



APPLICATION FORM
PROFESSIONAL PROJECT ASSISTANCE – Youth Engagement Program
Application Deadline: 2018/19

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:

Name: _____

Title: _____

President Board Chair

Name _____

Most recent BCAC Project Award (if applicable):

Program: _____

Year: _____ Amount: \$ _____

In submitting this application, we the undersigned hereby declare that:

- a. the applicant meets all of the criteria of fundamental eligibility for this program;
- b. to the best of our knowledge and belief the information provided in this application is complete and true in every respect;
- c. 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
- d. 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;
- e. this application has been approved by the board of directors of the society, if applicable;
- f. the applicant is committed to providing safe and respectful working conditions and to fostering a workplace free from discrimination, harassment and sexual misconduct;
- g. 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) 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.

Signature of Submitting Officer _____

Signature of President / Board Chair _____

Date Signed: _____

Date Signed: _____

FOR NON-PROFIT SOCIETIES

BC Society Act #:

Date Registered (yyyy/mm/dd):

Federal Charitable Tax # (if applicable):

Fiscal Year End (mm/dd): _____

- Arts Training
- Community Arts
- Dance
- Literary Arts and Periodicals
- Media Arts
- Museums
- Music
- Publishing
- Theatre
- Visual Arts

Total **Project Budget** (Total Expenses):

\$

Total **Operating Budget**

\$

\$

(Previous Year)

(Current Year)

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

Required Documents:

- All items on checklist on page 5

Choose one:

- Category I
- Category II

DETAILED EXPENSES

Omit cents

Please refer to program guidelines for ineligible expenses. Please identify in-kind expenses to correspond with in-kind revenues.

Please include 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	PRODUCTION EXPENSES		
2	Salaries: Artists		
3	Technicians/Curators		
4	Contracts Fees: Artists		
5	Other (Specify)		
6	Materials: (Specify)		
7	"		
8	"		
9	Technical Expenses: (Specify)		
10	"		
11	Royalties		
12	Rehearsal Space		
13	Other Expense: (Specify)		
14	"		
15	"		
16	Other (In-Kind) (Specify)		
17	TOTAL PRODUCTION EXPENSES		Lines 2 to 16
18	ADMINISTRATIVE EXPENSES		
19	Salaries: Administrator		
20	Support Staff		
21	Benefits		
22	Office Rent		
23	Office Supplies		
24	Equipment Rental/Maintenance		
25	Other (Specify)		
26	Other (In-Kind, etc) (Specify)		
27	TOTAL ADMINISTRATIVE EXPENSES		Lines 19 to 26
28	TOTAL ALL EXPENSES		Lines 17 + 27

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 revenues to correspond with in-kind expenses.

Provide detailed notes as required, either in the 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 REVENUES			
2	Single Admissions			
3	Discounted Admissions			
4	Guarantees			
5	Concessions/Gift Shop			
6	Publications			
7	Program Advertising			
8	Workshop Fees, tuition, etc.			
9	Other (Specify)			
10	TOTAL EARNED REVENUES			Line 2 to 9
11	PRIVATE SECTOR REVENUES			
12	Fundraising: Corporate			
13	Individuals			
14	Sponsors			
15	Foundations (Specify)			
16	Endowment Income			
17	Bank Interest			
18	Fundraising Special Events			
19				
20	Other (In-Kind, etc.)			
21	TOTAL PRIVATE SECTOR REVENUES			Line 12 to 20
21	GRANT REVENUES			
23	BC Arts Council: Operating			
24	Project			
25	Government of BC: Other			
26	Canada Council: Operating			
27	Project			
28	Touring			
29	Other			
30	Dept. of Canadian Heritage			
31	Federal Employment Programs			
32	Other Federal			
33	Local Government (including Band Councils, School Districts, Regional Districts)			
34	Community Gaming Grants			
35	Other (Specify)			
36	TOTAL GRANT REVENUES			Line 23 to 35
37	TOTAL ALL REVENUES			Line 10 + 21 + 36
38	SUMMARY			
39	TOTAL REVENUES			Line 37
40	TOTAL EXPENSES			Line 28 (p. 2)
41	SURPLUS/ (DEFICIT)			Line 39 - 40

WRITTEN STATEMENT YOUTH ENGAGEMENT PROGRAM

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, the core values and goals of the BC Arts Council and the three areas of assessment.

In preparing their proposal, applicants should:

- Consider and discuss how the project addresses their mandate, mission and values through each of the three areas of assessment.
- Consider and discuss how the project fulfills their artistic/curatorial objectives through each of the three areas of assessment.

All applicants should refer to the core values and directions of the [BC Arts Council's Strategic Plan 2018-22](#) alongside the Assessment Criteria section of the PROJECT ASSISTANCE – YOUTH ENGAGEMENT PROGRAM 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 other 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/Curatorial Achievement (50%)
2. Community Engagement (25%)
3. Feasibility (25%)

The BC Arts Council believes that artists and arts organizations are well placed to assess the work they produce. As a result, an essential element of each written statement is insightful, critical self-reflection. Jury members want to understand the applicant's assessment of the challenges faced and the creative solutions under consideration. Each applicant must submit a written statement that addresses the following, in order, to a maximum of 4 pages total.

1. A brief description of your project. Include the intended age range and approximate numbers of children or youth who will be involved as participants and/or audience. Describe its significance to the participants/audience and the organization.
2. Your organization's mandate, mission, and history.
3. A brief description of your current or recent programming for children and/or youth.
4. A proposed timeline and plan for the project. Include a description of the terms of engagement with the participating artist(s), children and youth, and any partners involved.
5. A statement outlining your organization's policies and/or processes to support and protect the physical, educational and development needs and safety of young people participating in the project, as appropriate. Existing policy documents may be included as optional support material.
6. If this is intended to be a recurring or ongoing project or program, explain how you will sustain and support it over the longer term.

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:

- A signed, completed Application Form – Youth Engagement Program (page one).
- A written statement of no more than four pages, font size 11 or larger, on single-sided white paper without staples.
- Biographies of lead participating artists (max. 250 words). Please do not submit CVs.
- A list of the organization's current board of directors including their start dates and occupations.
- A list of administrative and artistic/curatorial staff or significant contractors, giving name and title or responsibility (indicate if permanent/seasonal and full-time/part-time/volunteer).
- Letters from any partnering organizations, if applicable, confirming the nature of their participation.
- A detailed project budget, using the template provided, including separate notes if required.
- An operating budget(s) for the fiscal year(s) in which the project takes place, demonstrating funding from sources other than the BC Arts Council, such as earned revenue, federal and local government support, and private sector contributions.
- One copy of the organization's most recent Financial Statements.
- Existing policy documents addressing the organization's policies and/or processes relating to the physical, educational and developmental protection and safety of young people may be included with the application, as available and appropriate to the project. You must also respond to Question 7, above.

For applicants applying under Category II ONLY:

- A print out of the email from the YEP program officer confirming your eligibility.

Eligibility must be confirmed with appropriate YEP program officer prior to application.

The deadline for Project Assistance – Youth Engagement Program applications is **January 15, 2019.**

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