558-9360 – Breanna.Fabbro@gov.bc.ca
- **Individuals:** Clayton Baraniuk – 250-978-9839 – Clayton.Baraniuk@gov.bc.ca

A full list of program staff is available on [our website](#).

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

Table of Contents

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 <mark>highlighted</mark>.

About Arts Circulation and Touring

Arts Circulation and Touring supports eligible arts and culture organizations, arts and curatorial collectives and individuals with circulation and touring activities both within British Columbia and outside of the province. Grants received in this program are intended to enhance professional and artistic opportunities and exposure of B.C. artists, collectives, and arts organizations regionally, nationally, and internationally.

Assistance through this program is available to arts and culture organizations, collectives and to individual art and culture practitioners through two categories outlined below.

For Organizations and Collectives (see Guidelines for Organizations)

For Individuals (use these Guidelines).

Grants are not available through this program to support projects that are primarily focused on the creation or development of new works or programming, or for self-directed or produced activities.

There are <u>two</u> categories of Arts Circulation and Touring grants:

Category 1 Outbound Activity

- Circulation and touring of artistic and cultural works originating from the applicant to specific venues* or events inside or outside of British Columbia.
- Single artistic touring or travel opportunities.
- Participation in events focused on the promotion, planning, or network development for the purposes of future circulation and touring opportunities.
- Outbound activities must take place at least 80km away** from the applicant's home base.

Category 2: Inbound Activity

- Hosting, presentation, and circulation of artistic and cultural performances, exhibitions, and works originating inside or outside of the province to specific venues* or events within British Columbia
- Bringing in Artists or Artistic Leadership for planning the presentation or hosting of work, including research and development of possible tours/circulation engagements
- Bringing in Artists or Artistic Leadership for network development opportunities related to the presentation/hosting of work.
- Inbound activities must originate at least 80km away** from the applicant's home base.

*Venues can include: a theatre, gallery, library, museum, festival site or space, community centre, or any other space or site where the activity is taking place.

**Other determining factors such as relative isolation, travel via ferry, cumulative distances, etc. may be taken into consideration.

Projects which used to be eligible under the "Digitization and Translation – PILOT" stream may now be eligible to apply for a discipline-specific Project Assistance Grant or Arts Impact Grant instead. Please contact a BC Arts Council Program Advisor to learn more.

Examples of Eligible Projects

Applicants are encouraged to discuss the eligibility of their project with a Program Advisor before applying. Ineligible applications will not be forwarded for assessment.

BC Arts Council project grant programs provide one-time grants for specific projects that encourage enhanced professional and artistic opportunities and exposure of B.C. artists, collectives, and arts organizations regionally, nationally, and internationally. Project grants are not meant to cover ongoing expenses.

Category 1: Outbound Activity

Examples include (but are not limited to):

- Applicants based in Southern B.C. touring their artistic and cultural performances, exhibitions, or works to a hosting organization in Northern B.C.
- Applicants based in B.C. touring their artistic and cultural performances, exhibitions, or works to international hosting organizations.
- Single artistic opportunities involving travel that will provide long-term benefits or impact to the applicant and arts and culture in B.C.
- Travel for research and development of tours or circulation engagements.
- Participation in events focused on the promotion of work for future circulation and touring opportunities.
- Traveling to a conference or event for network development opportunities.

Category 2: Inbound Activity*

Examples include (but are not limited to):

- Applicants based in B.C. hosting artistic and cultural performances, exhibitions, or works that originate from artists or arts and culture organizations located elsewhere in B.C.
- Eligible B.C.-based applicants hosting artistic and culture performances, exhibitions, or works that originate from artists or arts and culture organizations located anywhere outside of B.C.
- Bringing in a group of organizers for the planning for the presentation or hosting of work, including research into and development of possible tours/circulation engagements.
- Bringing in artistic leads from various groups for networking development opportunities related to the presentation or hosting of work.

All Categories:

- Only activities taking place after the application is submitted will be eligible for support.
- The focus of this program is supporting the mobility and circulation of artistic and cultural works and programming.

- Applicants working on collaborative projects may submit separate applications, but specific phases or separate components must be clearly described by each applicant. The same project activities and expenses will not be funded through multiple grants.

Please see what is needed for each category under [What is Needed for the Application](#).

Examples of activities that are <u>not</u> eligible for support in this program:
- Projects that involve or focus on the research, development, or creation of new works or programming. For creation-based projects, consider applying for a discipline-specific [Project Assistance Grant.](#)
- Tours or opportunities that are self produced, uncompensated, or based upon fee structures that are not guaranteed, such as activities where splitting door sales or box office is the only payment received. See "Required artist compensation within project activities" section below.
- Outbound and Inbound presentations, circulation of artistic and cultural performances, exhibitions, and works that do not have confirmed dates, locations, artists or where letters of confirmation cannot be provided.
- General operating expenses and activities, ongoing expenses, or regular or annual artistic programming plans. Operating Assistance clients are eligible to apply for projects outside of their regular or annual programming.
- Projects or activities that do not involve or benefit artists or arts and culture practitioners and professionals.
- Projects or activities that do not have a clearly defined arts and culture focus.

Grant Amounts

Maximum request amount is **$25,000**.

Applicants may request a grant amount up to **100%** of the total eligible project budget.

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

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

*Required artist compensation within project activities

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

RESOURCES: The following links provide guidelines on what artists should be paid for their copyright and other professional services.

> CARFAC (Canadian Artists' Representation / Le Front des artistes canadiens) https://www.carfac.ca/
> CAEA (Canadian Actors Equity Association) https://www.caea.com/
> CFM (Canadian Federation of Musicians) https://cfmusicians.afm.org/
> CADA (Canadian Alliance of Dance Artists) https://cadawest.org/
> IMAA (Independent Media Arts Alliance) https://www.imaa.ca/

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:

- General operating expenses and activities, ongoing expenses, or annual artistic programming.
- Project phases or activities that begin before the application is submitted.
- 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 or activities that are not based on artistic or curatorial decision making, or where arts and culture is not the primary focus.
- Fundraising activities.
- Family, religious, or community celebrations; or anniversaries.
- Art Fairs, Contests and competitions, except if competition is integral to the art form or cultural discipline, for example: hip-hop and street dance, poetry slams, powwows.
- Podcasts and radio programming that are not embedded within established artistic practice or specifically dedicated to the dissemination of artistic works.
- Subsistence to artists or arts and cultural practitioners.
- Costs of producing commercial recordings, demo reels or publications.
- Curriculum-based activities or projects, including those related to continuing education or post-secondary programs (except in the case of professional arts training organizations).
- Projects or activities that are primarily intended for or focussed within creative industries or the commercial sector (with the exception of book publishing) including architecture, commercial fashion design, commercial film and television, commercial music activities, culinary arts, games, sports, recreation, mass media, journalism, podcasts, graphic design.
- Projects where arts therapy, health or therapeutic work is the primary project focus or outcome.
- 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.

Who Can Apply

All applicants are encouraged to discuss eligibility with a Program Advisor before applying. Ineligible applications will not be forwarded for assessment.

Applicant Eligibility

To be eligible, you must:

- Be a Canadian citizen or Permanent Resident of Canada.

- Be a B.C. resident who ordinarily resides in B.C. and has lived in B.C. for at least 12 continuous months immediately prior to submitting an application. 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 discipline.

- Be committed to working full-time at your practice when financially possible.

- Demonstrate professional status by submitting a CV or resume that indicates the following:

  o Details about the appropriate and relevant training you have completed in your discipline 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.

  o Have a minimum two years of being paid to do your work in your field following basic training.

  o Meet discipline-specific criteria outlined below:

    o **Performing Artists**: A demonstrated body of previous professional work for which you have received professional fees.

    o **Visual or Craft Artists**: At least two professionally curated shows or exhibitions for which you have received professional fees.

    o **Visual Arts Critics or Curators:** Curated two or more exhibitions or published two or more works of critical writing for which you have received professional fees.

    o **Media Artists:** Directed, created, or held creative control on at least one project subsequent to basic training for which you have been paid professional fees. This may include student works which have been professionally exhibited or screened.

    o **Creative Writers**: At least one book (or equivalent – 40 pages of poetry or 120 pages of prose) professionally published.

    o **Arts Administration, Publishing, Producer, Artistic Support Staff**: Two or more years of full- or part-time paid employment (permanent or contract) in arts or cultural administration or artistic support at an arts organization, or at a professional book or periodical publisher.

    o **D/deaf, Disability and Mad Arts:** A demonstrated body of work in or across any artistic practice for which you have received professional fees.

    o **Community-Engaged Arts Practice:** Facilitated two participatory arts projects in a community setting or learning environment.

- o **Multi- and Interdisciplinary Practice: A** demonstrated body of professional public work that integrates multiple fields of practice, and for which you have received professional fees.
- o **Museum or Indigenous Culture Centre Professionals:** Two or more years of full- or part-time paid employment (permanent or contract) in a museum or Indigenous Cultural Centre.
- o **Production and Technical Personnel:** Two or more years of full- or regular part-time paid employment (permanent or contract) in arts and cultural production or as a technician in an arts and culture institution, organization, or venue.

OR

- **For Indigenous Artists:** Have received at least one grant through the First Peoples' Cultural Council 's Indigenous Arts Program and have submitted any outstanding final reports for that grant.

To be eligible, all applicants must also:

- Not be working under a private or for-profit entity.
- 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 an activity; if you have applied twice unsuccessfully for the same activity, the proposal must be substantively changed.
- Not have any overdue final reports on previous BC Arts Council grants.

When and How to Apply

Submit your application through the online grant system.

Applications – **Open:** March 5 **| Close:** April 16 **| Results:** July 2025

Applications will be accepted until 11:59 p.m. (Pacific Time) on Wednesday, April 16, 2025.

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

You can receive only one Arts Circulation and Touring grant per BC Arts Council fiscal year (1 April to 31 March).

Unsuccessful applicants may re-apply with the same project in a different intake. If an applicant is unsuccessful twice with the same project, the application and proposed activity must be substantively changed.

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.
- **Additional information may be requested in order to process registration requests. Register early to avoid delays.**
- It may take up to 5 business days to process your registration request <u>after</u> we have received all required documents**.**
- You will receive an email when your registration request is approved. Once approved, you will be able to create your profile and access the online application.
- Add the email address **NoReply@BCArtsCouncil.ca** to your safe senders list and check your spam folders.
- **Please note: Approval of your registration in the online system does not indicate eligibility for this program.** To verify eligibility, contact a program advisor before applying.

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 to make sure both you as an individual applicant, and your activities are eligible before you apply. Contact a Program Advisor if you have questions.

Registration questions? Contact 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 Support

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

Application Assistance pays for support services for creating and submitting grant applications.

Access Support provides funding to support access costs associated with a project funded by a BC Arts Council grant.

These programs do not provide funding for audience accessibility or day-to-day access costs outside 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 online at BCArtsCouncil.ca/accessibility.

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 applicant checklist is included at the end of these guidelines.

A complete application must include:
- Details outlining the proposed project including:
  - Summary of the proposed project with rationale, objectives, and outcomes.
  - Project Start Date (which can be any time after the application is submitted) and a realistic Project End Date.
  - Detailed project itinerary, timeline, programming, outreach, market development or work plan (as applicable – see Required Support Material).
  - Completed Project Team Table, including name, responsibility, current location, confirmation of participation and 100-word biography for each member of the project's team.
- Balanced project budget. Be sure to:
  - Use the Project Budget Table provided in the application.
  - Include detailed notes on the budget.
  - Indicate whether revenues are confirmed or pending.
  - Balance in-kind revenues with in-kind expenses.
  - Make sure Amount Requested in the application matches the request amount in the Project Budget Table.
  - Artist fees in Budget Table must match artist fees in written confirmations.
  - Not exceed the $25,000 grant request amount
  - Ensure you budget is balanced. We do not fund project or budget deficits and contingency funds.
- 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 sign language formats. See instructions within the application.

Required Support Material

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

- Do not submit any additional support material outside of what is required below.
- Excess support material, including multiple links to materials within a single uploaded document, will not be reviewed and may negatively impact the assessment of your application.
- You are encouraged to test all materials before submitting your application.
- If you have questions about support material, contact a Program Advisor.

Required support material for this application includes:

- **For Outbound Circulation and Touring Activities:**
  - Written confirmation(s) from a hosting organization(s) and/or venue(s) that list the dates and compensation (including in-kind contributions like travel, accommodations, or other benefits).
  - An itinerary, timeline and workplan of touring and circulation activities, which includes audience and/or market development plans, specific circulation strategy, or public programming/outreach plans (as applicable)

- **For Inbound Circulation and Touring Activities:**
    - Written confirmation(s) from the artist(s) or organization(s) engaged for the inbound activity that lists the dates, fees, activities, and terms of the project.
    - An itinerary, timeline and workplan of touring and circulation activities, which includes audience and/or market development plans, specific circulation strategy, or public programming/outreach plans (as applicable)
- **For promotion, planning, or network development activities:**
    - A letter of invitation or confirmation from hosts (outbound) or attendees (inbound), or proof of registration, listing any additional benefits provided such as festival passes, workshops, or in-kind contributions.
    - An itinerary and timeline of networking opportunities, scheduled meetings, or outreach plans.
- A Resume or curriculum vitae of the applicant and the lead artist(s) involved with the project (as applicable).
- Letters from up to two partners or collaborators (as applicable) confirming the nature of their participation in the proposed project (maximum two letters, one page each). **Do not include general letters of support.**
- Completed Inventory Form Table listing information about the image, video, audio, or text files you are including.
- Examples of work relevant to the proposed project, to demonstrate the scale and scope of the work to be circulated or toured, **up to a maximum of**:
    - **5 images**

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

    OR
    - **5-page sample of written work such as script excerpts, artistic statements, or curatorial concepts**

    AND
    - **3 pages of relevant press, critical writing, or documentation**. Do not submit testimonials or reference letters.

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). Contact a Program Advisor if you have questions about the maximum amount of support materials.

How Decisions Are Made

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 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.

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.

Assessment Criteria

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

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

The areas of assessment for this grant program are outlined below along with their relative scoring percentage.

Keep these criteria in mind as you complete your application.

ARTISTIC AND CULTURAL CONTRIBUTION AND ENGAGEMENT (50%)

The assessment panel will consider:
- The relevance of the project to the communities the applicant serves, as demonstrated through programming, audience development, outreach, editorial, or curatorial choices.

- How well the applicant can identify the communities it serves.
- The level of artistry, risk, originality, and production values achieved in the proposed activities.
- The significance or unique nature of the opportunity presented by the proposed activities.
- Strategies to engage new audiences, communities, or networks.
- Integrity of the project including ethical approaches to:
  Research, collaborative processes, contributors, source materials, cultural considerations, and protocols.

IMPACT ON THE APPLICANT AND COMMUNITY (30%)

The assessment panel will consider the:
- Potential impact or benefits to the applicant's artistic or professional practice, including the timeliness, urgency, and relevance of the activities for the applicant's exposure and professional growth.
- Impacts of the project on B.C.'s arts and culture sector, including but not limited to:
  - Contribution to the art form or practice, including reclamation, preservation, or innovation.
  - Contribution to rural and remote communities.
  - How the project addresses an identified need in the sector.
- The significance of the project relative to BC Arts Council priorities of reconciliation, equity, diversity, inclusion, and access.
- Meaningful contribution to equity-deserving and under-represented artistic practices, arts practitioners, and cultural communities.
- The level of accessibility and engagement, including but not limited to physical spaces, cultural safety, affordability, and support for diverse participants or those who experience barriers or disability.

FEASIBILITY (20%)

The assessment panel will consider the:
- Applicant's experience and capacity to undertake the proposed project.
- Clarity of the work plan or timeline.
- Clarity and appropriateness of the budget, including fair compensation for all participants.
- Measures in place to ensure the safety of all participants, including physical, emotional, cultural.
- The overall suitability of the circulation or touring opportunity to the applicant's stated artistic and/or development goals.

Notification of Grants and Feedback

The BC Arts Council 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.

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

Payment of Grants

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

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

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

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

Grants are taxable income and must be reported. Individuals receiving grants on their own behalf or on behalf of a collective are issued T4As for the year the grant payment is processed.

Final Reports

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

Final Reports must be submitted through the online system.

Future applications from the applicant to BC Arts Council grant programs will not be accepted if reporting requirements are not met.

Confidentiality of Information

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

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.

Arts Circulation and Touring: Application Checklist (For Individuals)

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 a 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. **Registration requests can take up to 5 business days to process.**
- ☐ Add **NoReply@BCArtsCouncil.ca** to your safe senders list to ensure you receive approval of your registration request.
- ☐ Plan to proofread your application before you submit it.
- ☐ Plan to submit your complete application at least two days before the deadline to avoid last-minute technological issues.
- ☐ Ensure you have completed and submitted any overdue final reports on previous BC Arts Council grants.

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

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

In your application:

- ☐ Include a Project Start Date (after the application submission date) and a realistic Project End Date.
- ☐ Make sure the Amount Requested in the application matches the request amount in your Project Budget Table.
- ☐ Include a detailed project description that clearly describes what the project is, who is involved in the project, who benefits from the project, and how the project will happen.

Pop-out forms to complete in the application:

- ☐ Project Team Table with biographies
- ☐ Project Budget Table with a balanced budget and notes explaining amounts
- ☐ Support Materials Inventory Form Table listing information about the images, video, audio, or text files you are including.

Support Material to Upload:

For Outbound Circulation and Touring Activities:
- ☐ Written confirmation(s) from a hosting organization(s) and/or venue(s) that list the dates and compensation (including in-kind contributions like travel, accommodations, or other benefits).
- ☐ An itinerary, timeline and workplan of touring and circulation activities, which includes audience and/or market development plans, specific circulation strategy, or public programming/outreach plans (as applicable)

For Inbound Circulation and Touring Activities:

- ☐ Written confirmation(s) from the artist(s) or organization(s) engaged for the inbound activity that lists the dates, fees, activities, and terms of the project.
- ☐ An itinerary, timeline and workplan of touring and circulation activities, which includes audience and/or market development plans, specific circulation strategy, or public programming/outreach plans (as applicable)

For promotion, planning, or network development activities:
- ☐ A letter of invitation or confirmation from hosts (outbound) or attendees (inbound), or proof of registration, listing any additional benefits provided such as festival passes, workshops, or in-kind contributions.
- ☐ An itinerary and timeline of networking opportunities, scheduled meetings, or outreach plans.

All Categories
- ☐ A Resume or curriculum vitae of the applicant and/or lead artist(s) involved with the project (as applicable).
- ☐ Letters from partners or collaborators, if applicable, confirming the nature of their participation (maximum two letters, one page each – as applicable)
- ☐ Examples of work relevant to the proposed project, to demonstrate the scale and scope of the work to be circulated or toured (see 'Required support materials' section within guidelines for maximum submission amounts)

After you submit your application:

- ☐ Add NoReply@BCArtsCouncil.ca to your safe senders list if you haven't already done so. Notification of results will come from this system email roughly 16 weeks after the submission deadline.
- ☐ Keep your mailing address up to date in your online 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