

APPLICATION FORM

OPERATING ASSISTANCE – ANNUAL STATUS - Arts Periodicals

Application Deadline: March 15

Please read Program Guidelines before completing form.	PLEASE CHOOSE ONE: Print Periodicals <input type="checkbox"/> Electronic Periodicals <input type="checkbox"/>
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ORGANIZATION NAME (Legally Registered Name) _____	
MAILING ADDRESS: _____	
Telephone: _____	Email: _____
Website: _____	
Submitting Officer (Print Name) _____ Title _____ Telephone _____ E-mail _____	Editor (Print Name) _____ Board Chair <input type="checkbox"/> President <input type="checkbox"/> _____ (Print Name)

FOR BCAC USE ONLY:
FILE # _____
GRANT REQUESTED \$ _____
LAST OPERATING GRANT \$ _____ (yyyy/mm)
TOTAL OPERATING BUDGET \$ _____ Previous year \$ _____ Current year

<u>DECLARATION</u>	
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. this application has been approved by the board of directors of the society;	
c. to the best of our knowledge and belief the information provided in this application is complete and true in every respect;	
d. the society 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 to the society;	
e. the society 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;	
f. the society 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;	
<i>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.</i>	
If you have questions about the collection, use, or disclosure of personal information please contact: Director, BC Arts Council, 800 Johnson Street, Victoria, BC, V8W 9W3 Phone: (778) 698-3533	
_____ Signature of Submitting Officer	_____ Signature of Board Chair / President
_____ Date signed	_____ Date signed

BC SOCIETY ACT #: _____
DATE REGISTERED (yyyy/mm/dd) _____
FEDERAL CHARITABLE TAX # (if applicable) _____

FISCAL YEAR END _____ (mm) (dd)
FORMS WILL NOT BE ACCEPTED UNLESS SIGNED BY THE SOCIETY'S SUBMITTING OFFICER AND THE PRESIDENT OR BOARD CHAIR
THE BC ARTS COUNCIL REQUIRES ALL DOCUMENTATION LISTED ON PAGE 4

WRITTEN STATEMENT

The written statement, accompanied by the financial and statistical information submitted on the attached pages, forms the basis of assessment for each application. Applications will be evaluated by a peer Advisory Committee 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 they fulfill their mandate, mission and values through the pursuit of excellence in each of the three areas of assessment.
- Respond to the core values and goals of Council in considering and discussing each of the three areas of assessment as they relate to the applicant's mandate, mission, values and activity.

All applicants should refer to the core values and goals of [New Foundations: Strategic Plan for the British Columbia Arts Council 2018-2022](#) alongside the Assessment Criteria section of the OPERATING ASSISTANCE PROGRAM – ARTS PERIODICALS 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 organization and its work.

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

1. Organizational Profile (2 pages maximum)
2. Artistic/Editorial Achievement (50%)
3. Community Engagement (25%)
4. Organizational Capacity (25%)

Each applicant must submit the following written statement in four parts (maximum 12 pages total, font size 11 or larger on single-sided white paper with one-inch margins and without staples).

Part 1: Organizational Profile: (2 pages maximum, bullet format may be used, if appropriate.)

This section gives the peer Advisory Committee a snapshot of the organization's structure and history. Please note that some Advisory Committee members may be more familiar with your organization than others.

1. *Describe your organization's history, mandate, mission and core values.*
2. *Outline your organization's management, board/editorial advisory board, and staff structure.*
3. *Describe how each of your facilities (administrative, storage, programming, exhibition, etc.) is held and managed (own, rent, lease).*
4. *Outline the organization's funding history (BC Arts Council, Canada Council, Department of Canadian Heritage, local government, gaming, etc.)*
5. *Identify, using percentages, your organization's revenue structure (Earned Revenue %, Private Sector %, Public Sector %, for both the current year and the year for which you are applying).*
6. *Outline the periodical's submission guidelines and editorial selection process.*
7. *For electronic periodicals only, please provide the URL.*

Part 2: Artistic/Editorial Achievement (50%)

This section to be written by the Editor-in-Chief or equivalent, identified at the top of the section.

The Advisory Committee will assess the professional artistic/editorial activity of the periodical, acknowledging the range of practices that may exist.

WRITTEN STATEMENT continued

1. *Briefly describe the highlights, challenges and opportunities from the last completed year's and the current year's artistic/editorial programming.*
2. *Outline the proposed program(s) for the next year for which assistance is requested. Describe how the activities and artists/contributors chosen reflect the organization's artistic/editorial vision. If your organization plans to develop new work or activities in the forecast year, outline the specific development processes.*
3. *Please outline up to three examples of how self-reflection on recent activities influenced the proposed programs and artistic/editorial choices.*
4. *Describe up to three recent initiatives that support the artists and artistic practice associated with the organization.*
5. *Outline the periodical's policy with respect to the use of contributors' writing and intellectual property and indicate rates paid to writers, artists and other collaborators.*

Part 3: Community Engagement (25%)

This section to be written by the Editor-in-Chief or equivalent, identified at the top of the section.

The Advisory Committee will assess the periodical's engagement with and impact on its identified artistic communities; the broader arts and cultural community; and its audiences and/or publics.

1. *Outline your organization's overall approach to community engagement.*
2. *Provide up to three recent examples that demonstrate your organization's community engagement activities. Describe the impact, opportunities and challenges of these activities.*
3. *Describe the engagement relationships and activities your organization proposes to develop over the forecast year. Describe the anticipated impact, opportunities and challenges of these relationships and activities.*

Part 4: Organizational Capacity (25%):

The Advisory Committee will assess the organization's management, leadership and human resources, including policies, planning and governance, as they contribute to the sustainability, resilience, capacity and/or a growing recognition of the periodical, as well as realistic planning supported by informed and active directors or trustees.

Numbers 1-3 to be answered by the Editor-in-Chief or equivalent, identified at the top of the section.

1. *Outline the organization's current financial position, addressing any existing or projected deficit or surplus and plans regarding the elimination of debt or the intended use of surpluses.*
2. *Provide concise descriptions of three factors that have influenced your organization's current capacity and sustainability.*
3. *Provide concise descriptions of the major challenges or opportunities facing your organization, along with the solutions and steps under consideration to address them.*

Number 4 to be answered by the Board Chair or equivalent, identified at the top of the section.

4. *What is the role of the board in fostering a healthy, sustainable workplace and robust organizational capacity? Provide up to three examples of its active role in supporting the organization's artistic and organizational development.*

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 Operating Assistance – Arts Periodicals application form.
- A written statement (see pages 2-3) of no more than 12 pages, *including* a 2 page Organizational Profile (Part 1).
- A list of the organization's current board of directors, editorial advisory board, trustees or board of management, including their occupations and start dates.
- A list of administrative and artistic/editorial staff or significant contractors, giving name and title or responsibility (include if permanent/seasonal and full-time/part-time).
- One copy of any recently prepared planning and policy documents, if not previously submitted. These will be made available to the Advisory Committee at the time of adjudication.
- Two copies of your organization's most recent Financial Statements (*see Guidelines*).
- Completed Summary of Publications for Current and Projected Fiscal Years.
- Updated Circulation and Financial Data - Appendix 1 (Form A – Print Magazines OR Form B – Electronic Magazines). This form should be updated from the applicant's previous submission in March 2018.
- Two copies of your organization's most recent Financial Statements (*see Guidelines*).
- Six copies of two selected issues or editions published over the past year or, for electronic periodicals only, specific URLs for electronic content over the past year.

Support material will not be returned.

The deadline for applications for
Operating Assistance Program – Arts Periodicals
is **March 15, 2019**

Applications are accepted by mail and must be postmarked by **Canada Post or a courier company** no later than March 15, 2019. Applications may also be hand delivered or delivered by courier to 800 Johnson Street, Victoria, B.C., up to 4:00 p.m. on the deadline day.

Emailed or faxed applications will not be accepted.

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

SUMMARY OF PUBLICATIONS

CURRENT FISCAL YEAR

Fiscal Year: 201__/____ (please enter the appropriate year)

Please provide the requested information for issues/editions published in your current fiscal year.

Name/Vol. No. or URL of Issue/Edition	List of Select Contributors, including role (authors, artists, illustrators, etc.)	Description of issue (theme or genre focus)	No. of Pages (for print only)

SUMMARY OF PUBLICATIONS

PROJECTED FISCAL YEAR

Fiscal Year: 201__/____ (please enter the appropriate year)

Please provide the requested information for issues/editions proposed for your next fiscal year.

Name/Vol. No. or URL of Issue/Edition	List of Select Contributors, including role (authors, artists, illustrators, etc.)	Description of Issue (theme or genre focus)	No. of Pages (for print only)