

**APPLICATION FORM**  
**OPERATING ASSISTANCE - ANNUAL STATUS - Professional Arts Training**  
**Application Deadline: March 15**

<b>Please read Program Guidelines before completing form.</b>	<b>CADAC ID #:</b> _____
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<b>ORGANIZATION NAME</b> (Legally Registered Name) _____	
<b>MAILING ADDRESS:</b> _____	
Telephone: _____ Email: _____	
Website: _____	
Submitting Officer (Print Name) _____ Title _____ Telephone _____ E-mail _____	Artistic Director (Print Name) _____ Board Chair <input type="checkbox"/> President <input type="checkbox"/> _____ (Print Name) _____

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

<b>DECLARATION</b>	
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

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

<b>FISCAL YEAR END</b> _____ (mm)                      (dd)
<b>FORMS WILL NOT BE ACCEPTED UNLESS SIGNED BY THE SOCIETY'S SUBMITTING OFFICER AND THE PRESIDENT OR BOARD CHAIR</b>
<b>THE BC ARTS COUNCIL REQUIRES ALL DOCUMENTATION LISTED ON PAGE 5</b>

## WRITTEN STATEMENT

The written statement, accompanied by the financial and statistical information submitted through CADAC and 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 – PROFESSIONAL ARTS TRAINING ORGANIZATIONS 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 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 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 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 years for which you are applying).*

**WRITTEN STATEMENT continued****Part 2: Artistic Achievement (50%)**

This section to be written by the Artistic Director or equivalent, identified at the top of the section.

The Advisory Committee will assess the achievement of professional artistic/training activities, acknowledging the range of practices that may exist.

1. *Briefly describe the highlights, challenges and opportunities from the last completed year's and the current year's programs.*
2. *Outline the proposed program(s) for the next year. Describe how the activities and artists chosen reflect the organization's artistic/training vision. If your organization plans to develop introduce new programs 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 proposed programs and artistic/curriculum choices.*
4. *Describe up to three recent initiatives that support the artists and training programs associated with the organization.*

**Part 3: Community Engagement (25%)**

This section to be written by the Artistic Director or equivalent, identified at the top of the section.

The Advisory Committee will assess in the organization'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/or activities your organization proposes to develop over the next year (the year for which assistance is requested). 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 organization, as well as realistic planning processes supported by informed and active trustees.

Numbers 1-3 to be answered by the Artistic Director 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 (written by the General Manager, or equivalent, identified at the top of the section).*
2. *Provide concise descriptions of three factors that have influenced your organization's current capacity and sustainability (written by the General Manager or equivalent, identified at the top of the section).*
3. *Provide concise descriptions of the major challenges or opportunities facing your organization, along with the solutions and steps under consideration to address them (written by the General Manager or equivalent, identified at the top of the section).*

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.*

## **CADAC (Canadian Arts Data/Données sur les arts au Canada)**

The BC Arts Council collects financial and statistical information through a national online database called CADAC (Canadian Arts Data/Données sur les arts au Canada). This system enables arts organizations applying for operating funding from public funders who are members of CADAC to submit their financial and statistical information in the same format.

You must use the CADAC Financial Form for Arts Organizations and the Statistical Form for Arts Organizations to submit your financial and statistical information for the years outlined below.

In addition to the hard copies submitted with your application, your organization's Financial Statements must be submitted to CADAC to be reconciled against the Last Year Actuals you have entered in the database. The Last Year Actuals entered in CADAC must be reconciled and locked by CADAC staff prior to adjudication.

**Accurate assessment of your organization's request to the BC Arts Council depends upon you providing this financial and statistical information to CADAC in sufficient time for reconciliation and validation.**

Contact your program officer for details. New applicants should discuss CADAC requirements with their program officer.

### **HOW TO SUBMIT**

To submit your financial and statistical information for this application, you must use the *CADAC Financial Form for Arts Organizations* and the *Statistical Form for Arts Organizations* at [www.thecadac.ca](http://www.thecadac.ca).

You are required to update or submit:

- financial information for **the last three years, including the current year, and for the year(s) for which you are applying.**
- statistical information for **the last three years, including the current year, and for the year(s) for which you are applying.**

**\* Please note that draft entries in CADAC are not visible to BC Arts Council. Your application will be considered incomplete unless you convert the draft CADAC entries to submitted status by the grant deadline.**

**Follow these steps to download, complete, upload and submit the CADAC Financial Form for Arts Organizations and the Statistical Form for Arts Organizations:**

#### **STEP 1**

Register your organization with CADAC at [www.thecadac.ca](http://www.thecadac.ca) as early as possible to ensure that you have enough time to assemble the required financial information.

#### **STEP 2**

Consult the *CADAC User Guide* and the Video Tutorials.

#### **STEP 3**

Enter and submit your financial and statistical information directly in CADAC.

Please note that you may still download, complete, upload and submit the *CADAC Financial Form for Arts Organizations* but the *Statistical Form for Arts Organizations* is now only available to download for printing; statistical information must be entered directly in CADAC.

Repeat this step as needed to add to or change your financial or statistical information or if you are filling out the form for another year.

#### **STEP 4**

Upload the required signed financial statements to CADAC if you have them in an electronic version.

If not, mail your signed copies to CADAC at:

CADAC FINANCIAL STATEMENTS SUBMISSION 350 Albert Street, P.O. Box 1047, Ottawa, ON K1P 5V8

### 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, using font size 11 or larger, and submitted unbound and without staples.**

- A signed, completed Operating Assistance – Professional Arts Training Application Form, including CADAC ID number
- A written statement (see page 2) of no more than 12 pages, *including* an Organizational Profile (Part 1) of up to 2 pages
- A list of the organization's current board of directors, trustees or board of management, including their occupations and start dates
- A list of administrative and artistic/instructional 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*).
- A complete list and description of courses of professional studies offered for which assistance is sought, including the level of instruction, numbers of students enrolled, and lists of successful recent graduates of these programs.
- Documentation of teaching and program history, and information on the credentials and artistic background of principals in the organization
- Documentation that the organization is working in a complementary way with other organization(s) in its geographic or artistic community, or documentation showing why such collaboration is not feasible
- Documentation of the following:
  - total enrolment statistics for the past three fiscal years
  - process(es) of identifying and selecting students with the potential for a professional career, including auditions or portfolio assessments or their equivalents
  - specific processes of training and mentoring these students
  - maintenance of a consistently high standard of professionalism in all areas of activity, including the use of a written syllabus with a specific curriculum and professional standards of instruction
  - fully-qualified, professional teaching staff who are current or past professional practitioners/artists in their disciplines
  - instruction in a variety of forms and techniques current in the discipline
- Six copies of the most recent syllabus and/or brochure

Also ensure that:

- All required financial and statistical information has been entered and uploaded to CADAC for reconciliation and validation

The deadline for applications for  
*Operating Assistance – Professional Arts Training Organizations* 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.

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.