

OPERATING ASSISTANCE: BOOK PUBLISHERS

Program Guidelines 2026/27

Grant Program Summary

Grant program purpose: To support the general operations of established, professional B.C.-based, Canadian-owned book publishers committed to developing and promoting Canadian writers through publishing works of literary, artistic, or cultural importance for the general public.

Minimum grant amount: \$20,000

Applications: **Open:** July 22 | **Close:** October 8 | **Results expected:** late February 2027

Who can apply: Book Publishers that meet eligibility criteria in the [Who can apply](#) section below and have received at least three grants from the BC Arts Council since April 1, 2022, one of which was an Operating Assistance or a [Project Assistance: Literary Arts](#) grant.

New applicants: Discuss your eligibility and readiness with a Program Advisor before applying. You should also review the [Important considerations before you apply](#) section below.

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 the Program Advisor if you have questions.

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

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

Table of Contents

ABOUT OPERATING ASSISTANCE: BOOK PUBLISHERS	3
Grant amounts	3
WHO CAN APPLY	3
Important considerations before you apply to Operating Assistance	4
Ineligible applicants.....	6
EXCLUSIONS – WHAT WILL NOT BE FUNDED	7
WHEN AND HOW TO APPLY	7
Applicants not currently receiving Operating Assistance	7
Returning Operating Assistance recipients.....	7
Accessibility support.....	7
WHAT IS NEEDED FOR THE APPLICATION	8
Required support material.....	8
Required CADAC updates.....	9
Online profile updates required from organizations	9
Financial statement requirements	10
HOW FUNDING DECISIONS ARE MADE	12
Peer assessment	12
Fair Notice Policy.....	12
Assessment criteria.....	12
Designated Priority Groups	13
NOTIFICATION OF RESULTS AND FEEDBACK	14
Feedback.....	14
PAYMENT OF GRANTS AND REPORTING REQUIREMENTS.....	14
Recognition of grants	15
Confidentiality of information	15
ABOUT THE BC ARTS COUNCIL	15
OPERATING ASSISTANCE: BOOK PUBLISHERS – APPLICATION CHECKLIST.....	16

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.

Acknowledgement

The BC Arts Council acknowledges it carries out its work on the land of Indigenous nations throughout British Columbia. We pay our respects to the Elders and Knowledge Keepers, past and present, descendants and custodians of these lands and waters. We are grateful for the continuing relationships with Indigenous people that develop through our work together. We acknowledge and raise our hands to the ɫəkwəŋən (Lekwungen) people, known today as the Songhees and Xwsepsum (Kosapsum) Esquimalt Nations, on whose lands we operate our main offices.

About Operating Assistance: Book Publishers

Operating Assistance: Book Publishers provides funding to assist the general operations of established, professional B.C.-based, Canadian-owned book publishers committed to developing and promoting Canadian writers through publishing works of literary, artistic, or cultural importance for the general public.

This intake of the Operating Assistance program provides support on a one-year cycle, with the option to renew for a second year depending on BC Arts Council's available budget.

Eligible organizations may submit only one application to the Operating Assistance grant program, per intake.

Grant amounts

The minimum grant amount is \$20,000 for new entrants into the Operating Assistance program. There is no maximum grant amount.

Increases to previous Operating Assistance grant amounts will be based on the outcome of the assessment process. Organizations ranking high may receive small increases while organizations ranking poorly may see decreases.

New this year: Operating Assistance recipients are no longer eligible for the [Accelerate program](#). Determination of the grant amount, including any increases, will take into consideration the previous combined total of the Operating Assistance and Accelerate grants. Applicants that are not successful in Operating Assistance and that are eligible for the Accelerate program may be recommended to receive an Accelerate grant based on this application. Do not submit a separate Accelerate application.

Organizations that are placed on Concerned Status under Council's [Fair Notice Policy](#) may be subject to grant reductions of up to 20%.

Who can apply

Organizations not currently receiving Operating Assistance must talk with a Program Advisor to discuss your eligibility and intention to apply. Applications from organizations that do not meet the eligibility criteria will not be forwarded for assessment.

Important considerations before you apply to Operating Assistance

In addition to the eligibility criteria outlined below, organizations should have stability in current operations, both administratively and financially, before they consider applying. Stability would be demonstrated through:

- Having at least one staff person (part-time or full-time) that maintains consistency in operations and programming.
- Ongoing and diverse sources of revenues outside of BC Arts Council funding.
- Ability to plan programming and activities up to two years into the future. For example, in the application, you will be expected to report out on this current fiscal year's activities as well as your next two projected fiscal years.

and

- The capacity to compile annual financial information and enter and update this information in the CADAC system and application as outlined below.

BC Arts Council Operating Assistance recipients are not eligible to apply to any of the discipline-specific Project Assistance grant programs or the Accelerate program.

To be eligible, a new applicant to Operating Assistance: Book Publishers must:

- have received at least three grants from the BC Arts Council since April 1, 2022, one of which was an **Operating Assistance** or a [Project Assistance: Literary Arts](#) grant. (Project Assistance: Community Arts Festivals is excluded from the list of grants that meet the three-grant requirement).

To be eligible, a Book Publisher must be:

- A professional book publisher based and registered and in good standing in B.C. as a non-profit society for at least one year;

OR

- A B.C.-based, Canadian-owned book publisher that is a legally registered company in B.C.;

OR

- A book publisher led by an Indigenous (First Nations, Métis, Inuit) community organization or Indigenous government in B.C., for at least one fiscal year prior to application, with a community-based board of management that sets editorial policies;

OR

- A professional book publisher operated by an accredited post-secondary institution in B.C. with an independent advisory board that sets editorial and other policies for programs and services undertaken;

AND

- Engage skilled artistic, curatorial, editorial, and administrative leadership for program or service delivery;

- Fairly compensate artists, arts and culture practitioners, technicians, Elders, and Knowledge Keepers. Compensation must align with community contexts or relevant industry standards within the field of practice;
- Have its head office, general 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;
- Have operated in B.C. for a minimum of one year with book publishing as the primary (and not peripheral or occasional) business, with the publication of original titles as the focus;
- 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 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 owing payments as of the submission deadline may not be eligible for funding;
- 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.

An eligible book must:

- Be an original work or first edition (no reprints) in cloth, paper, or digital format;
- Be a work of literary, artistic, or cultural importance in the genres of fiction; poetry; drama; literary and arts criticism; autobiography, biography, memoir, essays; comics and graphic novels; works for children and young adults; and creative and literary works of history, politics, social issues, science, travel, etc.;
- 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, a minimum of 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; and
- For Canadian-authored works translated into English, French, or Indigenous languages, in addition to the criteria above, the translator must be a Canadian citizen or permanent resident of Canada.

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, activity books, and quiz books;
- 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 and 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 and 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.

Ineligible applicants

Operating assistance is not available to support the following types of organizations:

- Member-funded societies
- Social service organizations
- Industrial sites, archaeological sites, heritage sites or historic places
- Organizations dedicated to archives
- Arts Activators
- Non-arts-focussed Indigenous Community Organizations
- Indigenous governments unless they operate a museum or Indigenous Cultural Centre

- Arts or curatorial collectives
- Organizations that solely operate venues or facilities without the primary purpose of artistic production or presentation

Exclusions – What will not be funded

Operating assistance is not available to support:

- Budget deficits
- [Capital expenses](#) (for example, construction, renovation, or purchases of property or equipment over \$2,500)
- Start-up costs or seed money
- Feasibility studies

When and how to apply

Applications: **Open:** July 22 | **Close:** October 8 | **Results expected:** late February 2027

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

Applications will be accepted until 11:59 p.m. (Pacific Time) on Thursday, October 8, 2026.

Applicants not currently receiving Operating Assistance

- Closely review these guidelines to make sure your organization is eligible.
- Talk with a Program Advisor to discuss if your organization meets the eligibility criteria and understands the correct discipline-specific Operating Assistance program stream to apply to.
- Talk with a Program Advisor by the end of the day on September 24 to get set up in the CADAC system so you can complete the required financial forms.
- Update your Organization Profile in the online grant system before starting the application. See the list of online profile updates required from organizations below.

Returning Operating Assistance recipients

- Closely review these guidelines to make sure your organization is still eligible.
- Update your Organization Profile in the online grant system before starting the application. See the list of [online profile updates required from organizations](#) below.

Online profile update questions? Contact 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 may be eligible for the BC Arts Council's accessibility programs.

[Application Assistance](#) pays for support services for creating and submitting grant applications.

For more information or to request assistance, contact:

Clayton Baraniuk, Accessibility Coordinator - 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 information or documents, other than as required to determine eligibility. Eligible applications are assessed as submitted.

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

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

See the **Application Preview** document to review all application questions and requirements.

A complete application must include:

- Your organization information, including history, mission, values, main activity(ies), organizational capacity, governance, and facilities;
- A programming overview addressing questions based on this program's assessment criteria;
- All required financial and statistical information, to be submitted and uploaded to CADAC by the application deadline date;
- An updated Organization Profile in the online grant system before the application deadline date; and
- All required support material as per the list below.

Required support material

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

- **Only submit support material that is described below** and related to your 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 Name, Support Material Type, followed by any additional info such as Image Title, Viewing Order, or Project Partner name. For example:
 - XYZGalleryCalendar.doc

- XYZGallery_Image title 1.jpeg
- XYZPolicy.pdf

Required support material includes:

- Up to 5 current planning and policy documents, such as:
 - Strategic plans, human resource policies, anti-racism policies, collections management policies, or cultural safety policies. This should include documents detailing the current approach to equity across your organization, if available; if stand-alone policy documents are not available, you will be provided with an opportunity to describe.
- Up to 5 links to electronic materials, such as (if applicable):
 - Brochure of seasonal programs, links to online materials, current publications, or program from recent event.
- Facility description/floor plan of current location(s) (if applicable)
- A list of all eligible titles published or projected for the previous, current, and requested fiscal years, including author, illustrator, format, and other publication details as indicated in the application.
- A list of all books in print noting the year of publication.
- Six print or one digital copy of each catalogue for the current calendar year.
- Six copies of at least eight eligible titles published in calendar years 2025 and 2026.

Required CADAC updates

The BC Arts Council collects financial and statistical information through a national online database called [CADAC \(Canadian Arts Data/Données sur les arts au Canada\)](#). This system enables arts organizations to submit their financial and statistical information in the same format when applying for operating funding from other public funders who are members of CADAC.

New Organizations must confirm their intention to apply with a BC Arts Council Program Advisor before the end of the day on September 24th to get set up in the CADAC system.

Required updates to the Financial and Statistical CADAC forms include:

- Financial information from your organization, including:
 - Two most recent completed fiscal years. Your completed, signed financial statements for each year must also be uploaded in CADAC. Your financial statements need be uploaded in CADAC so your previous year actuals can be reviewed, reconciled and locked by CADAC staff prior to assessment.)
 - One current year of budgeting and projections
 - Two projected years of budgeting and projections

Accurate assessment of your organization's request to the BC Arts Council depends upon you providing this information to CADAC in sufficient time for reconciliation and validation.

Online profile updates required from organizations

Before you apply, you must update your online organization profile in BC Arts Council's grant management system 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).
- **Shareholders list:** The organization's shareholders including their percentage of shares and place of residence.
- **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 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 (three signatures in total) 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

For applicants currently receiving Operating Assistance, Financial Statements required are based on the previous Operating Assistance grant received, as per the table above.

For applicants not currently receiving Operating Assistance, Financial Statements requested are based on the single largest grant received in the organization's previous two fiscal years, excluding Arts Infrastructure Program grants. If you did not receive any applicable grants in your previous two fiscal years, internally prepared financial statements are acceptable. Applicants not currently receiving Operating Assistance will not be required to restate already completed previous year Financial Statements into higher level reporting types.

How funding decisions are made

Peer assessment

The following process is used to evaluate applications to this grant program:

- The BC Arts Council staff 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 as possible.
- Assessors read and score the applications using the assessment criteria below.
- The assessment panel discusses, then ranks the applications, which forms the recommendations for funding increases or decreases, and opportunity for new entrants.
- Recommendations are provided to BC Arts Council staff to calculate final funding amounts.
- Concerned Status or a potential funding reduction may also be applied to any organization based on their assessment and 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 results 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.

Fair Notice Policy

Organizations funded through the Operating Assistance Program are subject to the BC Arts Council's [Fair Notice Policy](#). The Fair Notice Policy warns poorly performing organizations of the possibility of a phased loss of all operating funding, unless significant improvements are achieved, through the designation and application of Concerned Status criteria.

Organizations that are placed on Concerned Status under Council's Fair Notice Policy will:

- Be required to submit a complete application on an annual basis; and
- May be subject to annual adjustments to grant amounts, including reductions.

Assessment criteria

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

Each criteria category is assigned a percentage of your application's total score (out of 100). For example, a category weighted at 30% means you can score between 0 and 30 in that area. Compelling, detailed, and specific answers with strong evidence and clear alignment with the assessment criteria will score higher.

Assessment criteria are designed to speak to the diversity of ways organizations across the province are achieving and contributing. The areas of assessment are described below along with their relative weight. While your submission should address how your activities fulfil each area of assessment, you should expect to be stronger in some areas than in others.

Keep these criteria in mind as you complete your application.

ORGANIZATIONAL STRENGTH AND READINESS (30%)

Assessors will consider your ability to deliver your work successfully and sustainably, including:

- The strength of your planning, budget, and use of funds.
- Your organization's financial health and stability.
- Your governance, leadership, and organizational structure.
- Your experience and capacity to carry out your activities.
- Your partnerships and community support.
- Your workplace practices, including fair pay, equity, and safety.
- Your ability to adapt, manage change, and take appropriate risks.

COMMUNITY RELEVANCE AND INCLUSION (30%)

Assessors will consider how your organization aligns with BC Arts Council's priorities of reconciliation, equity, diversity, inclusion, and access, including:

- How your work engages with and connects to the communities you serve.
- How you support truth and reconciliation and inclusion of Indigenous Peoples.
- How you support equity-deserving or under-represented artists or groups.
- Contributions to communities outside major urban centres (if applicable).
- How your leadership, staff, and board are representative of the communities you serve.
- Your policies and practices for accessibility, cultural safety, and ethical work.

ARTISTIC AND CULTURAL IMPACT (40%)

Assessors will consider the value and impact of your artistic and cultural work, including:

- The quality, creativity, and relevance of your programming or services.
- Your contribution to artists, cultural practitioners, and art forms in B.C.
- How your work engages and impacts your audience, participants, and the broader sector.
- How your work supports meaningful representation and avoids cultural appropriation.
- The clarity and importance of the outcomes you are trying to achieve.

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 and to the organizational and governance leadership contacts provided in the organization profile (as applicable). 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.

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.

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.

Operating Assistance: Book Publishers – Application Checklist

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

Before you start:

- ☐ Review the application preview and program guidelines for specific requirements.
- ☐ Contact the Program Advisor if you need to confirm eligibility or if you have questions.
- ☐ New applicants: Talk with the Program Advisor before you apply to make sure you are eligible. You also need to register in CADAC.
- ☐ Plan to submit your complete application at least two days before the deadline to avoid 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 mailing address and other contact information.
- ☐ Upload your most recent signed financial statements. See Financial Statement Requirements section of guidelines.
- ☐ Update your Shareholder list, Board list, and Staff list.
- ☐ Upload your organization's certified constitution (for not-for-profits) or statement of purpose (for all other organizations). Do not include by-laws.
- ☐ Complete the Designated Priority Group section (required for funding prioritization).
- ☐ Complete the Equity Data Tool (required for funding prioritization).

Required CADAC updates:

- ☐ Financial Form:
 - Update your two most recently completed fiscal year actuals.
 - Upload your completed and signed financial statements for your most recent completed fiscal years so CADAC staff can review, reconcile and lock your completed financial forms.
 - Update your current and two projected years financial projections.

In your application:

- ☐ Provide organization information including history, mission, values, main activity(ies), organizational capacity, governance, and facilities;
- ☐ Provide a programming overview addressing questions based on the assessment criteria;
- ☐ Complete the Activities Summary for the previous fiscal year, the current fiscal, and two projected fiscal years.
- ☐ Upload all required Support Materials.

Pop-out forms to complete in the application:

- ☐ Inventory Form listing information about the support materials you are uploading.

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 Organization 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.