



COMMUNITY PRESENTERS ASSISTANCE
Guidelines 2024-2025

Community Presenters Assistance is a partnership program of the BC Touring Council, the Province of BC, and the BC Arts Council that supports professional artists' performing arts touring throughout British Columbia.

This is done by providing grants to non-profit organizations in BC that present a professional performing artist series (events between July 1, 2024, and June 30, 2025) in their communities and create a vibrant touring network.

Download Guidelines & Application forms at
<https://bctouring.org/programs-services/cpa/>

Deadline to Apply: Friday, June 28, 2024 by 5:00 pm (PT)

QUESTIONS

Sheryl McGraw, Program Manager
T: 250-352-0021 sheryl@bctouring.org

BCTC's office is on the shared ancestral territories of the Sinixt, Ktunaxa and Syilx Nations and is home to the Métis and many diverse Indigenous Peoples. We carry out our work respectfully on the land of Indigenous Peoples throughout British Columbia and are grateful for the continuing relationship with Indigenous Peoples that develop through our work together.



**Application
Deadline
June 28, 2024**

There are two categories of funding:
Community Presenter – Maximum Award: \$15,000
Key Presenter – Maximum Award: \$25,000

GENERAL CRITERIA

The applicant must:

- Be a community-based arts organization (i.e. arts must be the primary objective described in its incorporation documents);
- be a registered not-for-profit society in BC with a minimum of one year of presenting activity;
- provide financial statements for the most recently concluded fiscal year;
- have completed and submitted final reports for any outstanding funding assistance from the BC Touring Council;
- apply for programming between **July 1, 2024, and June 30, 2025.**

EXCLUSIONS - APPLICANTS

Activities ineligible for funding include, but are not limited to:

- Applicants from the municipalities of Vancouver and Victoria;
- organizations whose primary purpose is to produce their own work;
- projects focused on creating or commissioning work;
- festivals that do not present a series/season.



**First Time
Applicant**

**Contact the
Program
Manager
prior to
submitting an
application**

PROCESS & TIMELINE

- Applications received are acknowledged by email;
- they are reviewed for completeness and accuracy;
- applicants may be contacted for additional information or clarification as required; however, it is the responsibility of the applicant to submit completed forms with the necessary support materials;
- a peer assessment panel reviews applications explicitly convened for this purpose;
- applicants will be informed of the result within twelve weeks and receive the award after notification.

Eligibility

COMMUNITY PRESENTER

Applicants are eligible to apply for up to \$15,000

Applicants must:

- present an artistically diverse program of **no less than three eligible professional performing arts events on an annual basis;**
- demonstrate, through previous activity, an ability to realize a program of comparable scale and complexity;
- compensate artists at recognized professional rates.

KEY PRESENTER

Applicants are eligible to apply for up to \$25,000

Applicants must:

- manage a performing arts venue with **approximately 300 or more seats;**
- engage full-time, paid management;
- present an artistically diverse program of **no less than three eligible events on an annual basis;**
- demonstrate, through previous activity, an ability to realize a program of comparable scale and complexity;
- compensate artists at recognized professional rates.

MAXIMUM ASSISTANCE

The eligible amount is based on the following formula for artists' fees:

- **50%** of fees for **professional BC artists, to a maximum of \$5,000 per event.**
- **50%** of fees for **other professional Canadian artists, to a maximum of \$5,000 per event.**
- **0%** for **non-Canadian artists** or **non-professional artists.**

While an award's maximum eligible level is calculated using a formula, the full amount is not automatic. The assessment panel will apply the evaluation criteria to determine the award level.

EXCLUSIONS - ARTISTS & PERFORMANCES

The following may be listed as part of your series/seasons but are not eligible for funding:

- Non-Canadian artists;
- non-professional artists or groups that do not pay their singers/dancers (e.g. amateur choirs or dance groups);
- highly commercial artists are those who have achieved significant financial success in their careers. They may be well-known to audiences and have a high demand for performing.
- any/all non-performing presentations (e.g. films, readings, lectures);
- cover or tribute bands;
- "splits of the door" where no guaranteed professional fee is contracted;
- artists appearing in a series for more than two consecutive years;
- performances where staff from the applicant organization are being paid to perform;
- performances already supported by BC Arts Council programs.

ASSESSMENT PROCESS

Applications are evaluated by a peer assessment panel representing those working in the touring arts and presenting communities throughout BC. The committee weighs applications based on the following:

Contribution and Significance (50%)

Because this grant is based on the series or season of artists you are presenting, this is the most critical section to address in your written narrative. This is where you can address things such as:

- Approach to and considerations when programming your season or series;
- Efforts to program boundary-pushing new and inspiring work that supports the development of the performing arts in Canada;
- How your programming reflects a dedication to equity, diversity, accessibility, truth and reconciliation through practical application. Please provide examples.

Engagement and Impact (25%)

Applicants should identify proposed artists, audiences, and/or communities involved and show how the project will offer stimulating and varied forms of engagement. Engagement may include performance, exhibition or other presentation, artistic development, participation, discourse, outreach and/or education. The assessment panel may consider the following:

- Strategies to engage new audiences, communities or networks;
- Depth of engagement with Indigenous and culturally specific groups in the context of the community or region;
- Reciprocity in artistic, cultural and community relationships;
- Consideration of culturally appropriate protocols, practices and permissions, including consent, support, advice and/or collaboration.

Feasibility (25%)

How does your organization plan and execute its financial and operational goals? Describe the role and work of the board and volunteers in your organization. Assessors may consider the following:

- Demonstrated capacity to realize the presentation series;
- The overall suitability of the activity to the applicant's stated artistic and/or development goals;
- Alignment of the projected series/season presented with the stated purpose of the program;
- The quality of working conditions for artists and cultural workers, including fair remuneration, equitable employment, cultural competency, cultural safety, and respectful work environments.

BCTC supports the BC Arts Council's [Extending Foundations: Action Plan for 2022-2024](#), and is committed to the principles of equity, diversity, accessibility, and truth and reconciliation in all of our programs and processes.

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. Your organization's information will be shared in confidence with assessment panel members.

Recognition of Assistance

In recognition of funding support, the BC Live Performance Network (formerly BC Touring Council), BC Arts Council, and the Province of BC must be acknowledged in all promotional materials. Logos and graphics standards are [available online](#) at bclive.ca and bcartscouncil.ca. Links will be provided to successful applicants.

APPLICATION REQUIREMENTS – WHAT TO SUBMIT

FINANCIAL STATEMENTS must include:

- a Balance Sheet, Income Statement and Notes from the most recent year-end;
- artists' fees should be a separate line item and identifiable in your statements;
- a breakdown of operating net assets, distinguishing between unrestricted net assets and capital assets;
- signature of the auditor/bookkeeper/accountant (if applicable);
- signatures of two board members of the organization, demonstrating board approval.

The type of statement required is based on the last award (prior to the current fiscal year)

- **\$10,000 or less** – Internally prepared Financial Statements (someone within your organization)
- **\$10,000 – \$25,000** – Notice to Reader Financial Statements (externally prepared)
- Internally prepared financial statements are acceptable for new applicants

CHECKLIST

Applications must be submitted by the deadline using the forms provided. Support materials must accompany the application.

- completed application form listing two authorized board members who have approved the application;
- document answering the questions asked in the “narrative” section of the application;
- most recent Financial Statements, including the Balance Sheet (see above)
- final report regarding funding previously awarded in this program (if not already submitted).

QUESTIONS?

Sheryl McGraw, Program Manager sheryl@bctouring.org T: 250-352-0021

First Time Applicant?

Please contact the Program Manager prior to submitting an application.

WHERE TO SUBMIT

Email your application with attachments by Friday, June 28 at 5:00 pm (PT) to:

Sheryl McGraw, Program Manager, sheryl@bctouring.org

Applications received are acknowledged by email.



Supported by the Province of British Columbia

Community Presenters Assistance is a partnership program of the BC Touring Council, the Province of BC and the British Columbia Arts Council.