

Application ID:

Application Type: Arts Infrastructure

Organization:

Primary Contact:

Profile Details

To access profile information: click 'Home' (top right). From your home page click 'Organization Profile' (building icon) or 'Personal Profile' (crowd icon).

Name:

Address:

City:

Province:

Postal Code:

Phone:

Website:

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

Registration Profile Documents

Please ensure the following have been uploaded to your profile as they form part of the application.

Board List Verification

A recently updated board list has been uploaded to the organization profile related to this application.

Financial Statement Verification

The most recently completed financial statements detailing two fiscal years of activity have been uploaded to the organization profile related to this application.

Staff List Verification

A recently updated staff list has been uploaded to the organization profile related to this application.

Organization Information

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

400 words left

Structure: Outline your organization's artistic/curatorial/editorial leadership, management, board/governance and staff structure.

400 words left

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?

400 words left

What percentage of activities in your facilities are primarily arts and culture activities?

50 words left

Describe the arts and cultural practitioners, audiences, and communities that your organization serves.

400 words left

Copy of statement confirming applicant and project eligibility as provided by Program Officer:

100 words left

Project Information

What category are you applying to?

A. Capital Improvements: Building-based projects involving the purchase, construction, renovation, or expansion of an arts and/or cultural facility may request assistance from this program up to \$75,000.

B. Specialized Equipment Acquisition: Projects focused solely on the purchase of specialized equipment for long-term use and associated installation expenses may request assistance from this program up to \$40,000.

Amount Requested

\$-

Financial position: Please describe your organization's current financial position, addressing any existing or projected deficit or surplus, and related plans to eliminate the deficit or to use accumulated surpluses and/or reserved funds.

200 words left

Project Start Date

yyyy-mm-dd

Project End Date

yyyy-mm-dd

Please describe your project briefly by completing this sentence: Funding is requested to assist with...

25 words left

What stage have you reached in planning your proposed project?

200 words left

Which specific organizations, groups and/or communities will directly benefit from this project?

200 words left

How will the project improve conditions for artistic creation, production and/or presentation, or for the exhibition and preservation of cultural collections? This could include how accessibility, technological, environmental, and/or safety features provide opportunities for participation for audiences, staff and arts and cultural practitioners

500 words left

If your project enhances access for underserved communities or underrepresented arts and cultural practices, describe how these enhancements activate and enable the space and who specifically will benefit. Response required for those requesting up to 90% of project costs; otherwise, as applicable.

300 words left

Please explain how you have addressed cultural protocols and the provision of culturally safe and respectful workplaces within your project.

400 words left

How will the project consider environmental stewardship in its process and outcome?

200 words left

In cases where operating costs would increase as a result of this project, what plans and resources are in place to address this situation? This may not be applicable to all projects.

200 words left

For capital improvements, who will manage the project? Describe the role of personnel from your organization and indicate how infrastructure professionals will contribute to the success of the project.

200 words left

For capital improvements, list any approvals and permits required to complete work on the project and the steps your organization plans to take to obtain them. If permits or approvals are not required, please explain why.

300 words left

For capital improvements, if applicable, indicate how this project will add to the inventory of arts and cultural spaces and/or capacity of arts and cultural space at the local, regional and/or national level.

200 words left

For specialized equipment, provide a list of equipment you wish to acquire including the specific type/make/model, projected cost, and a brief description of its use or purpose.

200 words left

Budget

Professional Fees

Item Description	Project Forecast
Project Manager	\$-
Architects / Engineers	\$-
Consultants / Technical or other specialists	\$-
Elders and Honoraria	\$-
Feasibility Study (not eligible to be paid from this funding request)	\$-
Other Professional Fees (specify)	\$-
Other Professional Fees (specify)	\$-
Other Professional Fees (specify)	\$-
Sub-Total	\$-

Capital Expenses

Item Description	Project Forecast
Site preparation / Property costs	\$-
Materials	\$-
Labour	\$-
Acquisition of specialized equipment	\$-
Installation of specialized equipment	\$-

Permits / Approvals	\$-
Insurance	\$-
Other Capital Expenses (specify)	\$-
Other Capital Expenses (specify)	\$-
Other Capital Expenses (specify)	\$-
Sub-Total	\$-

Administrative Expenses (Maximum 10% of budget)

Item Description	Project Forecast
Support Staff	\$-
Office Supplies	\$-
Accounting / Legal Fees	\$-
Other Admin Expenses (specify)	\$-
Other Admin Expenses (specify)	\$-
Other Admin Expenses (specify)	\$-
Sub-Total	\$-

Contingency (Maximum 10% of budget)

Item Description	Project Forecast
Contingency for project expense overruns	\$-
Sub-Total	\$-

In-Kind Expenses (Maximum 25% of budget)

Item Description	Project Forecast
In-Kind Expenses (specify)	\$-
In-Kind Expenses (specify)	\$-
In-Kind Expenses (specify)	\$-
Sub-Total (THIS AMOUNT MUST EQUAL IN-KIND REVENUE)	\$-
Total Expenses	\$-

Earned and Contributed

Item Description	Project Forecast	Confirmed/ Pending
Application Cash Contribution	\$-	Please Select

Other Earned Revenue (specify)	\$- Please Select
Other Earned Revenue (specify)	\$- Please Select
Other Earned Revenue (specify)	\$- Please Select
Sub-Total	\$-

Private Sector Revenues

Item Description	Project Forecast	Confirmed/ Pending
Individual Donations	\$-	Please Select
Corporate donations and sponsorship	\$-	Please Select
Special Events fundraising	\$-	Please Select
Foundations	\$-	Please Select
Other Private Sector Revenues (specify)	\$-	Please Select
Other Private Sector Revenues (specify)	\$-	Please Select
Other Private Sector Revenues (specify)	\$-	Please Select
Sub-Total	\$-	

Public Sector Revenues (See Grant-stacking Rules in guidelines)

Item Description	Project Forecast	Confirmed/ Pending
BC Arts Council: Project (amount requested in this application)	\$-	Please Select
Government of BC: Community Gaming Grants	\$-	Please Select
Government of BC: Other	\$-	Please Select
Canada Council for the Arts	\$-	Please Select
Government of Canada: Dept of Cdn. Heritage	\$-	Please Select
Government of Canada: Other	\$-	Please Select

Local Government (incl. Municipal and Regional Governments, Trusts, Band Councils)	\$- Please Select
Other Public Sector (specify)	\$- Please Select
Other Public Sector (specify)	\$- Please Select
Other Public Sector (specify)	\$- Please Select
Sub-Total	\$-

In-kind Revenues (Maximum 25% of budget)

Item Description	Project Forecast	Confirmed/ Pending
In-Kind Revenue (specify)	\$-	Please Select
In-Kind Revenue (specify)	\$-	Please Select
In-Kind Revenue (specify)	\$-	Please Select
Sub-Total (THIS AMOUNT MUST EQUAL IN-KIND EXPENSES)	\$-	

Summary

Item Description	Project Forecast
Total Revenues	\$-
Total Expenses	\$-
Surplus / Deficit (Balanced Budget required)	\$-

Supporting Material

Provide a detailed project timeline, including start and completion dates, dependencies or relationships between project tasks, and dates for major milestones

Provide two competitive quotes for proposed capital improvement(s) or equipment purchase(s)

Letters from any partners or collaborators, if applicable, confirming the nature of their participation.

For capital improvements, provide proof of facility ownership or relevant operational agreements and/or leases between the organization and the facility owners/landlords and other tenants.

For capital improvements, provide any pre-existing planning documents or feasibility studies related to the project, if applicable.

Declaration

Declaration and Consent

In submitting this application, I declare that, to the best of my knowledge and belief:

- the applicant organization meets all of the eligibility criteria for this program;
- the information provided in this application is complete and true in every respect;
- the applicant organization abides by all applicable laws;
- this application has been approved by the board of directors or other governing body for the applicant organization;
- the applicant organization is committed to providing safe and respectful working conditions and to fostering a workplace free from discrimination, harassment and sexual misconduct; and
- any personal information submitted with this application has been submitted with the authorization of the individual(s) concerned and such individual(s), and I, consent (effective as of the date of submission of this application) to the disclosure of this personal information outside of Canada, including by way of the Internet, for public reporting and promotional purposes relating to this program.

The personal information on this application is collected in accordance with Section 26(c) and (e) of the Freedom of Information and Protection of Privacy Act and will be used for the following purposes: determining suitability for and awarding of funding, tracking and distributing funding, program development and evaluation, and communication and outreach.

Personal information collected through the application process may be disclosed to external peer assessors in order to adjudicate this application.

In addition, the applicant organization's name, location, funded activity and award amount may be made publicly available, including worldwide by way of the Internet, should funding be awarded.

If you have questions about the collection, use or disclosure of personal information, please contact:

Director, BC Arts Council Programs
800 Johnson Street, Victoria, BC, V8W 9W3
Phone: (250) 356-1718

Acknowledgement

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