

Arts Circulation and Touring

Program Guidelines 2024/25 - For Individuals

Acknowledgement

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

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**Program guidelines are reviewed and updated regularly.
 Be sure you are working with the most current guidelines for each intake.
 Updates to guidelines made after the original posting will be highlighted.**

About Arts Circulation and Touring

Arts Circulation and Touring supports eligible arts and culture organizations, collectives and individuals with circulation and touring activities both within British Columbia and outside of the province. Grants received in this program are intended to enhance professional and artistic opportunities and exposure of B.C. artists, collectives, and arts organizations regionally, nationally, and internationally.

Assistance through this program is available to arts and culture organizations, collectives and to individual art practitioners through three categories outlined below.

For Organizations and Collectives (see Guidelines for Organizations)

For Individuals (use these Guidelines).

Grants are not available through this program to support projects that are solely or primarily focused on the creation or development of new works or programming or for self directed or produced activities.

There are three categories of Arts Circulation and Touring grants:

Category 1: Outbound Activity

- The circulation and touring of artistic and cultural works originating from the applicant to specific venues* or events inside or outside of British Columbia.

Category 2: Inbound Activity

- The hosting, presentation, and circulation of artistic and cultural performances, exhibitions, and works originating inside or outside of the province to specific venues* or events held in British Columbia by the applicant.

Category 3: Digitization and Translation - PILOT

- The digitization of artistic and cultural works for the purposes of dissemination to and access by the identified communities the applicant serves.
OR
- The translation of literary, dramatic, other written artistic works, critical arts writing, or public programming materials originally created by B.C. artists, arts practitioners, and arts and culture organizations, for the purposes of publication, presentation, or greater access by the identified communities the applicant serves.

*Venues can include: a theatre, gallery, library, museum, festival site or space, community centre, or any other space or site where the activity is taking place.

See **Examples of Eligible Projects** below for more information and examples of projects this grant program intends to support.

Grant Amounts

Maximum request amount is \$25,000.

Applicants may request a grant amount up to 100% of the total eligible project budget.

We encourage you to submit a realistic budget for funds required to carry out the proposed project. BC Arts Council intends to support successful applications at 100% of the request; however, grants may be awarded for less than requested.

BC Arts Council programs are highly competitive, and support is not available for all eligible projects. Success rates in BC Arts Council grant programs are generally between 20% to 40%. Visit the [BC Arts Council Grant Recipients](#) page to review a list of previously successful applicants and the range of previous grants for this grant program.

Funding priority may be given to applicants who self-identify as part of a designated priority group.

Examples of Eligible Projects

You are encouraged to discuss the eligibility of your project with a Program Advisor before applying. Ineligible applications will not be forwarded for assessment.

BC Arts Council project grant programs provide one-time grants for specific projects. Project grants are not meant to cover ongoing expenses.

Grants are available in this program to support specific projects that encourage enhanced professional and artistic opportunities and exposure of B.C. artists, collectives, and arts organizations regionally, nationally, and internationally.

Category 1: Outbound Activity

Activity Options:

- Outbound circulation and touring of artistic and cultural works both inside and outside of the province
- Single Artistic touring or travel opportunities
- Participation in events focused on the promotion, planning or networking development of work for the purposes of future circulation and touring opportunities

Examples include (but are not limited to):

- Southern B.C.-based applicants touring their artistic and cultural performances, exhibitions, or works to Northern B.C.-based hosting organization.
- B.C.-based applicants touring their artistic and cultural performances, exhibitions, or works to international hosting organizations.
- Single artistic opportunities involving travel that will provide long-term benefits or impact to the applicant and for the development of arts and culture in B.C. NOTE: This activity was previously supported in the Professional Development program.
- Travel for the purpose of planning for touring or circulation of work, including going to places for the research into and development of possible tours or circulation engagements.
- Participation in events focused on the promotion of work for the purposes of future circulation and touring opportunities.
- Traveling to a conference or event for networking development opportunities.

**Other determining factors such as relative isolation, travel via ferry, cumulative distances, etc. may be taken into consideration.

Category 2: Inbound Activity

Activity Options:

- Hosting, presentation, and circulation of artistic and cultural performances, exhibitions, and works from all disciplines within British Columbia.

- Bringing in Artists or Artistic Leadership for the purpose of planning for the presentation or hosting of work, including research into and development of possible tours/circulation engagements.
- Bringing in Artists or Artistic Leadership for the purpose of Networking development opportunities related to the presentation/hosting of work.

Examples include (but are not limited to):

- Eligible B.C.-based applicants hosting artistic and cultural performances, exhibitions, or works that originate from artists or arts and cultural organizations located elsewhere in B.C.
- Eligible B.C.-based applicants hosting artistic and cultural performances, exhibitions, or works that originate from artists or arts and cultural organizations located anywhere outside of B.C.
- Bringing in a group of organizers for the planning for the presentation or hosting of work, including research into and development of possible tours/circulation engagements.
- Bringing in Artistic leads from various groups for networking development opportunities related to the presentation or hosting of work.

**Other determining factors such as relative isolation, travel via ferry, cumulative distances, etc. may be taken into consideration.

Category 3: Digitization and Translations - PILOT

Activity Options:

- Digitization of artistic works for the purposes of dissemination to and access by the identified communities the applicant serves or by the general public
- Translation of literary, dramatic, or other written artistic works for the purposes of publication or presentation

Examples include (but are not limited to):

- Hiring someone to complete the digitization of a series of analogue works to provide or increase online access to the applicant's history of artistic works or programming.
- Digitizing programming history or artistic works in order to preserve knowledge for future study by artists and cultural workers.
- Translation of artistic works into ASL (American Sign Language), LSQ (Langue des signes québécoise), or any other regional or Indigenous sign language.
- Translation of literary or dramatic works from English into any other language(s) to broaden circulation to new audiences.
- Translation of literary, dramatic, or other written artistic works, for international presentation or circulation, into the primary language(s) of the identified international audiences.
- Translation of exhibition-related texts from English into the languages of local diasporas in order to increase community engagement.
- Translation of literary, dramatic, or other written artistic works from any language into English in order to reach new audiences within B.C.

All Categories:

- Only activity taking place after the application is submitted will be eligible for support.
- The focus of this program in all categories is supporting the mobility and circulation of artistic and cultural works and programming.
- Applications for collaborative projects can be submitted, but specific phases or separate components must be clearly described by each applicant, as the same project activities and expenses cannot be funded through multiple grants.

Please see what is needed for each category under What is Needed for the Application

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

- Projects that involve or focus on the research, development, or creation of new works or programming. For creation-based projects, consider applying for a discipline-specific [Individual Arts Grants](#)
- Projects involving travel that would be supported within the Professional Development Program, for opportunities related to professional development or skills acquisition.
- Tours or opportunities that are self produced, uncompensated, or based upon fee structures that are not guaranteed, such as activities where splitting door sales or box office is the only payment received.*
- Outbound and Inbound presentations, circulation of artistic and cultural performances, exhibitions, and works that do not have confirmed dates, locations, artists or where letters of confirmation or contracts can be provided.
- Digitization or translation projects that will not result in greater public access or active circulation of the works or programming materials.
- Projects or activities that do not involve or benefit artists or arts and culture practitioners and professionals.
- Projects or activities that do not have a clearly defined arts and culture focus.

***Required artist compensation within project activities**

Eligible projects must include appropriate payment to the artists, arts and cultural practitioners, and other professionals engaged in the proposed activities. At a minimum, payments to artists should be at the recommended rates set by the arts service organization, professional association, or established practitioners within the field of practice. Payment structures that are not guaranteed, or that risk low or non-payment to artists and other professionals do not meet this compensation requirement (for example, commission-based sales of artworks, percentage of door sales).

Applicants can determine compensation to Elders and Knowledge Keepers according to community context and appropriate protocols. Applicants should describe the approach used to determine the fair rate in their application.

Exclusions - What Will Not Be Funded**Grants are not available to support:**

- Operating expenses.
- Project phases or activities that have begun prior to the application submission date

- Project or budget deficits or contingency funds.
- [Capital expenses](#) (for example, construction, renovation, or purchase of property or equipment).
- Feasibility studies, start-up costs, or seed money.
- Projects or activities that are not based upon artistic or curatorial decision making, or where arts and culture is not the primary focus.
- Fundraising activities; family, religious, or community celebrations; or anniversaries.
- Contests and competitions, except if competition is integral to the art form or cultural discipline, for example: hip-hop and street dance, poetry slams, powwows.
- Podcasts and radio programming that are not embedded within established artistic practice or specifically dedicated to the dissemination of artistic works.
- Subsistence to artists or arts and cultural practitioners.
- Costs of producing commercial recordings or demo reels.
- Private or for-profit entities (except in the case of for-profit book publishing companies).
- Curriculum-based activities or projects, including those related to continuing education or post-secondary programs (except in the case of professional arts training organizations).
- Projects or activities that are primarily intended for or focused within creative industries or commercial sectors (with the exception of book publishers), including architecture, commercial fashion design, commercial film and television, culinary arts, games, sports, recreation, mass media, journalism, podcasts, graphic design.
- Projects where art therapy, health or therapeutic work is the primary project focus or outcome.
- Projects or activities already funded through other BC Arts Council grant programs.
- Projects or activities funded with BC Arts Council funds received through third-party delivery partners: ArtStarts, First Peoples' Cultural Council, BC Touring Council, or Creative BC.

Who Can Apply

You are encouraged to discuss your eligibility with a Program Advisor before applying. Applications that do not meet eligibility criteria in these guidelines will not be forwarded for assessment.

Designated Priority Groups

The BC Arts Council has committed to targeted investment in underserved and equity-deserving groups and the development of equity support initiatives, including a policy to support [designated priority groups](#). These identified groups will be the focus of BC Arts Council strategic measures, through dedicated programs, funding prioritization processes, partnerships, and outreach.

The BC Arts Council's designated priority groups include applicants and arts and cultural 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](#)

Applicants who would like to identify as part of a designated priority group must complete the Designated Priority Groups section in their online Personal Profile. All applicants are encouraged to also complete the Voluntary Self-Identification section, but it is not mandatory.

Applicant Eligibility

To be eligible, you must:

- Be a Canadian citizen or Permanent Resident who ordinarily resides in B.C. and has lived in the province for at least 12 months immediately prior to submitting an application. For more information, review our [Determining B.C. Residency](#) page. You must be prepared to provide documentation to support your residency status upon request.
- Be recognized as professional by other practitioners working in a similar discipline.
- Be committed to working full-time at your practice when financially possible.
- Demonstrate professional status by submitting a CV or resume that indicates the following:
 - Have completed appropriate and relevant training in your discipline at a level that would be recognized as professional by other practitioners working in similar disciplines. Training may be through post-secondary institutions, traditional knowledge transfer, or apprenticeship with a qualified practitioner.
 - Have a minimum two years of professional practice in your field following basic training.
 - Meet discipline-specific criteria outlined below:
 - **Performing Artists:** A demonstrated body of previous professional work for which you have received professional fees.
 - **Visual or Craft Artists:** At least two professionally curated shows or exhibitions for which you have received professional fees.
 - **Visual Arts Critics or Curators:** Curated two or more exhibitions or published two or more works of critical writing for which you have received professional fees.
 - **Media Artists:** Directed, created, or held creative control on at least one project subsequent to basic training for which you have been paid professional fees. This may include student works which have been professionally exhibited or screened.
 - **Creative Writers:** At least one book (or equivalent – 40 pages of poetry or 120 pages of prose) professionally published.
 - **Arts Administration, Publishing, Producer, Artistic Support Staff:** Two or more years of full- or part-time paid employment (permanent or contract) in arts or cultural administration or artistic support at an arts organization, or at a professional book or periodical publisher.
 - **D/deaf, Disability and Mad Arts:** A demonstrated body of work in or across any artistic practice for which you have received professional fees.
 - **Community-Engaged Arts Practice:** Facilitated two participatory arts projects in a community setting or learning environment.
 - **Multi- and Interdisciplinary Practice:** A demonstrated body of professional public work that integrates multiple fields of practice, and for which you have received professional fees.
 - **Museum or Indigenous Culture Centre Professionals:** Two or more years of full- or part-time paid employment (permanent or contract) in a museum or Indigenous Cultural Centre.

- **Production and Technical Personnel:** Two or more years of full- or regular part-time paid employment (permanent or contract) in arts and cultural production or as a technician in an arts and cultural institution, organization, or venue.
- Have completed and submitted any overdue final reports on previous BC Arts Council grants by the intake closing date for this grant program.

OR

- Have received at least one grant through the First Peoples' Cultural Council 's Indigenous Arts Program and have submitted any outstanding final reports for that grant.

When and How to Apply

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

Intake – Open: July 15 | **Close:** September 4 | **Results:** December 2024

Applications will be accepted until 11:59 p.m. on the closing date listed above.

You may only submit one application to this grant program per intake.

You can receive only one Arts Circulation and Touring grant per BC Arts Council fiscal year (1 April to 31 March).

Unsuccessful applicants may re-apply with the same project in a different intake. If an applicant is unsuccessful twice with the same project, the application and proposed activity must be substantively changed.

New applicants: [Register and create a profile](#) in the online system. **It may take up to 5 business days to process your registration request.** You will receive an email when your registration request is approved. Once approved, you will be able to access the online application. Add the email address **NoReply@BCArtsCouncil.ca** to your safe senders list and check your spam folders.

All applicants: Update your online Personal Profile (including mailing address and Designated Priority Group and Voluntary Self-Identification sections) before submitting your application.

Questions? Contact a Program Advisor for this grant program. We are here to help. The BC Arts Council office hours are 8:30 a.m. to 4:30 p.m., Monday to Friday.

Accessibility Support

If you self-identify as D/deaf or having a disability, you are eligible for the BC Arts Council's accessibility programs.

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

[Access Support](#) provides funding to support access costs associated with 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 of 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:

Nicola Dunne, Accessibility Coordinator at 778-405-4007 or Nicola.Dunne@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. You will not be contacted to address errors or missing requirements. Eligible applications are assessed as submitted.

An applicant checklist is included at the end of these guidelines.

What is needed for each category:

Category 1: Outbound Activity

- Touring and circulation can be provincial, national, or international in scope but must be at least 80 km away** from the applicant's home base.
- Outbound circulation and touring of artistic and cultural works and Single Artistic touring or travel opportunities must have a distinct destination identified, with written confirmations from hosting organizations and/or venues that list the dates and fees to be paid, including in-kind contributions like travel, accommodations, or other benefits, for the tour or project (in-kind or monetary compensation is necessary to be eligible for this category).
- Participation in events focused on the promotion, planning or networking development opportunities must have a letter of invite, written confirmation, or confirmation of registration along with any additional benefits provided such as festival passes, workshops, or in-kind contributions

**Other determining factors such as relative isolation, travel via ferry, cumulative distances, etc. may be taken into consideration.

Category 2: Inbound Activity

- The works being presented or circulated by the applicant must involve artists, arts and cultural practitioners, or arts and cultural organizations that are at least 80 km away** from the applicant's home base.
- Written confirmation from the artist(s) or organization(s) engaged for the incoming activity must list the dates, fees, and terms of the project.

**Other determining factors such as relative isolation, travel via ferry, cumulative distances, etc. may be taken into consideration.

Category 3: Digitization and Translations

- Works to be translated must be written or created by B.C.-based artists or arts practitioners in any language and can be translated into any language(s) that will increase exposure or access to the works by identified communities.
- The works being digitized or translated should have an audience and/or market, and specific circulation strategy identified as part of the project proposal.
- Requested funds must be for the direct costs of engaging a qualified person to do the work of digitization or translating and related editing. **Capital assets, technology, publication expenses and other production-related costs are not eligible for funding.**
- Written confirmation from the individual(s) engaged for the digitization or translation must list the timeframe, scope of work, and compensation.

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 can be any time after the application submission date) and a realistic Project End Date.
 - Detailed project timeline or work plan.
Note: Notification of results is generally 16 weeks after the intake 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 a 100-word biography for each member of the project's team. In the case of translations (Category C) include both the author of the work and the translator.
- Balanced project budget. Be sure to:
 - Use the Project Budget Table provided in the application.
 - Include detailed notes on the budget.
 - 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.
 - Artist fees in Budget Table must match artist fees in contract.
 - Not exceed the \$25,000 grant request amount
 - Ensure you budget is balanced. We do not fund project or budget deficits and contingency funds.
- All required support material as listed below.

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

Required Support Material

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

Do not submit any additional support material outside of what is required below. Excess support material, including multiple links to materials within a single uploaded document, will not be reviewed and may negatively impact the assessment of your application.

You are encouraged to test all materials before submitting your application.

If you have questions about support material, contact a Program Advisor.

All Categories: Required support material for this application includes:

- Resume or curriculum vitae of the lead artist(s) involved with the project.
- 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 relevant to the proposed project, to demonstrate the scale and scope of the work to be circulated or toured, **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
 - **5-page sample of written work such as script excerpts, artistic statements, or curatorial concepts**
 - OR
 - **3 pages of relevant press, 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.

- Completed Inventory Form Table listing information about the image, video, audio, or text files you are including.

Category 1 & 2: Outbound and Inbound Activity – should also include:

- An itinerary and timeline of touring or circulation activities.
- Written confirmations of engagement from hosting organizations, including fees/guarantees, dates, and other information about venues (if applicable to the project).
- An audience and/or market development plan, and specific circulation strategy or public programming or outreach plan.

Category 1 & 2: Single Artistic touring or travel opportunities or the Participation in events focused on the promotion, planning or networking development– should also include:

- Written confirmation of invitation or confirmation of registration along with any additional benefits provided such as festival passes, workshops, or in-kind contributions.
- An itinerary and timeline of networking opportunities scheduled meetings or outreach plans.

Category 3: Digitization and Translations – could also include:

- Written confirmation from the individual(s) engaged for the digitization or translation including the timeframe, scope of work, and compensation.
- 10-page sample of work to be translated.
- A résumé of the individual engaged for the digitization or translation work.

Assessment Criteria – How Decisions Are Made

The assessment criteria are the primary lens through which the assessment panel will review and score your application.

The [Extending Foundations: Action Plan for 2022-2024](#) includes the BC Arts Council's commitment to placing reconciliation, equity, diversity, inclusion and access at the centre of its activities with the intention to address historic funding inequities. Equity considerations are embedded throughout the assessment criteria and the assessment process. Funding prioritization may be applied to individuals considered designated priority groups as described above.

The areas of assessment for this grant program are outlined below along with their relative scoring percentage.

Keep these criteria in mind as you complete your application.

ARTISTIC AND CULTURAL CONTRIBUTION AND ENGAGEMENT (50%)

The assessment panel will consider:

- The relevance of the project to the communities the applicant serves, as demonstrated through programming, audience development, outreach, editorial, or curatorial choices.
- How well the applicant can identify the communities it serves.
- The level of artistry, risk, originality, and production values achieved in the proposed activities.
- The significance or unique nature of the opportunity presented by the proposed activities.
- Strategies to engage new audiences, communities, or networks.
- Integrity of the project including ethical approaches to:
 - Research, collaborative processes, contributors, source materials, cultural considerations, and protocols.

IMPACT ON THE APPLICANT AND COMMUNITY (30%)

The assessment panel will consider the:

- Potential impact or benefits to the applicant's artistic or professional practice, including the timeliness, urgency, and relevance of the activities for the applicant's exposure and professional growth.
- Impacts of the project on B.C.'s arts and culture sector, including but not limited to:
 - Contribution to the art form or practice, including reclamation, preservation, or innovation.
 - Contribution to rural and remote communities.
 - How the project addresses an identified need in the sector.
- The significance of the project relative to BC Arts Council priorities of reconciliation, equity, diversity, inclusion, and access.
- Meaningful contribution to equity-deserving and under-represented artistic practices, arts practitioners, and cultural communities.

- The level of accessibility and engagement, including but not limited to physical spaces, cultural safety, affordability, and support for diverse participants or those who experience barriers or disability.

FEASIBILITY (20%)

The assessment panel will consider the:

- Applicant's experience and capacity to undertake the proposed project.
- Clarity of the work plan or timeline.
- Clarity and appropriateness of the budget, including fair compensation for all participants.
- Measures in place to ensure the safety of all participants, including physical, emotional, cultural.
- The overall suitability of the circulation or touring opportunity to the applicant's stated artistic and/or development goals.

Assessment Process

The following process is used to evaluate every application to this grant program:

- The BC Arts Council receives applications and reviews each one for eligibility.
- Eligible applications are forwarded to independent assessment panels. Assessment panels include individuals with broad professional knowledge, experience, geographical representation, and diverse aesthetic, institutional, and cultural viewpoints, including those from Indigenous perspectives.
- Assessment panels evaluate eligible applications using the assessment criteria above and determine the level of funding and any conditions on payment of grants.
- The BC Arts Council informs each applicant of the assessment panel's decision in writing.
- Applicants may check the status of their application at any time through the online system.
- All results are final.

Notification of Grants and Feedback

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

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 the official notification letters are sent.

Contact a Program Advisor for feedback on the assessment of your application after you have received notification of the results.

Payment of Grants

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 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 of the completed project to the BC Arts Council within 30 days of the Project End Date stated in the application.

Final Reports must be submitted through the online system.

Future applications from the applicant to BC Arts Council grant programs will not be accepted if reporting requirements are not met.

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 Annual Report of the BC Arts Council 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.

Recognition of Grants

In recognition of grant funding, the support of the BC Arts Council and the Province 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.

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

Contact us. We are here to help.

If you have questions after you have reviewed these program guidelines and the [Frequently Asked Questions](#) on the BC Arts Council website, contact a program advisor.

A full list of program staff is available on [our website](#).

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

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 cultural activity in communities across British Columbia. 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 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 the BC Arts Council website.

Arts Circulation and Touring: Application Checklist (For Individuals)

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.
- Call a Program Advisor if you need to discuss eligibility or if you have questions.
- 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.**
- Add **NoReply@BCArtsCouncil.ca** to your safe senders list to ensure you receive approval of your registration request.
- Plan to proofread your application before you submit it.
- Plan to submit your complete application at least two days before the deadline to avoid last-minute technological issues.
- Ensure you have completed and submitted any overdue final reports on previous BC Arts Council grants.

In your Personal Profile on the BC Arts Council online grant system:

- Update your mailing address and other contact information.
- Complete the Designated Priority Group section (required for funding prioritization).
- Complete the Voluntary Self-Identification section (required for funding prioritization).

In your application:

- Include a Project Start Date (after the application submission date) and a realistic Project End Date.
- Make sure your Amount Requested in the application matches the request amount in your Project Budget Table.
- Include a detailed project description that clearly describes what the project is, who is involved in the project, who benefits from the project, and how the project will happen.
- Upload a detailed project timeline or work plan beginning after the application submission date.

Pop-out forms to complete in the application:

- Project Team Table with biographies
- Project Budget Table with a balanced budget and notes explaining amounts
- Portfolio Inventory Form on the Support Material tab

Support Material to Upload:

All Categories

- Resume or curriculum vitae of the lead artist(s) involved with the project.
- Letters from up to two partners or collaborators (if applicable) confirming the nature of their participation (maximum two letters, one page each). Do not include general letters of support.
- Examples of work relevant to the proposed project, to demonstrate the scale and scope of the work to be circulated or toured. See 'Required Support Materials' section within guidelines for maximum submission amounts.

Category 1 & 2: Outbound and Inbound Activity

- ❑ An itinerary of touring or circulation activities.
- ❑ Written confirmations of engagement from hosting organizations, including fees/guarantees, dates, or other information about venues (if applicable to the project).
- ❑ An audience and/or market development plan, and specific circulation strategy or public programming or outreach plan.

Category 1 & 2: Single Artistic touring or travel opportunities or the Participation in events focused on the promotion, planning or networking development

- ❑ Written confirmation of invitation or confirmation of registration along with any additional benefits provided such as festival passes, workshops, or in-kind contributions.
- ❑ An itinerary and timeline of networking opportunities scheduled meetings or outreach plans.

Category 3: Digitization and Translations

- ❑ Written confirmation from the individual(s) engaged for the digitization or translation including the timeframe, scope of work, and compensation.
- ❑ A résumé of the individual engaged for digitization or translation work.
- ❑ Test all materials before submitting your application.

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 Personal 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.