

PROJECT ASSISTANCE: Community Arts Festivals

PROGRAM GUIDELINES 2022/23

Acknowledgement

The BC Arts Council acknowledges it carries out its work on the land of Indigenous nations throughout British Columbia. 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 (Lkwungen) people, known today as the Songhees and Esquimalt Nations, on whose ancestral lands we operate our main offices.

About the BC Arts Council

For more information about the BC Arts Council's mandate, vision, values, and strategic directions, visit the [About](#) and [Priorities](#) sections on the BC Arts Council website.

In the [Extending Foundations: Action Plan for 2022-2024](#), the BC Arts Council reaffirms its commitment to principles of reconciliation, equity, diversity, inclusion and access in all of its programs and processes. The Council conducts its own operations and funding activities in accordance with legislation 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](#).

Designated Priority Groups

In addition to the integration of equity criteria across all funding programs, consideration will be given to [designated priority groups](#) identified by the BC Arts Council. These groups have been identified in order to achieve strategic direction commitments and correct funding gaps illuminated through recent evaluations and consultations. The designated priority groups consist of applicants who are:

- Indigenous (First Nations, Métis, and/or Inuit) Peoples;
- Deaf or experience disability;
- Black or people of colour;
- Located in regional areas (outside [greater Vancouver or the capital region](#)).

Organizations and collectives whose purposes include support for and who are led by arts and cultural practitioners rooted in communities as listed above are considered a designated priority group.

About Project Assistance: Community Arts Festivals

Project Assistance: Community Arts Festivals supports the artistic development of local, community-based arts festivals by providing funding for fees paid to B.C. or Canadian professional artists and technicians, and Elders or Traditional Knowledge Keepers engaged in the festival.

The festival must be an existing festival, with an arts focus, presented by local Indigenous or [community arts organizations](#), and may feature a combination of local and touring artists.

A festival is an event that includes related arts and cultural activities and programming presented within a concentrated place and time, and must be longer than one day in duration.

When and How to Apply

Applications can be submitted through our online system at any point before **Thursday, February 23, 2023, no later than 11:59 p.m.** Applications will not be accepted after this date.

The BC Arts Council office hours are 8:30 a.m. to 5:00 p.m., Monday to Friday.

We encourage you to contact a Program Advisor to discuss your submission and determine your eligibility before submitting your application. A full list of program staff is available on [the BC Arts Council's website](#).

Submit your application through the Grant Management System. Ensure that all information (including address) and documentation in your organization's online profile is up to date before submitting an application.

New applicants [must register and create a profile](#) in the online system. **Once the registration request is submitted, it may take up to four business days to process your request.**

BC Arts Council will email you once your registration is processed and you are able to access grant applications.

Ensure the email address **NoReply@BCArtsCouncil.ca** is on your safe senders list and check your spam folders.

Applicants can submit part of their application as an audio or video recording. See instructions within the application on this option.

Accessibility

Organizations with a primary purpose to serve 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.

Access Support – additional funding that supports access costs associated with creating, developing, or executing a project funded by a BC Arts Council Arts Impact grant.

These programs do not provide funding for audience accessibility or day-to-day access costs outside of the scope of a project. Accessibility requests are confidential and will not be part of assessment panels evaluating grant applications. Contact Accessibility Coordinator, Clayton Baraniuk, at 250-978-9839 or Clayton.Baraniuk@gov.bc.ca to request assistance.

Find out more about accessibility supports at BCArtsCouncil.ca/accessibility

Who Can Apply

If your organization does not meet the eligibility criteria, your application will not be forwarded for assessment.

To be eligible, an applicant must:

- Provide arts and cultural programming or service to the arts and culture sector in B.C. and have done so for a minimum of one year.
- Fairly compensate artists, arts and cultural practitioners, technicians, Elders, and Knowledge Keepers. Compensation must align with project and community contexts and industry standards within the field of practice, including adhering to international intellectual property rights standards and cultural ownership protocols.
- Adhere to the Criminal Record 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.
- Have completed and submitted any overdue final reports on previous BC Arts Council grants by the submission deadline for this program.
- Provide programs that benefit the community and not solely its members' interests.

Organizational applicants must also:

- 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 members based in B.C.; and
 - A dedicated arts and culture purpose/mandate; or
 - A purpose/mandate to provide services to the arts and culture sector in B.C.

For the purposes of eligibility for this program, Community Arts Organizations are non-profit:

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

They 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 and arts practitioners, arts administrators and Elders or Traditional Knowledge Keepers.

OR

- Be an Indigenous (First Nations, Métis, Inuit) community organization or Indigenous government in B.C., offering dedicated arts and culture activities.

What Can Be Funded

Awards support:

- Fees for B.C. or Canadian professional artists and technicians (e.g., video/audio, lighting), and Elders or Traditional Knowledge Keepers as part of an **eligible** community arts festival.

An eligible community arts festival must:

- Have a primary purpose focused on arts, and facilitate:
 - The exchange of local ideas, narratives, or issues that engage community participation through an artistic lens
 - Development of the arts at a community level
 - A growing relationship between artists and the local community
- Be organized primarily by volunteers and may also have a dedicated coordinator.
- Be in B.C., be concentrated in place and time, and be longer than one day in duration.
- Have community involvement, including support of local government, volunteers, business, and arts and cultural organizations.
- Have appropriate planning related to healthy workplaces, including emergency preparedness.

What Will Not Be Funded

Awards are not available to support:

- Arts and cultural organizations eligible within BC Arts Council professional programs.
- Operating costs.
- Project phases or activity that have begun prior to the program deadline.
- Project or budget deficits or contingency funds.
- [Capital expenditures](#) (construction, renovation, or purchase of property or equipment).
- Feasibility studies, start-up costs, or seed money.
- Performance series, cover bands, art and craft fairs, fundraising activities, conferences, conventions, symposia and concerts or projects that are secondary to the arts-related activity (e.g., competitions, or family, religious, or community celebrations or anniversaries).
- Subsistence to artists or cultural practitioners.
- Costs of producing commercial recordings or demo reels.
- Community choirs that are attached to or affiliated with educational, religious or military institutions;
- Community service non-profit organizations that do not have arts and culture as their primary purpose and the majority of their programming/activities are not arts-centred, even if they offer some arts programming or activities;
- Industrial/archaeological/heritage sites or historic places or organizations dedicated to archives.
- Private or for-profit entities.
- [Member funded societies](#).
- Projects or activities funded through other BC Arts Council programs or its third-party delivery partners, including First Peoples' Cultural Council, BC Touring Council, or Creative BC.

Funding Requests

Maximum request amount is \$6,000.

The request amount to this program:

- Must be 50% or less of the total project budget; or
- May be up to 65% of the total project budget for projects from applicants that align with the BC Arts Council's designated priority groups.

Applicant contributions to the project budget can be composed of both cash and in-kind contributions. The project budget must balance in-kind revenues with in-kind expenses.

Grants may be awarded for less than requested.

What is Needed for the Application

You are responsible for submitting a complete application. The BC Arts Council will not contact you to address errors or missing requirements, other than as required to determine eligibility. Eligible applications are assessed as submitted.

A complete online application must include:

- Festival details including dates, location, website, and expected attendance.
- A list of confirmed and/or proposed B.C. or Canadian professional artists and technicians, and Elders or Traditional Knowledge Keepers, including names, the fees they are to be paid, and their biographies (max. 250 words).
 - If only a proposed list is available, also provide the list of B.C. or Canadian professional artists and technicians, and Elders or Traditional Knowledge Keepers engaged in last year's festival and the actual fees each were paid.
- A biography for each member of the project's team (maximum 100 words each).
- A project timeline and/or work plan starting after **February 23, 2023**.
- A balanced festival budget using the budget table provided in the online application. Include notes on the budget and indicate whether revenues are confirmed or pending. Ensure the festival budget shows:
 - this Project Assistance: Community Arts Festivals program funding request.
 - a diversity of revenue sources with amounts noted as either confirmed or pending.
 - any in-kind contribution amounts listed as revenue are also entered, and noted, as a corresponding expense item; the in-kind revenues must balance with the in-kind expenses.
- Details outlining the proposed festival, including:
 - a summary of the proposed festival, including rationale, objectives, and the intended impacts of the festival.
- All required support material as per the list below.

Support Material

Review and adhere to the [Upload Requirements for Support Material](#).

Required Support Material includes:

- One PDF copy or URL link of the most recent art festival brochure or program schedule.
- Letters from partners or collaborators, if applicable, confirming the nature of their participation (maximum two letters, one page each). Do not include general letters of support.

***NOTE:** Items in excess of the listed maximums, including multiple links to materials within a single uploaded document, will not be reviewed. Other examples of previous work, such as publications, must be discussed with the program officer prior to submission to determine whether they are appropriate.

Financial Statements must include:

- Balance sheet, income statement and notes, following standard accounting formatting.
- An itemized list of grants identified by funder, either in the income statement or attached schedule.
- A breakdown of operating net assets, distinguishing between unrestricted net and capital assets.
- Signatures of the preparer and of two Board members affirming Board approval.

Financial Statements are based on the single largest grant received in the organization's previous two fiscal years, excluding Resilience Supplements, Pivot and Arts Infrastructure Program grants. If you did not receive any applicable grants in your previous two fiscal years, internally prepared financial statements are acceptable.

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, signed by the umbrella organization's financial officer, and notes indicating if the applicant entity may accrue assets, surpluses or deficits from one year to the next.

BC Arts Council staff reserves the right to request audited financial statements if deemed appropriate, regardless of the amount of the applicant's previous funding.

Previous BC Arts Council Grant Received (as per above)	Minimum Documentation
Up 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 Applications Will Be Assessed

All eligible applicants with feasible projects will receive some level of funding. Award amounts are determined by formula. Awards may be based on:

ALIGNMENT WITH EXTENDING FOUNDATIONS: ACTION PLAN

In [Extending Foundations: Action Plan for 2022-2024](#) the BC Arts Council commits to placing reconciliation, equity, diversity, inclusion and access at the centre of its activities. Funding priority may be given to [designated priority groups](#) identified by the BC Arts Council. The designated priority groups consist of applicants who are:

- Indigenous (First Nations, Métis, and/or Inuit) Peoples;
- Deaf or experience disability;
- Black or people of colour;
- Located in regional areas (outside [greater Vancouver or the capital region](#)).

FEASIBILITY

The assessment committee will consider the viability of the project based on:

- The achievability of the proposed activities as determined by sound budgets, planning, resource allocation, and the applicant's overall organizational capacity;
- The level of experience in realizing comparable projects;
- The commitment to fostering a healthy, sustainable work environment, in relation to providing fair remuneration, equitable employment, cultural competency, cultural safety, and a safe and respectful work environment.
- Demonstrated outreach to ensure local Indigenous protocols are followed, compensate Elders and Traditional Knowledge Keepers fairly in accordance with local protocols, and acknowledge traditional territories.

FINANCIAL CONSIDERATIONS

The assessment committee may also consider the following:

- Demands on the program budget;
- Festival budget size and total fees paid to B.C. or Canadian professional artists and technicians, and Elders or Traditional Knowledge Keepers.

Assessment Process

Each eligible application will be assessed by an internal committee of BC Arts Council staff who are knowledgeable and experienced in relevant artistic activities or fields of practice.

The following process is used to evaluate every application:

- The BC Arts Council receives applications and reviews them for eligibility.
- The assessment committee evaluates eligible applications using the assessment criteria above and a detailed assessment tool through which they determine the level of funding.
- The BC Arts Council informs each applicant of the decision in writing.

Notification of Awards

Decisions will be made within sixteen weeks of the application deadline. Notification will be sent via the online system to the contact linked to the online application. Results cannot be requested in advance.

Ensure the email address **NoReply@BCArtsCouncil.ca** is on your safe sender list and check your spam folders.

Payment of Awards

All award 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.
- Undergoes 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 are taxable income and must be reported as such. Individuals receiving grants on their own behalf or on behalf of a collective are issued T4As for the year in which the grant payment is processed.

Final Reports

Recipients must submit a final report with the required documentation of the completed project to the BC Arts Council within 30 days of the Project End date in the application. Final Reports must be submitted through the online system.

Future applications to BC Arts Council programs will be ineligible if reporting requirements are not met.

Confidentiality

The collection, use, and disclosure of personal information are subject to the privacy provisions of the Freedom of Information and Protection of Privacy Act. Your organization's information will be shared in confidence with members of the assessment panel. The names and locations of successful award recipients 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.

Recognition of Assistance

In recognition of funding, the support of the BC Arts Council and the Government of British Columbia should be acknowledged in all promotional materials, both print and online. The approved BC Arts Council and provincial logo and graphics standards are available [online](#) in a variety of ready-to-use digital formats.

Funded applicants with a website are encouraged to add a link to the [BC Arts Council](#) website.

Contact Information

Program Advisors: If you still have questions after you have completely read these Program Guidelines and the [Frequently Asked Questions](#) on the BC Arts Council web page, please contact the following Program Advisors.

Krista Patterson – Program Advisor
Telephone: 236 478-2550 | Email: Krista.patterson@gov.bc.ca

Justine Shore – Program Advisor
Telephone: 250 940-8538 | Email: Justine.Shore@gov.bc.ca

A full list of program staff is available on [our website](#).
For general information or further assistance, please contact:
Telephone: 250 356-1718
Email: BCArtsCouncil@gov.bc.ca

Program guidelines are reviewed and updated regularly. Please ensure you are working with the latest version of the guidelines as posted on the [BC Arts Council website](#). Any changes to the guidelines made after the original posting will be clearly highlighted.