

# BC Arts Council Individual Arts Awards: Performing Artists Application Preview

Updated: May 10, 2022

## Overview

This is a sample of the BC Arts Council Individual Arts Awards: Performing Artists Application.

This sample will be updated if the application is updated or changed in any way, with changes highlighted in yellow and marked as "new:". Check back to make sure you have the most current version.

Applications must be completed on the online system, which requires a profile to be set up.

### If you require support to access the online system or make your application - contact one of the Program Advisors to discuss:

* Nadine Carew – Program Advisor Performing Arts (Music, Dance)
  + (778-698-3288) | [Nadine.Carew@gov.bc.ca](mailto:Anissa.Paulsen@gov.bc.ca)
* Justine Shore – Program Advisor Performing Arts (Theatre, Multi-disciplinary, Other)
  + (778-940-8538) | [Justine.Shore@gov.bc.ca](mailto:Justine.Shore@gov.bc.ca)

An asterisk (\*) indicates the field is mandatory

## Profile Details

(System Generated Content)

Application ID:

Application Type: Individual Arts Awards – Professional Performing Artists

Organization:

Primary Contact:

### Registration Profile Summary

(System Generated Content)

Name:

City:

Province:

Pronouns:

If the Profile Summary above is not correct, go to the applicant profile and update it before completing the application. Changes to address information must be submitted by email to: bcartscouncil@gov.bc.ca.

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

## Applicant Details

Consider that those assessing the application might not be familiar with your work, your community, or your cultural context. In answering the questions, provide all the information they need to understand and assess your project. Use short sentences or point form to answer questions. Word counts indicate the maximum accepted words per question. There is no requirement to write to the word count limit.

An asterisk (\*) indicates the field is mandatory

### \*What is the applicant's PRIMARY field of practice?

Please Select:

* Community Based Arts Practice
* Dance
* Deaf, Disability and Mad Arts
* Indigenous Cultural Centres
* Literary
* Media Arts
* Theatre
* Museums
* Music
* Visual Arts
* Interdisciplinary/Multidisciplinary
* Other

\*If other, describe:

### \*Criminal Records Review Act

Check this box to confirm the applicant adheres to the Criminal Records Review Act which requires that people who work with or may have unsupervised access to children or vulnerable adults must undergo a criminal record check by the Criminal Records Review Program. (check box)

### \*Provide a summary of the applicant’s history in the creation, development, production, and/or dissemination of their field of arts practice in British Columbia.

400 words total available

## Project Information

An asterisk (\*) indicates the field is mandatory

### \*Amount Requested

Note the following maximums as a percentage of project budget: Amount requested cannot exceed 100% of the total eligible project budget. This amount must match the request amount in the budget form.

(Input numeric value with no decimal places)

### \*Project Start Date

year-month-day

### \*Project End Date

year-month-day

### \*What category are you applying to?

* Creation & Development
* Production & Realization
* Both

### \*What practice is primary in this project?

* Music
* Theatre
* Dance
* Multidisciplinary

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

25 words total available

## Project Description

An asterisk (\*) indicates the field is mandatory

The next two questions refer to the proposed project. Ensure answers respond to the assessment criteria in the program guidelines.

The BC Arts Council is developing approaches to accepting applications (or parts of applications) in audio/video formats. This work is still in a pilot phase.  
You can submit answers to the next two questions in either written or verbal/visual format (but not both). ASL or Sign Language Verbal Submissions – please ensure you have captioned or translated the Sign Language into spoken or written English. For support doing this, please enquire about [Application Assistance](https://www.bcartscouncil.ca/program/application-assistance/).  
  
Option 1: Use text boxes below for written answers.

### **\***Provide a summary of the project, including title if applicable/determined.

300 words total available

### **\***Describe the rationale, artistic vision, objectives, and projected outcomes underlying the project.

500 words total available

Option 2: Upload below for audio or audiovisual option.  
The content of the response will be considered against the assessment criteria within the program guidelines and not on format, design, or production quality of the uploaded file.

File(s) must be no longer than 5 minutes, not exceed 50MB and must use one of these supported file extensions:

* AUDIO: .flac, .mid, .midi, .mp3, .ogg, .ra, .rm, wma, .wav
* VIDEO: .asf, .avi, .flv, .mkv, .mov, .mpeg, .mpg, .mp2, .mp4, m4v, .ogv, .rm, .rmvb, .webm, .wmv

Upload Button

### \*Project Team

Button: Click here to fill out the project team table

In pop out window:

Provide the names and contributions of the primary creative team, project participants, and contributors, according to area of responsibility.

The list should include, for example, artists, writers, curators, cultural practitioners, producers, discipline professionals, staff, editorial board etc. Indicate whether the participation is confirmed or proposed.

Table fields to complete, adding rows for each person listed using the + button:

* Name
* Responsibility
* C (Confirmed) or P (Proposed) or L (Last year)
* Bio (max 100 words)

## Alignment with Strategic Directions

### Does this project demonstrate alignment with and commitment to some or all of these BC Arts Council [strategic directions:](https://www.bcartscouncil.ca/priorities/strategic-plan/) Indigenous Arts and Culture; Equity, Diversity, and Access; Regional Arts? If yes, please explain.

No word count limit.

## Engagement and Impact

An asterisk (\*) indicates the field is mandatory

### \* Describe up to three aspects of the proposed project that will impact, strengthen, or contribute to the development of the applicant’s field of practice, B.C. artists, cultural practitioners, and/or arts communities.

200 words total available

### **\***Describe the communities or audience(s) or participants you intend to reach. How will the proposed project impact and engage with your identified group(s)?

300 words total available

### Does the proposed project engage with and provide sustainable benefits to diverse and/or historically underserved communities and their artistic practices? If so, describe how (if not already described above).

No word count limit

### **\***If your project involves working with individuals or materials from communities outside your own, particularly those that have been historically underserved, describe the steps taken to collaborate with these communities, respect protocols and integrate an equitable and ethical approach in your work.

250 words total available

### **\***Provide plans to address accessibility and safety of engagement, including but not limited to physical spaces, cultural safety, affordability, and supports for diverse participants.

No word count limit

## Feasibility

An asterisk (\*) indicates the field is mandatory

### \* Provide a timeline and/or work plan for the project. Include each phase of activity and venue/location where the activity will take place.

400 words total available

### **\***Briefly describe two past achievements that supports the likelihood of success of the proposed project.

100 words total available

### \*Will artists, arts and cultural practitioners, and technicians involved with this project be paid in alignment with industry standards within the field of practice (e.g., CARFAC)?

Please Select:

* Yes
* No
* Not Applicable

#### Explain how fair compensation was determined within the project and/or community context**:**

200 words total available

### \*Will Elders and/or Traditional Knowledge Keepers involved with this project be compensated fairly according to community context?

Please Select

* Yes
* No
* Not Applicable

#### Explain how the compensation level was determined:

200 words total available

### If you have received funding through the BC Arts Council for an earlier phase of this project, that is still underway and for which you have not yet submitted a final report, please provide an interim report on the status of the previous phase(s).

400 words total available

## Designated Priority Groups

Consideration will be given to designated priority groups. These groups have been identified in order to achieve strategic direction commitments and correct funding gaps illuminated through recent evaluations and consultations. This section is optional and will be made available to BC Arts Council staff only during the assessment process. It will disappear from applicant view until the assessment process is complete.

### Optional: Are you an artist/cultural practitioner who identifies as any of the following? Check all that apply: (check boxes)

* Indigenous (First Nations, Metis, Inuit)
* Deaf, or experience disability
* Black or persons/people of colour
* Located outside of greater Vancouver or the capital region

## Budget

### Button: Project Budget Form

(Budget Form Pop-Out Window)

* All applicants must complete the budget form. This form is used across BC Arts Council programs. Only complete the fields that are relevant to your application and program. Refer to the program guidelines to ensure that you only include eligible expenses.
* All in-kind contributions listed as revenue must appear as a corresponding expense.
* Provide detailed notes.
* Projected revenues should be equal to projected expenses.
* Community Festivals please include your whole festivals budget.
* Please note: Dollar values must be in numeric format only with no special characters, e.g. $ , £, etc.

Applicant: (auto-generated field)

### Expenses

The following categories in the budget have two input fields each: numeric inputs for Project Forecast amounts, and text inputs for Notes: Provide details for all relevant revenues and expenses.

#### Subsistence

* Subsistence Amount

#### Artistic and Production Expenses

* Salaries: Artistic, Design, Curatorial, Editorial and Production Staff (organizations only)
* Salaries: Project Management/ Coordination Staff (organizations only)
* Contract: Project Management/ Coordination
* Contract Fees: Contributors; Artistic, Design, Editorial and Curatorial Personnel
* Contract Fees: Technicians and Production Personnel
* Contract fees: Stage Management (as applicable)
* Commissioning fees
* Employee Benefits, Contributions and Dues (including MERCs) (organizations only)
* Indigenous Elders and/or Knowledge Keepers (compensation and honouraria)
* Indigenous Protocol and Indigenous Hospitality Expenses
* General Hospitality Expenses
* Materials and Supplies (Specify in Notes)
* Technical Expenses
* Equipment Rental (related to project)
* Production/Exhibition/Program/Rehearsal Space and Off-site Venue Rentals (specify ownership of space/venue in notes)
* Box office/ Ticketing /Admissions Expenses
* Concessions/Shop/Merchandise Expenses
* Shipping, Freight, Production Transport (Specify in Notes)
* Travel and Transportation (specify)
* Per Diem and Accommodations (specify, hotel, etc)
* Co-production expenses, as applicable
* Distribution expenses (mailing/shipping, distributor fees)
* Accessibility support for Audiences (ex. Sign Language Inperpretation, Captioning/CART, Audio Description)
* Accessibility supports for Artists (for applicants not eligible for Access Support funding)
* Other Artistic, Exhibition, Presentation and Production Expenses (Specify in Notes)

Total Artistic and Production Expenses: (Auto-added total)

#### Administrative Expenses

The following categories in the budget have two input fields each: numeric inputs for Project Forecast amounts, and text inputs for Notes: Provide details for all relevant revenues and expenses.

* Salaries: Administrative Staff (if volunteers or in-kind list in section below)
* Salaries: Marketing and Development Staff (if volunteers or in-kind list in section below)
* Contract Fees: Administrative Staff (if volunteers or in-kind list in section below)
* Contract Fees: Marketing and Development Staff (if volunteers or in-kind list in section below)
* Benefits, Contributions and Dues (including MERCs)
* Office Rent or Mortgage
* Office Supplies
* Office Equipment Rental
* Accounting/Legal Fees
* Travel and Transportation (Administrative Personnel Only)
* Promotional Materials and other Marketing Costs
* Advertising Costs
* Insurance
* Fundraising Costs
* Other (Specify in Notes/Description)

Total Administrative Expenses (Auto-added total)

#### In-Kind Expenses

* In-kind Expenses (specify)
* In-kind Expenses (specify)
* In-kind Expenses (specify)

Total In-Kind Expenses (This total must equal In-kind Revenue) (Auto-added total)

Total Expenses (Auto-added total)

### Revenue

#### Revenue Notes:

The following categories in the budget (Earned and Contributed Revenues, Private Sector Revenues and Public Sector Revenues) have three input fields each expense line:

1. numeric inputs for Project Forecast amounts
2. drop down select menus for Status that include:
   1. Confirmed
   2. Pending
3. text inputs for Notes: Provide details for all relevant revenue and expenses

#### Public Sector Revenues

* BC Arts Council: This request (must be same amount entered in
* Government of BC: Community Gaming Grants (specify)
* Government of BC: Other (Specify)
* Canada Council (specify)
* Government of Canada: Dept. of Canadian Heritage (Specify)
* Other Federal (Specify)
* Local Government (incl. Municipal and Regional Governments, Trusts, Band Councils, Regional Districts (Specify)
* Employment Programs (Specify)
* Public Post-Secondary Institutions (Specify)
* Other Public Sector (Specify)
* In-kind Public Sector Revenues (Specify in Notes)

Total Public Sector Revenues (Auto-added total)

#### *In-kind Revenues*

* In-kind Revenues (Specify)
* In-kind Revenues (Specify)
* In-kind Revenues (Specify)

Total In-kind Revenues (This amount must equal in-kind expenses) (auto-added total)

#### Earned and Contributed Revenues

* Applicant cash contribution
* Admissions
* Subscriptions and other Publication Revenue
* Guarantees/Royalties/Fees (Specify)
* Concessions/Shop/Merchandise (Specify)
* Co-production fees
* Commissioning fees (Specify)
* Advertising
* Workshop fees, tuition, etc. (Specify)
* Other Earned Revenue (Specify in Notes)

Total Earned and Contributed Revenues (Auto-added total)

#### Private Sector Revenues

* Individual donations
* Corporate donations and sponsorship
* Special Events fundraising
* Foundations (Specify)
* In-kind Private Sector Revenues (Specify in Notes)
* Other Private Sector (Specify in Notes)

Total Private Sector Revenues (Auto-added total)

Total Revenues (Auto-added total)

### Summary

* Total Revenues (Auto-added total)
* Total Expenses (Auto-added total)
* Surplus/(Deficit) - Enter notes if not balanced (Input notes)

Button: Save

Button: Close

## Support Material

An asterisk (\*) indicates the field is mandatory

### **\***Your Curriculum Vitae (CV) that includes professional training, related artistic activities and a detailed publication/exhibition/production history including titles and dates (3 page maximum)

(Upload Button)

### Upload PDF letters from up to two partners or collaborators, if applicable, confirming the nature of their participation (maximum two letters, one page each). Do not include general letters of support.

(Upload Button)

### For applicants that have not previously received funding through this program, upload two letters of reference from established arts and cultural practitioners familiar with the applicant’s work.

(Upload Button)

### Examples of Previous Work

Use this section to provide examples of previous work relevant to the proposed project, up to a maximum of:

* 5 images or 5 minutes total of video or audio, with identified excerpts to be viewed;
* Sample of script, score (samples up to 10 pages, PDF), or examples of preliminary movement research (up to 3 minutes of video)

**Button:** Click here to enter a list of attached samples of work

Pop-out window:

### Portfolio Inventory Form

Complete the form below for portfolio works accompanying this application. Portfolio materials may be provided as uploads or as links (for large videos) to external sites (ex. Vimeo etc.)

Please review the portfolio requirements checklist document prior to uploading your materials.

#### Inventory For Audio and Video Submissions

* **Item Number** (insert text)
* **Title/Name of Recording** (insert text)
* **Performance/Creation Date** (Year-Month-day)
* **Description of Work (include choreographer, composer, venue). Identify yourself in partner or group work. Indicate if Canadian composer (for music).** (insert text)
* **Timecode(s) to watch** (insert text)
* **URL (if not uploading directly)** (insert text)
* **URL password (if applicable)** (insert text)
* **Your role / credits** **(as applicable)** (insert text)

Click on the “+” button to enter additional lines

#### Inventory For Text and Image Submission

* **Item Number (or page # within PDF)** (insert text)
* **Title/Name of Piece** (insert text)
* **Creation/Publication Date** (insert text)
* **Description of Work** (insert text)
* **Dimensions and Materials (as applicable)** (insert text)
* **Your role / credits (as applicable)** (insert text)
* **Captions (for photography work)** (insert text)

Click on the “+” button to enter additional lines

#### Upload media using the button below:

File naming conventions: Applicant Name, File Order Number, Event or Activity title (.jpg, .mp3, etc.)

* Ensure the file extension is included in the file name
* Do not include any special characters or symbols or quotation marks (e.g. #?\_”&|…) in the file name.

Summary of recommended maximums per file and format:

* Video: 500 MB; mp4, mov, and avi formats
* Audio: 100 MB; mp3, wav, and aif/aiff formats
* Image: 10 MB; jpg/jpeg, gif, png, and bmp formats

Applicants are advised to review and adhere to the [Upload Requirements for Support Material](http://www.bcartscouncil.ca/app/uploads/sites/508/2022/04/upload-requirements-for-supporting-material.pdf)

Videos may take a few minutes before they become accessible while they are copied to a media server. The preview thumbnail will appear as 3 dots until this is completed. If you are having difficulty with your upload, call (250) 356-1718 or BCArtsCouncil@gov.bc.ca during business hours for assistance.

**Button:** Upload

#### Upload optional PDFs using button below:

File naming conventions: Applicant Name, File Order Number, Event or Activity title (.pdf)

* Ensure the file extension is included in the file name
* Do not include any special characters or symbols or quotation marks (e.g. #?\_”&|…) in the file name.  
  Applicants are advised to review and adhere to the [Upload Requirements for Support Material](http://www.bcartscouncil.ca/app/uploads/sites/508/2022/04/upload-requirements-for-supporting-material.pdf)

**Button:** Upload

## Access Support

An asterisk (\*) indicates the field is mandatory

The [Access Support](https://www.bcartscouncil.ca/program/access-support/) program provides an additional contribution towards costs for specific accessibility services, rental equipment and other supports required to carry out a project funded by the BC Arts Council.  
Access Support requests are available to:

* Individual artists or arts and culture practitioners who self-identify as Deaf or have a disability. OR
* Organizations with a primary purpose to support practitioners who are Deaf or have a disability, as specified in the organization’s constitution.

### \* Are you eligible for access support (as an Individual artist or arts and culture practitioner who self-identifies as Deaf or having a disability)?

* Yes
* No

### **\***Will you be applying for Access Support?

* Yes, with my project application (option 1)
* Yes, after I receive my project funding results (option 2)
* No

### Access Support Application

#### \* Type of Access

(check boxes – select any that apply)

* Interpretation
* Captioning/CART
* Project Coordinator
* Support Worker
* Software
* Rental Equipment
* Other

#### If “other” please specify

100 words total available.

#### **\***Access Support Detailed Costs – Table format

Below, provide a breakdown of Access Support costs for barriers encountered, services, supports and/or solutions.

Table Fields:

* **Description:** Include specifics on the barriers (for instance communication, mobility, comprehension, physical, technological, visual, etc.), individuals requiring supports, and solutions provided.
* **Cost Breakdown:** Include numbers of staffing positions, providers (when known), rates, numbers of days or hours to clarify how you came to your total number.
* **Total:** Whole numbers only

Use the '+' to add additional lines. Your total should match the amount requested in the field below.

**Button:** Plus symbol to add lines

#### **\***Total Request (enter total from table above):

Enter numeric value

#### Have you or will you apply for the same Access Supports from the Canada Council for the Arts or other funders?

* Yes
* No

#### Access Support Revenues – Table Format

Enter any Access Support funding from other sources, if applicable. Describe the supports or solutions being provided by the Access Support revenues from other sources

Table fields:

* Source
* Description
* Amount

**Button:** Plus symbol to add lines

#### Anything else we should know?

150 words total available

## Feedback

We are always looking for ways to improve how we communicate with the arts and culture sector in B.C. This section is optional, and is not part of the application process, but your answers will help us improve the services we provide.

### How did you learn about the intake for this program?

Please Select:

* BC Arts Council Website
* BC Arts Council Social Media
* Direct email from BC Arts Council
* Workshop or Presentation featuring BC Arts Council Staff
* BC Arts Council Program Officer
* Another agency, including newsletter or social media
* Word of mouth, including past applicants
* Traditional media including newspapers or radio

If applicable, the agency (see question above):

### In the future, how would you like to be informed about our programs?

Please Select:

* Direct Email, featuring a summary of upcoming arts council programs
* BC Arts Council social media
* BC Arts Council website
* Through communications from other agencies (for example, through professional associations, arts service organizations or collectives)

### Is this your first application to BCAC?

Please Select

* Yes
* No

### Have you ever received BCAC funding?

Please Select

* Yes
* No

### How long did this application take you to complete (hours)?

(insert numeric value)

## Declaration

An asterisk (\*) indicates the field is mandatory

The applicant is responsible for the application content. When application assistance has been provided, the applicant must review application content, complete the acknowledgement of declaration content (check box), and submit the application (press the submit button).

### Declaration and Consent

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

* I/we meet all of the eligibility criteria for this program;
* the information provided in this application is complete and true in every respect;
* I/we abide by all applicable laws;
* I am/we are 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. If successful, an individual recipient’s Social Insurance Number may be disclosed to the Canada Revenue Agency through the issuance of T4As.

In addition, the applicant’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

Check Box:

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