# Arts Circulation and Touring
## Program Guidelines 2026/27 - For Individuals

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### Grant Program Summary

**Grant program purpose:** To support circulation, touring and travel activities. The program supports opportunities that enhance exposure of B.C. artists and artworks. It also supports access to arts and culture experiences within the province. Activities can take place inside of British Columbia or outside of the province.

**Maximum grant amounts:** Category 1: $25,000; Category 2: $15,000

**Applications – Open:** March 4 | **Close:** April 15 | **Results expected:** early Aug 2026

**Next intake:** Fall 2026 (subject to change). You can find the Grant Program Calendar on the Funding section of our website.

**Who can apply:** B.C.-based individual established artists in all disciplines, arts administrators and artistic support staff, museum or Indigenous cultural centre professionals, production and technical personnel. Applicants must meet all eligibility criteria listed in the **Who Can Apply** section below.

**New applicants:** You must register in the online system to access the application. Before you register or begin your application, you are encouraged to talk with a Program Advisor and make sure **you are eligible** and **your proposed project is eligible**. Ineligible applications will not be forwarded for assessment.

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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 questions.

BC Arts Council office hours are 8:30 am to 4:30 pm (Pacific Time), Monday to Friday.

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

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

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

## About Arts Circulation and Touring

**Arts Circulation and Touring** supports circulation, touring and travel activities. The program supports opportunities that enhance exposure of B.C. artists and artworks. It also supports access to arts and culture experiences within the province. Activities can take place inside of British Columbia or outside of the province. Eligible individuals, organizations and arts and curatorial collectives can apply. See Who Can Apply for further details on applicant eligibility.

**For Organizations and Collectives: see Guidelines for Organizations**

There are two categories of Arts Circulation and Touring grants**:**

**Category 1: Outbound Compensated Touring**

- Circulation or touring of existing or established artistic and cultural performances, exhibitions, and works originating from the applicant to specific venues* or events that are providing compensation.

- Compensation must be guaranteed artist or presentation fees and/or in-kind contributions for travel or accommodation. **Non-guaranteed fees (for example, box office revenues or ticket sales; in-kind festival passes or registrations; staffing, marketing or box office support; or venue costs) are not considered eligible compensation for outbound tours.**

- Outbound activities must take place at least 80km away** from the applicant's home base.

**Category 2: Travel**

- **Inbound**:
    - Hosting, presentation, or circulation of existing or established artistic and cultural performances, exhibitions, and works.
    - Bringing in artists or artistic leadership for planning future inbound touring and circulation.

- **Outbound:**
    - Uncompensated touring or other travel opportunities where an applicant has been specifically invited.
    - Participation in events focused on the promotion, planning, or network development for the purposes of future circulation and touring opportunities.

- All travel opportunities must include a specific invitation, confirmation, or proof of registration.

- Inbound activities must originate from at least 80km away** from the applicant's home base.

- Outbound activities must take place 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.

## Grant amounts

**Maximum grant amounts:**

- **Category 1:** Outbound Compensated Touring. Up to **$25,000.**
- **Category 2:** Travel – Inbound and Outbound. Up to **$15,000.**

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

Requests for the maximum amount should demonstrate a large scope, potential for impact and articulate a clear rationale for why the project requires the maximum amount.

Submit a realistic and balanced budget that shows how much money you need to complete the project. BC Arts Council intends to support successful applications at 100% of their request. However, in some cases, grants may be awarded for less than requested.

BC Arts Council grant programs are competitive. We are not able to support all eligible applications. We generally fund between 20% to 40% of eligible applications in a program intake. To see a list of previous grant recipients and the range of grants awarded, visit the BC Arts Council Grant Recipients page.

## Who can apply

Before you begin your application, make sure **you are eligible** and **your proposed project is eligible**. Ineligible applications will not be forwarded for assessment. If you have questions about eligibility, contact a Program Advisor.

## Individual applicant eligibility

**To be eligible, you must:**

- Be a Canadian citizen or Permanent Resident of Canada.

- Be a B.C. resident who ordinarily resides in B.C. and has lived in B.C. for at least 12 continuous months immediately prior to submitting an application. For more information, review our **Determining B.C. Residency** page. You must be prepared to provide documentation to support your residency status (if requested).

- Be recognized as professional by other practitioners working in a similar practice.

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

- Details about the appropriate and relevant training you have completed that has prepared you to work in your field of practice. Training may be through post-secondary institutions, knowledge transfer, or apprenticeship with a qualified practitioner.
- Have a minimum two years of being paid to do your work in your field following basic training.
- Meet discipline-specific criteria outlined below:
  - **Performing artists**: A demonstrated body of previous professional work for which you have received professional fees.
  - **Visual or craft artists**: At least two professionally curated shows or exhibitions for which you have received professional fees.
  - **Visual arts critics or curators:** Curated two or more exhibitions or published two or more works of critical writing for which you have received professional fees.
  - **Media artists:** Directed, created, or held creative control on at least one project subsequent to basic training for which you have been paid professional fees. This may include student works which have been professionally exhibited or screened.
  - **Creative writers**: At least one book (or equivalent – 40 pages of poetry or 120 pages of prose) professionally published.
  - **Arts administration, publishing, producer, artistic support staff**: Two or more years of full- or part-time paid employment (permanent or contract) in arts or cultural administration or artistic support at an arts organization, or at a professional book or periodical publisher.
  - **D/deaf, Disability and Mad Arts:** A demonstrated body of work in or across any artistic practice for which you have received professional fees.
  - **Community-engaged arts practice:** Facilitated two participatory arts projects in a community setting or learning environment.
  - **Multi- and interdisciplinary practice:** A demonstrated body of professional public work that integrates multiple fields of practice, and for which you have received professional fees.
  - **Museum or Indigenous culture centre professionals:** Two or more years of full- or part-time paid employment (permanent or contract) in a museum or Indigenous Cultural Centre.
  - **Production and technical personnel:** Two or more years of full- or regular part-time paid employment (permanent or contract) in arts and cultural production or as a technician in an arts and culture institution, organization, or venue.

  OR

  - **For Indigenous artists who don't meet the discipline-specific criteria above:** Have received at least one grant through the First Peoples' Cultural Council Individual Artists Program or Indigenous Arts Program and not have any overdue final reports for that grant.

**To be eligible, all applicants must also**:

- Not be working under a private or for-profit entity.

- Engage skilled artistic, curatorial, and administrative leadership 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.

- Be applying for either the first or second time with an activity. If you have applied twice unsuccessfully for the same activity, the new proposal must be substantively changed.

- Not have any overdue final reports on previous BC Arts Council grants.

## What you can apply for

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

This grant program provides one-time funding for specific projects. Project grants are not meant to cover ongoing expenses.

## Examples of eligible projects

**Category 1: Outbound Compensated Touring**

Examples include (but are not limited to):

- A southern-B.C. based theatre artist is being paid to bring their show to hosting theatres in Montreal, Toronto and Halifax.

- A Visual Artist on Vancouver Island is receiving exhibition fees to show their work and do artist talks at a gallery in the Interior.

- An author is being provided travel support and hotel accommodations to participate a series of literary festival readings and book signings in Ontario.

- A musical group touring to Mexico and receiving fees to play at several performance halls.

- A dance artist is receiving a fee to showcase their latest work at an international festival(s).

**Category 2: Travel**

Examples include (but are not limited to):

Inbound Travel:

- An independent curator in Kelowna is requesting travel and shipping support to bring in an existing exhibition from Zimbabwe to a community hall they program.

- An author in Prince George request travel support to bring in a co-author of a shared anthology to deliver readings and do book signings in their local bookstores.

- A performing artist in B.C. requests travel support to bring in an international act to performing alongside them in an existing event they are producing.

Outbound Travel:

- An interdisciplinary artist is traveling to perform in an international fringe festival they have registered for.

- A musical group is travelling Europe playing at various venues, selling merch, albums and taking a cut of the door.

- A media artist is travelling to a film festival in Quebec to attend a screening of their work.

- A playwright from Victoria has been invited to attend the opening night of their latest play in Ottawa.

**All Categories:**

- Only activities taking place after the application is submitted will be eligible for support.

- Projects must support the mobility and circulation of existing and or established artistic and cultural works and programming.

- Applicants working collaboratively, sharing inbound travel at separate destinations may submit separate applications. 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.

- All activities must have a specific venue* at the destination(s) identified.

- Letters of intent or confirmations may include approximate or typical compensation and approximate dates.

Please see what is needed for each category under What is Needed for the Application.

## Eligible expenses

- Travel/transportation

- Per diems

- Accommodation

- Borrowing fees

- Crating/cases

- Freight/shipping and insurance costs directly related to the project

- Equipment or materials directly related to the project (up to $2,500 maximum)

- **For Category 1: Outbound Compensated Tours ONLY**:

  o Up to 25% of the BC Arts Council request may be for supporting expenses essential to the project including remount or touring adjustments, rentals, materials, or rehearsal costs

  o Fees or wages for artists, contractors, staff or technicians that are directly involved in the touring activity(ies).

## Required artist payment in project activities

Eligible projects must include appropriate payment to artists, arts and culture practitioners, and other members of the project team engaged in the proposed activities. Payments to artists should be consistent with recommended rates set by relevant arts service organizations, professional

associations, or established practitioners within the field of practice. Payment structures that are not guaranteed, or that risk low or non-payment to artists, do not meet this compensation requirement (for example, honoraria, commission-based sales of artworks, percentage of door sales).

**RESOURCES**
Recommended Artist Fee Schedules (by discipline)
- 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) https://iatse.net
- UBCP-ACTRA (Union of BC Performers) https://ubcpactra.ca/

## Required payment of Elders and Knowledge Keepers in project activities

Applicants should pay Elders and Knowledge Keepers according to community context and appropriate protocols.

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

## Exclusions – What will not be funded

**Expenses that are <u>not</u> eligible for support in this program**:

- General operating expenses and activities, ongoing expenses, grant writing fees

- Project or budget surpluses, deficits, or contingency funds.

- Capital expenses over $2,500, or that are not directly related to the project activities (for example, construction, renovation, or purchase of property or equipment).

- Feasibility studies, start-up costs, or seed money.

- Artwork commissions or acquisitions

- Subsistence to artists or arts and culture practitioners.

- Costs of producing commercial recordings, demo reels, publications, merchandise.

- 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.

**Activities that are <u>not</u> eligible for support in this program**:

- Creation of new artistic and cultural performances, exhibitions and works. For creation-based projects, consider applying for a discipline-specific Project Assistance Grant.

- Inbound multi-day presentations of multiple works and/or series, including festivals. For series presentations or festivals, consider Project Assistance or Arts Impact Grants.

- Category 1: Outbound Compensated Tours: Opportunities that are self presented, 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.

- Activities that do not have specific confirmed or proposed dates, locations, artists, or where letters of confirmation, invitation, or intent cannot be provided.

- Regular or annual artistic programming plans, series of works, and/or multiple presentations over a season or within a festival.

- Projects or activities that are not based on artistic or curatorial decision making, benefit artists or arts and culture practitioners/professionals, 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.

- 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 publishers) 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.

## When and how to apply

**Applications – Open:** March 4 | **Close:** April 15 | **Results expected:** early August 2026

Submit your application through the online grant system.

**Applications will only be accepted until 11:59 p.m. (Pacific Time) on Wednesday, April 15, 2026.**

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

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

## New applicants

- Closely review these guidelines to make sure you and your proposed activities are eligible.

- Register and create a profile in the BC Arts Council's online Grant Management System (GMS) to access the application. Instructions are on our website: How to Apply Online.

- We recommend you register at least 2 weeks before the application closing date.

- New registrations go through a review. The review and approval process may take up to five business days <u>after</u> we have received all required documents. **Register early to avoid delays.**

- **Registration requests received within five business days of the application closing date will not be processed until after the grant program has closed.** You will not be able to submit an application if you are not registered.

- Add the automated email address **NoReply@BCArtsCouncil.ca** to your safe senders list and check your spam folders.

- You will receive an automated email when your registration request is approved.

- Once approved, you will be able to complete your Personal Profile and access the application.

## Returning applicants

- Closely review these guidelines to make sure you and your proposed activities are eligible.

- Update your Personal Profile in the online system before starting the application.

**Registration questions?**  Contact BCArtsCouncil@gov.bc.ca or 250-356-1718 for registration assistance. The BC Arts Council office hours are 8:30 a.m. to 4:30 p.m., Monday to Friday.

## Accessibility support

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

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

**Access Support** provides 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 of the scope of a project. Accessibility requests are confidential and will not be part of the assessment panel's evaluation of a grant application.

For more information or to request assistance, contact:

**Nicola Dunne, Accessibility Coordinator (Individuals) - 778-405-4007 - 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. We will not contact you 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 applications in audio and sign language formats. See instructions within the application.

**All applicants:** Update your online Personal Profile (including mailing address and Designated Priority Group and Voluntary Self-Identification sections) before submitting your application.

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

**A complete application must include:**

- Details outlining the proposed project including:

  o 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 up to 100-word biography for each member of the project's team.

- A balanced project budget. Be sure to:

  o Use the Project Budget Table provided in the application.

  o Include detailed notes on the budget and allocate eligible expenses to the BC Arts Council Request column in the budget form.

  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 **Fees/compensation in Budget Table must match fees/compensation 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, surpluses and contingency funds.

- 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 proposed activities.

- **Do not submit any additional material.** Excess support material, including multiple links to materials within a single uploaded document, will not be reviewed.

- **Test your materials before submitting your application**. Make sure all support materials open properly and can be read or viewed clearly.

- **Complete the inventory form in the application**. Use this form to provide additional context or information for the assessors about the image, video, audio or text files you are uploading.

- **Name your files** beginning with your Last Name, First Name - Support Material Type, followed by any additional info such as Image Title, Viewing Order, or Project Partner name. For example:
    - SmithersNelsonCV.doc
    - SmithersNelson_Image title 1.doc
    - SmithersNelson_Confirmation letter partner 2.doc

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

- **Category 1: Outbound Compensated Touring:**
    - Written confirmation(s) or letter(s) of intent from all hosting organization(s) and/or venue(s) that list specific or proposed dates and compensation (including in-kind contributions like travel, accommodations, or other benefits).

- **Category 2: Travel:**
    - **Inbound hosting, presentation or planning**: Written confirmation(s) or letter(s) of intent from participants (individuals or organizations) that list dates, activities and terms of the engagement.
    - **Outbound travel, promotion or planning:** written confirmation or invitation from a hosting organization that list dates, activities and terms of the engagement, or proof of registration.

- **All applications:**
    - An itinerary or timeline and workplan of activities, engagements and/or meetings with dates, locations, times and who is involved.
    - An audience, market development and/or public programming/outreach plan
    - A completed inventory form table listing information about the images, 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**:
        - **8 images**

        OR

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

        OR

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

        OR

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

        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. Maximums are calculated as follows: 30 seconds audio/video = ½ page of text = 1 image.

- **Optional support material**: 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**. Note:** Confirmations from participating artists in Category 1: Outbound Compensated Tours are not required.

## How funding decisions are made

### Peer assessment

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

- The BC Arts Council reviews each application for eligibility.

- Eligible applications are forwarded to an independent peer assessment panel. Assessment panels include individuals (assessors) with broad artistic knowledge, experience, geographical representation, and diverse aesthetic, institutional, and cultural viewpoints, including those from Indigenous perspectives.

- Assessors read and score the applications using the assessment criteria below.

- The assessment panel discusses, then ranks the applications. Grants are awarded based on this ranking.

- Funding priority may be given to applicants considered part of a designated priority group.

- The BC Arts Council informs each applicant of the peer assessment panel's decision approximately 16 weeks after the application closing date.

- Applicants may check the status of their application at any time through the online system.

- All results are final.

### Assessment criteria

**The assessment panel will read and evaluate your application based on the following criteria.**

Each criteria category is assigned a percentage of your application's total score. For example, a category weighted at 20% means you can score between 1 and 20 in that area. Compelling, detailed, and specific answers with strong evidence and clear alignment with the assessment criteria will score higher.

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

### ARTISTIC AND CULTURAL CONTRIBUTION AND ENGAGEMENT (50%)

The assessment panel will consider:

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

- How well the applicant can identify the communities it serves.

- The level of artistry, risk, originality, and production values achieved in the proposed activities.

- The significance or unique nature of the opportunity presented by the proposed activities.

- Strategies to engage new audiences, communities, or networks.

- Integrity of the project including ethical approaches to research, collaborative processes, contributors, source materials, cultural considerations, and protocols.

## IMPACT ON THE APPLICANT AND COMMUNITY (30%)

The assessment panel will consider the:

- Potential impact or benefits to the applicant's artistic or professional practice, including the timeliness, urgency, and relevance of the activities for the applicant's exposure and professional growth.

- Impacts of the project on B.C.'s arts and culture sector, including but not limited to:

    o Contribution to the art form or practice, including reclamation, preservation, or innovation.

    o Contribution to rural and remote communities.

    o How the project addresses an identified need in the sector.

- The significance of the project relative to BC Arts Council priorities of reconciliation, equity, diversity, inclusion, and access.

- Meaningful contribution to equity-deserving and under-represented artistic practices, arts practitioners, and cultural communities.

- The level of accessibility and engagement, including but not limited to physical spaces, cultural safety, affordability, and support for diverse participants or those who experience barriers or disability.

## FEASIBILITY (20%)

The assessment panel will consider the:

- Applicant's experience and capacity to undertake the proposed project.

- Clarity of the work plan or timeline.

- Clarity and appropriateness of the budget, including fair compensation for all participants.

- Measures in place to ensure the safety of all participants, including physical, emotional, cultural.

- The overall suitability of the circulation or touring opportunity to the applicant's stated artistic and/or development goals.

- Overall activities relative to the scope of the request.

## Designated Priority Groups

The BC Arts Council is committed to targeted investment in underserved and equity-deserving groups.  These designated priority groups are the focus of strategic measures, dedicated programs, funding prioritization processes, and other equity support initiatives.

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

Applicants who would like to identify as part of a designated priority group must complete the Designated Priority Groups section in their online Personal Profile. All applicants are encouraged to also complete the Voluntary Self-Identification section, but it is not mandatory.

## Notification of results and feedback

The BC Arts Council intends to inform applicants of the assessment results approximately **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 emails are sent.

## Feedback

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

If a previous application for the same project was unsuccessful, we recommend that you request feedback from the Program Advisor and address the concerns in your next application.

## 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 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 for the completed project. Final reports must be submitted through the online system within 30 days of the Project End Date noted in the application.

You will not be able to submit future applications to the BC Arts Council if you have an overdue final report. If at any time, there are significant changes to your approved project or timeline, contact the program advisor associated with this program.

## 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 and Province of British Columbia logos and guidelines for use are available 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 BC Arts Council's Annual Report 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. The BC Arts Council is actively committed to reconciliation, equity, diversity, inclusion, and access through our 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 our website. The What is the BC Arts Council? video on our website includes ASL interpretation with voice over and captions.

## Arts Circulation and Touring: Application Checklist (For Individuals)

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

### Before you start:

- ☐ Review the application preview and program guidelines for specific requirements.
- ☐ Call a Program Advisor if you need to discuss eligibility or if you have questions.
- ☐ New applicants:  Register in the BC Arts Council online system to gain access to the online application. **Registration requests can take up to 5 business days to process.**
- ☐ Plan to proofread your application before you submit it.
- ☐ Plan to submit your complete application at least two days before the deadline to avoid last-minute technological issues.
- ☐ Ensure you have submitted any overdue final reports on previous BC Arts Council grants.

### In your personal profile on the BC Arts Council online grant system:

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

### In your application:

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

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

- ☐ Project Team Table with biographies
- ☐ Project Budget Table with a <u>balanced</u> budget and notes explaining amounts. Be sure to include any fees or compensation being provided by hosts in your budget revenues.
- ☐ Support materials Inventory Form Table listing information about the images, video, audio, or text files you are including.

### Support material to upload:

**Category 1: Outbound Compensated Touring:**

- ☐ Written confirmation(s) from all hosting organization(s) and/or venue(s) that list specific or proposed dates and compensation (including in-kind contributions like travel, accommodations, or other benefits).

**Category 2: Travel:**

- ☐ **Inbound hosting, presentation or planning**: Written confirmation(s) or letter(s) of intent from participants (individuals or organizations) that list dates, activities and terms of the engagement.
- ☐ **Outbound travel, promotion or planning:** Written confirmation or invitation from a hosting organization or proof of registration.

**All Categories:**
- ☐ A resume or curriculum vitae of the applicant and/or lead artist(s) involved with the project (as applicable).
- ☐ An itinerary or timeline and workplan of activities, engagements and/or meetings with dates, locations, times and who is involved.
- ☐ An audience, market development and/or public programming/outreach plan
- ☐ 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)
- ☐ **Optional:** Letters from partners or collaborators, if applicable, confirming the nature of their participation (maximum two letters, one page each – as applicable)

## After you submit your application:

- ☐ Add [NoReply@BCArtsCouncil.ca](mailto: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