

# Project Assistance: Literary Arts Program Guidelines 2026/27

## Grant Program Summary

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**Grant program purpose:** To support eligible book publishers, arts periodicals, and literary arts organizations and collectives to develop, enrich, publish, and promote Canadian literature and writers through publishing, presentation, and dissemination of literary works.

**Maximum grant amount:** \$25,000

**Applications – Open:** April 8 | **Close:** May 20 | **Results expected:** mid-September 2026

**Next intake:** Spring 2027 (subject to change). You can find the [Grant Program Calendar](#) on the Funding section of our website.

**Who can apply:** Eligible book publishers, arts periodical publishers, and literary arts organizations in B.C. See details in [Who can apply](#) section.

**New applicants:** You must register in the online system to access the application. Before you register or begin your application, we encourage you to talk with a Program Advisor to 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.

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Review these program guidelines and the [Frequently Asked Questions](#) on the BC Arts Council website before applying. Contact the Program Advisor if you have questions.

**Michelle Benjamin** – Program Advisor, Literary Arts  
236-478-2582 | [Michelle.Benjamin@gov.bc.ca](mailto:Michelle.Benjamin@gov.bc.ca)

For general information, contact:  
250-356-1718 | [BCArtsCouncil@gov.bc.ca](mailto:BCArtsCouncil@gov.bc.ca)

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

**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**.

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## Acknowledgement

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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: Literary Arts

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**Project Assistance: Literary Arts** supports eligible book publishers, arts periodicals, and literary arts organizations and collectives to develop, enrich, publish, and promote Canadian literature and writers through publishing, presentation, and dissemination of literary works and the development, enrichment, and creation of new or unique publications, public programming, and community engagement initiatives.

BC Arts Council Project Assistance programs provide one-time grants for specific projects, components, or public programming initiatives within an existing program.

**Grants are not available through this program to support ongoing or operating expenses.**

### Grant amounts

**Maximum grant amount is \$25,000.**

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](#).

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

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](#) webpage.

## Who can apply and What you can apply for

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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 the Program Advisor.

**All eligible applicants must:**

- Not currently receive Operating Assistance program grants from the BC Arts Council.
- Offer programs or publications that benefit or are of interest to the community at-large and not solely the interests of the organization or collective's members.
- Engage and compensate skilled artistic, curatorial, editorial, 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 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](#).
- Not have any overdue final reports on previous BC Arts Council grants.

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.

## Information for Book Publishers

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### Book Publishers eligibility

#### **An eligible book publisher must be:**

- A professional book publisher registered and in good standing as a non-profit society or community service co-op in B.C. for at least one year prior to application with:
  - The majority of key staff and board members based in B.C.
  - Creative control and decision making for programming and engagement primarily maintained within the organization and by leadership based in B.C.
  - A purpose or mandate dedicated to book publishing and related activities.
  - Operations and activities that reflect this dedicated purpose or mandate.

#### **OR**

- A B.C.-based, Canadian-owned book publisher that has been a legally registered company in B.C. for at least one year.

#### **OR**

- A book publisher led by 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 who set editorial policies based in B.C.
  - A commitment to ongoing and regular book publishing activities.

#### **OR**

- A book publisher led by an Indigenous (First Nations, Métis, Inuit) government in B.C.

**OR**

- A book publisher operated by a public post-secondary institution in B.C. for at least one fiscal year prior to application, with:
  - An independent advisory board that sets editorial and other policies for programs and services undertaken.
  - Primarily operates with autonomy, outside of curriculum, holding creative control and decision making for programming and engagement, with separate financial records for operations. See Financial Statement Requirements section for more detail.

**An eligible book publisher must also:**

- Have its head office, editorial office, general operations, and management based in B.C. for at least one fiscal year prior to application.
- In the case of legally registered companies, be managed and financially controlled by B.C. residents who own at least 75% of the company.
- Maintain full control of the editorial process and have editorial independence from any other company. Where affiliations exist, publishers must be able to demonstrate separate editorial departments, budgets, and financial statements for each book publishing operation.
- Have operated in B.C. for a minimum of one fiscal year with book publishing as the primary (and not peripheral or occasional) business, with the publication of original and eligible titles as the focus.
- Have at least four eligible titles in print, have published at least two eligible titles in the previous year, and be committed to an ongoing program of publishing eligible titles.
- Issue royalty statements on a regular basis and fulfill all contractual obligations to writers, illustrators, translators, and other copyright licensors. Publishers with overdue payments as of the submission deadline may not be eligible for funding.

**Book Publisher Collectives eligibility****To be eligible, a Book Publisher Collective must:**

- Be established and readily identified as a collective of a minimum of three independent artists, curators, or arts and culture practitioners who are active in book publishing and who meet the criteria below. The collective may include additional members who do not meet the criteria below as long as at least three eligible core members have been identified and meet the following:
  - Have a minimum of two years of established practice in book publishing, with roles that hold creative control of projects.
  - Have a demonstrated body of previous work as an individual practitioner in literary arts including at least one publication of work (their own or another artist) 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](#).

- Have a demonstrated history of publishing books 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 published by current members of the collective.
  - At least four eligible titles in print, have published at least two eligible titles in the previous year, and be committed to an ongoing program of publishing eligible titles.
  - 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” in the online grant system. If the application is successful, this person will be responsible for submitting the final report.
- Designate a member of the collective who is registered with an Individual Practitioner account as Payee. Their name and email address (associated with their system account) must be listed in the application. If the application is successful, this person will:
  - Receive payment of the grant on behalf of the collective.
  - Be issued a T4A for the full grant amount.
- Not be applying on behalf of the activities of a for-profit business.

**Collectives with fewer than three members or ad hoc collectives are not eligible.**

### Book Publishers - What you can apply for

An eligible book publisher may apply for up to three eligible books to be published in one year. See below for a list of eligible and ineligible expenses.

### Book Publishers - Eligible books

#### **An eligible book must:**

- Be an original work and/or first edition (no reprints) in cloth, paper, or digital format. First-time translations of Canadian-authored books into English, French, or Indigenous languages are eligible if the translator is a Canadian citizen or permanent resident of Canada.
- Be a work of literary, artistic, or cultural importance.
- Be written and/or illustrated by Canadian citizens or permanent residents of Canada.
- Contain at least 50% Canadian-authored or -illustrated content.
- Be published for a trade market and be accessible to a general reading audience and not exclusively intended for a specialized audience, including academic or professional.
- Have a contract with the author and/or illustrator for an industry-standard royalty agreement or fee in lieu of royalties.
- Include primarily original material or make a significant contribution to arts and culture with previously sourced material.
- Have content that is entirely within the publisher’s editorial control and not under the control of another financial stakeholder.

- Be a minimum of 80 printed pages, or in the case of illustrated children's books, 24 pages.
- Be free of advertising other than for the publisher's or author's own material.
- Have a print run of more than 350 copies.

### Book Publishers - Ineligible books

#### **Books in the following genres or formats are not eligible:**

- Directories, reference books, index compilations, almanacs, exhibition catalogues, or bibliographies with minimal critical content.
- Collections of verbatim interviews, pre-published articles, transcripts, or specialized scholarly or conference papers.
- Testimonials, personal growth, or self-help books and manuals, including those of a religious, devotional, or spiritual nature.
- Travel guides, travel picture books, trivia books, or quiz books.
- Activity books or books describing how-to techniques including crafts, skills, games, sports, gardening, or cookbooks.
- Calendars, diaries, journals, agendas, or colouring books.
- Educational or scholarly textbooks.
- Self-published books or books for which the author receives no royalties or has made a financial contribution toward publication.
- Saddle-stitched books, except for picture books for children or poetry books.
- Books written by owners or employees of the applicant organization unless these titles represent less than 25% of the publisher's program each year.

### Information for Arts Periodicals

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#### Arts Periodicals eligibility

- A professional arts periodical publisher registered and in good standing as a non-profit society or community service co-op in B.C. for at least one year prior to application with:
  - The majority of key staff and board members based in B.C.
  - Creative control and decision making for programming and engagement primarily maintained within the organization and by leadership based in B.C.
  - A purpose or mandate dedicated to arts periodical publishing and related activities.
  - Operations and activities that reflect this dedicated purpose or mandate.

#### **OR**

- An arts periodical publisher led by 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 that set editorial policies based in B.C.

- A commitment to offering regular arts and culture activities.

**OR**

- An arts periodical publisher led by an Indigenous (First Nations, Métis, Inuit) government in B.C.

**OR**

- An arts periodical publisher operated by a public post-secondary institution in B.C. for at least one fiscal year prior to application, with:
  - An independent advisory board that sets editorial and other policies for programs and services undertaken.
  - 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.

**An eligible arts periodical must also:**

- Have its head office, editorial office, general operations, and management based in B.C. for at least one fiscal year prior to application.
- Have operated and engaged in publishing activity for a minimum of one year with a commitment to continued operations.
- Publish an arts periodical—either print or electronic—as a primary activity and have published at least two issues in the year preceding the application deadline (print periodicals) or have maintained a publishing program and had two issues available for at least 12 months before the application deadline (electronic periodicals). Arts periodicals that meet the eligibility for both print and electronic components must choose one of the two formats when applying.
- Operate year-round and publish on a regular, clearly communicated schedule, and publish at least two editions or issues per calendar year.
- Feature the first publication of new and original content including new works of artistic expression and social, cultural, or intellectual commentary or inquiry.
- Prioritize work by writers and artists based in B.C. or Canada.
- Include content created by more than one person.
- Provide clear submission guidelines and editorial selection processes.
- Have and honour a clearly communicated policy on the use of contributors' work and intellectual property.
- Identify, on the masthead or equivalent, who is responsible for editorial decisions.

**Print periodicals must:**

- Be printed on paper.
- Have a minimum average of 24 pages per issue over a one-year period.
- Have paid circulation of a minimum of 20% of the copies printed.

**Electronic periodicals must:**

- Have paid subscription access to content, maintaining an average of 100 subscribers over a period of 6 months.

OR

- Have scheduled email delivery of content, maintaining a minimum average of 300 registered email recipients over a period of 6 months.

Arts periodicals published in any written language or combination of written languages are eligible for assistance if all other eligibility criteria are met.

### Arts Periodicals Collectives eligibility

#### To be eligible, an Arts Periodical Collective must:

- Be established and readily identified as a collective of a minimum of three independent artists, curators, or arts and culture practitioners who are active in the literary arts and who meet the criteria below. The collective may include additional members who do not meet the criteria below as long as at least three eligible core members have been identified and meet the following:
  - Have a minimum of two years of established practice in literary arts with roles that hold creative control of projects.
  - Have a demonstrated body of previous work as an individual literary arts practitioner including at least one publication 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](#).
- Have a demonstrated history of creating or presenting work as a collective and have a clear commitment to a current practice. At a minimum, the collective must have:
  - A demonstrated body of previous work by current members of the collective.
  - At least one publication by the current collective, for which artist fees or equivalent compensation was received.
  - Intention to continue working together with current members as a collective on future projects.
- Apply under the name of an individual member of the collective who acts as the key contact person and is listed as the submitting representative or “Primary Contact” within the online grant system. If the application is successful, this person will be responsible for submitting the final report.
- Designate a member of the collective as Payee who is registered with an Individual Practitioner account. Their name and email address (that is associated with their system account) must be listed in the application. **If the application is successful, this person will:**
  - Receive payment of the grant on behalf of the collective.
  - Be issued a T4A for the full grant amount.
- Engage and compensate skilled artistic, curatorial, and administrative leadership for project or service delivery.

- Not be applying on behalf of the activities of a for-profit business.

### Arts Periodicals - Ineligible applicants

#### Arts Periodicals are NOT eligible if they:

- Primarily offer news reporting, journalism, current events coverage, arts promotion (for example, interviews or reviews), or lifestyle content.
- Advocate for political organizations or causes.
- Are academic or scholarly journals.
- Promote a commercial enterprise.
- Are in-house newsletters or magazines that publish material of interest to a specific membership.
- Do not pay contributor fees or royalties.
- Are principally devoted to the work of students or other non-professional writers.
- Are a collective with fewer than three members or an ad hoc collective.

### Arts Periodicals – What you can apply for

Eligible arts periodical publishers may apply for direct costs for up to one year of publishing activity. [See below for a list of eligible and ineligible expenses.](#)

### Information for Literary Arts Organizations

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#### Literary Arts Organizations eligibility

##### To be eligible, a literary arts organization must be:

- A professional literary arts organization registered and in good standing as a non-profit society or community service co-op in B.C. for at least one year prior to application with:
  - The majority of key staff and board members based in B.C.
  - Creative control and decision making for programming and engagement primarily maintained within the organization and by leadership based in B.C.
  - A purpose or mandate dedicated to literary arts and culture programming and activities.
  - Operations and activities that reflect this dedicated purpose or mandate.

##### OR

- A literary arts organization led by 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 that set editorial policies based in B.C.
  - A commitment to offering regular arts and culture activities.

##### OR

- A literary arts organization led by an Indigenous (First Nations, Métis, Inuit) government in B.C.

##### OR

- A literary arts organization operated by a public post-secondary institution in B.C. for at least one fiscal year prior to application, with:
  - An independent advisory board that sets editorial and other policies for programs and services undertaken.
  - 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.

### Literary Arts Collectives eligibility

#### To be eligible, an Arts or Curatorial Collective must:

- Be established and readily identified as a collective of a minimum of three independent artists, curators, or arts and culture practitioners who are active in the literary arts and who meet the criteria below. The collective may include additional members who do not meet the criteria below as long as at least three eligible core members have been identified and meet the following:
  - Have a minimum of two years of established practice in literary arts with roles that hold creative control of projects.
  - Have a demonstrated body of previous work as an individual literary arts 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](#).
- Have a demonstrated history of creating or presenting work as a collective and have a clear commitment to a current practice. At a minimum, the collective must have:
  - A demonstrated body of previous work by current members of the collective.
  - At least one public presentation of work by the current collective, for which artist fees or equivalent compensation was received.
  - Intention to continue working together with current members as a collective on future projects.
- Apply under the name of an individual member of the collective who acts as the key contact person and is listed as the submitting representative or “Primary Contact” within the online grant system. If the application is successful, this person will be responsible for submitting the final report.
- Designate a member of the collective as Payee who is registered with an Individual Practitioner account. Their name and email address (that is associated with their system account) must be listed in the application. **If the application is successful, this person will:**
  - Receive payment of the grant on behalf of the collective.
  - Be issued a T4A for the full grant amount.
- Engage and compensate skilled artistic, curatorial, and administrative leadership for project or service delivery.
- Not be applying on behalf of the activities of a for-profit business.

## Literary Arts Organizations - Ineligible organizations

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

- Organizations currently receiving BC Arts Council Operating Assistance grants.
- Arts and culture organizations eligible within BC Arts Council Community Arts Organization grant programs.
- Private or for-profit entities (except in the case of for-profit book publishing companies).
- Member-funded societies.
- Social service organizations.
- Industrial sites, archaeological sites, heritage sites, or historic places.
- Organizations dedicated to archives.
- Collectives with fewer than three members or ad hoc collectives. These types of collectives may be eligible to apply to Individual Arts Grant programs for a collaborative project.

## Literary Arts Organizations – What you can apply for

Eligible literary arts organizations or collectives may apply for either:

- A single literary arts activity or event or a single stream of artistic programming. Some examples are a reading series, a writer in residence program, or a writing workshop.

OR

- A specific programming expense or component. Some examples are fees for artists, costs to ensure that programming is accessible, or venue costs.

Applications requesting funds for a **specific project within overall programming** should clearly describe the project and discuss how the project fits within the organization's overall operations.

Applications requesting funds for a **specific programming expense or component** should clearly describe the importance or relevance of that component to the overall programming and describe in detail how it fits within the overall context of the organization's program or project.

## All Applicants – Eligible Expenses

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### Eligible expenses include:

- Author and artists' fees and/or royalties, production costs, marketing and promotion expenses, travel and/or accommodation expenses related to an eligible event or activity.
- Editorial, production, circulation, marketing, and promotion costs for eligible books or periodicals.
- Sales, distribution, and administrative costs if directly related to an eligible publication.
- Expenses related to making the project accessible to audience members and project participants (other than the applicant) who are D/deaf or experience disability.

Project budgets should only include expenses and revenues related to the specific project, component, or programming initiative identified within the application.

Applications requesting funds for a specific expense or component may include other directly related amounts in the project budget. For example, a request for artist fees may also include related travel, accommodations, protocols, hospitality, or accessibility expenses.

### 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).

### Required payment to Elders and Knowledge Keepers

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

**RESOURCE:** The First Peoples' Cultural Council's [Working with Elders](#) document is a free resource to support those engaging with Elders and Knowledge Keepers.

### Ineligible expenses and activities

#### Grants are not available to support the following expenses:

- General operating expenses
- Budget deficits or surpluses
- Contingency expenses
- Start-up costs or seed money
- [Subsistence](#) (living costs) paid to artists or arts and culture practitioners
- Capital expenses (for example, construction, renovation, or purchase of property)
- Equipment purchases over \$2,500
- Touring expenses or international travel costs of non-Canadian artists visiting B.C.
- General marketing expenses as a primary focus of activities

#### Grants are not available to support the following activities:

- Project phases or activities that begin before the application closing date
- Projects or activities that are not based on artistic, editorial, or curatorial decision making, or where arts and culture is not the primary focus
- Feasibility studies
- Fundraising activities
- Activities that require payment from artists to participate without compensation, such as art and craft fairs, conferences and conventions
- Family, religious, anniversary, or community celebrations

- Contests and competitions, except if competition is integral to the art form or cultural practice, for example: hip-hop and street dance, rap battles, poetry slams, powwows
- Projects or activities that do not involve or benefit artists or arts and culture practitioners
- Projects or activities where there is no engagement with or payment to professional artists or writers
- Projects or activities that are primarily intended for or focussed within creative industries or the commercial sector (with the exception of book publishing), including architecture, commercial fashion design, commercial film and television, commercial music activities, culinary arts, games, sports, recreation, mass media, journalism, podcasts, and graphic design
- Projects where arts therapy, health or therapeutic work is the primary focus
- Curriculum-based publishing or activities or projects including those related to continuing education or post-secondary programs at educational institutions
- Project phases or activities previously funded through this grant program or other BC Arts Council grant programs
- Projects previously funded with BC Arts Council funds received through third-party partners: ArtStarts, First Peoples' Cultural Council, BC Live Performance Network, or Creative BC

### When and how to apply

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**Applications – Open:** April 8 | **Close:** May 20 | **Results expected:** mid-September 2026

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

**Applications will only be accepted until 11:59 p.m. (Pacific Time) on Wednesday, May 20, 2026.**

We will only accept one application per organization or collective per intake.

### 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 after 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.
- 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 Organization Profile and access the application.

## Returning applicants

- Closely review these guidelines to make sure your organization or collective is eligible and your proposed project is eligible.
- Update your Organization Profile in the online system before starting the application.

**Registration questions?** Contact [BCArtsCouncil@gov.bc.ca](mailto:BCArtsCouncil@gov.bc.ca) or 250-356-1718 for registration assistance. The BC Arts Council office hours are 8:30 am 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 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 - 250-978-9839 - [BCACaccess@gov.bc.ca](mailto:BCACaccess@gov.bc.ca)**

Find out more about accessibility supports online at [BCArtsCouncil.ca/accessibility](https://BCArtsCouncil.ca/accessibility).

## What is needed for the application

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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 is now accepting parts of applications in audio and sign language formats. See instructions within the application.

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

Do not submit any additional support material beyond what is requested. Excess support material, including multiple links to materials within a single uploaded document, will not be reviewed and may negatively impact the assessment of your application.

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

## Book Publishers – A complete application must include:

- A statement of editorial policy and current role in Canadian publishing.
- A list of affiliated companies, sales representatives, and distribution arrangements.
- Editorial, production, and sales information for each proposed title.
- Project Team Table, including name, responsibility, current location, confirmation of participation, and 100-word biography for each member of the project's team.
- A balanced project budget.

- An operating budget for the applicant's fiscal year in which the proposed project takes place (not required for collectives).
- A blank sample author, artist, or contributor contract.
- A list of owners and shareholders.
- A list of books in print noting the year of publication.
- If applicable, up to two letters from partners or collaborators confirming the nature of their participation in the proposed project (maximum two letters, one page each). Do not include general letters of support.
- *Applicants who have not previously received funding through this program* must submit two letters of reference from established arts and culture practitioners familiar with the applicant's work.
- Five print or one digital copy of each catalogue for the current and previous calendar years.
- Five print copies of at least four titles published in the two most recent calendar years, including the current year. *Note that this is required each year; books submitted in previous years will no longer be available.*

Physical copies of support material must be postmarked on or before the application deadline and clearly labelled with the applicant's name and application file number. Provide a list of submitted materials in the package. Send to:

**Mailing Address:** PO Box 9819, Stn Prov Govt | Victoria, BC V8W 9W3

**Courier Address:** Second Floor, 800 Johnson Street | Victoria, BC V8W 1N3

### Arts Periodicals – A complete application must include:

- A statement of editorial policy and current role in Canadian publishing.
- A report indicating frequency of publication along with printing and circulation information.
- A list of writers and/or artists presented or published in the previous year.
- A summary of the overall publishing program for the proposed year.
- A list of affiliated companies, sales representatives, and distribution arrangements.
- Project Team Table, including name, responsibility, current location, confirmation of participation, and 100-word biography for each member of the project's team.
- A balanced project budget.
- An operating budget for the applicant's fiscal year in which the proposed project takes place (not required for collectives).
- a blank sample author, artist, and/or contributor contract.
- a fee schedule for contributors.
- If applicable, up to two letters from partners or collaborators confirming the nature of their participation in the proposed project (maximum two letters, one page each). Do not include general letters of support.
- *Applicants who have not previously received funding through this program* must submit two letters of reference from established arts and culture practitioners familiar with the applicant's work.
- *electronic periodicals:* specific URLs that allow access to content published in the past year.
- *print periodicals:* five copies each of at least two selected issues published in the past year.

## Literary Arts Organizations – A complete application must include:

- Summary of the proposed project with rationale, objectives, and outcomes.
- Project Team Table, including name, responsibility, current location, confirmation of participation, and 100-word biography for each member of the project's team.
- A balanced project budget.
- An operating budget for the applicant's fiscal year in which the proposed project takes place (not required for collectives).
- If applicable, up to two letters from partners or collaborators confirming the nature of their participation in the proposed project (maximum two letters, one page each). Do not include general letters of support.
- *Applicants who have not previously received funding through this program* must submit two letters of reference from established arts and culture practitioners familiar with the applicant's work.
- Documentation (posters, programs, etc.) from your most recent events including examples of work related to the proposed project, up to a maximum of:
  - 5 images, or
  - 5 minutes total of video or audio, noting timecodes of excerpts to be viewed.

## Required profile updates 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:** 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.

## Required profile updates from organizations

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

- **Editorial mandate**
- **Contact information:** Mailing address and other leadership contact information.
- **Owner and Shareholder list:** The organization's current shareholders including name, address, voting shares, and citizenship.
- **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, or 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):
  - **Non-profit societies:** PDF copy of the organization's certified constitution.
  - **Extrajurisdictional 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.
  - **Community service cooperative associations:** PDF copy of the organization's certified Memorandum of Association and Rules.
  - **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 (as per above)	Type of Financial Statements Required
\$0 to \$15,000	Internally prepared financial statements
\$15,001 - \$40,000	Independently prepared financial statements: <b>Notice to Reader/Compilation Engagement Report</b>
\$40,001 - \$100,000	Independently prepared financial statements: <b>Review Engagement</b>
Greater than \$100,000	Independently prepared financial statements: <b>Audit</b>

## How funding decisions are made

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### 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 (out of 100). 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.

### RECONCILIATION, EQUITY, DIVERSITY, INCLUSION AND ACCESS (20%)

- Opportunities provided for equity-deserving and under-represented communities.
- Contribution to communities located outside major urban centres.
- Support for truth and reconciliation; serves and includes Indigenous peoples of B.C. and Canada.
- The significance of the project in pursuing equity, diversity, inclusion, and access relative to the applicant's context, including its region, capacity, community served, available resources, purpose, and mandate.
- Accessibility and safety, including but not limited to physical spaces, intellectual accessibility, cultural and emotional safety, affordability, and support for those who experience barriers or disability.

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

- Contribution of the project to the development of B.C. artists and arts practitioners, arts practices, and artistic communities as demonstrated through programming, audience development, outreach, and editorial or curatorial choices.
- Artistry, risk, originality, and production values achieved.
- Integrity of the project including:
  - Ethical approaches to research, collaboration, source materials, and other cultural considerations.
  - Respectful engagement with Indigenous people, communities, practices, materials, and beliefs.
  - Policies and protocols to eliminate cultural appropriation.

### APPLICANT READINESS (30%)

- A realistic and reasonable plan for using the money.
- Plans and processes that ensure a respectful, equitable, and safe work environment, including fair compensation.

- The applicant's experience in realizing comparable projects.
- Experience of partners, collaborators, and supporters, and the clear articulation of their contribution to the project.

### 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

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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 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 the applicant is registered for [direct deposit](#).

**Grants are taxable income and must be reported.** Individuals receiving grants on their own behalf or on behalf of a collective are issued T4As for the year the grant payment is processed.

### Final reports

Grant recipients must submit a final report 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 the 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

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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.