

Application ID:

# PREVIEW

Application Type: Arts Infrastructure

Organization:

Primary Contact:

An asterisk (\*) indicates the field is mandatory

## Profile Details

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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, go to your profile and update it before completing the application.**

## Required Profile Updates

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**NEW: Update your profile with your organization's statement of purpose.**

This is required prior to submitting this application.

Navigation: From your system Home page, select Organization Profile. Under the Additional Information tab, scroll half way down to the Purpose text field.

## Board List

Name	Board Position	Occupation/Expertise	Start Date	Notes (optional)
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## Staff List

Name	Position	Permanent/Seasonal	Full-Time/Part-Time	Notes (optional)
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## Financial Statement Verification

I confirm that the most recently completed signed financial statements detailing two fiscal years of activity have been uploaded to the organization profile related to this application (as outlined in the program guidelines)

## 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, staff structure and succession strategies.**

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

## Project Information

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### What category are you applying to?

Category 1. Planning & Consultation Planning processes, and research to support the acquisition, development or enhancement of arts and cultural facilities up to \$25,000.

Category 2. Capital Improvements Building-based projects involving the purchase, construction, renovation, or expansion of an arts and cultural facility up to \$250,000.

Category 3. Specialized Equipment Acquisition Projects focused solely on the purchase of specialized equipment for longterm use and associated installation expenses may request assistance from this program up to \$40,000.

Please Select

### 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

### Are you requesting 75% or 90% of project costs?

Please Select

**For those requesting up to 90% of project costs, is your organization led by and/or rooted in (select all that apply):**  
Indigenous (First Nations, Métis and Inuit) communities, Underserved communities, including Deaf, Disability and Mad arts, Racialized and/or people of colour, 2SLGBTQIA+, Rural and remote areas (with a population under 25,000, outside of the capital region and greater Vancouver)

**Describe your project briefly by completing this sentence: Funding is requested to assist with...**

25 words left

**Provide a detailed description of the proposed project.**

Include rationale and objectives underlying the project, overview of the key stages in the timeline and/or work plan, and what stage have you reached in planning your proposed project.

300 words left

## Availability and Quality of Spaces

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**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

**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.**

100 words left

**How will this project impact the quality of working spaces for artists staff and other users?**

100 words left

**Explain how you have included appropriate cultural protocols within your project.**

200 words left

**For planning and consultation projects, indicate how you or your consultant will be integrating appropriate research and engagement methods.**

300 words left

**What are the potential energy efficiency improvements, including but not limited to, reduction of green house gasses (GHGs) in alignment with CleanBC?**

100 words left

## Access to Arts and Cultural Experiences

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

200 words left

**Describe how your project enhances access for underserved communities and/or underrepresented arts and cultural practices.**

Consider impacts to physical, social and/or cultural accessibility and the capacity of artists' and cultural practitioners' to engage with communities.

300 words left

## Feasibility

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**Who will lead the project?**

Describe the role of personnel from your organization and/or external consultants, contractors and/or community participants, knowledge keepers and subject matter experts. Outline compensation structure for everyone involved in the project.

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, discuss 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, explain why.**

Upload the full list of approvals and permits in the Support Materials section.

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

**How will the project consider long-term environmental stewardship and climate impact in its process and outcome?**

200 words left

**Explain how you have addressed the provision of culturally safe and respectful work environments.**

200 words left

## Budget

### Fees and Honoraria

	Item Description	Project Forecast
Project Manager	0	\$0
Architects / Engineers	0	\$0
Consultants / Technical or other specialists	0	\$0
Elders and Honoraria	0	\$0
Feasibility Study (not eligible to be paid from this funding request)	0	\$0
Other Fees and Honoraria (specify)	0	\$0
Other Fees and Honoraria (specify)	0	\$0
Other Fees and Honoraria (specify)	0	\$0
Sub-Total		\$0

### 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: Past BCAC Arts Infrastructure Support or 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
CleanBC	\$	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)	\$

## Support Material

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

**Provide competitive quote(s)**

\*Provide one competitive quote for equipment purchase(s)

\*Provide two competitive quotes for proposed capital improvement(s) and planning. Letters from any partners or collaborators, if applicable, confirming the nature of their participation.

**Upload 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, energy studies or feasibility studies related to the project, if applicable.**

Mandatory for requests over \$75,000

**Upload a list of any approvals and permits required to complete work on the project and, if available, copies of any permits already obtained.**

**For Planning & Consultation: List external contractors/vendors with biographies and/or profiles.**

(Click '+' to add lines. Biography/Profile box can be expanded by dragging out bottom right corner)

<b>Contractor/Vendor</b>	<b>Biography/Profile</b>

## Declaration

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### 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.

### Personal Information

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

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