



AIC

Artists in the Classroom

2024-25 Grant Application Guidelines

Updated March 2024

The Artists in the Classroom (AIC) Grants support projects in schools across BC that demonstrate artistic excellence, strong curricular connections, high levels of student engagement, an active partnership between educators and professional artists, and, where applicable, Elders and Knowledge Keepers. Artists, teachers, principals and PAC representatives can apply to the AIC grant to bring professional artists into the classrooms to expand the role of arts in education and activate new and creative forms of learning for young people across BC.

Artists in the Classroom grants are disbursed by ArtStarts in Schools through a partnership agreement with BC Arts Council and funded by the Province of British Columbia.

Goals of AIC Grant

- Increase opportunities for young people to engage in hands-on arts experiences with professional artists to facilitate deeper learning.
- Increase opportunities for professional artists to further develop their artistic excellence and practice.
- Increase opportunities for educators to integrate arts into their classrooms to inspire creativity and innovation.

Eligibility

In order to be considered for funding, projects and applications must meet the following criteria:

Projects must:

- Engage with BC-based professional artist(s) only, preferably local to the community (see *definition of professional artist below*);
- Take place during school hours with Kindergarten to Grade 12 students enrolled at a standard public, First Nations, or accredited independent school in BC.
- **Projects must** be planned to take place during the 2024-25 school year. All projects must be complete by the end of the 2024-25 school year;
- **Health and Safety Plan:** All projects must follow the school or district's communicable disease prevention plan. Projects should also consider mental, physical, emotional, and psychological health and safety for students, artists, and teachers.
- Not receive further funding from BC Arts Council or other ArtStarts sources for the same project.



Definition of Professional Artist (from Canada Council for the Arts)

A professional artist is defined as someone who:

- has specialized training in the artistic field (not necessarily in academic institutions);
- is recognized as a professional by their peers (artists working in the same artistic tradition);
- is committed to devoting more time to artistic activity, if possible financially; and
- has a history of public presentation or publication.

Further to the above definition, Indigenous Elders, Traditional Knowledge Keepers, and artists with Indigenous or other culturally traditional arts practices usually fall under the definition of professional artists. Please ensure to compensate artists and cultural practitioners fairly in keeping with community contexts and industry standards within the field of practice, including adhering to international intellectual property rights standards and cultural ownership protocols specific to the nation on whose land the project takes place.

Artist CV:

Each artist listed on the application must submit an Artist CV that clearly identifies that the artist is based in BC and meets the definition of a professional artist. We do not require a professional CV; rather, consider the CV an extension of showing your chosen artists' artistic abilities and history in their practice. We want to know why your chosen artist(s) will be the best candidate for this project!

CV Transcription Service: We have a CV transcription service for artists, Indigenous Elders, Knowledge Keepers, and other artists with Indigenous art practices. This service is intended to reduce barriers for artists who do not have a CV and/or may not see themselves in the definition of a professional artist. ArtStarts staff will talk to the artist and transcribe their artistic practice and experience into a written document that can be submitted with the grant as a CV. Please contact ArtStarts at aic@artstarts.com to arrange the service prior to submitting your application.

Applications must:

- Be submitted by an artist, teacher, principal, or PAC representative;
- Use the [online application form](#) for the current intake. **Applications submitted by email, fax, or mail will NOT be considered;**
- Follow the school or school district communicable disease prevention plan and plan to consider the mental, physical, emotional, and psychological well-being of artists, students, and teachers.
- Include any artist's CVs showing that they are based in BC and meet the definition of a professional artist (not required if the artist is BC-based and listed as eligible for AIC funding in the [ArtStarts Directory](#)).
- Be complete by **May 28th, 2024**

Examples of projects/activities that do not qualify:

- Stand-alone school performances by professional artists
- Workshops teaching art fundamentals that are covered under the school curriculum
- Professional development workshops for educators with no student involvement
- Commissioned artwork for the purposes of beautifying school property instead of engaging students and connecting to the curriculum

ArtStarts staff will review all applications for eligibility. Applications not meeting the above eligibility criteria will not be brought forward to the assessment panel.



There is no limit on the number of applications an artist or school can submit. If you are submitting more than one application, be sure to customize each project to reflect the unique student group you are involving.

Ongoing Project/Final Report

If you have completed an AIC funded project in a prior intake, you must have completed your Final Report Form before you apply for another grant. If your project is ongoing in May 2024, you can still apply for the May intake, but you will need to complete your Final Report Form before you can submit your Grant Agreement for the next project. Please reach out to aic@artstarts.com if you require the final report link.

Project Examples

Projects can range in artistic discipline, location within BC, small to large scale, from one week to a full school year, and between one classroom to the whole school. You can find a catalogue of projects that were successfully funded by AIC grants here: <http://artstarts.com/aicprojects>.

Awards

AIC grants can fund up to 70% of total project costs. The remaining 30% of costs must be covered by other sources including contributions (in-kind or financial) from the school district, school, PAC, private sponsors and individual donations. Schools in the First Nations Schools Association (FNSEA) can apply for up to 100% coverage of eligible expenses.

Grants are available of

- up to \$3,500 for small scale projects
- up to \$10,000 for large scale projects
 - Large scale projects unfold over an extended period of time, involve multiple artists or engage the entire school. Large scale projects show high levels of innovation and creativity, and deeply impact learning beyond the lifespan of the project.
 - Large scale grant recipients will be required to document the process and provide regular updates throughout the project. Specifics will be provided in the Grant Agreement.

The grant amount is calculated in the application form based on your total expenses.

To receive a grant for \$3,500, you would need a total project budget of at least \$5,000 and at least \$3,500 of eligible expenses.

To receive a grant for \$10,000, you would need a total project budget of at least \$14,286 and at least \$10,000 of eligible expenses.

FNSEA Schools can apply to receive 100% coverage of eligible expenses up to the grant funding cap.

Funding cheques will be disbursed to the school or district listed on the application. The school is responsible for administering the funds (including contracting the artist(s) and paying for supplies), maintaining the funding split between grant (70%) and community contribution (30%) (unless the school is part of the FNSEA and has applied for and received 100% coverage of eligible expenses) and reporting on the financials.



Assessment

Grants are assessed on a merit basis by a peer assessment committee of educators and professional artists from across BC. The assessment committee will consider each application against the following four criteria.

Please note: The list below is intended to serve only as an example of how an application might demonstrate the four criteria, and is not a comprehensive checklist.

<p>Artistic Impact (30%)</p> <p>This criterion encourages applicants to describe the creative process and intended outcomes of the project.</p>	<p>Student Engagement (30%)</p> <p>This criterion encourages applicants to demonstrate evidence of how students are directly involved throughout the project.</p>
<p>Assessors may consider the following points:</p> <ul style="list-style-type: none"> A. Demonstrates a clear connection between the art-making process and the intended goals of the project B. Generous opportunities of creativity, experimentation and expression in the creative process and overall project concept C. Evidence of appropriate and ethical use of art forms and reciprocal and supportive relationships within culturally specific contexts and communities 	<p>Assessors may consider the following points:</p> <ul style="list-style-type: none"> A. Opportunities for students to have input and agency through the creative process to communicate ideas, insights, and points of view to further students' growth and learning. B. Opportunities for students to collaborate with peers and the broader community C. Level and impact of hands-on time with students* D. How the project will respect and consider the students' mental, physical, psychological, emotional well-being and safety.
<p>Curricular Connections (20%)</p> <p>This criterion encourages applicants to identify opportunities for curricular connections and how the curriculum can be explored through the project.</p>	<p>Project Scope (20%)</p> <p>This criterion encourages applicants to contextualize their project and demonstrate project feasibility through a clear application and budget</p>
<p>Assessors may consider the following points:</p> <ul style="list-style-type: none"> A. Identified curricular opportunities and learning outcomes B. Rationale for how chosen curricular topics connect to the overall themes and/or big ideas in the classroom C. Relevance and depth of learning expanded through the project's artistic processes or outcomes 	<p>Assessors may consider the following points:</p> <ul style="list-style-type: none"> A. Clear articulation, timeframe, contextualization and focus of the project B. Sensible costs reflected in the budget C. Clearly defined roles, expectations, and evidence of fair compensation for artists, Elders, and Knowledge Keepers D. Evidence of contributions and support by the student's extended community (e.g. PAC, community organizations, school district, etc.)



*Hands-on refers to time that artists spend with young people, whether that is over video, in person but far apart, or other opportunities for mentorship between the artists and students.

Considering Cultural Context

Equity and Diversity, Cultural Safety, and Anti-Oppression are some of [ASIS' guiding principles](#). The commitments outlined in our [anti-oppression guidelines](#) support this work. ArtStarts conducts its own operations and funding activities in accordance with legislation such as the BC Human Rights Code, Accessible Canada Act, the United Nations Declaration of the Rights of Indigenous Peoples, as well as Calls to Action of the Truth and Reconciliation Commission.

ArtStarts acknowledges the cultural, geographic and regional diversity of the province, and recognizes the distinct and varied contexts of Indigenous, cultural, and regional communities. ArtStarts also recognizes that all artistic practice exists within diverse and specific cultural contexts.

All applicants are encouraged to consider a variety of factors around cultural appropriation, representation, and equitable and ethical collaboration processes to clearly position their work within its cultural context in the application. This is specifically addressed to white settler artists, and settlers in general, to be intentional about your relationships with the Indigenous peoples and nation(s) where the project takes place. We encourage white settlers to remember that Western-European Art Forms should not be considered “normal” or “baseline”. They are part of a specific cultural context and should be critically engaged with and named explicitly in your grant application.

We have also been having conversations in assessment meetings about resisting pan-nativism in art and education. We encourage Indigenous artists to connect with trusted local Elders and mentors about how to do work on the territories of another nation and how to share the nuance of that relationship and relevant protocols in the grant application, with the school, and especially with the youth in the project.

We take cultural safety and appropriation seriously and are updating our decision-making processes to ensure that students are thoughtfully engaging with traditional knowledge and stories in context. The [revised BC curriculum](#) offers an approach that we support:

“It is particularly helpful to co-operate and engage with experts from the community when learning about culture-specific contexts to avoid offense or misrepresentation or appropriation of culture. Cultural appropriation includes use of cultural motifs, themes, “voices,” images, knowledge, stories, songs, drama, and so on without permission or without appropriate context or in a way that may misrepresent the real experience of the people from whose culture they are drawn.”

When completing your application, we encourage critical self-reflection along with relationship and solidarity building. Consider how your project connects and supports the school community as well as the broader connections to place, land, and the community at large. We want to support artists and educators’ growth and continued learning.

If you are planning to work with Aboriginal Education Support Workers for your project – be sure you get in touch with them before applying to understand their availability, expertise, and Indigeneity (don’t assume they are from a local nation). They should be as much a part of the application and planning process as other collaborators, but be mindful of the demands you are asking of their time and expertise.



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As a settler founded, and largely settler run organization for much of our history, we follow the leadership of Indigenous Artists, Elders, Educators, and Knowledge Keepers and Black Artists and knowledge keepers who are experts in these fields. We encourage all applicants to access the following resources to continue learning about ways we can all create a safer space for students, artists, and educators during AIC funded programs.

- [FNESC Learning Resources](#) - FNESC
- [Indigenous Protocols for the Visual Arts](#) - CARFAC
- [Trauma Informed Teaching](#) - Edutopia
- [Arts and Equity Toolkit](#) - Toronto Arts Foundation and Neighborhood Arts Network



Budget

All applications must submit a detailed and balanced budget that includes a clear breakdown of all expenses and revenues associated with the project. Budgets in grant applications often reflect what the applicants value. ArtStarts is seeking budgets that fairly compensate all artists and collaborators involved, are thoughtfully considered and researched, and relate to your projects selected medium(s) and delivery that are necessary to provide deep learning opportunities for participants. Budgets must only list expenses directly related to the proposed project.

Eligible expenses can be covered by the AIC grant and include:

- **Artists Fees** must be a fair and equitable rate, consistent with professional standards. Canadian Artists Representation Copyright Collective (CARCC) has recommendations for professional artist fees – we use their [Presentation and Consultation fees](#) as a minimum for artist, Elder, and Knowledge Keeper fees.
- **Transportation for Remote Schools*** – Transportation expenses for artists traveling to schools in remote areas can receive funding up to 10% of the total budget. We encourage applicants to work with artists in your community as much as possible.
- **Materials** directly related to the proposed project and used up throughout the duration of the project.
- **Rentals** for specialized equipment and/or venues.
- **Fees/Honoraria/Gifts for Elders and Traditional Knowledge Keepers** speaking on topics related to arts and culture and/or participating in, facilitating, or leading the project. Compensation must be fair, appropriate, and equitable - consistent with artists' fees. If the Elder is not being paid through the grant, please make it known how they are being compensated for their work.
- **Fees for Artist administrative work** such as scheduling and documentation done by the artist(s) named on the grant application in addition to their other work, up to 10% of total budget.

*Eligible school districts for Transportation Expenses: SD27, SD28, SD49, SD50, SD52, SD54, SD57, SD59, SD60, SD81, SD82, SD84, SD85, SD87, SD91, SD92, FNSA.

Ineligible expenses can be part of the overall project budget but may not be covered by the grant and must be covered by community contributions. These include:

- **Fees** including honouraria for collaborators who are not professional artists and individuals contracted as support
- **TOC Costs** for teachers' time away from the classroom when required by the project
- **Tools and Equipment** – specialized items and/or capital expenses that will remain with the school beyond the scope of the project (e.g. brushes, carving tools, instruments, iPads, cameras, etc.)
- **Transportation** for students or artists, exclusive of transportation allowance above
- **Accommodation** for artists
- **GST/PST**

The AIC grant can cover up to 70% of total project costs (eligible + ineligible) to the maximum of total eligible expenses. FNSA schools can apply for up to 100% of total eligible expenses.

Teacher time, volunteer time, and other school staff time cannot be part of the budget.



How to Apply – Online Form

Our updated online form helps streamline the application process and makes the assessment process more efficient. We appreciate your patience with us as we update our systems. Please contact us with any questions or support requests via email at aic@artstarts.com.

1. Go to our online application form via our website: www.artstarts.com/aic and create an application. Check the application form guide on the website for tips and tricks. You can also find a word document version of all the questions from the form with the word counts on the website to start writing your responses outside of the submittable application.
2. Save your application. Click the blue hyperlink link on the top right corner to get a link that you can share with your collaborators.
 - A. If you are using your email to save multiple applications, you need to use a different password for each application to share the right application link with your collaborators.
3. Work with your collaborators (teachers, artists, elders, PAC, etc.) to complete the online application form. There are five distinct sections on the online application form
 - A. Application Information
 - Refer to the Eligibility section of the Grant Guidelines. Complete the school information and project particulars.
 - A. Project Collaborators
 - Refer to the Eligibility section of the Grant Guidelines.
 - Complete the artists, educators, and other collaborators working on the project.
 - For artists on the ArtStarts Artist Directory: You can select them from the list of artists in the form.
 - For artists not on the ArtStarts Artists Directory: Upload the artists CV documents or a link to their CV where prompted. Make sure they meet the definition of a professional artist as defined in the Grant Guidelines.
 - B. Proposed Budget
 - Refer to the Budget section of the Grant Guidelines.
 - Download the grant budget form from the application to complete your project budget in excel or Google sheets. Provide a clear, detailed, and balanced budget.
 - C. Project Information
 - Refer to the Assessment Criteria and Considering Cultural Context sections of the Grant Guidelines. Describe the project's scope, artistic quality, student engagement, and curricular connections.
 - There are three additional questions for large scale applications.
 - D. Conditions for Funding
 - Applicant and a school representative with budget authority must sign digitally
4. Submit the application through the online form. Deadline is **May 28th, 2024**. Applications will be accepted until Midnight on the deadline. Applications are **not** accepted via email, fax, or mail.
5. Once you submit the application, you should receive the following emails with the subject lines below to the applicant email on page one unless otherwise noted below:
 - A. "Verify: Signed Response" - from aic@artstarts.com
 - Click the link in the email - you may get an error message if you double click it. Do not worry, it is fine!
 - You can delete this email after you click the link



- B. "%FORM_NAME%" - Application Copy" - from aic@artstarts.com
 - This email includes a copy of your application
 - This email will go to whoever signs the last page of the application
 - Save email
 - C. "Your grant application GR-####" - from noreply@artstarts.com
 - This email is a confirmation that your application made it to our database
 - Save email
 - D. "Sealed: Signed Response" - from aic@artstarts.com
 - The "Sealed: Signed Response" email will be sent after you click the E-Signature Verification email
 - You can save or delete this email, it has a link to your application which you have above
6. If you do not have all of the following emails, please check your spam folder. If you still do not have the emails, please email aic@artstarts.com
7. All artists, teachers, and collaborators on the project will receive a notification email with a copy of the complete grant once the application has been marked eligible by an ArtStarts Staff member. This will happen within 6 weeks of the application deadline.

**Please note, if you have completed an AIC Application before, we have moved the secondary signer step to after the grant agreement. You do not need the school principal signature on the application.*

Applicant Notification

Applications will be assessed within 3 months of the application deadline by an external panel of artists and educators from across the province. The applicant will receive a notification letter by email indicating whether the application was successful or not to the email address provided on page one of the application.

Successful applicants will be sent a Grant Agreement form: this agreement requests a finalized budget and timeline and must be completed, signed, and returned to ArtStarts before funds are released to the school. Both the applicant and the principal need to sign off on the grant agreement before funds will be released. More instructions will be available at the grant agreement stage.

All applicants have the opportunity to sign up for a feedback call with ArtStarts Staff after they are notified of the grant decision. We do not provide written feedback. These calls are intended to help you improve your application for the next intake and include feedback from the assessment panel. This call will not result in a change in your grant application status.



Funding Timeline

Based on community feedback, we are trying to provide more transparency around funding timelines. The following information is here to help demystify the funding process and provide additional support as needed for your project.

Typical Funding Timeline

- Applications open 2-3 months before the application deadline (ie: in March for the May deadline, in August for the October deadline)
- Applications are due in May and October - This is selected at the optimal time for schools so that artists have an easier time getting what they need for the applications. May and October are slight lulls in the school year and schools are starting to think about the upcoming year but are not bogged down by the end of year activities in June.
- ArtStarts staff review all applications - usually 1 month to review and send notice back to applicants if they need to make edits - sent by mid June or mid November
- ArtStarts staff sends assessment package to external assessors - given 3 weeks to 1 month to review all applications
- Assessors meet to review all applications - usually around mid July or early December
- ArtStarts Staff send Grant decision notices to all applicants - usually early August or end of December before winter break
- Grantees have 1 month - 6 weeks to complete Grant Agreement to confirm their grant - due by mid-September or end of January. The grant agreement is due while school is in session to ensure that the administration can sign off and confirm they know their funding responsibilities. September is a difficult month for schools because everyone is returning and it is really busy so we give a bit more time in September to complete the grant agreements.
- ArtStarts Staff reviews the Grant Agreements - usually takes about 1-2 weeks - and requests funds from BC Arts Council. Usually, 1st week of October or 2nd week of February. BC Arts Council usually pays within 1-2 weeks.
- ArtStarts Staff prepares cheques and letters while waiting for funds from BC Arts Council and mails out cheques as soon as the money is in our account. Usually, this is by mid-October or end of February/beginning of March
- Schools receive the cheques roughly 1 week, but sometimes longer, after the cheque has been put in the mail. Schools pay artists for their work or reimburse the school accounts for funds already spent and often have their own payment system that requires invoices, payment information, and/or contracts depending on the school. It may take the school a week or two to process payments depending on their system. Please discuss how payment will work during the grant agreement so the artists know when and how they can expect to be paid.

This timeline is constrained by the school schedule and by when we receive the funds from BC Arts Council. We have found that moving the application deadlines or Grant Agreement deadlines results in missed work from schools and lower number of grant applications. Because the grants are disbursed to the schools and not the artists we count on the schools to manage the budgets, including paying artists on time especially when their projects start before funds are disbursed from ArtStarts. The schools/school community is also responsible for providing 30% of the project budget, so often the early payments come from that pool of money.

The School is responsible for paying the artists on time. For projects that start in September or January, Artists, Elders, and Knowledge Keepers will likely need to be paid before grant funds arrive so please have the conversation now about how payment will work. ArtStarts can provide a letter confirming funding after the project is approved if the school needs further confirmation of funds in order to make payments on time before the grant cheque arrives.



Reporting Requirements

Successful applicants must submit a final report and at least three images 30 days after project completion and **no later than June 30, 2025**. Applicants must complete a financial report as part of the final report showing that the grants funds were fully spent and community contributions were at least 30% of project expenses, unless your school is part of the FNSA and applied for and received 100% coverage of eligible project expenses.

Timely reporting is necessary in order for the grant recipient to remain in good standing with ArtStarts in Schools. If an organization and or applicant does not submit a Final Report by the noted deadline, it will become ineligible for future AIC funding.

Large-scale grant recipients will be required to provide regular updates and documentation throughout the process of their project; specifics will be provided at the time of the Grant Agreement.

Still have questions or need inspiration?

A list of frequently asked questions can be found at artstarts.com/aic, which details general information, information for schools, information for artists, budget and eligibility requirements, application and adjudication, and receiving funding. You can also find an **application form guide** on our website which lays out common application errors and how to use the application form in greater detail.

You can also find examples of successful AIC projects on our website. Read stories about some AIC projects on the [blog](#). Or browse our [catalogue of projects funded by AIC](#).

For specific questions, please contact **Izzy Data - Program Coordinator - Grants**

Set up a phone call with Izzy [Link to calendar](#)
Join a Video Call for application support: Please Check website for details
Call Directly 604-336-0626 ext 103
Email your questions: aic@artstarts.com