

# Access Support Program Guidelines

Current as of: October 7, 2022

These guidelines are revised and updated regularly. Ensure you have the most current version of these guidelines by checking the website at this [link](#).

*Please note: The Access Support Program is not a stand-alone program and can only be applied for jointly with a BC Arts Council grant application, or after receiving approval for a BC Arts Council grant (also known as the “associated grant”).*

## Introduction

The BC Arts Council welcomes applications from and funds projects by artists and arts and cultural practitioners who are Deaf or have a disability. We recognize the historic inequities faced by people who are Deaf or have a disability, in particular, artists and arts and cultural practitioners. We also realize that many people encounter barriers to our processes and funding programs, in addition to barriers that exist within the artistic work

We value the great diversity of our province and strive to be as accessible as possible. The council conducts its operations and funding activities in accordance with legislation such as the BC Human Rights Code, the Accessible British Columbia Act and the Accessible Canada Act. In addition to the integration of equity criteria across all funding programs, the BC Arts Council has identified designated priority groups. These groups are based on commitments made through our strategic directions and to correct funding gaps identified through recent evaluations and consultations. The designated priority groups consist of applicants who are:

- Indigenous (First Nations, Métis, or Inuit);
- Deaf or experience disability;
- Black or persons/people of colour;
- Located outside greater Vancouver or the capital region.

Organizations who dedicate a majority of their activities, programming, financial and human resources to one or more of the groups listed above are considered part of the designated priority groups.

Read more about the designated priority groups [at this link](#).

## Accessibility Programs Overview

- **Application Assistance** – pays for support services for creating and submitting grant applications.
- **Access Support** – additional funding that contributes to access costs associated with creating or developing a project funded by a BC Arts Council grant.

These programs do not provide funding for audience or volunteer accessibility, or day-to-day access costs outside of the scope of the project.

The BC Arts Council continues to develop existing policies and programs, and pilot new ones, to support greater accessibility, inclusion, diversity, and equity. We have developed these programs in consultation with existing and potential clients with lived experience and will continue to do so. We welcome feedback and questions at any time.

## Contact Us – We are Here to Help

To get advice, an overview of BC Arts Council programs, confirm your eligibility, discuss a request, to request assistance, or to provide feedback on our accessibility programs, contact our Accessibility Coordinator:

- Clayton Baraniuk – Program Advisor / Accessibility Coordinator  
250-978-9839 or email to: [Clayton.Baraniuk@gov.bc.ca](mailto:Clayton.Baraniuk@gov.bc.ca)

For questions about project funding, Program Advisors welcome your call and can help find a program to support your project. A list of program and discipline specific Program Advisors is available at the [link here](#). If you're not sure who to speak to, contact our general line at 250-356-1718 or [BCArtsCouncil@gov.bc.ca](mailto:BCArtsCouncil@gov.bc.ca), and our Admin team can help direct your call.

This document contains information on the **Access Support** program. For information on **Application Assistance** visit this [link](#).

## About Access Support

The Access Support program provides an additional contribution towards costs for specific accessibility services and supplies, rental equipment, and other supports required to carry out a project funded by the BC Arts Council (referred to as the “associated grant”).

## Who Can Request Access Support

Access Support requests are limited to:

- Individual artists or arts and culture practitioners who self-identify as Deaf or experiencing disability.

OR

- Collectives led by individual artists or arts and culture practitioners who self-identify as Deaf or experiencing disability.

OR

Organizations who dedicate a majority of their activities, programming, financial and human resources to support practitioners who are Deaf or have a disability;

Applicants must also:

- be eligible for the associated grant they are applying for
- have registered for the online Grant Management System (GMS)

For support registering, please contact us about Application Assistance, information [linked here](#).

*At this time, Access Support requests are not accepted for Operating Assistance, the Accelerate Pilot Program or Scholarship applications.*

## When to Request Access Support

Access Support requests can be submitted:

- With the associated grant application, or
- Up to 90-days after receiving approval of the associated grant

Access Support requests will not be accepted more than 90 days after receiving approval for the associated grant.

## Funding Amount

Access Support requests are expected to be a maximum of \$7500.00.

Larger requests will be considered at the time the request is made. Please contact the Accessibility Coordinator to discuss a larger request in advance. Support may be awarded for less than requested.

## How to Make a Request

1. Contact the Accessibility Coordinator to discuss requests and any Access Supports required.
2. Submit a description of the barriers being encountered, the supports and solutions needed to carry out the project, and an appropriate budget within the associated grant application in the online Grant Management System (GMS).

## What Can Be Funded

Some examples of eligible costs for Access Support include (but are not limited to):

- Sign language interpretation
- Captioning or CART (Communication Access Realtime Translation) services
- Support workers or assistants
- Transcribers or specialized editors
- Project coordinator/assistant
- Visual describers or assistants
- Rental of specialized equipment
- Travel for service providers
- Accessible local transportation
- Accessibility software or app subscriptions
- Other accessibility needs or supplies as discussed with program staff

Contact the Accessibility Coordinator to discuss Access costs at any time. They can confirm if costs can be included in an Access Support request.

## What Will Not Be Funded

Access Support is not available to fund:

- Artist fees or production costs
- Accessibility supports for audiences, staff and volunteers.
- Travel costs or per diems (Travel for service providers is eligible)
- Supports and services not directly tied to the associated grant
- Capital costs or equipment purchases  
(e.g. purchase of computers, mobility devices, renovations, etc.)
- Activities which have already received Access Support funding
- Support for applying or submitting updates or final reports for a BC Arts Council grant, which can be funded through the Application Assistance program
- Access Supports required for day-to-day living outside of the scope of the project  
(i.e.: hearing aids, medication, home care, regular therapy)

## What is an Appropriate Budget

Standard rates for disability-specific services and supports vary across rural and urban regions of our province and based on the activity and the experience of the provider. Applicants should compensate service providers at professional standards. To determine what a professional rate may be for a particular service provider, consider comparing to commonly used rate structures for professional artist fees in your discipline (i.e.: Canadian Artist Representation (CARFAC), Associated Designer of Canada (ADC), Canadian Actors Equity Association (CAEA), American Federation of Music (AFM), Canadian Alliance of Dance Artists (CADA), Independent Media Arts Alliance (IMPAA) etc.).

BC Arts Council uses the following fees as a general guide for costs, understanding specific amounts vary widely. This list does not include all accessibility services eligible for Access Support, and is intended as a guide, not a requirement. Applicants should consider what compensation is appropriate for their needs.

- General Support Worker | \$25 - \$35 / hour
- Visual Guides, Assistants, Describers | \$35- \$65/ hour
- Sign Language Interpretation | ASL: \$75- \$150 / hour
- Transcription Services | \$50 - \$70 / hour

Contact the Accessibility Coordinator for further guidance if needed.

## How will Requests be Reviewed

Eligible requests will be reviewed by an internal committee of BC Arts Council staff led by the Accessibility Coordinator. Applications will be assessed using the following criteria:

- an appropriate budget
- how directly the support is tied to carrying out the activities in the associated grant

## Notification of Access Support Funding

Notification of Access Support request results will be delivered:

- with the results of an associated grant, if requested jointly with the associated grant application, or
- within six weeks of submitting the request, if requested after receiving approval for the associated grant.

Ensure the email address [NoReply@BCArtsCouncil.ca](mailto:NoReply@BCArtsCouncil.ca) is on your email program's safe sender list to prevent notifications being flagged as Spam email.

## Final Report

Recipients must submit a brief summary of their Access Support when completing the final report of the associated grant through the online Grant Management System (GMS).

The summary should include:

- Final cost breakdown of accessibility supports
- Brief description on how the Access Support funds were used, and how they impacted the project

## Payment of Support

Access Support payments will be delivered within six weeks of notification of approval for Access Support funding. As an agency of Government, all payments from the BC Arts Council 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.
- The project undergoes major changes in artistic or administrative direction.
- The recipient does not meet its obligations, including legal obligations and submission of final reports.
- The recipient fails to respect the commitment to provide a safe and respectful workplace free from harassment, discrimination, and sexual misconduct.

**Grants are taxable income and could impact eligibility for disability assistance programs.** Individuals receiving grants are issued T4As for the year in which the grant payment is processed, which is often characterized as self-employed income.

For questions related to disability assistance programs and how to report expenses such as access costs, review the Self-Employment Program, [linked here](#), or contact the Ministry of Social Development and Poverty Reduction at 1-866-866-0800 to discuss.

## 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. Access Support applicant information will not be shared with members of the associated grant application's assessment panel or shared publicly without explicit permission from the applicant. The names and locations of successful award recipients of the associated grant may be published, along with the amount of the award, in the Annual Report of the BC Arts Council as well as in various communications and promotional vehicles of the BC Arts Council and Government of British Columbia. Social Insurance Numbers are provided to Canada and Revenue Agency through the issuance of T4As.

# Preview Application - Access Support Request

This is not an official application form but is provided for reference purposes.

You must use the Access Support tab in the associated grant program in GMS to apply.

The following preview represents the content within the online GMS Tab. Examples are provided below.

## Application Overview:

The [Access Support](#) program provides an additional contribution towards costs for specific accessibility services, rental equipment and other supports required to carry out a project funded by the BC Arts Council. Access Support requests are available to:

- Individual artists or arts and culture practitioners who self-identify as Deaf or experiencing disability. OR
- Collectives led by individual artists or arts and culture practitioners who self-identify as Deaf or experiencing disability. OR
- Organizations with a primary purpose to support practitioners who are Deaf or experience disability, as specified in the organization's constitution.

## Will you be applying for Access Support (please select).

- Yes, with my project application (Option 1)
- Yes, after I receive project funding results (Option 2)
- No

Note: If Option 1 is selected, the following application appears. If Option 2 is selected, the application will appear once the funding request has been approved, and the applicant given 90-days to complete the request.

## Type of Access (Select all that apply):

- Sign Language Interpretation
- Captioning/CART
- Transcriber/Editor
- Visual Describer/Assistant
- Project Coordinator/Assistant
- Support Worker
- Accessibility Software or App Subscriptions
- Rental Equipment
- Travel for Service Providers
- Other

## If other, please specify:

(text field)

### Access Support Detailed Costs

Below, provide a breakdown of Access Support costs for barriers encountered, services, supports and/or solutions.

**Table Format: The table has the following columns to complete:**

- Description: Include specifics on the barriers (for instance communication, mobility, comprehension, physical, technological, visual, etc.), individuals requiring supports, and solutions provided.
- Cost Breakdown: Include numbers of staffing positions, providers (when known), rates, numbers of days or hours to clarify how you came to your total number.
- Total: Whole numbers only

*Use the '+' to add additional budget lines. Your total should match the amount requested in the field below.*

Description	Cost Breakdown	Total Amount
(text field)	(text field)	(number field)

Total Request (enter total from table above)

(number field)

Have you or will you apply for the same Access Supports from the Canada Council for the Arts or other funders? (please select)

- Yes
- No

### If yes: Access Support Revenues

Enter any Access Support Funding from other sources, if applicable.

Describe the supports or solutions being provided by the Access Support revenues from other sources.

**Table Format: The table has the following columns to complete (if applicable):**

- Source (text field)
- Description (text field)
- Amount (number field)
- Confirmed/Pending (Select one)

*Use the '+' to add additional budget lines. Your total should match the amount requested in the field below.*

Anything else we should know?

(text field)



## Examples of Descriptions and Cost Breakdowns:

Description	Cost Breakdown	Total
ASL Interpretation (2 interpreters) for new play workshop, 1 day, 10am-5pm, for artist Casey Chetwynd who is Deaf and requires ASL interpretation to communicate.	\$80/ hour for 7 hrs x 2 interpreters for 1 day	\$1120
Two-day rental of powered scooter for workshop for Kei Princeton, who has limited mobility and uses a wheelchair, and does not own a power scooter that is needed to cross the stage quickly.	2 days at \$45/day	\$90
Personal Support Worker: 2 days for 24hr/day. Day rate: \$500 for Hari Sointula who is coming from out of town and has limited mobility and requires support for all day to day living functions when away from home.	\$500/day for 2 days	\$1000
Round Trip flight for Personal Support Worker for Hari Sointula, who is required to support Hari during travel to and from the studio.	\$300 round trip Kamloops to Victoria	\$300
Visual describer for August Hazelton, who is blind, to describe the gallery and surroundings so that August can understand the exhibition set up – 1 day (4 hours).	\$60/hour for 4 hours	\$240
Support worker for Rowan Hope, who is neurodiverse and requires support while working with groups of people, to support the planning of the day and their interactions with the group of people in attendance. 1 day – 5 hours.	\$30 per hour for 5 hours	\$150
Otter.ai dictation software subscription for Mel Terrace who is blind and cannot handwrite or type with accuracy, to assist with writing the book for six months	\$40 per month for 6 months	\$240
Cot Rental for Kelly Quesnel whose disabilities require them to lay down frequently during rehearsals.	\$100 per week for three weeks	\$300
LSQ Interpretation for mentor Jean Maillardville, so I can communicate with them during the six sessions of mentorship.	\$120 per hour for 6 hour long sessions	\$720
		Total: \$4160

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