



**Application Type:** Operating Assistance: Public Museums, ICC and Visual Arts and Media Arts Organizations

## Profile Details

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**Name:**

**Address:**

**City:**

**Province:**

**Postal Code:**

**Phone:**

**If your profile information is not current, please go to your profile and update it before completing application.**

## Organization Information

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**Discipline:** Arts Training, Dance, Literary, Media Arts, Theatre, Museums, Music, Visual Arts, Other

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**Describe your organization's history, mandate, mission and values.**

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**Structure: Outline your organization's management, board/governance and staff structure.**

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**Briefly Describe your organization's permanent collections holdings including archives, audio and visual materials and historic objects, as appropriate.**

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**Facilities: Describe how each of your facilities (administrative, storage, programming, exhibition, etc.) is held and managed (own, rent, lease). What challenges and opportunities are provided by your facilities?**

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**Are you applying for Enhanced Capacity Assistance?** Yes/No

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Please note a separate application for Enhanced Capacity is required. See Guidelines for details.



## Statement of Intent

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### Amount Requested

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**Recent programming: What were the highlights, risks, challenges and opportunities from your last funding cycle or, for new applicants, your last two years of programming?**

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**Proposed programming activities: Outline the proposed program for the funding cycle for which assistance is requested. Provide the rationale for your programming choices, including examples of how self-reflection on recent activities influenced the proposed programs and choices.**

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**Contribution: How does your organization's work contribute to the development of the art form(s) or cultural practice(s) you serve? Provide up to three examples of recent initiatives. Include activity at a local, regional, national and/or international level.**

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**Public/community relationships: What are your organization's strategies for building and strengthening relationships with your community, including a diverse public, as related to your mission? Describe up to three highlights.**

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### Commitment to Indigenous artists and communities

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A) How does your organization reflect the diversity of Indigenous artists, practitioners and communities in your region and the province, through your programming choices, your community engagement activities, and/or your organizational and governance structures?

B) How are you addressing equity and cultural safety for the Indigenous practitioners and communities you collaborate with? Consider, among other elements, how you work to ensure that appropriate protocols are being observed.



## Commitment to Diversity

A) How does your organization reflect the diversity of the province, your region and/or community, through your programming choices, your community engagement activities, and/or your organizational and governance structures?

B) How are you addressing equity and cultural safety for the diverse practitioners and communities you work with? Consider in particular your organization's commitment to and relationship with underserved artists and organizations, culturally diverse groups, and regionally-distinct cultural communities, including artists and members of the public.

**Support for B.C. artists and cultural practitioners: How does your organization support B.C. artists and cultural practitioners?**

**Financial position: What is your organization's current financial position? Address any existing or projected deficit or surplus, and plans regarding the elimination of debt or the intended use of surpluses and/or reserved funds.**

## Strategic Analysis

a) What factors have influenced your organization's current sustainability, resilience and capacity? Provide up to three examples.

b) What are the major challenges or opportunities your organization anticipates facing in the near future? How will they be addressed?

**Staffing and human resources: What is the role of management in fostering a healthy, sustainable workplace and supporting the organization's artistic and organizational development through robust HR policies, recruitment and succession strategies? Consider how your organization reflects the diversity of its community within its leadership and staff makeup.**

**Governance and leadership: What is the role of the board in fostering a healthy, sustainable workplace and supporting the organization's artistic and organizational development? Discuss the board's role in identifying and responding to issues such as accountability, financial monitoring and policy development, particularly human resource policies relating to cultural safety and respectful workplaces.**



**Recruitment and succession: What are the recruitment and succession strategies for board and senior management positions? Consider how your organization reflects the diversity of its community within its governance makeup.**

**Further context: If there is anything essential to the assessment committee’s understanding of your organization or this application that has not been asked, please provide it here.**

## Activity Summaries

These summary sheets must be completed.

### Summary of Major Activities - Previous Fiscal Year

Title	Activity Type	Start Date	End Date	# of Attendees	Status	Name of Primary Contributors	Target Audience
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### Summary of Major Activities - Current Fiscal Year

Same sheet as above.

### Summary of Major Activities - Projected Fiscal Year 1

Same sheet as above.

## Supporting Material

## Activity Documentation

Organizations must submit the documents specific to all the activities that they undertake. First-time applicants must submit all of the requested documents, specific to their areas of activity. Returning applicants must submit only those documents that have been updated or changed since their last application, or that have not previously been submitted to this program.



**For organizations involved in Dissemination Activity, please upload a list of publications with critical content or media artworks presented in the most recently completed fiscal year**

Only for organizations involved in dissemination. This list should include the following:

- Title of exhibition or program
- Names of the curators (if applicable)
- Names of the artists, indicating those from British Columbia, and distributors
- Titles of the works
- The amount of the artists' fees, dissemination rights or rental expenses paid for each exhibition or program



**For Media Arts Organizations only: For organizations involved in Distribution Activity, please upload a list of the Canadian independent media artworks acquired and placed into distribution in the most recently completed fiscal year**

Only for organizations involved in distribution. This list must include the following:

- Names of the artists, indicating those from British Columbia
- Titles of the works
- The amount of distribution rights paid

Please also indicate the total number of media artworks your organization acquired and placed into distribution in the most recently completed fiscal year and the percentage represented by British Columbian and Canadian artists.



**For Media Arts Organizations only: For organizations involved in Production activity, please upload a list of the independent media artworks undertaken or completed by Canadian artists on your organization's premises in the most recently complete fiscal year**

Only for organizations involved in production. This list must include the following:

- Names of the artists, indicating those from British Columbia
- Titles and formats of the works



**For Media Arts Organizations only: For organizations involved in Media Arts Training Activity, please upload a list of the media arts training workshops offered in the most recently completed fiscal year**



Only for organizations offering training workshops. This list must include the following:

- The name and/or content of the workshop (including level – ie. beginning, intermediate or advanced)
- The name of the instructors
- The number of participants
- The dates



### Facility floor plan and an image of facility exterior



**A maximum of five (5) uploaded images representing the following: a sample image of permanent exhibitions (if applicable); a sample image of a temporary exhibition; and a sample image of a public programming activity**



**Please upload any recently prepared planning or policy documents that have not previously been submitted**



## Support Material Requirements

HARD COPIES OF SUPPORT MATERIAL TO BE POSTMARKED ON OR BEFORE DEADLINE DATE AND CLEARLY LABELED WITH APPLICANT'S NAME AND APPLICATION FILE NUMBER

One copy of each publication created by your organization in the current year only

## Online Publications



Provide a list of URLs for support material, if that was the original publication format (exhibition catalogues, critical essays, program guides etc.).

Description

Hyperlink





## Declaration

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### In submitting this application, I/we declare that:

- the applicant meets all of the criteria of fundamental eligibility for this program;
- to the best of our knowledge and belief the information provided in this application is complete and true in every respect;
- the applicant has complied with all requirements of the Criminal Records Review Act (R.S.B.C. 1996 c.86) and the Society Act (S.B.C. 2015 c.18) in every respect as applicable
- the applicant abides by all applicable municipal, provincial or territorial employment legislation, including but not limited to that relating to employment standards, occupational health and safety, and human rights;
- this application has been approved by the board of directors of the society, if applicable;
- the applicant is committed to providing safe and respectful working conditions and to fostering a workplace free from discrimination, harassment and sexual misconduct;
- any personal information submitted with this application has been done so with authorization from the individual(s) concerned.

The information on this application is collected in accordance with Section 26(c) & (e) of the Freedom of Information and Protection of Privacy Act and will be used for the following purposes: tracking and distributing funding, program evaluation and development, communication and outreach. If you have questions about the collection, use, or disclosure of personal information please contact: Director, BC Arts Council, Phone: (778) 698-3533.

### Acknowledgement

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I understand and agree to the terms and conditions stated above.