Arts Circulation and Touring

Program Guidelines 2026/27
For Organizations and Collectives

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 August 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: Arts Organizations, Arts and Curatorial Collectives, Arts Activator Organizations, Indigenous Community Organizations, Indigenous Governments, Museums, Indigenous Cultural Centres, Publishers in B.C. Applicants must meet all eligibility criteria listed in the Who Can Apply section.

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.

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.

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

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

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 ==highlighted==.

Table of Contents

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 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 Individuals: see Guidelines for Individuals.

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 50% of the total eligible project expenses
  OR
- A grant for up to 65% of the total eligible project expenses from applicants that are considered part of the BC Arts Council's designated priority groups.

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.

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 one fiscal year prior to application with:

  o The majority of key staff and board members based in B.C.

  o Creative control and decision making for programming and engagement primarily maintained within the organization and by leadership based in B.C.

  o A purpose or mandate dedicated to arts and culture programming and activities.

or

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

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

OR

- An **Indigenous (First Nations, Métis, Inuit) community organization** registered and in good standing as a non-profit society or community service co-op in B.C. for at least one fiscal year prior to application with:

  - The majority of key staff 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 one fiscal year prior to application, that:

  - Maintains an ongoing arm's length, community-based board of management or advisory structure that sets policy for the organization's programs and services.

  - Holds a dedicated programming space and has at least one dedicated staff person in an artistic, curatorial, or administrative leadership position who is responsible for programming and engagement.

  - Offers ongoing public programming by experienced arts and 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 detail.

OR

- An **arts and culture organization** operated by a public post-secondary institution in B.C. for at least one fiscal year prior to application, that:

  - Holds a dedicated programming space and has at least one dedicated staff person in an artistic, curatorial, or administrative leadership position who is responsible for programming and engagement.

  - Offers ongoing public programming by experienced arts and 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 or literary periodical publisher** that meets the eligibility requirements for either the BC Arts Council Project Assistance: Literary Arts, Operating Assistance: Literary Arts, or Operating Assistance: Book Publishers program.

All eligible organizations must also:

- Provide public arts and culture programming (or service to the arts and culture sector) in B.C. as a primary activity and have done so for a minimum of one year prior to the application closing date.

- Provide programs that benefit the community at-large and not solely the interests of its nonprofit society members.

- Engage skilled artistic, curatorial, editorial and/or 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 or relevant industry standards.

- Follow international intellectual property rights standards and cultural ownership protocols.

- Follow the Criminal Records Review Act which requires that people who work with or may have unsupervised access to children or vulnerable adults must undergo a criminal record check by the Criminal Records Review Program.

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

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

Arts or curatorial collective eligibility

To be eligible, an arts or curatorial collective must:

- Be established and readily identified as a collective of a minimum of 3 independent artists, curators, or arts and cultural practitioners who are active in their field of practice and who meet the criteria below. NOTE: The collective may include additional members who do not meet the criteria below as long as at least 3 eligible core members have been identified and meet the following:

  - Have a minimum of two years of professional practice in their field following basic training, with roles that hold creative control of projects.

  - Have a demonstrated body of previous work as an individual practitioner, including at least one public presentation of work for which an artist fee or equivalent was received.

  - Be a Canadian citizen or Permanent Resident.

  - Have been a resident of B.C. for at least 12 months immediately prior to the application deadline, and ordinarily reside in B.C. See Determining B.C. Residency page.

- Have a demonstrated history of creating or presenting work as a collective and have a clear commitment to a current practice. At a minimum, the collective must have:

  - A demonstrated body of previous work by current members of the collective.

- o   At least one public presentation of work by the current collective, for which artist fees or equivalent were received.
  - o   Intention to continue working together with current members as a collective on future projects.
- Apply under the name of an individual member of the collective who acts as the key contact person and is listed as the submitting representative or "Primary Contact" within the online grant system. **If the application is successful, this person will:**
  - o   Be responsible for submitting the final report.
- Designate a member of the collective as Payee who is registered with an Individual Practitioner account. Their name and email address associated with their system account must be listed in the application. **If the application is successful, this person will:**
  - o   Receive payment of the grant on behalf of the collective.
  - o   Be issued a T4A for the full grant amount.

All eligible arts or curatorial collectives must also:

- Not be applying on behalf of the activities of a for-profit business.
- Engage skilled artistic, curatorial, and administrative leadership for project or service delivery.
- Provide programs that benefit the community at-large and not solely the interests of the collective's members.
- Fairly compensate artists, arts and culture practitioners, technicians, Elders, and Knowledge Keepers. Compensation must align with project context 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 proposal must be substantively changed.
- Not have any overdue final reports on previous BC Arts Council grants.

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

Ineligible applicants

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

- Private or for-profit entities (except in the case of for-profit book publishing companies)
- Member-funded societies
- Social service organizations
- Non-profit community service organizations
- Industrial sites, archaeological sites, heritage sites, or historic places

- Organizations solely dedicated to archives

- Virtual museums

- Museums with only temporary exhibitions

- Collectives with less than 3 members or ad hoc collectives. These types of collectives may be eligible to apply to Arts Circulation and Touring – Individuals grant program for a collaborative project.

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 company is being paid to bring their show to hosting theatres in Montreal, Toronto and Halifax.

- A museum on Vancouver Island is being paid to bring an exhibition they curated to a hosting gallery in the Interior.

- A BC publisher has been invited to bring three of their authors to a series of literary festivals, readings and book signings in Ontario and is being provided in-kind hotel accommodation by the festivals.

- An Orchestra is touring to Mexico and receiving fees to play at several performance halls.

- A dance company 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:

- A visual arts organization in Kelowna has a special opportunity outside of their regular programming to bring in an existing exhibition from Zimbabwe.

- An artist-run-centre in Smithers and a media arts org in Prince George to share the costs to bring two media artists from Chilliwack to their cities for screening events.

- A theatre organization in Vancouver is bringing in the production team from a show they will host from Calgary, to evaluate the technical set up of their venue, hold auditions for a local role, and plan marketing and outreach activities for the eventual production.

Outbound Travel:

- A dance company is traveling to perform in an international fringe festival.

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

- A book publisher is sending three of their authors to a literary festival in Quebec to promote their latest publications at book signing events.

All Categories:

- Only activities taking place <u>after the application is submitted</u> 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 <u>What is Needed for the Application</u>.

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:**

  - 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

  - 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 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.

- <u>Capital expenses</u> 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

- <u>Subsistence</u> 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.

- Note: Organizations that receive funding through the BC Live Performance Network's Community Presenters Assistance program are not eligible for support in Category 2: Travel within this program for the same activity.

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.

- 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. Operating Assistance clients are eligible to apply for projects outside of their regular or annual programming.

- 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 (except for 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.

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

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

New applicants

- Closely review these guidelines to make sure your organization or collective and proposed project 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 Organization Profile and access the application.

Returning applicants

- Closely review these guidelines to make sure your organization or collective and proposed activities are eligible.

- Update your Organization 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

Organizations with a primary purpose to serve D/deaf or disability arts practices, or collectives led by artists or arts and culture practitioners who self-identify as D/deaf or disabled, 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 to support 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 (for Organizations)

250-978-9839 | 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 Organization Profile. See details below for updates and uploads that are required when you apply.

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

A complete application must include:

- Details outlining the proposed project including:
  - Summary of the proposed project with rationale, objectives, and outcomes.
  - Project Start Date (which can be any time after the application is submitted) and a realistic Project End Date.
  - Detailed project itinerary, timeline, programming, outreach, market development or work plan (as applicable – see Required Support Material).
  - Completed Project Team Table, including name, responsibility, current location, confirmation of participation and up to 100-word biography for each member of the project's team.
- A balanced project budget. Be sure to:
  - Use the Project Budget Table provided in the application.
  - Include detailed notes on the budget and allocate eligible expenses to the BC Arts Council Request column in the budget form.
  - Indicate whether revenues are confirmed or pending.
  - Balance in-kind revenues with in-kind expenses.
  - Make sure Amount Requested in the application matches the request amount in the Project Budget Table.
  - **Fees/compensation in Budget Table must match fees/compensation in written confirmations.**
  - Not exceed the $25,000 grant request amount
  - 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 adhere to 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 organization's name - Support Material Type, followed by any additional info such as Image Title, Viewing Order, or Project Partner name. For example:

  - OrganizationName_Image title 1.doc
  - OrganizationName_Confirmation letter.doc
  - OrganizationName_Reference letter partner 2.doc

Required support material for this application includes:

- **Category 1: Outbound Compensated Touring:**

  o 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:**

  o **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 applications:**

  o An itinerary or timeline and workplan of activities, engagements and/or meetings with dates, locations, times and who is involved.

  o An audience, market development and/or public programming/outreach plan

  o A completed Inventory Form table listing information about the images, video, audio or text files you are including.

  o 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**:

    o **8 images**

    OR

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

    OR

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

    OR

    o **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.

Profile updates required from collectives

Before you apply, you must update your online Organization Profile with the following:

- **Contact information:** Mailing address and primary contact information.
- **Collective Member List:** List of current collective members including name, example of previous work, place of residence, and length of time in collective.
- **Shared purpose,** creative goal or mandate of your collective.
- Completed **Designated Priority Groups** information section (required for funding prioritization).
- Answers in the **Equity Data Tool** that are relevant to your collective (required for funding prioritization). You are not required to answer every question.

Profile updates required from organizations

Before you apply, you must update your online Organization Profile with the following:

- **Contact information:** Mailing address and other leadership contact information.
- **Board Member List:** The organization's current board of directors, editorial advisory board, trustees, or board of management, including their board position, occupation/expertise, start date, and place of residence.
- **Staff Member List**: Administrative, artistic, and editorial staff and significant contractors, including name, position, place of residence, and employment status (for example, permanent or part-time).
- **Constitution or Statement of Purpose**: Required upload(s):
  - **For non-profit societies:** 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:** PDF copy of the organization's certified Memorandum of Association and Rules.
  - **For all other applicants**: 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.

- **Financial Statements:** Upload signed financial statements for your two most recent completed fiscal years. See details below.

Financial statement requirements

All organizations (except collectives) must upload to their online profile signed financial statements for their two most recent completed fiscal years.

Following standard accounting formatting, financial statements should include comparative information for the prior fiscal year. If a comparative year is not included within a single set of statements, a set of financial statements for each year must be uploaded.

Balance sheets 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 [Community Gaming Grants application resources](#), under Example Documents.

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.

The type of financial statements required is based on the single largest BC Arts Council grant received in the organization's previous two fiscal years, not including Arts Impact grants, Accelerate grants or Arts Infrastructure Program grants. **Refer to the chart below.**

If you did not receive an applicable grant in the previous two fiscal years, internally prepared financial statements are acceptable. The statements must include all information listed above.

BC Arts Council reserves the right to request audited financial statements, 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 funding decisions are made

Peer assessment

The following process is used to evaluate applications 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:

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

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

- How the project will contribute to the development of the art form(s) and cultural practices in B.C., including opportunities for reclamation, preservation, and/or innovation of the art form or practice.

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

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

- Strength of strategies to engage new audiences, communities, or networks.

- The effectiveness of practices that eliminate cultural appropriation and support meaningful representation, using appropriate protocols and practices.

- Knowledge of the project's audience and potential communities to inform insight and strategies that will lead to further audience development.

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

The assessment panel will consider:

- Potential short and long-term impacts of the proposed activities on the identified communities the applicant serves, including the timeliness, urgency, and relevance of the project in relation to identified needs in the sector.

- Integrity of the project including ethical approaches to:

    o Research, collaborative processes, contributors, source materials, cultural considerations, and protocols.

    o Engagement with Indigenous people, communities, practices, materials, beliefs.

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

- Contribution to and impacts for rural and remote communities (as applicable).

- Level of accessibility including, but not limited to physical spaces, affordability, and support for those who experience barriers or disability.

FEASIBILITY (20%)

The assessment panel will consider the:

- Achievability of the proposed activities as determined by sound budgets, planning, resource allocation, and the applicant's overall financial health and capacity.

- Abilities in audience development, marketing, and communications, and the overall suitability of the opportunity to the applicant's stated artistic and/or development goals.

- Role of leadership, including artistic leadership, management, and the board (as applicable) in fostering a healthy, sustainable work environment.

- Applicant's experience in successfully realizing comparable projects at a professional standard.

- Rigour of human resources practices related to providing fair pay, equitable employment, cultural competency, cultural safety, and safe and respectful work environment.
- 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 organizations. 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

If the majority of your activities, programming, and resources are dedicated to one of the groups listed above, and if your organization or collective would like to be considered for equity support measures including priority funding, you must complete the Designated Priority Groups and Equity Data Tool sections in your online Organization Profile.

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 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 a 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 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 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 Organizations and Collectives)

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

Before you apply:

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

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

- ☐ Update your address and other contact information
- ☐ Upload your most recent signed financial statements (*organizations only*)
- ☐ Update your Board list and Staff list (*organizations only*)
- ☐ Upload your organization's constitution (*organizations only*)
- ☐ Complete the Designated Priority Group Questionnaire (required for funding prioritization)
- ☐ Complete the Equity Data Tool (required for funding prioritization)

In your application:

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

Pop-out forms to complete in the application:

- ☐ Project Team Table with biographies
- ☐ Project Budget Table with a balanced budget and notes explaining amounts. Be sure to include any fees or compensation being provided by hosts in your budget revenues.
- ☐ Portfolio Inventory Form on the Support Material tab

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
- ☐ 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 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.