BRITISH COLUMBIA ARTS COUNCIL
An agency of the Province of British Columbia

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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.

AIC
Artists in the Classroom

2022-23 Grant Application Guidelines
Updated March 2022

Artists, teachers, principals and PAC representatives can apply for Artists in the Classroom (AIC) grants to bring professional artists into the classrooms. Through AIC, artists and educators collaborate to expand the role of arts in education and activate learning for young people across BC. 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 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. Additional funding comes from the Columbia Kootenay Cultural Alliance.

Goals
- 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 BC-based professional artist(s), 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.
- **COVID-19** All projects must follow provincial health and safety guidelines. Please plan for physically distant project delivery with the ability to adapt to changing guidelines and regulations;
- **Projects must** be planned to take place during the 2022-23 school year. All projects must be complete by the end of the 2022-23 school year;
- Not be receiving 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 his or her 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.

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Further to the above definition, Indigenous Elders, Traditional Knowledge Keepers, and other artists with Indigenous or other culturally traditional arts practices usually fall under the definition of professional artists. Please ensure to compensate arts 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.

CV Transcription Service: We have a CV transcription service for artists, especially 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 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 provincial health and safety guidelines throughout the project. See budget for more details;
- Include any artists' CVs showing that they are based in BC and meet the definition of professional artist (not required if the artist is listed in the ArtStarts Directory: artstarts.com/aicd or: artstarts.com/aotd);
- Be complete.

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

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

If you have completed an AIC funded project in a prior intake, you must complete your Final Report Form by the time you apply for another grant. If your project is ongoing in May 2022, you can still apply for the May Intake. You will need to complete your Final Report Form before you can complete your Grant Agreement for the next project.

New Application Form

We updated our systems and launched our new form in 2020-21. Please note the following changes if you are using the form for the first time. The form is entirely online and can be edited by multiple collaborators. The form also calculates grant amounts for you and streamlines the granting process. The structure and eligibility of the grant is the same; we are only updating how you apply to improve efficiency. See the How to Apply section for more details or visit our website to see the form guide.

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Project Examples

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

Examples of projects/activities that do not qualify:
- Stand-alone school performances by artists
- Workshops teaching art fundamentals that are covered under 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 curriculum

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 (FNSA) 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
  - o 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 life of the project.
  - o Large scale grant recipients will be required to document the process and provide regular updates throughout the project. Specifics will be provided with the Grant Agreement.

The grant amount is calculated in the application form based on the total project budget.

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

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

FNSA Schools can apply for up to 100% coverage of eligible expenses up to the grant funding caps.

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

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Assessment

Grants are assessed on a merit basis by a peer assessment committee made up 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.

Artistic Impact (30%) This criterion encourages applicants to describe the creative process and intended outcomes of the project.	**Student Engagement** (30%) This criterion encourages applicants to demonstrate evidence of how students are directly involved throughout the project.
Assessors may consider the following points: ● Clarity, depth, and quality of process and concept of project ● Creativity of project ● Demonstrated innovation or risk-taking ● Evidence of appropriate, contextualized use of cultural or community themes used in the artistic process ● Reciprocal relationships established with experts from the community when learning within culturally-specific contexts	**Assessors may consider the following points:** ● Level of hands-on contact time* ● Consideration of cultural safety issues ● Student input throughout creative process ● Opportunities to communicate ideas, insights and point of view ● Opportunities to collaborate with peers and broader community
Curricular Connections (20%) This criterion encourages applicants to identify opportunities for curricular connections and the ways they will be explored through the project.	**Project Scope** (20%) This criterion encourages applicants to contextualize their project and demonstrate project feasibility through a clear application and budget
Assessors may consider the following points: ● Identified curricular opportunities ● Relevancy and depth of learning ● Rationale for chosen curriculum topics ● How the activities in the project connect to the chosen curriculum topics ● How the project connects with the overall themes or big ideas in the classroom or school	**Assessors may consider the following points:** ● Clear articulation, contextualization, and focus of the project ● Feasibility of budget and proposed timeframe ● Fair compensation for artists, Knowledge Keepers, and elders ● Defined roles and expectations of artist and educator ● Evidence of community support (e.g. PAC, community organizations, school district, etc.) ● Whether the project is planned for physically distant project delivery with the ability to adapt to changing guidelines and regulations

*During COVID-19 we understand that "hands-on" looks differently than past projects. 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.

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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 also conducts its own operations and funding activities in accordance to legislation such as the BC Human Rights Code, Accessible Canada Act, and 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, and to clearly position their work within its cultural context within their application.

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 offence 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, relationship and solidarity building, and want to support 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 make on their time and expertise.

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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 demonstrate what the organization/applicants value. ArtStarts is looking for budgets that fairly compensate all artists and collaborators involved, are well thought out and researched, and provide for deep learning opportunities for participants. Budgets must only list expenses directly related to the proposed project.

COVID-19: Please plan for physically distant project delivery with the ability to adapt to changing guidelines and regulations. Provincial guidelines may change over the timeline of your project. Online is not the only way to plan for project delivery and not all students have reliable internet access and sufficient technology. You can also plan to do the project by doing workshop outside socially distant, having students pick up supplies and work independently, send pre-recorded videos, etc. All these materials can be part of your budget.

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 recommend using their [Presentation and Consultation fees](#) as a benchmark.
- **Transportation for Remote Schools*** – transportation expenses for artists travelling to schools in remote areas, up to 10% of total budget. Projects must follow provincial health and safety guidelines – try to work with artists in your community as much as possible.
- **Materials** directly related to the proposed project and used up throughout the direction of the project.
- **Rentals** for specialized equipment 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.
- **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: SD27, SD28, SD49, SD50, SD52, SD54, SD57, SD59, SD60, SD81, SD82, SD84, SD85, SD87, SD91, SD92, FNSA.

Ineligible expenses that can be part of the overall project budget but may not be covered by the grant must be covered by community contributions and include:
- **Fees** including honoraria 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 a maximum of total eligible expenses. FNSA schools can apply for up to 100% of total eligible expenses.
Teacher time and other school staff time cannot be part of the budget.

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How to Apply – NEW – Online Form

We are still working out the kinks with our new Online Form. The form helps streamline the application process and makes the adjudication process more efficient. We appreciate your patience with this process as we update our systems. Please contact us with any questions or support requests via email at aic@artstarts.com or submit a case online.

1. Go to our new online application form via our website: www.artstarts.com/aic and create an application. Check out the application form guide on the website for tips and tricks.
2. Save your application (click the link on the top right corner) to get a link to 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 with your collaborators.
3. Work with your collaborators (teachers, artists, elders, PAC, etc.) and complete the application through 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 Artists in the Classroom Directory or Artists on Tour Directory: You can select them from the list of artists in the form.
        ▪ For artists not on the Artists in the Classroom Directory: Upload the artists CV documents or a link to their CV on this page. Make sure they meet the definition of professional artist earlier in the Grant Guidelines.
    B. Proposed Budget
        ▪ Refer to the Budget section of the Grant Guidelines. 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 25, 2022.** Applications will be accepted until Midnight on the deadline through the online form. Applications are not accepted via email, fax, or mail.
5. Once you submit the application, the main applicant will receive an automated email to verify your signature. Click on the link from your email to complete your submission.
6. The applicant will get an "Application Received" email once you have verified your email. No further action is needed.
7. The applicant may receive an email from ArtStarts staff if there is an issue with your application. You may have a chance to revise your application.
8. 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 with this system before, we have moved the secondary signer step to after the grant agreement. You do not need the school principal signature on the application.

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Applicant Notification

Applications will be processed within 3 months of submission. The applicant will receive a notification letter indicated whether the application was successful or not to the applicant email address provided on the application form.

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 success. These calls are to help you improve your application for the next intake and include feedback from the jury. This call will not result in a change in your grant application status.

Reporting Requirements

Successful applicants must submit a final report and at least three images 30 days after project completion and **no later than June 31, 2023**. 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 detailing 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 **Lily Cryan at ArtStarts**

Set up a phone call with Lily Link to calendar
Join a Video Call for application support Link to details
Call Directly 604-336-0626 ext 111
Email your question aic@artstarts.com