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APPLICATION FORM
OPERATING ASSISTANCE – Professional Performing Arts Organizations
Application Deadline: April 1

<p>Please read Program Guidelines before completing form.</p> <p>PLEASE CHOOSE ONE: <input type="checkbox"/> Dance <input type="checkbox"/> Music <input type="checkbox"/> Theatre</p>	<p>CADAC ID:</p>
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ORGANIZATION NAME (Legally Registered Name)
MAILING ADDRESS:
Telephone: _____ Email: _____
Website: _____

FOR BCAC USE ONLY: FILE #
GRANT REQUESTED \$
LAST OPERATING GRANT RECEIVED \$
yyyy/mm

DECLARATION

Submitting Officer President Board Chair

_____ (print name) _____ (print name)

_____ (print title)

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

- the applicant meets all of the criteria of fundamental eligibility for this program;
- this application has been approved by the board of directors of the society;
- to the best of our knowledge and belief the information provided in this application is complete and true in every respect;
- 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;
- 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;
- the society 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;

The information on this application is collected in accordance with Section 26 (c) and (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, 800 Johnson Street, Victoria, BC, V8W 9W3 Phone: (778) 698-3533

Signature of Submitting Officer

Signature of President / Board Chair

Date signed

Date signed

TOTAL OPERATING BUDGET
\$ _____ \$ _____ previous current year year
FISCAL YEAR END
mm/dd
BC SOCIETY ACT #
Date registered
FEDERAL CHARITABLE TAX # (if applicable)

Are you applying for Enhanced Capacity Assistance?
If yes, please indicate amount:
<input type="checkbox"/> \$15,000 <input type="checkbox"/> \$30,000

Enhanced Capacity Deadline Date: April 1
 See Guidelines for details. Information to complete your application for Enhanced Capacity is included as an [Addendum](#) to this form.

REVISED QUESTIONS/WRITTEN STATEMENT

The written statement, accompanied by the financial and statistical information submitted in CADAC and on the attached pages, forms the basis of assessment for each application.

In preparing their proposal, applicants should consider and discuss how they fulfill their mandate, mission and values through each of the four areas of assessment.

Applications will be assessed against the Assessment Criteria outlined in the [Program Guidelines](#). 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.

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 Context: (2 pages maximum, bullet format may be used)

This section gives the peer Advisory Committee a snapshot of the organization's structure, history and context.

1. **Overview:** Describe your organization's history, mandate, mission, vision and core values.
2. **Structure:** Outline your organization's management, board, and staff structure.
3. **Funding overview:** What is your organization's public funding history? Identify the public funding agencies (BC Arts Council, Canada Council, Department of Canadian Heritage, local government, Gaming, etc.), that support your organization and when funding began.
4. **Facilities:** Describe how each of your facilities (administrative, storage, programming, exhibition, etc.) is held and managed (own, rent, lease). What challenges and opportunities are provided by your facilities?
5. **Role:** How does your organization see its role in B.C.'s arts community? Describe the cultural, artistic and geographic communities (local, regional, provincial, national and international) your organization serves and engages with.

Part 2: Main Statement

2.1 (Questions 1-7) – To be written by the Artistic Director or equivalent, identified at the top of the section.

1. **Recent programming:** What were the artistic highlights, risks, challenges and opportunities from your last funding cycle or, for new applicants, your last two years of programming?
2. **Proposed programming/activities:** What is your proposed artistic program for the year for which assistance is requested? Provide an overview of the rationale for your programming choices, including up to three examples of how self-reflection on recent activities influenced the proposed programs and artistic/curatorial choices.
3. **Contribution to artistic/cultural practice:** How does your programming contribute to your art form and artistic or cultural community? Include activity at a local, regional, national and/or international level. Provide up to three examples of recent initiatives.
4. **Public/community relationships:** What are your organization's strategies for building and strengthening relationships with your community, including a broad and diverse public, as related to your mission? Describe up to three highlights.

WRITTEN STATEMENT – Continued**5. Commitment to Indigenous artists and communities:**

- a) How does your organization reflect the diversity of Indigenous artists and communities in your region and the province, through your artistic vision and programming choices, your community engagement activities, and/or your organizational and governance structures?
- b) How are you addressing equity and cultural safety for the Indigenous practitioners and communities you collaborate with?

Consider, among other elements, how you work to ensure that appropriate protocols are being observed.

6. Commitment to diversity:

- a) How does your organization reflect the diversity of the province, your region and/or community, through your artistic vision and programming choices, your community engagement activities, and/or your organizational and governance structures?
- b) How are you addressing equity and cultural safety for the diverse artists and communities you work with?

Consider in particular your organization's commitment to and relationship with underserved artists and organizations, culturally diverse groups, and regionally-distinct cultural communities, including artists and members of the public.

7. Support for B.C. artists: How does your organization support B.C. artists?**2.2 (Questions 8-10) – To be written by the General Manager or equivalent, identified at the top of the section.**

- 1. Financial position:** What is your organization's current financial position? Address any existing or projected deficit or surplus and plans regarding the elimination of debt or the intended use of surpluses and/or reserved funds.
- 2. Strategic analysis:**
 - a) What factors have influenced your organization's current sustainability, resilience and capacity?
Provide up to three examples.
 - b) What are the major challenges or opportunities your organization anticipates facing in the near future?
How will they be addressed?
- 3. Staffing and human resources:** What is the role of management in fostering a healthy, sustainable workplace and supporting the organization's artistic and organizational development through robust HR policies, recruitment and succession strategies? Consider how your organization reflects the diversity of its community within its leadership and staff makeup.

2.3 (Questions 11-12) – To be written by the Board Chair or equivalent, identified at the top of the section.

- 1. Governance and leadership:** What is the role of the board in fostering a healthy, sustainable workplace and supporting the organization's artistic and organizational development? Discuss the board's role in identifying and responding to issues such as accountability, financial monitoring and policy development, particularly human resource policies relating to cultural safety and respectful workplaces.
- 2. Recruitment and succession:** What are the recruitment and succession strategies for board and senior management positions? Consider how your organization reflects the diversity of its community within its governance makeup.

Part 3: Further context: If there is anything essential to the Advisory Committee's understanding of your organization or this application that has not been asked, please provide it here. (Maximum 1 page – included in 12 page total)

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.

Your organization's financial statements must also 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.

You are required to submit:

- Financial and statistical information for the **last three years, including the current year, and for the next projected year ONLY**
- statistical information for the **last three years, including the current year, and for the next projected year ONLY**

*** 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 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

Operating Assistance – Professional Performing Arts Organizations
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 single-sided, on standard letter-sized white paper and submitted unbound and without staples.

- A signed, completed Operating Assistance – Professional Performing Arts Organizations application form, including CADAC ID number.
- A written statement in four parts, responding to all questions on pages 2-4, of no more than 12 pages.
- A list of the organization's current board of directors or governing body, including their occupations and start dates.
- A list of administrative and artistic or significant contractors, giving name and title or responsibility (include if permanent/seasonal and full-time/part-time).
- A completed SUMMARY OF MAJOR ACTIVITIES AND PROGRAMS (pages 7-8) for current fiscal year and for the projected fiscal year.
- One copy of any recently prepared planning and policy documents bound or stapled. 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 completed Application Checklist.
- Enhanced Capacity Assistance submission (*for Enhanced Capacity applicants only*).

Also ensure that:

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

Organizations applying for Enhanced Capacity Assistance

Please paperclip your full Enhanced Capacity Assistance submission together and submit it in the following order:

- A completed Enhanced Capacity Assistance Proposal Form
- An Enhanced Capacity written proposal (maximum 3-pages)
- A separate budget outlining expenses and revenues for each year of the proposed initiative (max. 1 page)

AND, if the proposal includes:

Hiring new personnel under any component of the program:

- A single page job description for the position(s).

Significant new artistic collaborations:

- Bios of commissioned or significant collaborating artists. Please do not submit CV's.
- Confirmation of participation by collaborators

Capital requests:

- Two competitive quotes for proposed capital improvement(s) or equipment purchase(s)

The deadline for
Operating Assistance Program – Professional Performing Arts Organizations
applications is **April 1.**

Applications are accepted by mail and must be postmarked **by Canada Post or a courier company** no later than April 1. 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 received 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.

SUMMARY OF MAJOR ACTIVITIES – PROFESSIONAL PERFORMING ARTS ORGANIZATIONS

CURRENT FISCAL YEAR (please add one additional page if necessary; maximum two pages per year)

Name of Production, Program or Series Please indicate if Home (H) or Touring (T) activity.	Production (P) Co-Production (CP) Invited Performance (IP) In Development (D)	Total No. of Performances	Total House Capacity	Total Audience	Revenue received as Fees and/or Guarantees	Revenue received through Box Office & Subscriptions

SUMMARY OF MAJOR ACTIVITIES – PROFESSIONAL PERFORMING ARTS ORGANIZATIONS

PROJECTED FISCAL YEAR ONE (please add one additional page if necessary; maximum two pages per year)

Name of Production, Program or Series Please indicate if Home (H) or Touring (T) activity.	Production (P) Co-Production (CP) Invited Performance (IP) In Development (D)	Total No. of Performances	Total House Capacity	Total Projected Audience	Projected revenue received as Fees and/or Guarantees	Projected revenue received through Box Office & Subscriptions

ENHANCED CAPACITY ASSISTANCE PROPOSAL

If, as of April 1, you have an overdue final report on a previous BC Arts Council Award, you are **INELIGIBLE** to apply to this program.

ORGANIZATION NAME:

FISCAL YEAR: / to / **REQUEST AMOUNT:** \$15,000 \$30,000

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

The written proposal forms the basis of assessment for this program. Proposals will be evaluated by a peer assessment committee against the assessment criteria presented in the Program Guidelines.

All applicants should refer to the ENHANCED CAPACITY ASSISTANCE program guidelines in preparing their proposals and consider the following areas of assessment:

1. Feasibility (40%)
2. Impact (40%)
3. Innovation and Strategy (20%)

Please submit the proposal in three parts (maximum 3 pages total, font size 11 or larger on single-sided white paper with one-inch margins and without staples).

Part 1: Challenge or Opportunity

Please describe the challenge(s) or opportunity(ies) currently facing your organization which you hope to address with the support of this program. This section should discuss:

- The history of the challenge or opportunity.
- How the challenge or opportunity was developed or identified.
- The previous or existing planning that has been undertaken to address the challenge or opportunity.
- Which areas or activities of the organization are or will be affected by the challenge or opportunity.

Part 2: Proposed Solution or Approach

Please describe your organization's proposed solution or approach to the challenge(s) or opportunity(ies) described above, including the proposed outcomes. This section should discuss:

- Which areas of the organization will be involved in addressing the challenge or opportunity.
- A clear description of the work plan for addressing the challenge or opportunity.
- What human and other resources will be required to address the challenge or opportunity.
- What further planning activity must be undertaken to address the challenge or opportunity.
- What other sources of funding or support are being sought to address the challenge or opportunity.
- The level of risk in addressing the challenge or opportunity.
- The change(s) that your organization will undergo as a result of a successful approach to the challenge or opportunity.

Part 3: Budget

The Assistance Level for Enhanced Capacity is set at either \$15,000 or \$30,000 a year for each year of the funding cycle.

Please describe how the set annual request amount of either \$15,000 or \$30,000 each year will be allocated in each fiscal year of your funding cycle. This section should discuss:

- How the request amount will augment existing operating budgets.
- What specific projects or expenses will be covered by the request amount.

Expenses and revenues associated with Enhanced Capacity Assistance must be reflected in CADAC entries for the applicable fiscal years.