

## OPERATING ASSISTANCE - Program Overview 2024/25

### Acknowledgement

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

### Operating Assistance Program Extension

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**NOTE: The Operating Assistance program is not open to new applicants in 2024/25 or 2025/26.**

**NOTE: Organizations currently receiving funding through Operating Assistance: Community Arts Organizations should refer to the Overview document for that program.**

The BC Arts Council is extending the grants for existing Operating Assistance program recipients at current funding levels for the 2024 and 2025 intakes (in the 2024/25 and 2025/26 government fiscal years). This extension is intended to provide stable funding for Operating Assistance recipients, allowing organizations to focus capacity and resources where they are needed most.

- All general Operating Assistance eligibility remains in place. The most recent program guidelines are posted on the relevant [program pages](#) on the BC Arts Council website.
  - **Note:** Past-year guidelines are for reference only. This Program Overview document provides the most up-to-date information for 2024/25 processes and requirements.
- Operating Assistance grants for 2024/25 and 2025/26 will remain stable over each of the next two years, based on current grant amounts. See Grant Amounts and Payment of Grants sections for more information.
- All current Operating Assistance recipients must provide key updates to access funding. See 'What Updates are Needed for the 2024/25 Intake' for details.
- There is no opportunity to request an increase in Operating Assistance funding during the extension period.
- Organizations on Regular Status will not submit an application form in 2024/25 but must provide the required updates for the intake this year. Updates will be reviewed by staff but not be peer assessed. See section 'What Updates are Needed for the 2024/25 Intake', for details.
- Organizations on Concerned Status are subject to the [Fair Notice Policy for Operating Assistance](#). See the dedicated section, Concerned Status 2024/25 Information, for details.
- Organizations on Concerned Status must submit an application form in 2024/25 in addition to the required updates from all recipients for the intake this year. See the dedicated section, Concerned Status 2024/25 Information, for details.

- For organizations with annual CADAC reporting requirements, required financial and statistical information must be submitted through CADAC. See the detailed section, CADAC Reporting Requirements, for details.
- All recipients of Operating Assistance must inform the BC Arts Council in a timely manner of major changes to the organization's structure, financial position, staffing or activities, or any other significant departures from regular operations.
- As part of the [Extending Foundations: Action Plan 2022-2024](#), the BC Arts Council continues to prioritize reducing barriers to funding programs and supporting equitable funding distribution. As this plan concludes, Council is developing a new strategic vision. This vision will be supported by an Action Plan that will guide the BC Arts Council's approach to programs and funding.

## About Operating Assistance

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Operating Assistance provides funding towards the general operations of established professional non-profit arts and culture organizations and book publishers in B.C. This program supports the delivery of arts and culture programming and services through multiple funding streams including arts and cultural service organizations, festivals, literary arts, media arts, museums and Indigenous cultural centres, performing arts, arts training organizations, publishing, and visual arts.

The Operating Assistance program supports organizations' operations over a funding cycle of two years. Organizations must continue to meet the specific eligibility requirements within the program guidelines specific to their regular funding stream. See the Exclusions section in the most recent program guidelines for your regular Operating Assistance program stream for details of what funding is able and not able to support [www.bcartscouncil.ca/program](http://www.bcartscouncil.ca/program).

## Application Assistance

Organizations with a primary purpose to serve D/deaf or disability arts practices may be eligible for the BC Arts Council's Application Assistance, which pays for support services for creating and submitting grant applications. 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 [Clayton.Baraniuk@gov.bc.ca](mailto:Clayton.Baraniuk@gov.bc.ca) - [BCArtsCouncil.ca/accessibility](http://BCArtsCouncil.ca/accessibility).**

## Grant Amounts

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Operating Assistance grants for 2024/25 and 2025/26 are based on current grant amounts.

Grant amounts are subject to the [Fair Notice Policy for Operating Assistance](#) and to the Payment of Awards statement included in this overview document and an authorizing appropriation under the *Financial Administration Act*.

## Concerned Status 2024/25 Information

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Organizations on Concerned Status in the 2024/25 intake are entering Year 3 as described in the [Fair Notice Policy for Operating Assistance](#). The Fair Notice Policy is intended to support transparency

and accountability for organizations that receive Operating Assistance funding. The Policy ensures recipients continue to meet the eligibility requirements and priorities of the BC Arts Council.

- Organizations on Concerned Status must submit an application in 2024/25. This application will be peer assessed and is subject to the [Fair Notice Policy for Operating Assistance](#).
  - See 'What Updates are Needed for the 2024/25 Intake' and the 'Concerned Status Application Requirements' sections below for details.
- By Year 3 of the Concerned Status designation, it is expected that the designation will either be removed, or the organization will be removed from the Operating Assistance program.
- For organizations moved into Regular Status as the outcome of this year's assessment process; Operating Assistance grants for 2024/25 and 2025/26 will remain stable over the next two years, based on current grant amounts.
- Organizations removed from the Operating Assistance program can continue to access project assistance programs and reapply to future intakes of Operating Assistance.

### When and How to Provide Updates

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Organizational Profile updates and Concerned Status applications must be complete in the BC Arts Council [Grants Management System](#) (GMS) by **October 3, 2024, no later than 11:59pm**.

- **All recipients:** Update your online Organizational Profile information in GMS.
- **Organizations on Concerned Status:** Applications completed and submitted.
- **Organizations with annual CADAC reporting requirements:** Financial and statistical information submitted to CADAC ([www.cadac.ca](http://www.cadac.ca)) for reconciliation.

### What Updates are Needed for the 2024/25 Intake

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All organizations receiving Operating Assistance funding are responsible for completing the profile updates and requirements for the 2024/25 intake described in this Overview document.

#### Organizations must include:

- An updated Organizational Profile.
- The organization's most recent financial statements.
- **For organizations with annual CADAC reporting:** The required financial and statistical information submitted through CADAC.
- **For organizations on Concerned Status:** A completed application form and support materials as per the dedicated section, Concerned Status Application Requirements, below.

### Organizational Profile

All organizations receiving Operating Assistance must update their Organizational Profile information in the BC Arts Council [Grants Management System](#) (GMS).

#### Updates to the following profile sections must be provided:

- Current Artistic Leadership, Governance Leadership, and Administrative Information contact information.

- A current Board Member List: the organization's board of directors, editorial advisory board, trustees, or board of management, including their board position, occupation/expertise and start date.
- A current Staff Member List: administrative and artistic/editorial staff or significant contractors, including name, position, and employment status (e.g., permanent; part-time).
- A current copy of the organization's constitution document for non-profit organizations, OR a statement of the primary purpose for all other organization types. **Do not include by-laws.**
- A completed Designated Priority Groups information section.
- Answers in the Equity Data Tool that are relevant to your organization. You are not required to answer every question.
- Signed financial statements for the two most recently completed fiscal years (see next section for specific requirements).

### Financial Statement Requirements

All organizations receiving Operating Assistance must upload signed financial statements for their two most recent completed fiscal years to their online profile in the BC Arts Council [Grants Management System](#) (GMS).

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, then ensure a set of financial statements for each year has been uploaded to your profile.

**Not-for-profit organizations** - Financial statements (all types) must include:

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

**Organizations 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 organization's activities alone.
- A signature of the umbrella organization's financial officer.
- Notes indicating if the entity may accrue assets, surpluses, or deficits from one year to the next.
- An itemized list of grants received that are related to the entity, not the entire umbrella organization, and identified by funder, either in the income statement or attached schedule.

**The type of financial statements that are required are outlined in the chart below.**

The type of financial statements that are required are based on the previous Operating Assistance grant received, as per the table below.

BC Arts Council reserves the right to request audited financial statements if deemed appropriate, regardless of the amount of the organization'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: <b>Notice to Reader/Compilation Engagement Report</b>
\$40,001 - \$100,000	Independently prepared financial statements: <b>Review Engagement</b>
Greater than \$100,000	Independently prepared financial statements: <b>Audit</b>

### CADAC Reporting Requirements

Organizations with annual CADAC (Canadian Arts Data/Données sur les arts au Canada) reporting requirements must submit financial and statistical information in the 2024/25 intake through the CADAC online database ([www.cadac.ca](http://www.cadac.ca)).

#### The following updates must be provided through CADAC:

- Information using the CADAC Financial Form and the Statistical Form for your organization's last two years, your current fiscal year, and the two projected years.
  - The current year is last fiscal year for which you received an Operating Assistance grant.
  - The two projected years are the years for which Operating Assistance funding has not yet been provided.
- An upload of the organization's most recent financial statements to the CADAC system.  
**Note:** this upload is in addition to the required upload to the BC Arts Council GMS.

### Application Requirements for Organizations on Concerned Status

Organizations on Concerned Status must fill out an application form for the 2024/25 intake. These organizations will be asked to specify what changes have been made to continue addressing the circumstances that resulted in Concerned Status.

#### A complete application from organizations on Concerned Status must include:

- Responses to specific questions providing an overview of general operations and annual programming.
- Responses to specific questions related to the reasons for the organization's Concerned Status designation.
- Support materials that relate to or show how the organization is addressing the specific areas of concern.

### Support Materials for organizations on Concerned Status

#### Provide up to five items of support materials (PDF format preferred) including:

- Programming and operational information relevant to addressing the concerned status.
- Current planning and policy documents, such as strategic plans, human resource policies, anti-racism policies, or cultural safety policies, as related to the specific areas of concern.

- If stand-alone policy documents are not available, and this was an area of concern, provide a description of current approaches to reconciliation, equity, diversity, inclusion, and access across your organization.

## How Applications from Organizations on Concerned Status Will Be Assessed

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Staff will review all profile updates and submissions for completeness. There will be no peer assessment process for the profile updates submitted by organizations on Regular Status. All general Operating Assistance program eligibility criteria continue to apply to all funding recipients in this program.

### Concerned Status Assessment Process

**Applications from organizations on Concerned Status will be evaluated by a peer assessment panel based on the procedures outlined in the Fair Notice Policy.**

The Fair Notice Policy for Operating Assistance is available on the BC Arts Council website:

[www.bcartscouncil.ca/fair-notice-policy/](http://www.bcartscouncil.ca/fair-notice-policy/)

The peer assessment panel will consider the specific Concerned Status criteria and how the organization has addressed the identified concerns to determine whether an organization will have the Concerned Status designation removed or will be removed from the Operating Assistance program:

#### OPTION 1

Assessment Results

- Organization has fully addressed Concerned Status issues;
- No new issues of concern.

Outcomes

- Panel recommends removing Concerned Status.
- Organization continues to receive Operating Assistance based on grant amount received last year.

#### OPTION 2

Assessment Results

- Organization has not fully addressed Concerned Status issues;
- Improvements have not been made or are not in progress; OR
- There are new issues of concern.

Outcomes

- Panel recommends removing organization from Operating Assistance.

We recognize that making changes to address reconciliation, equity, diversity, inclusion, and access in a meaningful way can take time. The assessment panel will review using reasonable timeframes when determining the outcomes outlined in the Fair Notice Policy.

## Notification of Grant Amounts and Concerned Status Results

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The BC Arts Council's commitment is to inform each applicant of the results of the granting process no later than 16 weeks after the submission deadline.

Notification is sent by email to the primary contact linked to the application, and to the organizational and governance leadership contacts provided in the organizational profile (as applicable). Results cannot be requested in advance. Applicants may check the status of their application at any time through the online system.

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

## Payment of Grants

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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.

## Confidentiality of Information

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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, where applicable. 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 Revenue Agency through the issuance of T4As.

## Recognition of Grants

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In recognition of grant funding, the support of the BC Arts Council and the Province of British Columbia should continue to 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. Grant recipients with a website are encouraged to add a link to the [BC Arts Council](#) website.

## Contact Us – We are here to help

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If you have questions after you have reviewed this Overview document and the [Frequently Asked Questions](#) on the BC Arts Council web page, contact a program advisor. A full list of program staff is available on the BC Arts Council's website. [www.bcartscouncil.ca/about/staff-directory](http://www.bcartscouncil.ca/about/staff-directory)

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

## Operating Assistance: 2024/25 Checklist

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Be sure you have included or completed the following before **October 3, 2024, no later than 11:59pm.**

Before you start:

- Review the Overview document for specific requirements.
- Plan to have all updates and requirements completed at least two days before the deadline to avoid last-minute technological issues.

Organization Profile updates on the BC Arts Council online grant system:

- Update your mailing address and other contact information, including Leadership Information contacts.
- Update your Board Member List and Staff Member List tables.
- 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).
- Upload your most recent signed financial statements. See Financial Statement Requirements section of the Overview document.

CADAC reporting requirements (if applicable):

- Update the CADAC Financial Form and Statistical Form in the CADAC online database. Updates should be for your last two years, your current fiscal year, and two projected years.
- Upload a copy of the organization's most recent financial statements to the CADAC system.

In your application (organizations on Concerned Status):

- Review the past year Program Guidelines for your regular Operating Assistance program stream posted on the relevant [program pages](#) on the BC Arts Council website for information about ongoing eligibility criteria and what funding in this program supports.
- Make sure you have reviewed and understand the [Fair Notice Policy for Operating Assistance](#).
- Review the Overview document section, Concerned Status assessment, and make sure you understand the assessment process for this intake.
- Respond to all questions in the application, specifying what changes the organization has made to continue addressing the circumstances that resulted in Concerned Status.
- Upload support materials that relate to or show how the organization is addressing specific areas of concern (up to 5 items, PDF format preferred).

Pop-out forms to complete in the application (or through the organization profile):

- Board Member List Table.
- Staff Member List Table.

Other updates:

- Add [NoReply@BCArtsCouncil.ca](mailto: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 deadline.
- Keep your mailing address up to date in your online Organization Profile. Grant payments will be mailed to this address.