

## PROJECT ASSISTANCE FOR BRITISH COLUMBIA SPIRIT INITIATIVES:

### VANCOUVER AND VICTORIA

#### APPLICATION GUIDELINES

##### **OBJECTIVE**

A limited number of grants are available to assist arts and cultural organizations, based in Victoria and Vancouver, with community engagement initiatives that support the vision of the *2010 Sports and Arts Legacy* during February 2011.

##### **VISION**

*The vision for the arts portion of the Legacy is to bring our artists, cultural organizations, creative industries, communities and the public together in celebration of the unique and vibrant culture that reflects the spirit of British Columbia.*

##### **ELIGIBILITY**

Applicants must be based in the City of Vancouver, including the University Endowment Lands or in one of the four core municipalities of Victoria (Victoria, Esquimalt, Oak Bay or Saanich) and be one or more of the following:

- a registered not-for-profit organization for at least two years, with a mandate to produce, present, exhibit or disseminate arts and culture in British Columbia
- an Aboriginal Friendship Centre and/or First Nations Cultural Centre
- a public museum or art gallery operated by a post secondary institution or local government for at least two fiscal years

Funding is available to assist initiatives that strengthen community engagement for **new or existing** arts and cultural programming during February 2011. All applicants must provide annual public programming and have done so during the immediate preceding two years. Preference will be given to proposals that broaden the audience for new or existing programming.

Examples of eligible initiatives include:

- Extended access to visual arts exhibitions and public museum programs including programming off-site and/or audience development initiatives connected with an exhibition or event
- Special marketing initiatives to develop new audiences for existing festivals as well as for dance, music and theatre productions and presentations. Assistance requested may include support for specific audience development initiatives connected with a forthcoming production or event
- Launches of publication projects (print or electronic), including artists' books, exhibition catalogues, monographs and anthologies.
- Promotion of media arts projects, including presentations outside public art gallery contexts
- Other projects that meet the purposes of this funding program, as stated above

## **AWARDS**

The grant may equal up to 75% of total project costs; however, proposals that demonstrate diversified revenue sources will receive priority. The majority of grants awarded will be between \$2,500 and \$20,000.

## **HOW TO APPLY**

Requests must be made on the application form provided. This application form is designed to provide the jury members with the information they need to compare and evaluate the merits of all proposals. **One (1) copy** of the completed and signed, original application form is required for the adjudication panel as well as **one (1) copy** each of the following:

- A list of the organization's current board of directors or trustees, including their occupations and a list of principal administrative and artistic staff or significant contractors, giving name and title or responsibility and whether the position is paid or volunteer
- Project description – Written submission
- A Detailed Project Budget (include an explanation for the figures submitted)
- The organization's most recent Financial Statements
- Copies of 1 – 2 (maximum) pieces of support material example: last year's brochure, letter of support or a website address

**Please do not submit extra copies.**

**Please do not submit any originals of support material, including original slides, artwork, etc. The Assembly of British Columbia Arts Councils will not be responsible for the loss or damage of support material, whatever the cause. Support material will not be returned to applicants and will remain as part of the Program archives.**

## **RESTRICTIONS**

- The initiative must take place during the month of February 2011
- **Funding is not available for capital expenditures**
- Applicants must be in good standing with the Corporate Registry

Initiatives must be completed by February 28, 2011 and a Final Report submitted to the Assembly of British Columbia Arts Councils by April 30, 2011.

All approved initiatives supported by the Assembly of British Columbia Arts Councils **MUST** pay the appropriate copyright fees to participating artists, including exhibition fees, public presentation and performance fees, royalties, and reproduction fees for the use of works, if applicable.

## **CONFIRMATION OF RECEIPT**

All applications will be acknowledged via email and/or phone call and assigned a project number for reference by the Grant Coordinator, on behalf of the Assembly of British Columbia Arts Councils. Applicants will refer to their project number in all subsequent correspondence with the Grant Coordinator, if necessary.

For further information regarding this program, contact the Grant Coordinator by calling toll free: 1-888-315-2288 or telephone: 250-754-3388

## **ASSESSMENT PROCESS**

The Assembly of British Columbia Arts Councils will employ a peer assessment process for determining funding support. Requests for assistance will be reviewed by the Grant Coordinator and assessed by a jury comprised of sector professionals chosen for their specialized knowledge in the advancement of arts and culture. The jury will be selected to represent a broad range of experience and thought, and to provide fair representation of gender, generations, and regional and cultural diversity.

## **ASSESSMENT CRITERIA**

The Jury will consider each application according to the applicant's mandate and history as well as against three areas: **artistic achievement, community engagement and feasibility.**

### **Artistic Achievement**

This criterion encourages applicants to define and demonstrate excellence in their artistic activity, showing how the proposed or existing programming will advance different art forms or creative practices. Jurors will consider the following points:

- Clarity, focus and vitality of the proposed or existing programming
- Artistic risk or challenges inherent in, or tackled by, the programming
- The nature of the programming in the context of BC's geographic, Aboriginal and cultural diversity
- The engagement of BC artists in the programming
- The level of compensation provided to every professional artist, ensemble, artists' collectives, and/or arts organization participating in the programming

### **Community Engagement**

This criterion encourages the applicant to show how the project will offer stimulating and varied forms of public engagement, such as audience development, participation, education, or other opportunities. Jurors will consider the following points:

- Knowledge of the existing and potential audiences
- Strength of the plan to broaden the access to an event, production or exhibition
- Accessibility of the project to the community, including artists and audiences of Aboriginal and/or culturally diverse communities
- Risk taking with regard to community engagement

### **Feasibility**

This criterion considers the achievability of the initiative. The following points will be considered by the jurors:

- Partnerships with other arts and cultural organizations
- Abilities in project management, including planning, audience development, marketing, communications and financial management
- Demonstrated capacity to administer the initiative

## **NOTIFICATION OF RESULTS**

**Successful applicants will be notified by Friday, January 14, 2011 at 4:00 pm by telephone and/or email. Written confirmation will also be mailed.**

Following formal notification, the Assembly of British Columbia Arts Councils in partnership with the Ministry of Community, Sports and Cultural Development, reserves the right to publicly announce approved initiatives.

### **FINAL REPORT & FINANCIAL ACCOUNTING**

Initiatives must be completed by February 28, 2011 and a Final Report including a detailed final budget must be submitted to the Assembly of British Columbia Arts Councils by April 30, 2011.

### **ACKNOWLEDGEMENT**

In recognition of funding, the support of the Ministry of Community, Sports and Cultural Development should be acknowledged in all promotional materials. Government logos will be released by contacting the Public Affairs Bureau: 250-356-6334. The Assembly of BC Arts Councils should also be acknowledged in all promotional materials. The Assembly logos will be released by the Communications Manager (1-888-315-2288) to successful applicants. The logos should be used on posters, brochures, print ads and programs and used where possible on media releases and signs related to the funded project.

**Deadline for applications: Wednesday, December 22, 2010 at 1:00 pm (mail, courier, fax, online, or email)** Postmarked applications will not be accepted past the deadline. All applications must be physically received by the 1:00pm deadline on December 22<sup>nd</sup>, 2010.

- Applications can be **mailed** to: Box 92 Station A, Nanaimo, BC V9R 5K4  
**OR**
- Applications can be **couriered** applications to: 150 Commercial Street, Nanaimo, BC V9R 5G6  
**OR**
- Applications can be **faxed** to: 250-754-3390  
**OR**
- Applications can be filled out **on line**: [www.assemblybcartscouncils.ca](http://www.assemblybcartscouncils.ca) Click on the Spirit Festivals grant link  
**OR**
- Applications can be **emailed** to: info@assemblybcartscouncils.ca

Phone inquires please call toll free: 1-888-315-2288