



APPLICATION FORM
PROFESSIONAL PROJECT ASSISTANCE - Co-op Placements
Application Deadline: December 1, 2018

If, as of the deadline date, you have an outstanding final report, you are 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:

- 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) 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 (organizations only) _____

Signature of President / Board Chair _____

Date Signed: _____ Date Signed: _____

FOR COLLECTIVES ONLY

Social Insurance Number of lead applicant: _____

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

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

Please identify the discipline area in which you normally apply for funding:

Arts Training Community Arts Dance Literary Arts and Periodicals

Media Arts Museums Music Publishing Visual Arts

Required Documents:

All items on checklist on page [#]

Budget – Co-op Placements

All applicants must complete the budget forms provided. Please identify in-kind expenses to correspond with in-kind revenues and ensure the submitted budget is balanced.

NOTE: This is a generic form. Not all fields will apply to all projects. Please provide additional budget notes as warranted.

DETAILED EXPENSES

Omit cents

Please refer to program guidelines for eligible expenses.

EXPENSES		Project Forecast	Do not write in this column
1	PROJECT EXPENSES		
2	Student salary		
3	Related Mandatory Employment Related Costs and benefits		
4	Supplies and materials:		
5			
6			
7	Professional development expenses, including travel		
8	Other (in-kind, etc.) (Specify)		
9	Other (in-kind, etc.) (Specify)		
10	TOTAL PROJECT EXPENSES		Lines 2 to 9

DETAILED REVENUES

Omit cents

Please indicate whether revenues are confirmed or pending at time of application by inserting a C or a P in the designated column.

REVENUES		C/P	Project Forecast	Do not write in this column
1	PROJECT REVENUES			
2	Applicant contribution			
3	BC Arts Council Project (amount requested with this application)			
4	Other (in-kind, etc.) (Specify)			
5	Other (in-kind, etc.) (Specify)			
6	TOTAL PROJECT REVENUES			
7	SUMMARY			
8	TOTAL REVENUES			Line 6
9	TOTAL EXPENSES			Line 10 above
10	SURPLUS/(DEFICIT)			Line 8-9

Project Information Sheet – Co-op Placements

Please complete the following.

Co-op position (job title):

Institution(s) where Co-op student is being sought:

Project start date:

Project end date:

Duration in weeks:

Total number of hours:

Hourly wage:

/hr

Written Statement

Please provide the information requested below. Applicants are reminded to clearly address the intentions of the Co-op Placement program along with the assessment criteria presented in the Application Guidelines when drafting their written statement. Please note the entire statement should be no longer than 3 pages.

1. Please provide a profile of the applicant, including:
 - a. The organization's history, mandate, mission and expertise, including human resource capacity to manage the position.
 - b. The organization's recent and current artistic programming and upcoming activities relevant to the proposed placement.

2. Please provide a brief statement describing the proposed co-op work term position, including a description of the objectives and intention of the placement. The statement should provide details of the following:
 - a. The learning objectives for the student
 - b. The potential impact of the proposed project for the student
 - c. The anticipated impact of the position on the organization's artistic achievement, community engagement and/or capacity building activity.
 - d. If the student will be undertaking a special project or working on a specific program, please provide details.

Please see the Program Guidelines for complete Application Requirements.

An Application Checklist is included on the following page.

APPLICATION CHECKLIST

Before you submit your application, ensure that you have included all of the following application requirements.

The application should be printed on single-sided, standard letter-sized white paper and submitted unbound and without staples.

Submitted materials will not be returned.

- A signed, completed Application Form – Co-op Placements, including a balanced project budget, using the template provided.
- A Project Information Sheet, using the template provided.
- A written statement of no more than three pages, font size 11 or larger on single-sided white paper with one inch margins and without staples.
- Notes to the budget, if applicable.
- A detailed schedule/timeline and work plan for the project (maximum 2 pages).
- A separate job description, including qualifications and duties, for the proposed Co-op Placement position.
- An organizational operating budget for the fiscal year in which the project takes place that demonstrates funding from sources other than the BC Arts Council, such as earned revenue, federal and local government support, and private sector contributions.
- 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).
- Letters from any partnering organizations, if applicable, confirming the nature of their participation.
- Letters from the Co-op or Work-Integrated Learning program(s) from which the student is being sought, if available.
- One copy of the organization's most recent Financial Statements (see guidelines).

The deadline for **Project Assistance - Co-op Placements** applications is
December 1, 2018

Applications are accepted by mail and must be postmarked
by Canada Post or a courier company no later than December 1, 2018.

Applications may be hand delivered or delivered by courier to
800 Johnson Street, 1st Floor, 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.**