

Project Assistance: Community Arts Organizations Program Guidelines 2026/27

Grant Program Summary

Grant program purpose: To support specific projects focused on the development, creation, expansion, or enhancement of new or unique public, community-based arts programming initiatives. Community-based arts projects are intended to provide engagement between artists, project participants, and communities, reducing or eliminating barriers to wider public participation in the arts.

Maximum grant amount: \$25,000

Applications – Open: September 2 | **Close:** October 14 | **Results expected:** February 2027

New applicants must register before: October 7

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

Who can apply: Eligible Community Arts Organizations, Indigenous Community Organizations, and First Nations Governments in B.C. Applicants must meet eligibility criteria listed in the [Who can apply](#) section.

New applicants: You must register in the online system to access the application. Registration requests must be received at least one week before the application closing date. 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 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.

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Guidelines are reviewed and updated before every intake.

Be sure you are working with the most current version.

Any updates to guidelines made after the grant program opens will be highlighted.

Acknowledgement

The BC Arts Council acknowledges it carries out its work on the land of First 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 Peoples that develop through our work together. We acknowledge and raise our hands to the ləkʷəŋən (Lkwungen) People, known today as the Songhees and xʷsepsəm (Kosapsum) Nations, on whose lands we operate our main offices.

About Project Assistance: Community Arts Organizations

Project Assistance: Community Arts Organizations supports specific projects focused on the development, creation, expansion, or enhancement of new or unique public, community-based arts programming initiatives. Community-based arts projects are intended to provide engagement between artists, project participants, and communities, reducing or eliminating barriers to wider public participation in the arts.

This grant program supports a wide variety of community focused arts activities, including (but not limited to):

- Collaborative, community-based arts activities, including the creation of public art projects or the creation, presentation and circulation of new art works, using contemporary or traditional art forms in any discipline and a community-engaged approach to project delivery.
- Presentation and circulation of art works through performance or exhibition projects.
- Artists' residencies where the artist(s) directly engage with community members.
- Organizational development projects and arts projects that develop or deepen relationships between community members, artists, Elders and Knowledge Keepers.
- Community arts projects that involve artistic mentoring and skills development, led by professional artists, Elders and Knowledge Keepers.

See [What you can apply for section](#) below for more information and examples of projects this grant program intends to support.

Grant amounts

In this program, grants typically range from \$5,000 to \$20,000. **The maximum request 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 30% 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

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

Organization eligibility

To be eligible, organizations must either be:

- A **Community Arts Organization**, registered and in good standing as a non-profit society or community service co-op in B.C. for at least one fiscal year prior to application with:
 - The majority of 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 and culture programming and activities.or
 - A purpose or mandate to provide services to the arts and culture sector in B.C.and
 - Operations and activities that reflect this dedicated purpose or mandate.

For eligibility within this grant program, [Community Arts Organizations](#) are defined as non-profit:

- Community arts councils
 - Community driven, generally non-professional, volunteer-managed arts and culture organizations
- or
- Community-based arts and cultural centres, whose primary purpose is community centered engagement and access to the arts

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

Community-based, user-pay arts groups whose purpose is focused on engaging members through a single discipline (for example, community: choirs, bands, theatre, or dance groups; art and craft clubs) **are only eligible IF their project supports artistic fees of:**

- Commissioning new work from professional B.C. artists or Knowledge Keepers.

- A performance or exhibition engaging professional B.C. or Canadian artists or Knowledge Keepers, with priority on presentations of contemporary work.
- Engaging a guest clinician, artist, or Knowledge Keeper for the development of artistic skills with a clear statement about the need and rationale for the selected guest.

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

- A **First Nations government** in B.C. that offers regular arts and culture activities.

An eligible organization must also:

- **Not currently receive Operating Assistance program grants from the BC Arts Council.**
- 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 before the application closing date.
- Provide programs that benefit the community at-large and not solely the interests of its non-profit society or community service co-op members.
- Engage community-based board leadership and, if applicable, skilled artistic or administrative leadership (paid or volunteer) for project or service delivery.
- Fairly compensate artists, arts and culture practitioners, technicians, Elders, and Knowledge Keepers. Compensation must align with project and community contexts or relevant industry standards within the field of practice.
- Follow international intellectual property rights standards and cultural ownership protocols.
- Follow the [Criminal Records Review Act](#) which requires that people who work with or may have unsupervised access to children or vulnerable adults must undergo a criminal record check by the [Criminal Records Review Program](#).
- Not have any overdue final reports on previous BC Arts Council grants.
- 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.

Ineligible applicants

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

- Arts organizations currently eligible for, or receiving, grants through BC Arts Council programs that serve professional organizations, including (but not limited to): Project Assistance: Professional Arts Festivals, Project Assistance: Museums and Indigenous Cultural Centers, Project Assistance for Performing, Visual or Media Arts Organizations

- Organizations currently receiving grants from the BC Arts Council's Operating Assistance program
- Registered Arts Activator Organizations
- Cultural organizations without a dedicated arts mandate and established arts programming
- Community choirs that are attached to, or affiliated with, educational, religious, or military institutions
- Private or for-profit entities
- Member-funded societies
- Social service organizations
- Educational institutions and schools
- Local governments
- Industrial sites, archaeological sites, heritage sites, or historic places
- Organizations dedicated to archives
- Non-profit societies registered for less than one fiscal year

What you can apply for

BC Arts Council project assistance grant programs provide one-time grants for specific projects or distinct phases of projects. Project grants are not meant to cover operating expenses or ongoing expenses.

Examples of eligible projects

Grants are available in this program to support specific projects focused the development, creation, expansion, or enhancement of new or unique public, community-based arts programming initiatives.

Projects that include creation or commissioning of work should be embedded within or in support of public programming and engagement initiatives.

Examples of eligible activities include but are not limited to:

- Developing and presenting a group art exhibition focused on a theme, related artist talks and community art workshops, coordinated and curated by a team of local artists.
- A collaborative exploration of the culture of a specified community through dance, music, visual art and craft, or storytelling, led by members of that community, including artists and Elders.
- Research, co-creation, and performances of a community-led theatre project that includes aspects of mentorship and skills training from professionals.
- Indigenous artists, youth and Elders promoting Indigenous learning, mentorship and apprenticeship through the creation and public presentation of new art works or performances.
- An artist development series for emerging artists to support skills development and foster peer connection through mentorship from established artists.

- A multi-disciplinary presentation of artwork including readings from writers, live music, slam poetry, and non-commercial film screenings, presented in a concentrated timeframe and related by a unifying theme or concept linking the activities together as one project.

Examples of activities that are NOT eligible for support in this program:

- A professional arts organization offering a community-engaged arts project.
- Art sales, art and craft fairs, or events where the focus is on artists displaying and selling their artwork.
- Exhibition or creation projects where there is no set rate of fair payment to artists.
- A community performing arts or music organization offering a performance where there is no engagement with professional artists, and there is no set rate of fair payment to artists.
- Ongoing multi-day festivals, projects embedded within ongoing multi-day festivals, and other activities eligible within the Project Assistance: Community Arts Festivals or Professional Arts Festivals programs.
- A season or year of performances, exhibitions, or artistic programming.
- Literacy programs or projects focused on education, in-school activities or curriculum delivery.
- Projects or activities that do not involve or benefit artists, arts and culture practitioners, Elders, or Knowledge Keepers.
- Projects or activities that do not have clearly defined arts and culture focus and outcomes.

Required artist payment in project activities

Eligible projects must include fair payment to the artists, arts and culture practitioners engaged in the proposed activities. At a minimum, payments to artists should be consistent with project and community contexts or recommended rates set by relevant arts service organizations, professional associations, or established practitioners within the field of practice. Payment structures that are not guaranteed, or that risk low or non-payment to artists do not meet this compensation requirement (for example, honoraria, commission-based sales of artworks, percentage of door sales).

RESOURCES

Recommended Artist and Crew Fee Schedules (by discipline)

CARFAC ([Canadian Artists' Representation / Le Front des artistes canadiens](#))

CAEA ([Canadian Actors Equity Association](#))

CFM ([Canadian Federation of Musicians](#))

CADA ([Canadian Alliance of Dance Artists](#))

IMAA ([Independent Media Arts Alliance](#))

IATSE ([International Alliance of Theatrical Stage Employees](#))

UBCP-ACTRA ([Union of BC Performers](#))

Payment to Elders and Knowledge Keepers in project activities

When engaging with Elders and Knowledge Keepers in project activities, they should be paid fairly according to community context and appropriate protocols, if applicable.

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

Exclusions - What will not be funded

Grants are not available to support the following expenses:

- General operating expenses
- Budget deficits or surpluses
- Contingency expenses
- Loan repayments
- Start-up costs or seed money
- [Capital expenses](#) (for example, construction, renovation, or significant purchases of property).
- Equipment purchases over \$2,500 or any equipment purchases that are not directly related to the project
- [Subsistence](#) (living costs) paid to artists or arts and culture practitioners

Grants are also not available to support the following activities:

- Festivals eligible within the BC Arts Council's [Project Assistance: Community Arts Festivals](#) program
- Project phases or activities that begin before the application closing date (October 14, 2026)
- Projects or activities that are not based on artistic or curatorial decision making, or where arts and culture is not the primary focus
- Projects or activities that do not involve or benefit artists or arts and culture practitioners
- Projects where art therapy, health, or therapeutic work is the primary project focus or outcome
- Activities that require payment from artists to participate
- Fundraising activities
- Feasibility studies
- Projects focused on networking, professional training and development meetings or events, such as conferences, symposia, 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
- Podcasts and radio programming that are not embedded within established artistic practice or specifically dedicated to the dissemination of artistic works
- Production of promotional materials (for example, commercial recordings, portfolios, demo reels, pitch decks, or websites)

- Curriculum-based activities or projects, including those related to K-12, continuing education or post-secondary programs at educational institutions
- Projects or activities that are primarily intended for or focussed within creative industries or the commercial sector, including architecture, commercial fashion design, commercial film and television, fan-cons, commercial music activities, culinary arts, games, sports, recreation, mass media, journalism, podcasts, graphic design and commercial interior, landscape or floral design
- Projects, project phases, or activities funded through this grant program or other BC Arts Council grant programs
- Project 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.

When and how to apply

Applications – Open: September 2 | **Close:** October 14 | **Results expected:** February 2027

New applicants must register before: October 7

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

Applications will only be accepted until 11:59 p.m. (Pacific Time) on Wednesday, October 14, 2026.

Organizations may submit only one application to this grant program per year.

New applicants

- Closely review these guidelines to make sure your organization 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 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 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 at 250-978-9839 or 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 is accepting specific 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 **application 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 must be after the application closing date) and a realistic Project End Date.
 - Detailed project timeline or work plan.

Note: Notification of results is generally 16 weeks after the application closing date so plan accordingly if your project is dependent on this grant funding.

- Completed Project Team Table, including name, responsibility, current location, confirmation of participation, and 100-word biography for each member of the project team.
- Balanced project budget. Be sure to:
 - Use the Project Budget Table provided in the application.
 - Include detailed notes on the budget, including a breakdown of how amounts are calculated.
 - 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.
- All required support material as described below.

Required support material

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

- **Only submit support material that is described below** and related to your proposed activities.
- **Do not submit any additional material.** Excess support material, including multiple links to materials within a single uploaded document, will not be reviewed.
- **Test your materials before submitting your application.** Make sure all support materials open properly and can be read or viewed clearly.
- **Complete the inventory form in the application.** Use this form to provide additional context or information for the assessors about the image, video, audio or text files you are uploading.
- **Name your files** beginning with your Organization Name or artist Last Name, First Name, Support Material Type, followed by any additional info such as Image Title, Viewing Order, or Project Partner name. For example:

XYZGalleryCalendar.doc
XYZGalleryRefLetter1.pdf
XYZGalleryImage1.jpeg

Required support material for this application includes:

- Letters from up to two 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.**
- Examples of work related to the proposed project, **up to a maximum of:**
 - **5 images**

OR

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

OR

- **3 pages of critical writing or documentation**. Do not submit testimonials or reference letters.

NOTE: 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 (for example, 3 images and 2 minutes of video may be submitted). Contact a Program Advisor if you have questions about the maximum amount of support materials.

Applicants who have not previously received funding through this grant program must also submit:

- Two letters of reference from established arts and culture practitioners familiar with the applicant's work.

Online 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.

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.
- Signature or name of the preparer **and** signatures of **two** board members affirming board approval.

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 (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 addresses each area of assessment.

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

- Opportunities provided for equity-deserving and under-represented communities.
- The contribution to communities located outside major urban centres (as applicable).
- Support for truth and reconciliation; serves and includes Indigenous peoples of B.C. and Canada.
- 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%)

- Ability to clearly identify the people and communities it serves and its connection to them.
- Impact on the organization and the communities it serves, as demonstrated through programming, audience development, outreach, editorial, or curatorial choices.
- Contribution to the development of community-engaged arts, artists, art form(s), and cultural practices in B.C.

- Artistry, risk, and originality.
- The impact on, and contribution to, the development of B.C. artists and arts and culture practitioners.
- Integrity of the project including:
 - Ethical approaches to research, collaboration, source materials, and other cultural considerations.
 - Respectful engagement with Indigenous peoples, communities, practices, materials, beliefs.
 - Policies and protocols to eliminate cultural appropriation.

FEASIBILITY (30%)

- A realistic and reasonable plan for using the money.
- A realistic and reasonable timeline demonstrating capacity to complete the project.
- Plans and processes that ensure a respectful, equitable, and safe work environment, including fair compensation.
- Experience of partners, collaborators, and supporters, and the clear articulation of their contribution to the project (as applicable 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

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.

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

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.

Application Checklist - Project Assistance: Community Arts Organizations

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.
- ☐ 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 once all supporting documents are received. 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.
- ☐ Plan to submit your complete application at least two days before the deadline to avoid last-minute technological issues.
- ☐ Complete and submit any overdue final reports on previous BC Arts Council grants (if the project is complete).

Organizations: 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.** Provide what is listed in the **Financial Statement Requirements** section of guidelines.
- ☐ **Update your Board list and Staff list and the date field updated.**
- ☐ **Check required upload(s) are complete: For non-profit societies:** a PDF copy of the organization's certified constitution; **for extraprovincial non-share corporations:** PDF copies of the organization's official Certificate of Incorporation under the Canada Not-for profit Corporations Act, Form 4001 Articles of Incorporation, and bylaws; **for community service cooperative associations:** a PDF copy of the organization's certified Memorandum of Association and Rules; **OR for all other applicants,** a statement of the primary purpose of the organization.
- ☐ Complete the Designated Priority Group section (required for funding prioritization).
- ☐ Complete the Equity Data Tool (required for funding prioritization).

In your application:

- ☐ Make sure your Amount Requested in the application matches the request amount on this line **BC Arts Council: THIS request** in your Project Budget Table.
- ☐ Include a Project Start Date after the application closing date and a realistic Project End Date.
- ☐ Include detailed descriptions of your organization's activities and practices, the project, the participants or specific communities engaged and your relationship with them, the creation process, and the intended impacts of the project (who, what, how, where, why).
- ☐ Upload a detailed project timeline or work plan.
- ☐ Proofread your application before you submit it.

Pop-out forms to complete in the application:

- ☐ Project Team Table with biographies.
- ☐ Project Budget Table with notes explaining amounts.

Support Material to Upload:

- ❑ Letters from up to two partners or collaborators, if applicable, confirming the nature of their participation (maximum two PDF letters, one page each). **Do not include general letters of support.**
- ❑ Examples of work related to the proposed project, up to the maximums listed in the guidelines. Complete the Inventory Form to provide details about any uploaded support material or to provide URL links to samples of audio/video works on external sites.
- ❑ For applicants that have **not previously received funding through this grant program**: upload two PDF letters of reference from established arts and culture practitioners familiar with the applicant's work.

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.