



Arts Partners in Creative Development



Canada Council
for the Arts

Conseil des Arts
du Canada



BRITISH
COLUMBIA
The Best Place on Earth



CITY OF
VANCOUVER

vancouver
foundation



2010
LEGACIES
NOW



vancouver 2010



vancouver 2010

PROGRAM GUIDELINES

Creation/Development Support

(revised January 2010)

Please also review the Frequently Asked Questions document.

1. Description:

The Arts Partners in Creative Development Program is a strategic investment partnership to assist B.C. arts and cultural organizations create and develop new works, or further develop existing works, with the intent of producing, presenting or exhibiting them at the highest standard. Partners include the Canada Council for the Arts, the Province of British Columbia, City of Vancouver, Vancouver Foundation, 2010 Legacies Now, and the Vancouver Organizing Committee for the 2010 Olympic and Paralympic Winter Games.

2. Goal:

To contribute to the creation and development of an outstanding body of work that will have a significant impact on audiences not only locally but nationally and internationally and have the potential to create extraordinary legacies for B.C.'s arts and culture communities.

3. Objectives:

- To facilitate the creation of a wide range of original artistic work that reflects a high level of creativity and excellence, and enhances the vitality of the arts and culture sector in British Columbia.
- To support the development of original work across disciplines that will, through presentation, dissemination and exhibition, represent the artistic excellence and diverse cultures of British Columbia to local, national and international audiences.
- To invest in the further development of existing original work to achieve the highest artistic standard.
- To foster local, national and international artistic relationships and collaborations that will enhance the creative capacity of B.C. arts organizations.

4. Project Evaluation Criteria:

- a) Extraordinary artistic merit and originality of the project

- b) Anticipated outstanding impact on local, national and international audiences and artists
- c) Degree to which the project addresses the program objectives
- d) Prospect for the project to be completed to the highest professional standard
- e) Value of collaboration with artists and/or other arts organizations and demonstrated commitment of all parties involved
- f) Experience and organizational capacity of the lead applicant and partnering organization(s)
- g) Degree to which the project as outlined in the application is complete and artistically and financially achievable

5. Applicant Eligibility Criteria:

- a) A single organization may apply alone or in collaboration with other arts and cultural organizations. One organization must be designated as the lead applicant.
- b) The lead applicant must have been in operation for a minimum of two years and fall under one of the following categories:
 - i. Professional arts organization (theatre, dance, music, literary, festivals, interdisciplinary, visual and media arts) that is registered as a non-profit society in the Province of British Columbia;
 - ii. Public museum, art gallery or arts and cultural organization registered as a non-profit society in the Province of British Columbia or constituted under a local government authority in British Columbia;
 - iii. Arts and cultural organization constituted under a local First Nations' authority in the Province of British Columbia.
- c) Applicants must have a history of public presentation, exhibition, and/or developing, producing and presenting new artistic work to professional standards.
- d) All artists/arts organizations involved must be, or employ professional artists. A professional artist is defined as: one who has received basic training in their field (not necessarily at an educational institution), is recognized as such by peers working in the same artistic tradition, actively practices their art form and seeks payment for it, and has a history of public presentation or publication for their work.
- e) The lead applicant may commission the work of an individual artist or collective and can involve a partnership/collaboration with other artists or arts organizations. If more than one artist or arts organization is involved, the collective or partnership/collaboration must be clearly defined.

- f) There must be intent on the part of the applicant to present the completed work publicly beyond creation and development at professional standards.
- g) The applicant must have ongoing paid professional artistic leadership and must pay artistic contributors for their services in accordance with generally accepted professional standards. In the case of arts councils, ongoing paid administrative staff is acceptable.
- h) The applicant must adhere to all terms of the Canadian Copyright Act.

6. Exclusions – General:

- a) Individual artists are not eligible to apply.
- b) Projects receiving an APCD award are not eligible for separate commissioning or development funding from participating funding partners for the same phase or element of the project. Projects not receiving an APCD award may be eligible for project funding from participating funders.
- c) Lead applicants may not commission their own artistic, musical, or administrative directors; curators or artists in their regular employment (as defined by Canada Revenue Agency); board members or immediate family members.
- d) Awards are not available for organizational start-up costs, capital expenditures (construction, renovation, property or equipment purchase), feasibility studies, budget deficits, for-profit ventures, endowments and general operating costs.
- e) Awards cannot be used for proposed project expenses incurred prior to the application deadline date.
- f) Awards are not available to support open calls or competitions. The key artists involved in the project must be identified in the application.
- g) Civic departments or branches (libraries, community centres), educational institutions, social service, religious or sports organizations are not eligible lead applicants. (See Applicant Eligibility Criteria in section 5).
- h) Organizations that do not provide independently prepared financial statements will be considered ineligible for assistance.

7. Exclusions - Discipline-specific:

- a) *Literary Arts:*
 - Research and writing of works of material other than fiction, poetry, drama or creative non-fiction

- b) *Media Arts:*
 - Commissions intended exclusively for commercial theatrical release, prime time television or video/digital games
 - Commissions for pilots for commercial or educational television or industrial promotions
 - Commissions for instructional works
- c) *Museums and Visual Arts:*
 - Commissions of works for mass reproduction
- d) *Music:*
 - Arrangements of existing works
 - Film scores for work intended exclusively for commercial theatrical release, prime time television, or gaming sound tracks
 - Scores for pilots for commercial or educational television or industrial promotions.

8. Maximum Financial Assistance:

Up to 90% of eligible commissioning and development costs to a maximum of \$150,000 can be requested. Some production expenses may be included in this total amount. Please see Eligible Expenses below. Although fees for an applicant's Artistic Director are not an eligible expense, they may be used as all or part of the remaining 10%.

9. Eligible Expenses:

Eligible project expenses include the direct creation costs of the work and those expenses associated with development of the new work through activities such as workshops and readings or creating storyboards or maquettes. In addition, up to 10% of the production/exhibition expenses, to a maximum of \$15,000 are eligible. This is included in the maximum request of \$150,000. See the FAQs for more information and examples of eligible expenses.

10. Application Procedure:

A lead applicant may submit one application for each deadline. An application can be for the commissioning and/or development phase or element of a new work. Applicants may only apply once for any given phase of a project. If an applicant receives funding, they must complete that phase or element before re-applying for a different phase of the same project.

A completed application form and all supporting material must be received at the Arts Partners in Creative Development office by **5:00 pm April 12, 2010**.

Please take delivery time into consideration when submitting your application. Faxed and emailed applications will not be accepted. Late applications will be returned unopened to the applicant, without exception.

11. Re-Application:

The lead applicant can only apply to APCD for funding for the same project a maximum of two times. Applicants are strongly encouraged to contact the APCD office for feedback before re-applying.

12. Adjudication Process:

Adjudication of applications is done in three stages.

Applications will be reviewed by staff to ensure the applicant and the proposed project are eligible under the guidelines. Ineligible applicants will be informed shortly after the application deadline.

Eligible applications will be reviewed by a committee consisting of a multidisciplinary panel of community peer assessors and staff representatives from each of the funding partners. Separate assessments are done for studio (visual, literary and media) and performing arts. Applications are reviewed based on the evaluation criteria (please see point four above).

The final stage is carried out by a committee consisting of the funding partners. This stage reviews the recommendations from the second stage based on strategic priorities as outlined in the program's objectives, and final determination of awards is made within available funding allotments.

Every effort will be made to inform applicants of the results of the adjudication process within three months of the application form deadline.

13. Method of Payment:

Payment is usually made in two instalments:

- a) For projects under \$50,000 – a 90% advance at the time of contracting and 10% at the conclusion of the project and acceptance of the final report.
- b) For projects over \$50,000 – an 80% advance at the time of contracting and 20% at the conclusion of the project and acceptance of the final report.

However, the evaluation process may determine an alternate payment schedule due to the project work plan and/or the level of award.

14. Conditions of Assistance:

- a) Awards must be applied to budgeted eligible expenses only and not used for other purposes.
- b) The applicant will make every effort to secure funding from other sources as indicated in its application. It will keep books of accounts of all receipts and expenditures relating to its activities, and upon request by APCD, make available for inspection by APCD or its auditors all records and books of account.

- c) If there are any changes in the applicant's activities as presented in the application, APCD must be notified in writing of such changes. In the event the award funds are not used for the applicant's activities as described in the application, they are to be re-paid to APCD in full. If the activities are completed without requiring full use of the APCD funds, the remaining funds are also to be returned to APCD.
- d) APCD assistance must be appropriately acknowledged in all promotional materials and at all promotional or celebratory events related to the funded activities, in a manner approved by APCD.
- e) Receipt of one award does not guarantee a future award.
- f) All recipients are required to submit a final report.

15. Confidentiality and Freedom of Information

All information submitted in and with the application is subject to the provisions of the Freedom of Information and Protection of Privacy Act. The information collected will be used in confidence by members of the adjudication committees and by the funding partners within APCD for the sole purposes of evaluation. The names of all applicants, those who are recommended for funding and those who are not, will be made public.

Contact Information:

Arts Partners in Creative Development
#400 – 1095 West Pender Street
Vancouver, B.C. V6E 2M6

1-866-455-2723
778-327-5199 (fax)
info@artspartners.ca
www.artspartners.ca