Arts Circulation and Touring
Program Guidelines 2025/26 – For Organizations

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: Arts and Culture Organizations, Arts and Curatorial Collectives; Indigenous Community Organizations, Indigenous Governments, Municipal Governments or Post-secondary Institutions in B.C. that offer dedicated Arts and Culture programs. See details in 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, 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 arts and culture practitioners through two categories outlined below.

For Individuals (see Guidelines for Individuals).

For Organizations and Collectives (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 grants 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 BC 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 <u>after the application is submitted</u> 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 <u>What is Needed for the Application</u>.

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 <u>Project Assistance Grant.</u>
- 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 50% of the total eligible project budget; or
- A grant amount up to 65% of the total eligible project budget from applicants that are considered part of the BC Arts Council's <u>designated priority groups</u>.

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

We encourage you to submit a realistic budget outlining the funds required to feasibly 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 grant 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 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 an arts service organization, professional association (for example, CARFAC, IMAA, etc.), 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 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.
- Note: Organizations that receive funding through the BC Live Performance Network's Community Presenters Assistance program are not eligible for support in Category 2: Inbound Activity within this program for the same activity.

Who Can Apply

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

Applicant Eligibility – Organizations

To be eligible, an organization must be:

- An **arts and culture 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 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

- An **Indigenous (First Nations, Métis, Inuit) community organization** registered and in good standing as a non-profit society or community service co-op in B.C. for at least one fiscal year prior to application with:
  - The majority of key staff (paid or volunteer) and board members based in B.C.
  - A commitment to offering regular arts and culture activities.

  OR

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

OR

- A **professional arts and culture organization** operated by a local government 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

- An **arts and culture organization** operated by a public post-secondary institution in B.C. for at least one fiscal year prior to application, that:
  - 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, the majority of which is not programming of faculty or student works.
  - Primarily operates with autonomy, outside of curriculum, 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

- A **book publisher or literary periodical publisher** that meets the eligibility requirements for either the BC Arts Council Project Assistance: Literary Arts, Operating Assistance: Literary Arts, or Operating Assistance: Book Publishers program.

All eligible organizations must also:

- Provide public arts and culture programming (or service to the arts and culture sector) in B.C. as a primary activity and have done so for a minimum of one year prior to the application closing date.
- Provide programs that benefit the community at-large and not solely the interests of its nonprofit society members.
- Engage skilled artistic, curatorial, and administrative leadership (volunteer or paid) for project or service delivery.
- Fairly compensate artists, arts and cultural practitioners, technicians, Elders, and Knowledge Keepers. Compensation must align with project and community contexts or 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.
- 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.

Applicant Eligibility – Arts or Curatorial Collectives

To be eligible, an Arts or Curatorial Collective must:
- 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 meet 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 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.

All eligible Arts or Curatorial Collectives must also:
- Not be applying on behalf of the activities of a for-profit business.
- Engage skilled artistic, curatorial, and administrative leadership for project or service delivery.
- Fairly compensate artists, arts and cultural practitioners, technicians, Elders, and Knowledge Keepers. Compensation must align with 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.
- 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.
- Provide programs that benefit the community at-large and not solely the interests of the collective's members.

Collectives with only two members or ad hoc collectives may be eligible to apply to Arts Circulation and Touring - For Individuals.

Ineligible Applicants

The following organizations are **not** eligible to apply for this grant:

- Private or for-profit entities (except in the case of for-profit book publishing companies)
- Member-funded societies
- Social service organizations
- Non-profit community service organizations
- Industrial sites, archaeological sites, heritage sites, or historic places
- Organizations dedicated to archives
- Virtual museums
- Museums with only temporary exhibitions
- Collectives with less than 3 members or ad hoc collectives. These types of collectives may be eligible to apply to Arts Circulation and Touring – Individuals grant program for a collaborative project.

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.

Organizations and collectives 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.

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:
- We encourage you to read through these guidelines to make sure your organization or collective 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

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 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

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.

- o   Project Start Date (which can be any time after the application is submitted) and a realistic Project End Date.
  - o   Detailed project itinerary, timeline, programming, outreach, market development or work plan (as applicable – see Required Support Material).
  - o   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:
  - o   Use the Project Budget Table provided in the application.
  - o   Include detailed notes on the budget.
  - o   Indicate whether revenues are confirmed or pending.
  - o   Balance in-kind revenues with in-kind expenses.
  - o   Make sure Amount Requested in the application matches the request amount in the Project Budget Table.
  - o   Artist fees in Budget Table must match artist fees in written confirmations.
  - o   Not exceed the $25,000 grant request amount
  - o   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 adhere to 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:**
  - o   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).
  - o   An itinerary, timeline and workplan of touring and circulation activities, that includes audience and/or market development plans, specific circulation strategy, or public programming/outreach plans (as applicable)
- **For Inbound Circulation and Touring Activities:**
  - o   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, that 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.
- Letters from up to two project 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**

  <mark>AND</mark>

  - **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.

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).
- Answers in the Equity Data Tool that are relevant to your collective (required for funding prioritization). You are not required to answer every question.

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).
- Answers in the Equity Data Tool that are relevant to your organization (required for funding prioritization). You are not required to answer every question.
- Signed financial statements for your two most recent completed fiscal years. See details below.

Financial Statement Requirements for Organizations

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.

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) is available through [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: **Notice to Reader/Compilation Engagement Report**
$40,001 - $100,000	Independently prepared financial statements: **Review Engagement**
Greater than $100,000	Independently prepared financial statements: **Audit**

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

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 organizations and the development of equity support initiatives, including a policy to support designated priority groups. These identified groups will be the focus of BC Arts Council strategic measures, through dedicated programs, funding prioritization processes, partnerships, and outreach.

The BC Arts Council's designated priority groups include applicants and arts and cultural practitioners who are:

- Indigenous (First Nations, Métis, or Inuit) Peoples
- Deaf or experience disability
- Black or people of colour
- Located in areas outside greater Vancouver or the capital region

Identifying as a designated priority group means the majority of your activities, programming, and financial and human resources are dedicated to one of the groups listed above. This may be demonstrated in one or more of the following areas: purpose statement, practices, practitioners, staffing, leadership, and engagement.

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

Assessment Criteria

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

The Extending Foundations: Action Plan for 2022-2024 includes the BC Arts Council's commitment to placing reconciliation, equity, diversity, inclusion, and access at the centre of its activities with the intention to address historic funding inequities. Equity considerations are embedded throughout the assessment criteria and the assessment process. Funding prioritization may be applied to organizations considered part of a designated priority group 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. Some of the specific points listed below may not apply to your proposed project. However, your application should clearly discuss how the project generally meets each area of assessment.

ARTISTIC AND CULTURAL CONTRIBUTION AND ENGAGEMENT (50%)

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

- How the project will contribute to the development of the art form(s) and cultural practices in B.C., including opportunities for reclamation, preservation, and/or innovation of the art form or practice.
- 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.
- Strength of strategies to engage new audiences, communities, or networks.
- The effectiveness of practices that eliminate cultural appropriation and support meaningful representation, using appropriate protocols and practices.
- Knowledge of the project's audience and potential communities to inform insight and strategies that will lead to further audience development.

IMPACT ON THE COMMUNITY AND THE ARTS SECTOR (30%)

The assessment panel will consider:
- Potential short and long-term impacts of the proposed activities on the identified communities the applicant serves, including the timeliness, urgency, and relevance of the project in relation to identified need(s) in the sector.
- Integrity of the project including ethical approaches to:
    - Research, collaborative processes, contributors, source materials, cultural considerations, and protocols.
    - Engagement with Indigenous people, communities, practices, materials, beliefs.
    - Meaningful contribution to equity-deserving and under-represented artistic practices, arts practitioners, and cultural communities.
- Contribution to and impacts for rural and remote communities (as applicable).
- Level of accessibility including but not limited to physical spaces, affordability, and support for those who experience barriers or disability.

FEASIBILITY (20%)

The assessment panel will consider the:
- Achievability of the proposed activities as determined by sound budgets, planning, resource allocation, and the applicant's overall financial health and capacity.
- Abilities in audience development, marketing, and communications, and the overall suitability of the opportunity to the applicant's stated artistic and/or development goals.
- Role of leadership, including artistic leadership, management, and the board (as applicable) in fostering a healthy, sustainable work environment.
- Applicant's experience in successfully realizing comparable projects at a professional standard.
- Rigour of human resources practices related to providing fair pay, equitable employment, cultural competency, cultural safety, and safe and respectful work environment.

Notification of Results 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 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.

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 Organizations and Collectives)

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

Before you apply:

- ☐ 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.**
- ☐ Plan to proofread your application before you submit it.
- ☐ Plan to submit your complete application at least two days before the deadline to avoid any 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 address and other contact information
- ☐ Upload your most recent signed financial statements (*organizations only*)
- ☐ Update your Board list and Staff list (*organizations only*)
- ☐ Upload your organization's constitution (*organizations only*)
- ☐ Complete the Designated Priority Group Questionnaire (required for funding prioritization)
- ☐ Complete the Equity Data Tool (required for funding prioritization)

In your application:

- ☐ Include a Project Start Date (after the application submission date date) and a realistic Project End Date.
- ☐ Make sure your 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
- ☐ Portfolio Inventory Form on the Support Material tab

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, that 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, that 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

- ☐ 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.