

ARTS INFRASTRUCTURE PROGRAM

Program Guidelines 2025/26

Grant Program Summary

Applications – Open: September 10 | **Close:** November 6 | **Results:** early March 2026

Who Can Apply: Arts and Culture Organizations; Book Publishers; Indigenous Community Organizations, Indigenous Governments, Municipal Governments or Post-secondary Institutions in B.C. that offer dedicated arts and culture programs. Applicants must meet eligibility criteria detailed in [Who Can Apply](#) section below.

Program Purpose: Grants are intended to support the development of new or existing arts and cultural spaces through acquisition, renovation, or purchase of specialized equipment.

Maximum funding amount: Category 1: Planning & Consultation - \$25,000
Category 2: Capital Improvements - \$250,000
Category 3: Specialized Equipment Acquisition - \$40,000

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

All applicants (especially those applying to Category 2) are strongly encouraged to confirm the eligibility of their project with a Program Advisor before applying. Applications for projects that do not meet the eligibility criteria in these guidelines will not be forwarded for assessment.

Contact Us. We are here to help.

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

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

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

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Program guidelines are reviewed and updated annually.

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

Updates to the guidelines made after the grant program opens will be clearly highlighted.

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

About the Arts Infrastructure Program

The Arts Infrastructure Program enables eligible organizations to develop and enhance spaces that support the work of B.C.'s arts and culture practitioners. The program aims to support projects that:

- Catalyze the development of new or existing arts and cultural spaces through acquisition, renovation, or purchase of specialized equipment;
- Improve physical accessibility to arts and cultural spaces;
- Enhance access to arts and cultural spaces for underserved communities and underrepresented arts and culture practices; or
- Strengthen the capacity of the sector to develop, operate, and sustain arts and cultural spaces.

All projects must be completed **before December 31, 2028**. Project categories include:

Category 1. Planning & Consultation

Planning processes, and research to support the acquisition, development or enhancement of arts and cultural facilities. Maximum request: \$25,000

Category 2. Capital Improvements

Building-based projects involving the construction, renovation, acquisition, or expansion of an arts and cultural facility. Maximum request: \$250,000

Category 3. Specialized Equipment Acquisition

Projects focused solely on the purchase of specialized equipment for long-term use and associated installation expenses. Maximum request: \$40,000

In the application, you can choose only one of these categories. Choose the category that best describes your project.

Applicants who have not completed all relevant planning processes for capital improvement projects are encouraged to consider applying to Category 1 for support to complete project planning.

Examples of Eligible Projects

Examples of eligible activities include:

- Planning, consultation, feasibility studies, and research processes to support the development or acquisition of arts and cultural facilities including architectural plans, energy studies, engineering studies, and community consultation.

- Purchase of specialized equipment such as audio, video, lighting, exhibition, or other equipment that is primarily used for artistic programming.
- Acquisition, construction, renovation, remodeling, refurbishment or expansion of an arts and cultural facility and space used for arts and cultural purposes more than 50% of the time.
- Upgrades to heating and cooling systems in arts and cultural facilities to improve energy efficiency and reduce greenhouse gas emissions.
- Projects to improve accessibility.
- Development of facilities to support Indigenous artists and Indigenous arts and culture activities.

Category 2 applications for capital improvements may include related purchases of specialized equipment that are eligible under Category 3 and primarily used for artistic programming.

Exclusions - What Will Not Be Funded

Grants are not available to support the following projects or activities:

- Project phases or activities that begin before the application deadline, **November 6, 2025**.
- Projects focused on spaces that are not primarily used for arts and culture activities.
- Projects or activities that are not based on artistic or curatorial decision making, or where arts and culture is not the primary focus.
- Planning processes to support organizational and policy development.
- Routine maintenance or repairs.
- Landscaping projects.
- Commissioning and purchasing of works of art.
- Restoration and refurbishment of artefacts or collections.
- Gift shops or commercial beverage and food facilities.
- Capital campaigns, fundraising or marketing activities.
- Projects or activities that are primarily intended for support of or focussed within creative industries or commercial sector (with the exception of book publishers), including architecture, commercial fashion design, commercial film and television, screenwriting, 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 where language learning/revitalization is the primary project focus or outcome. See the First People's Cultural Council's website for programs that fund BC First Nations Language revitalization.
- Project phases or activities already funded through this or 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.

Grants are also not available to support the following expenses:

- Ongoing or operating expenses, or long-term accrued interest on financing.

- Purchase of ticketing systems, software, office equipment, furniture and supplies dedicated to administrative and marketing tasks.
- Moving expenses.
- Parking lots.
- Road signage.
- Project or budget deficits.
- Start-up costs or seed money.

Grant Amounts

Applicants may only apply to **one** of the following categories

Category 1: Planning & Consultation - Grants up to \$25,000

Category 2: Capital Improvements - Grants up to \$250,000

Category 3: Specialized Equipment Acquisition - Grants up to \$40,000

Applicants to any category may request:

- A grant up to 75% of the total eligible project budget; or
- A grant up to 90% of the total eligible project budget from applicants that are considered part of the BC Arts Council's [designated priority groups](#).

Applicant contributions to the project budget can include both cash and in-kind contributions. The project budget must balance in-kind revenues with in-kind expenses.

We encourage you to submit a realistic budget outlining the funds required to feasibly carry out the project. BC Arts Council intends to support successful applications at 100% of the request. However, 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 previous grants for this grant program.

Required artist compensation within project activities

Eligible projects must include appropriate payment to the artists, arts and culture practitioners, and other professionals engaged in the proposed activities. At a minimum, payments to artists should be at the recommended rates set by the relevant 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 professionals do not meet this compensation requirement (for example, commission-based sales of artworks, percentage of door sales).

RESOURCES: Arts service organizations and professional associations set guidelines for minimum, recommended payment to performing artists for their professional services. See below for examples of discipline-specific fee schedules:

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/>

IATSE (International Alliance of Theatrical Stage Employees)

UBCP-ACTRA Minimum Rate Sheet provides guidelines on what screen performers and talent should be paid for their days on a production.

Compensation to Elders and Knowledge Keepers

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.

Who Can Apply

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

Organization Eligibility

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 two fiscal years prior to application with:
 - The majority of key staff (paid or volunteer) 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 two fiscal years 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

- An **arts and culture organization** operated by a local government in B.C. for at least two fiscal years 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 arts and culture 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 details.

OR

- An **arts and culture organization** operated by a public post-secondary institution in B.C. for at least two fiscal years 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 arts and culture 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** that meets the eligibility requirements for either the BC Arts Council Project Assistance: Literary Arts or Operating Assistance: Book Publishers programs.

An eligible organization 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 two years 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 culture 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.
- 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:

- Private or for-profit entities (except in the case of for-profit book publishing companies)
- Member-funded societies
- Social service organizations
- Educational institutions, schools, or school authorities
- Regional or local governments
- Industrial sites, archaeological sites, heritage sites, or historic places
- Libraries or organizations dedicated to archives

- Museums with only temporary exhibitions or virtual museums
- Religious institutions

When and How to Apply

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

Applications – Open: September 10 | **Close:** November 6 | **Results:** early March 2026

Applications will be accepted until 11:59 p.m. (Pacific Time) on Thursday, November 6, 2025.

Applicants should discuss their application with the Program Advisor before applying.

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

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 after 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.

All applicants:

- Once you are registered in the online system, you will be able to access the online application.
- Closely review these guidelines to ensure your organization or collective is eligible to apply.

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, 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 additional funding for access costs related to 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 BCACaccess@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 application checklist is included at the end of these guidelines.

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.

A complete online application must include:

- Details outlining the proposed project including:
 - Summary and detailed description of the proposed project.
 - Rationale and objectives underlying the project.
 - Detailed project timeline or work plan of the current project stage.
 - Timeline should begin after the application deadline (November 6, 2025) and have a Project End Date before **December 31, 2028**. Applicants should present a realistic work plan within this timeframe that accounts for the complex nature of infrastructure projects.
 - **Note: Notification of results is generally 16 weeks after the application closing date, so plan accordingly if your project is dependent on this grant funding.**
- Description of alignment with [CleanBC Better Buildings](#) programs as applicable; for example, strategies for achieving greenhouse gas emissions reductions and energy efficiency improvements.
- Balanced project budget
- All required support material as listed below.

Required Support Material

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

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

***Required support material For Category 1: Planning & Consultation:**

- Detailed project timeline or work plan of the current project stage.
- List of external contractors or vendors with biographies or profiles as applicable.
- One recent (within past year) quote from a prospective vendor or contractor for proposed planning or consultation services.

***Required support material for Category 2: Capital Improvements:**

- Detailed project timeline or work plan of the current project stage.
- If the land or facility is owned by the applicant:
 - Proof of ownership (for example, certificate of title or most recent BC Property Assessment).

- If the land or facility is leased to the applicant:
 - Signed copy of relevant operational/legal agreements, and/or leases between the organization and the facility owners/landlords and other tenants; and
 - Signed recent document of permission for the project to proceed from the owner of the land or facility.
- Two competitive and recent (within past year) quotes from prospective vendors or contractors for proposed capital improvement(s). (If a service can only be supplied by one provider, written justification should be provided along with the quote.)
- Photos or floorplans related to the proposed project, **up to a maximum of 5 images**.
- **For projects requesting over \$75,000:**
 - All relevant planning documents (such as architectural drawings, feasibility studies, community consultation, accessibility assessments) are required and must be uploaded to the application.

***Required support material for Category 3: Specialized Equipment Acquisition:**

- Detailed project timeline or work plan of the current project stage.
- One recent (within past year) quote from a prospective vendor or contractor for proposed equipment purchase(s).

Additional support material for all applicants includes:

- Letters from any partnering organizations, if applicable, confirming the nature of their participation in the proposed project (maximum one page each). **Do not include general letters of support.**
- List of any approvals and permits required to complete work on the project, if applicable, and a description of the phase of approvals the project is at or the steps the applicant plans to take to obtain approvals and permits.
- Photos or floorplans related to the proposed project as applicable, **up to a maximum of 5 images**.

Additional documentation may be required upon request from the Program Advisor.

Online Profile Updates and Uploads 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 Rules.
 - **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

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 ensure 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

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 peer 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 organizations 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 culture 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

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

The [Extending Foundations: Action Plan for 2022-2024](#) includes the BC Arts Council's commitment to placing reconciliation, equity, diversity, inclusion, and access at the centre of its activities with the intention to address historic funding inequities. Equity considerations are embedded throughout the assessment criteria and the assessment process.

Keep these criteria in mind as you complete your application. Some of the specific points listed below may not apply to your proposed project. However, your application should clearly explain how the proposed project generally addresses each area of assessment.

RECONCILIATION, EQUITY, DIVERSITY, INCLUSION AND ACCESS (30%)

The assessment panel will evaluate how the project aligns with the priorities of the BC Arts Council as outlined in the [Extending Foundations Action Plan](#) by considering:

- The level at which the project will advance opportunities for and service to equity deserving and under-represented communities.
- The contribution to communities located outside major urban centres (as applicable).
- The project's potential for advancing reconciliation (as applicable).
- The significance of the project in pursuing equity, diversity, inclusion, and access as relative to the applicant's context, including its region, capacity, community served, available resources, purpose, and mandate.

AVAILABILITY AND QUALITY OF SPACES (40%)

The assessment panel will evaluate how the project will develop and enhance spaces that support the work of B.C.'s arts and culture practitioners by considering the:

- Degree in which the project improves the conditions for artistic creation, production, and/or presentation, or for the exhibition and preservation of cultural collections.
- Impact of the project on the quality of the space, including technological features, environmental conditions, and safety features.
- Impact of the project on the number or capacity of available spaces at the local, regional, and/or national level.
- Impact of the project on working spaces for artists, staff, and other users.
- Benefits to other arts and culture organizations at the local and/or regional level.
- Level of inclusion and engagement with appropriate protocols, practices, research, and consultation methods particularly in regard to Indigenous artists and communities.
- Potential energy efficiency improvements in new and existing buildings including, but not limited to, reduction of greenhouse gas emissions in alignment with [CleanBC](#).
- The level of accessibility, including but not limited to physical spaces, affordability, and support for those who experience barriers or disability.

FEASIBILITY (30%)

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

- Suitable levels of expertise and experience of project leaders to ensure the successful completion of the project, including personnel from the applicant's organization and/or

external consultants, contractors, community participants, Knowledge Keepers, and subject matter experts (such as artistic, curatorial and management leadership).

- Appropriate levels of compensation for everyone involved in the project.
- Achievability of the proposed activities as determined by sound budgets, planning, resource allocation, and the applicant's overall financial health and capacity.
- Level of environmental stewardship and climate impact of the project's process, outcome, and consideration of long-term implications.
- The applicant's financial position, including appropriate management of surplus or deficit situations, reserves, restricted funds, and working capital ratio.
- Rigour of human resources practices related to providing fair remuneration, equitable employment, cultural competency, cultural safety, and safe and respectful work environment.

Notification of Results and Feedback

The BC Arts Council intends to inform each applicant of the results of the assessment process approximately 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. All results are final.

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

Payment of Grants and Reporting Requirements

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 stated in the application.

Final Reports must be submitted through the online system.

For larger scale projects, an interim progress report may be required.

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

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

Confidentiality of Information

The collection, use, and disclosure of personal information are subject to the privacy provisions of the Freedom of Information and Protection of Privacy Act. 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 culture 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 Infrastructure Program: Application Checklist

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

Before you apply:

Plan to submit your complete application at least two days before the deadline to avoid last-minute technological issues.

- ❑ **New applicants:** Register in the BC Arts Council online system to access to the online application. **Registration requests can take up to 5 business days to process.**
- ❑ **Existing applicants:** [Complete all required updates to your Organization profile.](#)
- ❑ Ensure you have completed and submitted any overdue final reports on previous BC Arts Council grants.
- ❑ Review the Program Guidelines and Application Preview on the [BC Arts Council website](#) for specific requirements for this program.
- ❑ Discuss your application with the Program Advisor to confirm the eligibility of your organization and project.

In your application:

Be sure to read all information outlined in the grey text boxes on the online application, which includes instructions, suggestions, and criteria considerations.

- ❑ Complete each section and answer all questions that are applicable to your project. Questions with the **red *** are mandatory.
- ❑ Include a Project Start Date after the application deadline (November 6, 2025) and a realistic Project End Date **before December 31, 2028.**
- ❑ Include detailed descriptions of your organization's history, mandate, workplace practices, vision and programming, the project, the participants or specific communities, the creation process, and the intended impacts of the project.
- ❑ Try to be as clear as possible and fully respond to each question. Use of short, clear sentences, or point form is encouraged.
- ❑ Upload a detailed project timeline or work plan that includes significant milestones and/or benchmarks. Add details wherever possible and identify which activities will be covered under this grant if there are multiple phases.
- ❑ Describe alignment with [CleanBC Better Buildings programs](#) as applicable; for example, strategies for achieving greenhouse gas emissions reductions and energy efficiency improvements.

Budget pop-out:

Use the Project Budget Table provided in the application to submit a balanced budget.

- ❑ Include all expenses and revenues described within the Project Information tab.
- ❑ Include detailed notes for each expense. It should be clear which expenses are covered by the request to this program. Break down any large expenses, where possible.
- ❑ Indicate whether revenues are confirmed or pending. For pending revenues, note if you have previously received this funding in the past.
- ❑ Balance in-kind revenues with in-kind expenses.

- ❑ Make sure the Amount Requested in the application matches the requested amount in the Project Budget Table.
- ❑ Ensure expenses in following categories are no more than the maximum percentages allowed in this program:
 - **Administrative expenses** – Maximum **10%** of total budget
 - **Contingency** – Maximum **10%** of total budget
 - **In-Kind expenses** – Maximum **25%** of total budget

Support material to upload:

Information and materials included on the Support Material tab should directly relate to and support the project for which you are seeking funding.

***Required support material for Category 1: Planning & Consultation:**

- ❑ Detailed project timeline or work plan of the current project stage.
- ❑ List of external contractors or vendors with biographies or profiles as applicable.
- ❑ One recent (within past year) quote from a prospective vendor or contractor for proposed planning or consultation services.

***Required support material for Category 2: Capital Improvements:**

- ❑ Detailed project timeline or work plan of the current project stage.
- ❑ If the land or facility is owned by the applicant - Proof of ownership (for example, certificate of title or most recent BC Property Assessment)
- ❑ If the land or facility is leased to the applicant - Signed copy of relevant operational/legal agreements, and/or leases between the organization and the facility owners/landlords and other tenant.
- ❑ If the land or facility is leased to the applicant - Signed recent document of permission for the project to proceed from the owner of the land or facility.
- ❑ Two competitive and recent (within past year) quotes from prospective vendors or contractors for proposed capital improvement(s). (If a service can only be supplied by one provider, written justification should be provided along with the quote.)
- ❑ Photos or floorplans related to the proposed project, **up to a maximum of 5 images**.
- ❑ **For projects requesting over \$75,000:**
 - All relevant planning documents, such as architectural drawings, feasibility studies, community consultation, accessibility assessments.

***Required support material for Category 3: Specialized Equipment Acquisition:**

- ❑ Detailed project timeline or work plan of the current project stage.
- ❑ One recent (within past year) quote from a prospective vendor or contractor for proposed equipment purchase(s).

Additional support material for all applicants includes:

- ❑ Letters from any partners, if applicable, confirming the nature of their participation (maximum one page each). Do not include general letters of support.
- ❑ List of any approvals and permits required to complete work on the project and a description of the phase of approvals the project is at or the steps the applicant plans to take to obtain approvals and permits.

- ❑ Photos or floorplans related to the proposed project, as applicable, **up to a maximum of 5 images.**

Before you submit your application

Ensure you have not submitted material beyond what is requested. Excess material, including multiple links to materials within a single uploaded document, will not be reviewed and may negatively impact the assessment of your application.

- ❑ Review and proofread your application.
- ❑ Cross reference your answers against the assessment criteria.
- ❑ Make sure you have uploaded all required support material.
- ❑ Ask a friend or trusted advisor to review your application for clarity, omissions, errors, etc.

After you submit your application:

- ❑ Be sure that NoReply@BCArtsCouncil.ca is included in your safe senders list. Notification of results will come from this system email roughly 16 weeks after the application closing date.
- ❑ Keep your mailing address up to date in your online Organization Profile. Grant payments will be mailed to this address.
- ❑ Once you've received notification of results, contact a Program Advisor for feedback on the assessment of your application.