PROJECT ASSISTANCE: COMMUNITY ARTS FESTIVALS
Program Guidelines 2025/26

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Grant Program Summary

Applications – Open: January 7 | **Close:** February 18 | **Results Expected:** late March 2026

Who Can Apply: Community Arts Organizations; Indigenous Community Organizations; Indigenous Governments in B.C. that offer regular arts and culture programming. Applicants must meet eligibility criteria detailed in Who Can Apply section.

Program Purpose: Grants can only be used to support artist, technician, Elder and Knowledge Keeper fees as part of an eligible community arts festival. See details in What Can Be Funded section.

Maximum grant amount: $6,000

Next Intake: This grant program is expected to open again in 2027. A Grant Program Calendar showing our annual grant program schedule is available on our website.

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Contact us. We are here to help.

Review these program guidelines and the Frequently Asked Questions on the BC Arts Council website before applying. Contact a Program Advisor if you have any questions.

Krista Patterson – Program Advisor
236-478-2550| Krista.Patterson@gov.bc.ca

Justine Shore – Program Advisor
250-940-8538 | Justine.Shore@gov.bc.ca

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.

Table of Contents

Program guidelines are reviewed and updated before every intake.
Be sure you are working with the most current version.
Any updates to guidelines made after the grant program opens will be <mark>highlighted</mark>.

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

About Project Assistance: Community Arts Festivals

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

An eligible community arts festival is an event that:
- Is an existing festival, in B.C. which is recurring and is promoted to the public as one cohesive arts festival.
- Is scheduled within a concentrated time and place, and
  - Has a minimum of two consecutive days of presentations of artworks to the public (ex: performances, exhibitions, readings, screenings).
  - Pays artists to present their work.
  - Is scheduled with a festival-style format (ex. a variety of related arts presentations from multiple artists).
  - Is no longer than 30 consecutive days.
  - Has happened in this same format and (minimum) length at least once before.
- Has a primary focus on, and majority of programming dedicated to, arts presentation and activities, and
  - Supports development of the arts at a community level, through live, in person activities delivered to residents by artists, performers, Elders or Knowledge Keepers.
  - Festival activities <u>may also</u> include artistic demonstrations, sharing cultural traditions, workshops, and discussion panels <u>in addition to</u> the presentation of artworks to the public.
  - Facilitates the exchange of local ideas, narratives, or issues that engage community participation through the arts.
  - Grows relationships between artists and the local community.
- May feature both local and touring artists.
- Is presented by an eligible [community arts organization](#), Indigenous government, or Indigenous community organization.
- Is organized primarily by volunteers (but may also have a dedicated coordinator).
- Shows community involvement, including financial or in-kind support of local government, volunteers, business, or community and arts and culture organizations.
- Has appropriate planning related to healthy workplaces, including emergency preparedness.

What Can Be Funded

Grants are provided to support only the following fees as part of an eligible community arts festival:
- Artistic or technical fees for B.C. or Canadian professional artists and technicians (for example, video, audio, and lighting technical work, but not for project coordination, administration, or project management work).
- Fees for Elders or Knowledge Keepers.

Examples of Eligible Festivals

This BC Arts Council project assistance grant program provides one-time grants for a specific festival. Project grants are not meant to cover operating expenses or ongoing expenses.
Examples of eligible community arts festivals include but are not limited to:
- A community arts council presenting a two-day arts focused festival that has arts programming scheduled over both days, including performances, or exhibitions, where professional artists are being paid to perform show, or present their own work.
- An Indigenous (First Nations, Métis, Inuit) Government or community organization offering a powwow over a two-day period that pays artists and performers.
- A small-scale community-driven literary arts festival that is primarily co-ordinated and programmed by volunteers who have a passion for books and writing, which pays authors to attend and present their works to the general public through readings or discussions about their works.
- A community-based, non-professional film organization offering a film festival that has a week of film screenings and artist talks from professional and amateur film makers who are connected to that community or focused on a thematic interest and are paid to present and discuss their film.

Examples of festival activities that are <u>not</u> eligible for support in this program:
- A professional arts organization offering an ongoing multi-day festival, projects embedded within ongoing multi-day festivals, and other activities eligible within the Professional Arts Festivals program.
- An event where most of the engagement is social, networking, sales or skills development activities, such as workshops, art camps, art and craft markets, galas, or fan-cons.
- Festivals that have only one day of scheduled public arts presentations (example: one day of performances, plus extra days of workshops, learning, sales, or networking events).
- An arts training or professional development program where the primary focus is workshops or classes focused on skills development, with an exhibition or performances at the end of the training.
- Offering a concert or performance on one day, or over consecutive days.
- Offering a series or season of performances, readings, or exhibitions (example: a weekly series of concerts or a recurring theatre production).
- Offering of arts events that are not concentrated in time and place and/or are not promoted to the general public as one thematic multi-day festival event.
- Community festivals where the arts are not the primary purpose and focus of the festival, even if the festival has <u>some</u> arts programming.

- Projects or activities where there is no engagement with professional artists, technicians, Elders, or Knowledge Keepers, and there is no set payment of fair compensation for their participation in the arts festival programming.

Who Can Apply

Before you begin your application, make sure your organization is eligible and your proposed project is eligible. Ineligible applications will not be forwarded for assessment.

To be eligible, organizations must either be:

- A **Community Arts Organization**, registered and in good standing as a non-profit society or community service co-op in B.C. for at least one fiscal year prior to application with:
  - The majority of staff and board members based in B.C.
  - Creative control and decision making for programming and engagement primarily maintained within the organization and by leadership based in B.C.
  - A purpose dedicated to arts and culture programming and activities.

  or

  - A purpose to provide services to the arts and culture sector in B.C.

  and

  - Operations and activities that reflect this dedicated purpose or mandate.

  For eligibility within this grant program, **Community Arts Organizations** are defined as non-profit:

  - Community arts councils

  - Community driven, generally non-professional, volunteer-managed arts and culture organizations

    or

  - Community-based arts and cultural centres, whose primary purpose is community-centered engagement and access to the arts.

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

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

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

To be eligible, these organizations must also:
- Provide public arts and culture programming and engagement (or service to the arts and culture sector) in B.C. as a primary activity and have done so for a minimum of one year before the application closing date.
- Provide programs that benefit the community at-large and not solely the interests of its non-profit society or community service co-op members.
- Engage community-based board leadership and, if applicable, skilled artistic or administrative leadership (paid or volunteer) for project or service delivery.
- Fairly compensate artists, arts and culture practitioners, technicians, Elders, and Knowledge Keepers. Compensation must align with project and community context or relevant industry standards within the field of practice.
- Follow international intellectual property rights standards and cultural ownership protocols.
- Follow the Criminal Records Review Act which requires that people who work with or may have unsupervised access to children or vulnerable adults must undergo a criminal record check by the Criminal Records Review Program.
- Not have any overdue final reports on previous BC Arts Council grants.

Ineligible Applicants

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

Required Artist Fees and Payment

To be eligible, the project budget must include appropriate payment to artists and arts and culture practitioners engaged in the festival.

At a minimum, payments to artists should be fair, and consistent with festival or community context, or industry standards as applicable, based on your context and capacity. For example, you may follow recommended rates set by an arts service organization, professional association, or by established practitioners within the field of practice or who are familiar with your community. The application will ask you to describe how you decided fair pay rates.

Payment structures that are not guaranteed, or that risk low or non-payment to artists and other arts and culture practitioners <u>do not</u> meet this payment requirement (for example, commission-based sales of artworks, percentage of door sales).

A resource list of organizations that set recommended industry standard rates for artist pay (within fields of practice) is in the application form.

Payment to Elders and Knowledge Keepers
Applicants should fairly pay Elders and Knowledge Keepers according to community context and appropriate protocols.
The application will ask you to describe how you decided fair pay rates.

First Peoples' Culture Council **Working with Elders** document is a free resource to support engaging with Elders and Knowledge Keepers.

Exclusions – What Will Not Be Funded
Grants are not available to support the following <u>projects or activities</u>:
- Fundraising activities.
- Project phases or activities that begin before the program application closing date.
- Projects and activities that are not based on artistic or curatorial decision making, or where arts and culture is not the primary focus, including cover bands.
- Activities that require payment from artists to participate or present their work without receiving compensation, including art and craft fairs.
- Conferences and conventions; symposia; concerts; performance series; family, religious, anniversary, or community celebrations, including Canada Day.
- Contests and competitions, except if competition is integral to the art form or cultural practice, for example: hip-hop and street dance, poetry slams, powwows.
- Projects where arts therapy, health or therapeutic work is the primary project focus or outcome.
- Projects or activities that are primarily intended for or focused within creative industries or the commercial sectors (including: architecture, commercial fashion design, commercial film and television, commercial music activities, culinary arts, games, sports, recreation, mass media, journalism, podcasts, graphic design).
- Curriculum-based activities or projects, including those related to continuing education or post-secondary programs at educational institutions.
- 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.

Grants are not available to support the following <u>expenses</u>:
- Any expense items outside of those listed in the What Can Be Funded section, including:
  - Operating expenses.
  - <u>Capital expenses</u> (for example, construction, renovation, or purchase of property or equipment).
  - Feasibility studies, start-up costs, or seed money.
  - Project deficits, budget deficits or contingency funds.
  - <u>Subsistence</u> paid to artists or arts and culture practitioners.
  - Costs of producing commercial recordings or demo reels.

When and How to Apply

Applications – Open: January 7 | **Close:** February 18 | **Results Expected:** late March 2026

Submit your application through the <u>online grant system</u>.

Applications will only be accepted until 11:59 p.m. (Pacific Time) on Tuesday, February 18, 2026. Applications will not be accepted after this date.

Organizations may submit only one application to this grant program.

New applicants:
- Closely review these guidelines to make sure your organization and festival are eligible.
- Register and create a profile in the online system to access the online application. Instructions are on our website: <u>How to Apply Online</u>.
- We recommend you register at least two weeks before the application closing date. **Processing of registration requests will pause at 11:59 p.m. on Tuesday, February 10, 2026, five business days before the grant closes on Wednesday, February 18, 2026, at 11:59 p.m. If you register during this time, you will not be able to apply for this grant intake.**
- New registration request go through a review. We may contact you by email or phone to request further information.
- The review and approval process may take up to 5 business days to process your registration request <u>after</u> we have received all required documents. **Register early to avoid delays.**
- You will receive an automated email when your registration request is approved.
- Add the automated email address **NoReply@BCArtsCouncil.ca** to your safe senders list and check your spam folders.
- Once approved, you will be able to complete your profile and access the online application.

Returning applicants:

- Closely review these guidelines to make sure your organization and festival are eligible before you apply.
- Then, log into the online system to update your profile and to access the online application.
- 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.

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.

Grant Amounts

Maximum grant amount is $6,000.

Applicants may request:
- A grant up to 50% of the total festival project budget
  or
- A grant up to 65% of the total festival project budget from applicants that are considered part of BC Arts Council's designated priority groups

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

Only one application per organization is accepted. The grant can only be used to pay fees listed under What Can Be Funded.

All eligible applicants with eligible and feasible festival projects and fee requests will receive some level of funding. BC Arts Council intends to support successful applications at 100% of the request.

However, in some cases grants may be awarded for less than requested. See <u>Assessment Process</u> for details.

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.

As part of our commitment to accessibility, the BC Arts Council accepts parts of the application in audio and video formats. See instructions within the application.

All applicants: Update your online Organization Profile. See details below for the updates and uploads that are required when you apply.

An **application checklist** is included at the end of these guidelines.

A complete application must include:

- Details outlining the proposed arts festival, including:
    - Summary of the proposed arts festival, with rationale, objectives, and intended impacts of the festival.
    - Festival dates, location, schedule of artistic and cultural performances and activities, website and expected attendance.
- List of confirmed or proposed B.C. or Canadian professional artists and technicians, and Elders or Knowledge Keepers, including names, the fees they are to be paid, and their biographies (maximum 250 words each) in the table provided.
    - If <u>only</u> a proposed list is available, also provide the list of B.C. or Canadian professional artists and technicians, and Elders or Knowledge Keepers engaged in last year's festival and the <u>actual fees</u> each were paid.
    - Indicate Confirmed, Proposed, or Last Year for each person or group listed.
- Detailed project timeline or work plan starting after **February 17, 2026.**
  NOTE: Notification of results is generally 16 weeks after the application submission deadline so plan accordingly if your festival is dependent on this grant funding.
- Balanced arts festival project budget. Be sure to:
    - Use the Festival Budget Table provided in the application.
    - Provide the entire festival budget.
    - Include detailed notes on the budget.
    - Show a diversity of revenue sources with amounts noted as either confirmed or pending.
    - Include the Project Assistance: Community Arts Festivals program funding request.
    - Make sure Amount Requested in the application matches the BC Arts Council request amount in the Festival Budget Table.
    - Make sure any in-kind contribution amounts listed as revenue are also entered and noted as a corresponding in-kind expense item; in-kind revenues must balance with in-kind expenses.

- All required support material as listed below.

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 described below and related to your festival activities. **Do not submit any additional material**. Excess support material, including multiple links to materials within a single uploaded document, will not be reviewed. It may also negatively impact the assessment of your application.

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

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

Online Profile Updates 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 Rules.
  - **For community service cooperative associations:** 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 Statements 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 make sure a set of financial statements for each year has been uploaded to your profile.

Not-for-profit organization's financial statements, including those internally prepared, must include:

• A balance sheet, income statement, and notes following standard accounting formatting.
• An itemized list of grants identified by funder, included either in the income statement or in an attached schedule.
• A breakdown of operating net assets, distinguishing between unrestricted net and capital assets.
• Signatures of the preparer and **two** board members affirming board approval.

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

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

The type of financial statements that are required are outlined in the chart below.

NOTE: The type of financial statements that are required are based on the single largest BC Arts Council grant received in the organization's previous two fiscal years, **not including** Resilience Supplements, Pivot Program grants, Arts Impact grants, or Arts Infrastructure Program grants.

If you did not receive an applicable grant in the previous two fiscal years, internally prepared financial statements are acceptable. BC Arts Council reserves the right to request audited financial statements if deemed appropriate, regardless of the amount of the applicant's previous funding.

Previous BC Arts Council Grant Received (as per above)	Type of Financial Statements Required
$0 to $15,000	Internally prepared financial statements
$15,001 - $40,000	Independently prepared financial statements: **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

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

Assessment Process

The following process is used to evaluate every application to this grant program:

- The BC Arts Council receives applications and reviews each one for eligibility.
- Eligible applications are forwarded to an internal assessment committee made up of BC Arts Council staff who are knowledgeable and experienced in relevant artistic activities or fields of practice.
- The assessment committee evaluates eligible applications using the assessment criteria below and a formula-based assessment tool to determine the grant amount and any conditions on payment of grants.
- Funding prioritization may be applied to applicants considered part of a designated priority group.
- The BC Arts Council informs each applicant of the assessment committee'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

ALIGNMENT WITH EXTENDING FOUNDATIONS: ACTION PLAN

- The Extending Foundations: Action Plan for 2022-2024 includes the BC Arts Council's commitment to placing reconciliation, equity, diversity, inclusion and access at the centre of its activities with the intention to address historic funding inequities.

FEASIBILITY

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

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

FINANCIAL CONSIDERATIONS

The assessment committee may also consider the following:

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

Notification of Results

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

Notification is sent by email to the primary contact linked to the application.

Emails are sent through the online system. Be sure the email address **NoReply@BCArtsCouncil.ca** is on your safe sender list.

Results will not be shared before the official notification letters are sent.

Payment of Grants 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.

Final Reports

Grant recipients must submit a final report of the completed project. Final reports must be submitted through the online system within 30 days of the Project End date stated in the application.

You will not be able to submit future applications to the BC Arts Council if you have an overdue final report.

Recognition of Grants

In recognition of grant funding, the support of the BC Arts Council and the Province of British Columbia should be acknowledged in all promotional materials, both print and online. The approved BC Arts Council and provincial logo and graphics standards are available online in a variety of ready-to-use digital formats.

Grant recipients with a website are encouraged to add a link to the BC Arts Council website.

Confidentiality

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

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.

PROJECT ASSISTANCE: Community Arts Festivals

Application Checklist 2025/26

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 early in the BC Arts Council online system to gain access to the online application. **Check When and How to Apply for registration approval timeframes.**
- ☐ **All applicants:** Complete required updates to your Organization Profile.
- ☐ Completed and submit any overdue final reports for previously completed BC Arts Council grants.
- ☐ Review the Program Guidelines and Application Preview on the BC Arts Council website for specific requirements for this program.

Organization Profile Updates in the BC Arts Council online grant system:

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

In your application:

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.
- ☐ Ensure your Project Start Date is after the intake closing date; include a realistic Project End Date.
- ☐ Cleary describe your project, including who is involved, how it will impact your organization and the arts sector, and how it will happen.
- ☐ 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.

Pop-out forms and tables to complete in the application:

Make sure you open and complete the pop-up forms within the application.

- ☐ List of confirmed or proposed B.C. and Canadian professional artists, technicians, Elders and Knowledge Keepers to demonstrate total request up to $6,000. **If only a proposed list**

is available, also provide the actual list from last year's festival, including actual fees each were paid, up to the $6,000 grant limit.
- ☐ Project Budget (see below for details).

Budget pop-out:
Use the Project Budget Table provided in the application to submit a balanced budget.
- ☐ Include all festival expenses and revenues (as described within the Project Information tab).
- ☐ Include detailed notes for each expense. **It should be clear which eligible expenses are covered by the request to this program.** Break down any large expenses, where possible.
- ☐ Ensure any ineligible expenses are covered by other revenue sources.
- ☐ 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 **Project Assistance: Community Arts Festivals funding request** in the application **matches** the requested amount in the Project Budget Table.

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: **One PDF copy (or URL link) of the most recent community art festival brochure or program schedule.** If this material **does not** contain a programming schedule, upload an additional PDF that details the full schedule of artistic and cultural activities and programming that was presented at the festival.
- ☐ Letters from partners or collaborators, if applicable, confirming the nature of their participation (maximum two letters, one page each – as applicable). Do not include general letters of support.

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.

- ☐ Review and proofread your application.
- ☐ Make sure you have uploaded all support material and test that all videos, audio clips and links are working.
- ☐ 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 come from this system email roughly 16 weeks after the intake closing date.
- ☐ Keep your mailing address up to date in your online Organization Profile. Grant payments will be mailed to this address.