



**Into the Act is a partnership program of the BC Touring Council, the Province of BC and the BC Arts Council, to support presenters in BC to create opportunities for emerging BC artists from all disciplines and genres.**

**Guidelines & Application forms available at  
<https://bctouring.org/programs-services/into-the-act/>**

**Deadline to Apply: Friday, June 30, 2023**

### **QUESTIONS?**

**Sheryl McGraw, Program Coordinator  
T: 250-352-0021 [sheryl@bctouring.org](mailto: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.



# Guidelines

The **BC Touring Council** seeks proposals from non-profit performing arts presenters, including arts and culture festivals for Into the Act.

**Deadline**  
**June 30, 2023**

**Into the Act** provides financial assistance to presenters in BC to create opportunities for emerging artists from all disciplines and genres in the live performing arts. The program offers **emerging artists who live, work and practice in Canada** opportunities to work with presenters and other artists in a professional environment, reach new audiences and gain practical experience and knowledge about touring and presenting in BC.

Eligible applications will be reviewed by the program coordinator and evaluated by a peer assessment panel.

Awards are based on the above, as well as:

- A qualitative assessment of the applicant's presenting history.
- Requests may be **up to \$5,000** per organization per intake. Funding is limited.
- **60% of your request must be used to pay artists' fees and expenses associated with touring**, including travel and accommodation.
- The proposed activity must occur between **September 1, 2023, and June 30, 2024**.

## **PROGRAM ACTIVITY**

Eligible applicants can apply for **up to \$5,000** for one of the following:

**COMPONENT A.** Engage emerging artists from all disciplines and genres to open for mainstage acts as part of a series, season or festival programming.

**COMPONENT B.** Presenters looking to program a group/showcase of emerging artists as part of a special event or series, showcase OR as part of a blocked book tour with presenter colleagues.

## **First Time Applicant?**

Contact the Program Coordinator prior to submitting an application

**Sheryl McGraw**

**BC Touring Council**

**sheryl@bctouring.org T: 250-352-0021**

## Emerging Artists Definition

For this program, emerging artists must live, work and practice in Canada to be eligible.

Emerging artists are those who demonstrate competency in the basic techniques of their artistic practice and are in the early stage of launching a professional career. They may have reached a critical moment in their career and will use this opportunity to maximize their potential audience and propel them into the next phase of their career.

Where a group/artistic company/band is proposed, the majority must be emerging Canadian artists.

## WHO CAN APPLY?

Applicants must be:

- A registered not-for-profit society in BC;
- A community-based performing arts presenter in BC that presents a series or season of live performing arts events featuring professional artists (producing companies that present their own works in a series or season are ineligible);
- An arts & cultural festival that engages professional artists and compensates artists by paying fees at industry standards;
- Arts & cultural festivals must have occurred at least one year before applying;
- To distribute the program's limited funds throughout the regions of BC, we encourage presenters from rural and remote communities to apply;
- Where applicable, applicants must have completed and submitted final reports for any outstanding funding assistance;
- Applicants must adhere to Worksafe BC regulations. Resources are available at [Worksafe BC](#)

## ELIGIBLE ACTIVITY

- Provides opportunities to engage Canadian emerging artists with an emphasis on those who present artistically and culturally diverse artists, including Indigenous artists;
- While we encourage the use of the same performance space(s), proposals may include alternate spaces i.e. lobby, public or other.
- Applicants should identify proposed artists in the application, including emerging and main-stage artists. If a proposed emerging artist still needs to be confirmed, please list tentative on the application form.
- Applicants must compensate emerging artists by paying fees at standard industry rates.
- Should you require information about artists' fees, please contact the program coordinator.

## EXCLUSIONS

- Projects that have received funding support from BC Arts Council or Community Presenter Assistance for the same activity are not eligible.
- Conferences, competitions;
- Start-up costs or "seed" funding;
- Capital expenditures (property and equipment purchase);
- Presentations that are for fundraising events, conventions/conferences, family or religious celebrations;
- Producing companies that produce/present their own works in a series or season;
- Programming presented outside of the eligible activity period as per the guidelines.

## MAXIMUM ASSISTANCE

**Up to \$5,000 per applicant** is available. Based on the assessment and available funding, awards may be less than the requested amount.

60% of your request must be allocated to artists' fees and expenses associated with touring (e.g. travel, accommodation).

## ASSESSMENT PROCESS

Applications are evaluated by a peer assessment panel representing the performing arts touring and presenting communities throughout the province, including artists, artist representatives and presenters.

## ASSESSMENT CRITERIA

The Assessment Panel will rank applications based on the following criteria:

### **Engagement of \*Emerging Artists - \*see page 3 for the definition**

- a feasible proposal that identifies emerging artists, their presentation and compensation.

### **Demonstrated benefit to Emerging Artists**

- opportunities to work with presenters and other artists in a professional environment, reach new audiences and gain practical experience and knowledge about touring and presenting.

### **Demonstrated benefit to Presenting Organization**

- examples of benefits for the presenting organization such as audience and artist development.

### **Appropriate fees for Emerging Artists**

- ensure all artists receive professional fees that reflect the current realities of the cost of living in BC.

**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 their programs and processes.**

## APPLICATION REQUIREMENTS – WHAT TO SUBMIT

**Deadline June 30, 2023**

Applications must be submitted by the deadline on the forms provided. Support materials must accompany the application. They include:

- Completed application form with a declaration;
- Applicants should address the potential impacts and benefits of engaging emerging artists and the impacts on their organization (max 500 words for both);
- A biography or description of all proposed emerging artists (maximum of 250 words per artist);
- Completed budget (on the form provided) that includes a breakdown of fees for emerging artists;
- Final report regarding funding previously awarded from this program (if not already submitted).
- Most recent financial statements (or review engagement), including a balance sheet.

*Note: if you are also applying to Community Presenter Assistance, you do not need to send a financial statement*

## APPLICATION PROCESS & TIMELINE

- Applications received are acknowledged by email;
- Applications 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 convened specifically for this purpose;
- Applicants will be informed of the panel's decision by email approximately **fourteen weeks after the deadline**. Funds will be paid out to successful applicants following notification.
- Recipients must submit a final report. Forms will be sent to applicants and available on BC Touring Council's website.

---

### 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. The names and locations of successful award recipients will be published along with the amount of the award in the Annual Report of the BC Arts Council.

### Recognition of Assistance

In recognition of funding support the BC Touring Council, BC Arts Council and the Province of BC must be acknowledged in all promotional materials. Approved acknowledgement, along with logo and graphics standards, are available online in a variety of ready-to-use digital formats at [bctouring.org](http://bctouring.org) and at [bcartscouncil.ca](http://bcartscouncil.ca). Links will be provided to successful applicants.

---

## SUBMIT TO

Email your application with attachments by the deadline to:

**Sheryl McGraw, Program Coordinator, [sheryl@bctouring.org](mailto:sheryl@bctouring.org)**



Supported by the Province of British Columbia

*Into the Act is a partnership program of the BC Touring Council, the Province of BC and the British Columbia Arts Council*