

APPLICATION FORM
PROFESSIONAL PROJECT ASSISTANCE – Performing Arts (Dance, Music, Theatre)
Application Deadline: April 15, 2019

If, as of the deadline date, you have an outstanding final report, you will be INELIGIBLE to apply

ORGANIZATION or APPLICANT NAME (Legally Registered Name)

Mailing Address: _____

Telephone: _____ E-mail: _____

Website: _____

FOR BCAC USE ONLY:

FILE # _____

Amount Requested \$ _____

Dates of Project (yyyy/mm/dd): _____

From: _____ To: _____

DECLARATION

Submitting Officer: President Board Chair

Name: _____ Name: _____

Title: _____ *(Organizations only; collectives please see Appendix A)*

Most recent BCAC Project Award (if applicable):

Program: _____

Year: _____ Amount: \$ _____

In submitting this application, we the undersigned hereby 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 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.

FOR NON-PROFIT SOCIETIES

BC Society Act #: _____

Date Registered (yyyy/mm/dd): _____

Federal Charitable Tax # (if applicable): _____

Fiscal Year End (mm/dd): _____

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.

Signature of Submitting Officer

Signature of President / Board Chair
(organizations only)

Date Signed: _____ Date Signed: _____

FOR INDIVIDUALS AND COLLECTIVES ONLY

Social Insurance Number: _____

This information will not be submitted to the jury.
Please also sign Appendix A.

Total Project Budget (Total Expenses):	\$ _____	
Total Operating Budget (for organizations)	\$ _____ (Previous Year)	\$ _____ (Current Year)

Required Documents:

All items on checklist on page 8

Choose one:

Dance

Music

Theatre

Please describe your project briefly (25 word maximum) for the adjudication committee by completing this sentence: Funding is requested to assist with _____

DETAILED EXPENSES

Omit cents Please refer to program guidelines for ineligible expenses. Please identify in-kind expenses to correspond with in-kind revenues. Provide detailed notes as required, either in the form or on a separate page, as needed.

NOTE: This is a generic form. Not all fields will apply to all projects.

EXPENSES		Project Forecast	Do not write in this column
1	ARTISTIC AND PRODUCTION EXPENSES		
2	Salaries: Artistic Staff (organizations only)		
3	Contract fees: Artists		
4	Contract fees: Technicians		
5	Contract fees: Stage Management		
6	Commissioning fees		
7	Benefits and dues		
8	Artistic Fees Other (Specify)		
9	Elders and honoraria (Specify)		
10	Materials (Specify)		
11	"		
12	"		
13	Technical Expenses (e.g. Equipment rental) (Specify)		
14	"		
15	Royalties, Copyright, Reproduction Fees (Specify)		
16	Production Space/Venue		
17	Box office/ ticketing expenses		
18	Artists' Travel and Transportation		
19	Protocols and Hospitality		
20	Concessions/Shop/Merchandise Expenses		
21	Co-production expenses		
22	" Other Expense: (Specify)		
23	Shipping		
24	Insurance		
25	TOTAL PRODUCTION EXPENSES		Lines 2 to 24
26	ADMINISTRATIVE EXPENSES		
27	Salaries/Contract Fees for Administrative		
28	Salaries/Contract Fees for Marketing and Development Staff		
29	Benefits and Contributions		
30	Office Rent or Mortgage		
31	Office Supplies		
32	Office Equipment Rental		
33	Accounting/Legal Fees		
34	Travel (Admin. only)		
35	Promotional Materials and Costs		
36	Advertising Costs		
37	Fundraising Costs		
38	Communications (phone, wireless, etc.)		
39	Other (Specify)		
40	Other (Specify)		
41	TOTAL ADMINISTRATIVE EXPENSES		Lines 27 to 40
42	TOTAL ALL EXPENSES		Lines 25 + 41

DETAILED REVENUES

Omit cents. Indicate whether revenues are confirmed or pending at time of application by inserting a C or a P in the designated column. Identify in-kind expenses to correspond with in-kind revenues. Provide detailed notes as required, either form or on a separate page, as needed. Under normal circumstances, project revenues should be equal to project expenses; if not, please provide a detailed explanation.

NOTE: This is a generic form. Not all fields will apply to all projects.

REVENUES		C/P*	Project Forecast	Do not Write in this column
1	EARNED AND CONTRIBUTED			
2	Applicant cash contribution (Specify)			
3	Admissions & sales			
4	Subscriptions			
5	Guarantees/Royalties/Fees (Specify)			
6	Concessions/Shop/Merchandise (Specify)			
7	Co-production fees			
8	Commissioning fees (Specify)			
9	Advertising			
10	Workshop fees, tuition, etc. (Specify)			
11	In-kind Earned and Contributed Revenues (Specify)			
12	Other Earned Revenue (Specify)			
13	TOTAL EARNED AND CONTRIBUTED REVENUES			Lines 2 to 12
14	PRIVATE SECTOR REVENUES			
15	Individual donations			
16	Corporate donations and sponsorship			
17	Special Events fundraising			
18	Foundations (Specify)			
19	In-kind Private Sector Revenues (Specify)			
20	Other Private Sector (Specify)			
21	TOTAL PRIVATE SECTOR REVENUES			Lines 15 to 20
22	PUBLIC SECTOR REVENUES			
24	BC Arts Council: Project (amount requested in this application)			
25	Government of BC: Community Gaming Grants (Specify)			
26	Government of BC: Other (Specify)			
27	Canada Council: Operating			
28	Canada Council: Project (Specify)			
29	Government of Canada: Dept. of Cdn. Heritage (Specify)			
30	Other Federal (Specify)			
31	Local Government (incl. Municipal and Regional Governments, Trusts, Band Councils, Regional Districts) (Specify)			
32	Employment Programs (Specify)			
33	Public Post-Secondary Institutions (Specify)			
34	Other Public Sector (Specify)			
35	In-kind Public Sector Revenues (Specify)			
36	TOTAL PUBLIC SECTOR REVENUES			Lines 24 to 35
37	TOTAL ALL REVENUES			Lines 13 + 21 + 36
38	SUMMARY			
39	TOTAL REVENUES			Line 37
40	TOTAL EXPENSES			Line 42 from Expense Sheet
41	SURPLUS/(DEFICIT)			Lines 39-40

IMPORTANT: WRITTEN STATEMENT AND SUPPORT MATERIAL
ALL APPLICANTS ARE REQUIRED TO READ THE
PROJECT ASSISTANCE GUIDELINES

The written statement, accompanied by the submitted support material, forms the basis of assessment for each application. Applications will be evaluated by a peer assessment jury against the program criteria, and the four areas of assessment.

In preparing their proposal, applicants should:

- For organizations: Consider and discuss how the project addresses their mandate, mission and values in each of the four areas of assessment.
- For all applicants: Consider and discuss how the applicant fulfills their artistic/curatorial objectives in each of the four areas of assessment.

All applicants should refer to [New Foundations: Strategic Plan for the British Columbia Arts Council 2018-2022](#) alongside the Assessment Criteria section of the **PROFESSIONAL PROJECT ASSISTANCE—Performing Arts GUIDELINES in preparing their proposals.**

Applicants are reminded that while they are asked to consider a number of possible criteria under each area of assessment, not all of the criteria will apply to each application; rather, they are examples of aspects that should be considered and addressed in the application if relevant to the applicant and the project being proposed.

The relative weight given to each of these areas of assessment is indicated in brackets.

1. Artistic Contribution and Significance (40%)
2. Engagement and Impact (25%)
3. Feasibility (25%)
4. Cultural Competency and Agility (10%)

Each applicant must submit the following written statement in five parts (maximum six pages total, font size 11 or larger, on single-side white paper without staples).

The BC Arts Council believes that artists and arts organizations are well placed to assess the work they produce. Applicants are encouraged to critically assess the challenges faced and the creative solutions under consideration.

1. Please describe the project for which you are requesting assistance, including:

- A brief summary of the project, including title if applicable/determined.
- The rationale and objectives underlying the project's artistic choices.
- A list of participants, according to area of responsibility for this project.
- Title, venues and dates, indicating confirmations, as applicable.

2. Please provide a profile of the applicant or applicants, including:

- The organization or collective's mandate, mission and values (as applicable) OR an artistic statement/profile from individual artists.
- A summary of the applicant's history in creating, developing, producing or disseminating arts activity in British Columbia.

3. Please outline up to three highlights of the applicant's past work, including how past work informs the proposed project, where applicable.

4. Please describe up to three aspects of the project that will impact or contribute to the arts community and/or broader public.

All projects are devised to involve particular artists, audiences, publics and/or communities. This question encourages the applicant to identify the particular artists, audiences, publics and/or communities involved and to show how the project will offer stimulating and varied forms of engagement. Engagement may include performance or other presentation, artistic development, discourse, outreach and/or education activity. If the project is a development project, describe its intended impact or contribution in terms of the types of engagement described above.

5. Please provide a statement outlining measures planned or taken to ensure successful realization of the project, both artistically and financially.
6. 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 a maximum one-page interim report on the status of the previous phase(s). *This may be in addition to the 6 pages of your application.*

The deadline for *Professional Project Assistance – Performing Arts* applications is **April 15, 2019**.

Applications are accepted by mail and must be postmarked **by Canada Post or a courier company no later than April 15, 2019**.

Applications may be hand delivered or delivered by courier to 800 Johnson Street, Victoria, BC, up to 4:00 p.m. on the deadline day.

Applications by email or fax will not be accepted.

Note: if the deadline falls on a weekend or statutory holiday, the deadline becomes the next business day.

NAME OF APPLICANT: _____

Performing Arts Support Material Sheet

This Performing Arts Support Material Sheet is required only if support material is submitted. Support material is optional but recommended.

Please submit a maximum of two items in one of the following formats:

DVD, CD, MP3 or MP4, score or script. Label each item with the applicant's name and "Item 1" or "Item 2". You must explain how the support material relates to the proposal. A maximum of 5 minutes of video or audio will be viewed by the committee. It is the applicant's responsibility to ensure that these samples will play/function properly.

ITEM 1

Title of work: _____

Applicant's credit/role: _____

Format: _____

URL: _____

Start viewing at Track number: _____ Time indicator: _____

Completion or recording date / venue: _____ / _____

How this material relates to your project:

Special instructions or notes: (for example, software required for playback)

ITEM 2

Title of work: _____

Applicant's credit/role: _____

Format: _____

URL: _____

Start viewing at Track number: _____ Time indicator: _____

Completion or recording date / venue: _____ / _____

How this material relates to your project:

Special instructions or notes: (for example, software required for playback)

Some jurors will take time to view applicant websites, although this is not required. If you have a website, provide the address here:

Support material will not be returned and will be circulated to the jury only at the time of the adjudication meeting.

APPENDIX A
(Required for Independent Collectives Applicants Only)

DECLARATION OF APPLICANT

(This should be the member of the independent collective who will receive the grant payment for the group, if successful.)

I, _____ of the city _____, in the Province of British Columbia, do solemnly declare that, to the best of my knowledge, the information given in this application is complete and true in every respect, and that I comply with all applicable requirements of the *Criminal Records Review Act*.

Furthermore I acknowledge that the personal information provided here is subject to the privacy provisions of the *Freedom of Information and Protection of Privacy Act* and that by signing this form I consent to its use as follows:

The personal information collected on this form is collected pursuant to Section 26(c) & (e) of the *Freedom of Information and Protection of Privacy Act* and will be used to administer the BC Arts Council Media Arts Professional Projects program and process your application. Successful award recipients' names, resident location and amount of the award will be published in the Annual Report of the BC Arts Council as well as in various communications and promotional vehicles of the BC Arts Council and Government of British Columbia. Social Insurance Numbers will be disclosed to Canada Revenue Agency through the issuance of T4As. Any questions about the collection, use and disclosure of personal information should be directed to the BC Arts Council at the contact information listed on the first page of this form.

Date (yyyy/mm/dd)

Signature of Applicant

Taxable Income

Grants are taxable income and must be reported as such. Individual grant recipients and individuals receiving grants on behalf of a collective are issued T4As for the calendar year in which the grant payment is processed.

Applicants are urged to obtain independent legal or tax advice regarding how grant funds may impact their personal income tax.

Application Checklist

It is the applicant's responsibility to ensure applications are complete and all application requirements are included. The BC Arts Council will not contact applicants to address errors in applications or missing application requirements, including support material, other than that required to determine eligibility. Eligible applications and any supporting material will be assessed as they have been submitted.

Application packages must be assembled in the order listed below.

The application should be printed on single-sided, standard letter-sized white paper and submitted unbound and without staples. Before you submit your application, ensure that you have included the following:

For all applicants:

- A signed, completed *Professional Project Assistance- Performing Arts* application form (Page 1) including a balanced project budget, using the budget form provided (*including detailed notes, either in the form or on a separate page as needed*).
- A written statement of no more than 6 pages, font size 11 or larger, which addresses all application questions and includes details of the proposed project.
- Print material supporting the history of the applicant's development, creation, production, or dissemination of their discipline in British Columbia, including any appropriate press or critical documentation, to a maximum of 3 pages.
- Maximum 250-word bio for each member of the project's creative team. *Please do not send CVs.*
- Two letters of reference from established professionals familiar with the work of the organization, artist, collective, group, or ensemble (*for applicants who have not previously received funding through this program only. Letters of support are optional for previous recipients of awards under this program*). *Please complete the table below.*

LETTERS OF REFERENCES (For applicants that have not previously received funding through this program.)			
Please list the name and address of two professional references:			
Name	Address	Telephone	Occupation
(1) _____	_____	_____	_____
(2) _____	_____	_____	_____

- An interim report (max. 1-page) on earlier phases of this project funded through the BC Arts Council that are still underway and for which you have not yet submitted a final report, as applicable.
- A completed Application Checklist.

For independent artists, collectives, groups and ensembles (in addition to the above):

- A signed, completed copy of Appendix A (*Individual, Ensemble and Collective Applicants Only*)

For registered, non-profit organizations only:

- An operating budget for the season in which your proposed project takes place
- A list of the organization's current board of directors or trustees, including their occupations and start dates
- A list of administrative and artistic/curatorial staff or significant contractors, giving name and title or principal responsibility and indicating if permanent/seasonal and full/part-time
- One copy of the organization's most recent Financial Statements; see Guidelines for details

Support Material (optional but strongly recommended). See Guidelines for details and required formats:

- Performing Arts Support Material Sheet (Page 6)
- Audio/visual support material.
- For new work: Script or score samples (20 pages Maximum), or examples of preliminary movement research.

In the case of unincorporated independent collectives, a key contact person (listed as the submitting officer) will be held responsible for the application. If the application is successful, the key contact person will receive payment of the award on behalf of the group and must submit a final report upon completion of the project.

Please submit this page with your application.