

LITERARY ARTS—Arts Periodicals, Book Publishers, and Literary Organizations Project Assistance Program Guidelines 2024/25

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 ləkʷəŋən (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 Project Assistance: Literary Arts

Project Assistance: Literary Arts supports eligible literary arts organizations or collectives to develop, enrich, and promote Canadian literature and writers through publishing, presentation, and dissemination of literary works and the development of new or unique public programming and community engagement initiatives.

Examples of Eligible Projects

Applicants are encouraged to discuss the eligibility of their project with a Program Advisor before applying. Applications for projects that do not meet eligibility criteria in these guidelines will not be forwarded for assessment.

BC Arts Council Project Assistance grant programs provide one-time grants for specific projects, components, or programming initiatives within an existing program that contribute to the development, enrichment, and creation of new or unique publications and public programming.

Project grants are not meant to cover operating or ongoing expenses.

Eligible Projects: Literary Organizations

Eligible literary organizations or collectives may apply for either:

- A single literary arts activity or event or a single stream of artistic programming. Some examples are a reading series, a writer in residence program, or a writing workshop.

OR

- A specific programming expense or component. Some examples are fees for artists, costs to ensure that programming is accessible, or venue costs.

**** Grants are not available through this program to support an organization's entire year of programming or operations.****

Applications requesting funds for a **specific project within overall programming** should clearly describe the project and discuss how the project fits within the organization's overall operations.

Applications requesting funds for a **specific programming expense or component** should clearly describe the importance or relevance of that component to the overall programming and describe in detail how it fits within the overall context of the organization's program or project.

Project budgets should only include expenses and revenues related to the specific project, component, or programming initiative identified within the written application.

Applications requesting funds for a specific expense or component may include other directly related amounts in the project budget. For example, a request for artist fees may also include related travel, accommodations, protocols, hospitality, or accessibility expenses.

Eligible Projects: Arts Periodicals

Eligible publishers of periodicals may apply for direct costs for up to one year of publishing activity.

An eligible arts periodical must:

- Feature the first publication of original content.

- Prioritize work by writers and artists based in B.C. or Canada.
- Include content created by more than one person.
- Provide clear submission guidelines and editorial selection processes.
- Have and honour a clear policy on the use of contributors' work and intellectual property.
- Identify, on the masthead or equivalent, who is responsible for editorial processes and decisions.

Print periodicals must:

- Be printed on paper.
- Have a minimum average of 24 pages per issue over a one-year period.
- Have paid circulation of a minimum of 20% of the copies printed.

Electronic periodicals must:

- Have paid subscription access to content, maintaining an average of 100 subscribers over a period of 6 months.

OR

- Have scheduled email delivery of content, maintaining a minimum average of 300 registered email recipients over a period of 6 months.

Arts periodicals published in any written language or combination of written languages are eligible for assistance if all other eligibility criteria are met.

Eligible Projects: Book Publishers

Book publishers may apply for up to three eligible books to be published in one year.

An eligible book must:

- Be an original work and/or first edition (no reprints) in cloth, paper, or digital format.
- Be a work of literary, artistic, or cultural importance in the genres of fiction; poetry; drama; literary and arts criticism; autobiography, biography, memoir, and essays; comics and graphic novels; works for children and young adults; and creative and literary works of history, politics, social issues, science, travel.
- Be written and/or illustrated by Canadian citizens or permanent residents of Canada.
- Contain at least 50% Canadian-authored or -illustrated content.
- Be published for a trade market readership and be accessible to a general reading audience and not exclusively intended for a specialized audience, including academic or professional.
- Have a contract with the author and/or illustrator for an industry-standard royalty agreement or fee in lieu of royalties.
- Include primarily original material or make a significant contribution to arts and culture with previously sourced material.
- Have content that is entirely within the publisher's editorial control and not under the control of another financial stakeholder.
- Be a minimum of 80 printed pages, or in the case of illustrated children's books, 24 pages.
- Be free of advertising other than for the publisher's or author's own material.
- Have a print run of more than 350 copies.

- For Canadian-authored works translated into English, French, or Indigenous languages, in addition to the criteria above, the translator must be a Canadian citizen or permanent resident of Canada.

Eligible Project Expenses – ALL Applicants

Eligible Project Expenses include:

- Author and artists' fees and/or royalties, production costs, marketing and promotion expenses, and administration costs of literary events or series.
- Editorial, production, circulation, marketing, and promotion costs for eligible books or periodicals.
- Sales, distribution, and administrative costs if directly related to an eligible publication.
- Expenses related to making the project accessible to audience members and project participants (other than the applicant) who are Deaf or experience disability.

Required artist compensation within project activities

Eligible projects must include appropriate payment to the artists, arts and cultural practitioners, and other members of the project team engaged in the proposed activities. At a minimum, payments to artists should be at the recommended rates set by the relevant 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, do not meet this compensation requirement (for example, commission-based sales of artworks, percentage of door sales).

Applicants should 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.

RESOURCE: The First Peoples' Culture Council's [Working with Elders](#) document was developed as a free resource to support anyone interested in engaging with Elders and Knowledge Keepers.

Grant Amounts

****NEW this year: Maximum request amount is \$25,000.****

Applicants may request:

- a grant up to 50% of the total eligible project budget; or
- a grant up to 65% of the total eligible project budget from applicants that are considered part of the BC Arts Council's designated priority groups as defined in the Who Can Apply section below.

Applicant contributions to the project budget can include both cash and in-kind contributions.

We encourage applicants to submit a realistic budget outlining the funds required to feasibly carry out the project. BC Arts Council intends to support successful applications at 100% of the request. However, in some cases grants may be awarded for less than requested.

BC Arts Council grant programs are highly competitive, and we are not able to support 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 successful applicants.

Who Can Apply

New applicants are encouraged to discuss eligibility with the Program Advisor before applying. Applications from organizations or collectives 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 organizations 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](#)

Identifying as a designated priority group means the majority of your activities, programming, and financial and human resources are dedicated to one of the groups listed above. This may be demonstrated in one or more of the following areas: purpose statement, practices, practitioners, staffing, leadership, and engagement.

If your organization or collective would like to be considered for strategic measures including priority funding under the Designated Priority Groups policy, you must complete the Designated Priority Groups and Equity Data Tool sections in your online Organization Profile.

Organization Eligibility

To be eligible, an organization must be:

- **A professional literary organization, book publisher, or arts periodical publisher** registered and in good standing as a non-profit society or community service co-op in B.C. for at least one year prior to application with:
 - The majority of key staff and board members based in B.C.
 - Creative control and decision making for programming and engagement primarily maintained within the organization and by leadership based in B.C.
 - A purpose or mandate dedicated to arts and culture programming and activities.or
- A purpose or mandate to provide services to the arts and culture sector in B.C.

- Operations and activities that reflect this dedicated purpose or mandate.

OR

- A **B.C.-based, Canadian-owned book publisher** that has been a legally registered company in B.C. for at least one year.

OR

- A **book publisher or arts periodical publisher or literary organization** led by an Indigenous (First Nations, Métis, Inuit) community organization registered and in good standing as a non-profit society or community service co-op in B.C. for at least one fiscal year prior to application with:
 - The majority of key staff and board members that set editorial policies based in B.C.
 - A commitment to offering regular arts and culture activities.

OR

- A **book publisher or arts periodical publisher or literary organization** led by an Indigenous (First Nations, Métis, Inuit) government in B.C.

OR

- A **book publisher or arts periodical publisher or literary organization** operated by a public post-secondary institution in B.C. for at least one fiscal year prior to application, with:
 - An independent advisory board that sets editorial and other policies for programs and services undertaken.
 - Primarily operates with autonomy, outside of curriculum, holding creative control and decision making for programming and engagement within the organization, with separate financial records for operations. See Financial Statement Requirements section below for more detail.

All eligible organizations must:

- **Not currently receive Operating Assistance from the BC Arts Council.**
- Provide public arts and cultural programming (or service to the arts and culture sector) in B.C. as a primary activity and have done so for a minimum of one year before the application closing date.
- Engage and compensate skilled artistic, curatorial, editorial and/or administrative leadership for project or service delivery.
- Offer programs or publications that benefit or are of interest to the community at-large and not solely the interests of its nonprofit society members.
- Fairly compensate artists, arts and cultural practitioners, technicians, Elders, and Knowledge Keepers. Compensation must align with project context and industry standards within the field of practice.
- Follow international intellectual property rights standards and cultural ownership protocols.
- Follow the [Criminal Records Review Act](#) which requires that people who work with or may have unsupervised access to children or vulnerable adults must undergo a criminal record check by the [Criminal Records Review Program](#).
- Have completed and submitted any overdue final reports on previous BC Arts Council grants before the application closing date for this grant program.

An eligible arts periodical publisher must also:

- Have operated and engaged in publishing activity for a minimum of one year with a commitment to continued operations.

- Publish an arts periodical—either print or electronic—in B.C. and have published at least two issues in the year preceding the application deadline (print periodicals) or have maintained a publishing program and had two issues available for at least 12 months before the application deadline (electronic periodicals). Arts periodicals that meet the eligibility for both print and electronic components must choose one of the two formats when applying.
- Operate year-round and publish on a regular, clearly communicated schedule, and publish at least two editions or issues per calendar year.
- Publish original works of artistic expression and social, cultural, or intellectual commentary or inquiry.
- Publish primarily the work of B.C. and/or Canadian artists.

An eligible book publisher must also:

- Have its head office, editorial office, general operations, and management based in B.C. for at least one fiscal year prior to application.
- In the case of legally registered companies, be managed and financially controlled by B.C. residents who own at least 75% of the company.
- Have operated in B.C. for a minimum of one year with book publishing as the primary (and not peripheral or occasional) business, with the publication of original titles as the focus.
- Maintain full control of the editorial process and have editorial independence from any other company. Where affiliations exist, publishers must be able to demonstrate separate editorial departments, budgets, and financial statements for each book publishing operation.
- Have at least four eligible titles in print, have published at least two eligible titles in the previous year, and be committed to an ongoing program of publishing eligible titles.
- Issue royalty statements on a regular basis and fulfill all contractual obligations to writers, illustrators, translators, and other copyright licensors. Publishers owing payments as of the submission deadline may not be eligible for funding.

Arts or Curatorial Collective Eligibility

To be eligible, an Arts or Curatorial Collective must:

- Be established and readily identified as a collective of a minimum of three independent artists, curators, or arts and cultural practitioners who are active in their field of practice and who meet the criteria below. NOTE: The collective may include additional members who do not meet the criteria below as long as at least three eligible core members have been identified and meet the following:
 - Have a minimum of two years of established practice in their field following basic training, with roles that hold creative control of projects.
 - Have a demonstrated body of previous work as an individual practitioner, including at least one public presentation of work for which an artist fee or equivalent was received.
 - Be a Canadian citizen or Permanent Resident.
 - Have been a resident of B.C. for at least 12 months immediately prior to the application deadline, and ordinarily reside in B.C. See [Determining B.C. Residency](#).
- Have a demonstrated history of creating or presenting work as a collective and have a clear commitment to a current practice. At a minimum, the collective must have:
 - A demonstrated body of previous work by current members of the collective.

- At least one public presentation of work by the current collective, for which artist fees or equivalent were received.
- Intention to continue working together with current members as a collective on future projects.
- Apply under the name of an individual member of the collective who acts as the key contact person and is listed as the submitting representative or “Primary Contact” within the online grant system. **If the application is successful, this person will:**
 - Be responsible for submitting the final report.
- Designate a member of the collective as Payee who is registered with an Individual Practitioner account. Their name and email address (that is associated with their system account) must be listed in the application. **If the application is successful, this person will:**
 - Receive payment of the grant on behalf of the collective.
 - Be issued a T4A for the full grant amount.

An eligible Arts or Curatorial Collective must also:

- Engage skilled artistic, curatorial, and administrative leadership for project or service delivery.
- Not be applying on behalf of the activities of a for-profit business.
- 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.
- Follow international intellectual property rights standards and cultural ownership protocols.
- Adhere to the [Criminal Records Review Act](#) which requires that people who work with or may have unsupervised access to children or vulnerable adults must undergo a criminal record check by the [Criminal Records Review Program](#).
- Have completed and submitted any overdue final reports on previous BC Arts Council grants by the application closing date for this program.
- Provide programs that benefit the community at-large and not solely the interests of the collective’s members.

Exclusions - What Will Not Be Funded

Grants are not available to support:

- Operating expenses.
- Project phases or activities that begin before the application closing date.
- Project deficits, 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 on artistic or curatorial decision making, or where arts and culture is not the primary focus.
- Activities that require payment from artists to participate; fundraising activities; conferences and conventions; family, religious, anniversary, or community celebrations.
- Contests and competitions, except if competition is integral to the art form or cultural practice, for example: hip-hop and street dance, poetry slams, powwows.
- Projects or activities that do not involve or benefit artists, or arts and culture practitioners.
- Projects or activities that are primarily intended for or focussed within creative industries or the commercial sector (with the exception of book publishers), including architecture,

commercial fashion design, commercial film and television, culinary arts, games, sports, recreation, mass media, journalism, podcasts, and graphic design.

- Touring expenses or international travel costs of foreign artists visiting British Columbia.
- General marketing expenses as a primary focus of activities.
- Projects where art therapy, health or therapeutic work is the primary project focus or outcome.
- [Subsistence](#) (living costs) paid to artists or arts and cultural practitioners.
- Curriculum-based activities or projects relating to continuing education or post-secondary programs at educational institutions.
- 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.
- Organizations currently receiving Operating Assistance from the BC Arts Council.

Periodicals are not eligible if they:

- Primarily offer news reporting, current events coverage, or lifestyle content.
- Advocate for political organizations or causes.
- Are academic or scholarly journals.
- Promote a commercial enterprise.
- Are in-house newsletters or magazines that publish material of interest to a membership.
- Are principally devoted to the work of students or other non-professional writers.

Books in the following genres or formats are not eligible:

- Directories, reference books, index compilations, almanacs, exhibition catalogues, or bibliographies with minimal critical content.
- Collections of verbatim interviews, pre-published articles, transcripts, or specialized scholarly or conference papers.
- Testimonials, personal growth, or self-help books and manuals, including those of a religious, devotional, or spiritual nature.
- Travel guides, travel picture books, trivia books, or quiz books.
- Books describing how-to techniques including skills, games, sports, gardening, or cookbooks.
- Calendars, diaries, journals, agendas, or colouring books.
- Educational or scholarly textbooks.
- Self-published books or books for which the author receives no royalties or has made a financial contribution toward publication.
- Saddle-stitched books, except for picture books for children and poetry books.
- Books written by owners or employees of the applicant organization unless these titles represent less than 25% of the publisher's program each year.

Ineligible Applicants

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

- Organizations currently receiving BC Arts Council Operating Assistance grants
- Arts and cultural organizations eligible within BC Arts Council Community Arts Organization grant programs.
- Book or periodical publishers that do not pay contributor fees or royalties
- Private or for-profit entities (except in the case of for-profit book publishing companies)
- Member-funded societies
- Social service organizations

- Industrial sites, archaeological sites, heritage sites, or historic places
- Organizations dedicated to archives
- Collectives with less than 3 members or ad hoc collectives. These types of collectives may be eligible to apply to Individual Arts Grant programs for a collaborative project.

When and How to Apply

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

Applications – Open: August 28 | **Close:** October 17 | **Results:** February 2025

Applications will be accepted until 11:59 p.m. (Pacific Time) on Thursday, October 17, 2024.

Organizations and collectives may submit only one application to this grant program per intake.

This grant program is expected to open again in Spring 2025. A [Grant Program Calendar](#) showing our annual grant program cycle is available on our website.

Applicants may receive only one Project Assistance: Literary Arts Organizations grant each BC Arts Council fiscal year (1 April to 31 March).

New applicants:

- [Register and create a profile](#) in the online system. **It may take up to 5 business days to process your registration request.**
- Additional information may be requested to inform general eligibility and process registration requests. Register early to avoid delays.
- **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.

To add a new contact or association to your organization:

- See [How to Apply](#) online. These requests may take up to 5 business days to process and approve.

All applicants:

- Once you are registered in the online system, you will be able to access the online application. We encourage you to read through these guidelines, or talk with a program advisor, to make sure your organization and your proposed project are eligible before you apply.

Registration questions? Contact BCArtsCouncil@gov.bc.ca or 250-356-1718 for registration assistance. The BC Arts Council office hours are 8:30 a.m. to 4:30 p.m., Monday to Friday.

Accessibility Support

Organizations with a primary purpose to serve D/deaf or disability arts practices, or collectives led by individual artists or arts and cultural practitioners who self-identify as D/deaf or experiencing disability, may be eligible for the BC Arts Council's accessibility support 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 the scope of a project.

Accessibility requests are confidential and will not be part of the assessment panel's evaluation of a grant application.

For more information or to request assistance, contact:

Clayton Baraniuk, Accessibility Coordinator at 250-978-9839 or Clayton.Baraniuk@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.

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.

A complete application must include:

- Details outlining the proposed project including:
 - Summary of the proposed project with rationale, objectives, and outcomes.
 - Project Start Date (which must be after the application closing date) and a realistic Project End Date.
 - Detailed project timeline or work plan.

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

- Completed Project Team Table, including name, responsibility, current location, confirmation of participation, and 100-word biography for each member of the project's team.
- A balanced project budget. Be sure to:
 - Use the Project Budget Table provided in the application.
 - Only include expenses and revenues related to the specific project, component, or programming initiative identified within the written 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.
- All required support material as listed below.

Arts Periodicals and Book Publishers must also include:

- Statement of editorial policy and current role in Canadian literary publishing.
- Report indicating frequency of publication, and printing, circulation, and dissemination information.

- Summary of the overall publishing program for the proposed year.
- List of affiliated companies, sales representatives, and distribution arrangements.

Book Publishers must also include:

- Editorial, production, and sales information for each proposed title including:
 - Title and author and/or illustrator.
 - The process for manuscript selection.
 - A statement about how the title will contribute to Canadian literature.
 - Project status, print run, publication date, and marketing and distribution plans.
 - For co-editions or co-publications, a clear explanation of the partnership, including editorial control and financial contributions.
 - A statement outlining the reprint policy and practice of keeping eligible books in print.

Required Support Material – All Applicants

Review and adhere to 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.

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

Required support material for this application includes:

- An operating budget for the applicant's fiscal year in which the proposed project takes place (organizations only).
- If applicable, up to two letters from partners or collaborators confirming the nature of their participation in the proposed project (maximum two letters, one page each). Do not include general letters of support.
- A list of writers and/or artists presented or published in the previous year.

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

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

Literary Organizations – required support material also includes:

- Documentation (posters, programs, etc.) from your most recent events.
- Examples of work related to the proposed project, up to a maximum of:
 - 5 images, or
 - 5 minutes total of video or audio, noting timecodes of excerpts to be viewed.

Arts Periodicals – required support material also includes:

- A blank sample author, artist, or contributor contract.
- A fee schedule for contributors.
- Electronic periodicals: specific URLs that allow access to content published in the past year.

- Print periodicals: five copies each of at least two selected issues published in the past year.

Book Publishers – required support material also includes:

- A blank sample author, artist, or contributor contract.
- A list of books in print noting the year of publication.
- Five print or one digital copy of each catalogue for the current calendar year.
- Five print copies of at least four titles published in the two most recent calendar years, including the current year.
- A list of owners and shareholders.

For printed material, clearly label the package with your organization's name and application number and provide a list of submitted materials in the package. Addresses are at the end of this document.

Additional Information Required from Collectives

Before you apply, you must update your online Organization Profile with the following:

- Current mailing address and primary contact information.
- Shared purpose, creative goal, or mandate of your collective.
- Current list of Collective Members including name, example of previous work, place of residence, and length of time in collective.
- Completed Designated Priority Groups information section (required for funding prioritization).
- Answers in the Equity Data Tool that are relevant to your collective (required for funding prioritization). You are not required to answer every question.

Additional Information Required from Organizations

Before you apply, you must update your online Organization Profile with the following:

- Current list of the organization's board of directors, editorial advisory board, trustees, or board of management, including their board position, occupation/expertise, start date, and place of residence.
- Current list of administrative, artistic, or editorial staff and significant contractors, including name, position, place of residence, and employment status (for example, permanent or part-time).
- Required upload(s):
 - **For non-profit societies:** a PDF copy of the organization's certified constitution.
 - **For extraprovincial non-share corporations:** PDF copies of the organization's official Certificate of Incorporation under the Canada Not-for profit Corporations Act, Form 4001 Articles of Incorporation, and bylaws.
 - **For community service cooperative associations:** a PDF copy of the organization's certified Memorandum of Association and bylaws.
 - **For all other applicants,** a statement of the primary purpose of the organization.
- Completed Designated Priority Groups information section (required for funding prioritization).
- Answers in the Equity Data Tool that are relevant to your organization (required for funding prioritization). You are not required to answer every question.
- Signed financial statements for your two most recent completed fiscal years. See details below.

Financial Statement Requirements

All organizations (except collectives) must upload to their online profile signed financial statements for their **two** most recent completed fiscal years.

Following standard accounting formatting, financial statements should include comparative information for the prior fiscal year. If a comparative year is not included in a single set of statements, ensure a set of financial statements for each year has been uploaded to your profile.

For-profit book publishers and not-for-profit organization financial statements, including those internally prepared, must include:

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

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.
- A signature of the umbrella organization's financial officer.
- Notes indicating if the applicant entity may accrue assets, surpluses, or deficits from one year to the next.
- An itemized list of grants received that are related to the applicant, 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.

NOTE: The type of financial statements that are required are based on the single largest BC Arts Council grant received in the organization's previous two fiscal years, **not including** Resilience Supplements, Pivot Program grants, Arts Impact grants, or Arts Infrastructure Program grants.

If you did not receive an applicable grant in the previous two fiscal years, internally prepared financial statements are acceptable.

BC Arts Council 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 (as per above)	Type of Financial Statements Required
\$0 to \$15,000	Internally prepared financial statements
\$15,001 - \$40,000	Independently prepared financial statements: Notice to Reader/Compilation Engagement Report
\$40,001 - \$100,000	Independently prepared financial statements: Review Engagement
Greater than \$100,000	Independently prepared financial statements: Audit

Note: Balance sheets and/or ledgers alone are not considered complete financial statements.

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.

Keep these criteria in mind as you complete your application. Some of the specific points below may not apply to your project. However, your application should clearly explain how the project meets each area of assessment.

Your application will be evaluated by a peer assessment panel based on the following criteria:

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

The assessment panel will evaluate how the project aligns with the priorities of the BC Arts Council as outlined in the [Extending Foundations Action Plan](#) by considering:

- The level at which the project will advance opportunities for and service to equity-deserving and under-represented communities.
- The contribution to communities located outside major urban centres (as applicable).
- The project's potential for advancing reconciliation (as applicable).
- The significance of the project in pursuing equity, diversity, inclusion, and access as relative to the applicant's context, including its region, capacity, community served, available resources, purpose, and mandate.
- The level of accessibility and safety of engagement, including but not limited to physical spaces, intellectual accessibility, cultural and emotional safety, affordability, and support for those who experience barriers or disability.

ARTISTIC AND CULTURAL CONTRIBUTION, ENGAGEMENT, AND IMPACT (50%)

The assessment panel will evaluate the project's overall artistic and cultural contribution, engagement, and impact by considering:

- The contribution and impact of the project to the development of B.C. artists and arts and cultural practitioners, artistic communities, and other communities the applicant serves as demonstrated through programming, audience development, outreach, and editorial or curatorial choices.
- How the project will contribute to the development of the art form(s) and cultural practices in B.C.
- The level of artistry, risk, originality, and production values achieved.
- Integrity of the project including ethical approaches to:
 - Research, collaborative processes, source materials, cultural considerations, and protocols.
 - Engagement with Indigenous people, communities, practices, materials, beliefs.
 - Meaningful contribution to equity-deserving and under-represented artistic practices, arts practitioners, and cultural communities.

- Practices and protocols to eliminate cultural appropriation.

FEASIBILITY (30%)

The assessment panel will evaluate the project's feasibility based on the:

- Achievability of the proposed activities as determined by sound budgets, planning, resource allocation, and the applicant's overall financial health and capacity.
- Role of leadership, including artistic leadership, management, and the board (as applicable) in fostering a healthy, sustainable work environment.
- The applicant's experience in realizing comparable projects.
- Rigour of human resources practices related to providing fair pay, equitable employment, cultural competency, cultural safety, and a safe and respectful work environment.

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 artistic 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.
- Funding prioritization may be applied to applicants considered part of a designated priority group.
- 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 Results

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 application closing date.

Notification is sent by email to the primary contact linked to the application.

Emails are sent through the online system. Be sure the email address **NoReply@BCArtsCouncil.ca** is on your safe sender list.

Results will not be shared before the official notification letters are sent.

Feedback

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 the applicant is registered for direct deposit.

Grants are taxable income and must be reported. Individuals receiving grants on their own behalf or on behalf of a collective are issued T4As for the year the grant payment is processed.

Final Reports

Grant recipients must submit a final report 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.

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.

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.

Call 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 the program advisor.

Michelle Benjamin – Program Advisor, Literary Arts
236-478-2582 | Michelle.Benjamin@gov.bc.ca

For general information, contact:

250-356-1718 | BCArtsCouncil@gov.bc.ca

Physical copies of support material (books and periodicals only) must be postmarked on or before the application deadline and clearly labelled with the applicant's name and the application file number.

Mailing Address: PO Box 9819, Stn Prov Govt | Victoria, BC V8W 9W3

Courier Address: 1st Floor, 800 Johnson Street | Victoria, BC V8W 1N3

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.