



2016/17 B.C. COLLABORATIVE SPACES PROGRAM APPLICATION GUIDELINES

The Province of B.C. supports culturally-rich communities and a creative economy that fosters sustainable jobs, economic growth and a vibrant social fabric.

The Arts and Cultural Development Branch of the Ministry of Community, Sport and Cultural Development supports excellence in the creative sector to enhance the cultural, social and economic development of B.C. This is done through strategic, transparent investment and innovative partnerships within the sector and across government.

COLLABORATIVE SPACES

A collaborative space is a physical place where groups and/or individuals come together to further artistic practice, creative production and/or presentation. This could also include the sharing of management and/or administrative resources. These spaces can be mixed use and flexible, community focused and accessed by multiple groups.

PROGRAM OBJECTIVES

The B.C. Collaborative Spaces Program is designed to foster spaces that enable B.C.'s creative professionals and organizations to work together in innovative and creative ways.

This program is part of the Province's Creative Economy Strategy, which promotes the value of creativity and encourages co-operation, while at the same time, driving innovation, productivity and entrepreneurship. www.gov.bc.ca/creativeeconomy

PROGRAM GOALS

- Increase shared resources for the arts and culture sector, such as flexible workspaces; exhibition, rehearsal or performance spaces; social, meeting or networking spaces; and business support and/or administration tools;
- Strengthen partnerships and create opportunities for cross-fertilization between a varied mix of community cultural stakeholders and creative professionals;
- Enhance levels of artistic creation/production and community engagement;
- Improve access to cultural spaces for equity-seeking groups, including culturally-diverse communities, people with disabilities, youth, regional artists and audiences;
- Enhance and increase engagement with Indigenous artists and communities through access to cultural spaces;
- Increase organizational and operational sustainability; and
- Support and grow the local, regional and/or provincial creative economy.

AWARDS

The maximum grant available is:

- Up to \$50,000 for the renovation and improvement of existing space and facilities; **OR**
- Up to \$50,000 for the purchase of specialized equipment; **OR**
- Up to \$50,000 (combined total) for the purchase of specialized equipment and the renovation and improvement of existing space and facilities.

ELIGIBILITY

An applicant must be a:

- *Non-profit organization that is:*
 - Governed by an active Board of Directors;
 - Incorporated under B.C.'s *Society Act* or *Cooperative Association Act*, section 178;
 - Focused on delivering arts and/or cultural programming or services as stated in the organization's mandate and mission; and
 - In operation for at least one fiscal year; or
- *Band Council; or*
- *Aboriginal Friendship Centre (in operation for at least one fiscal year).*

Tenancy Requirements

The applicant must own the space or have a signed long-term (ten year minimum) lease and provide a stated intention to maintain the facility into the future for cultural purposes. Organizations with less than ten years remaining on their lease must include a signed letter (tenant and landlord) indicating a commitment to renew the lease upon its expiration. Applicants with different tenancy arrangements should contact the program manager, to discuss the situation.

HOW TO APPLY

The completed application form, along with the written statement and support materials, provides the adjudication panel with the information it needs to compare and evaluate the merits of all proposals. The application form can be found online at: www.gov.bc.ca/creativeeconomy.

Completed and signed applications, including supporting materials, must be submitted by **4:00 pm on Thursday September 1, 2016** to:

Ministry of Community, Sport and Cultural Development,
Arts and Cultural Development Branch.
Attn: B.C. Collaborative Spaces Program

via: Courier or hand delivery to 800 Johnson Street, Victoria, B.C. V8W 1N3

OR

Canada Post postmarked on or before September 1, 2016 to
PO Box 9819, STN PROV GOVT, Victoria, B.C. V8W 9W3

The Declaration section must have two signatures to be considered complete. Faxed or e-mailed application packages will NOT be accepted. However, please ensure an email address is listed on your application for confirmation that your application has been received.

ASSESSMENT PROCESS AND TIMELINES

Applications will be assessed by an adjudication panel in four areas.

Assessment Criteria Table	
Section 1: Applicant and Partner Capacity (20%)	
Strategic alignment (5 points)	<ul style="list-style-type: none"> Project description and its alignment with the overall strategic aims and objectives of the applicant and any active partners.
Financial management and oversight (5 points)	<ul style="list-style-type: none"> The applicant's financial stability, management continuity and project management capacity.
Impact of the project (10 points)	<ul style="list-style-type: none"> A clear articulation of how this project will impact levels of artistic creation, production and/or audience development.
Section 2: Project Feasibility (30%)	
Clarity of the plan and achievability of the project (10 points)	<ul style="list-style-type: none"> Feasibility of the proposal. Ability of the project to commence and be completed within the planned timeframe.
Financial feasibility (10 points)	<ul style="list-style-type: none"> Diversity and appropriateness of the project's proposed budget and confirmed revenue sources (cash and in-kind). Presentation of realistic budget assumptions and projections.
Sustainability (10 points)	<ul style="list-style-type: none"> Plan to manage and maintain the facility and/or equipment into the future.
Section 3: Collaboration (40%)	
Community Engagement (10 points)	<ul style="list-style-type: none"> The community's financial, in-kind, and other supports. The strength of partnerships in the undertaking of the project as evidenced by letters of support from partner organizations / artists. Anticipated impact on wider community and audiences.
Accessibility (10 points)	<ul style="list-style-type: none"> Planned improvements to support access for equity-seeking groups, including space for culturally-diverse communities, youth, regional and rural artists and audiences and people with disabilities.
Indigenous Engagement (10 points)	<ul style="list-style-type: none"> A demonstration of meaningful engagement, partnership and discussion with Indigenous artists, organizations and audiences.
Increased capacity (10 points)	<ul style="list-style-type: none"> Increased access and shared resources such as: facility/equipment usage, new or improved flexible workspaces, exhibition, rehearsal or performance spaces, social, meeting or networking spaces, and/or improved business support and administration tools.
Section 4: Impact (10%)	
Impact on the local creative economy (10 points)	<ul style="list-style-type: none"> The project's impact on creating new revenue streams, increasing earned income and/or leveraging sponsorships. A demonstrated ability to increase audiences and/or community engagement.

A written statement based on the four assessment criteria must be included with the application. Applications that successfully demonstrate how the project meets the criteria will be prioritized and recommended for funding. Final approval of the adjudication panel's recommendations is the responsibility of the Minister of Community, Sport and Cultural Development.

Decisions will be available within four months of the application deadline. Following formal notification, the Province of B.C. reserves the right to announce approved projects.

SUPPORT MATERIALS

The following support materials must accompany an application for funding.

Information on the Applicant

- Key lease information including name of the landlord; the main and any sub tenants; lease area; term; renewal options; and dates of signing. Please ensure that this document is signed and verified by the Board Chair and Executive Director of the lead organization.
- The applicant's most recent financial statements

Total Operating Budget	Preparation Method
Less than \$200,000	Internally-prepared financial statements signed-off by two council or board members, one of which must be the Chief, President or Chair, as appropriate.
\$200,000 - \$1,000,000	Independently-prepared financial statements ("review engagement");
Over \$1,000,000	Audited financial statements.

Project Information and Costs

- A project budget, reflecting both in-kind and cash contributions, and
- Supplier quotes from vendors or contractors to support the project budget and specific project costs.

The grant may be applied to up to **80 percent** of the total cash costs of the phase of the work outlined in the application. The remaining 20 percent can be matched through either cash or in-kind contributions from other sources (public or private).

Feasibility studies and project phases that began prior to September 1, 2016 are not eligible for funding. However, a grant can be used towards a specific component of a larger infrastructure project. The application must clearly indicate the phase of the project being proposed and delineate a separate budget, outlining details of the **80 percent** requested.

Regular operating expenses and/or routine maintenance or repair costs should not be included. Inclusion of ineligible, unessential or unreasonable costs will be noted in the assessment process.

Partner Information

Letters of support from project partners that will take an active role in the project and are committed to contributing time and/or resources to its success will strengthen the application. The application should also reference the wider range of anticipated users and/or audiences who will benefit from accessing the space and/or specialized equipment.

Optional Support Materials

In addition to the materials listed above, applicants may include relevant excerpts from project planning documents or feasibility studies. Please do not submit materials beyond those listed.

RECIPIENT REQUIREMENTS

Acknowledgements

The Government of B.C. should be acknowledged in all project communications and promotional materials, both hard copy and online. Detailed information on the use of the provincial logo will be provided to successful applicants.

Reporting Requirements

Funding recipients are required to submit a final report outlining the project's performance and outcomes. A detailed final report with budget is to be submitted to the B.C. Collaborative Spaces Program no later than **April 30, 2019**.

OTHER INFORMATION

Freedom of Information

Applications submitted under the B.C. Collaborative Spaces Program are subject to the *Freedom of Information and Protection of Privacy Act*. The information being collected is for the purpose of administering the program and will be used for the purpose of evaluating eligibility.

The names and locations of successful award recipients may be published along with the amount of the award in various communications materials utilized by the Government of B.C.

Additional Questions

Applicants with questions about the B.C. Collaborative Spaces Program can contact the Branch by email at artsandculture@gov.bc.ca or by phone at 250-356-1718. Toll-free access is available through Enquiry BC at 1-800-663-7867.