



**Mailing Address:**

Box 9819, Stn Prov Govt  
Victoria, BC V8W 9W3  
Tel: (250) 356-1718  
Fax: (250) 387-4099

**Location Address:**

800 Johnson Street, 1st Floor  
Victoria, BC V8W 1N3  
E-mail: [bcartscouncil@gov.bc.ca](mailto:bcartscouncil@gov.bc.ca)  
Website: [www.bcartscouncil.ca](http://www.bcartscouncil.ca)

**APPLICATION FORM**  
**OPERATING ASSISTANCE - Arts and Cultural Service Organizations**

Please read Program Guidelines before completing form.

**CADAC ID** \_\_\_\_\_

ORGANIZATION NAME AND MAILING ADDRESS (Legally Registered Name)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Fax \_\_\_\_\_ Website \_\_\_\_\_

FOR BCAC USE ONLY: 10 \_\_\_\_ \_\_\_\_ \_\_\_\_

PR # \_\_\_\_\_

FILE # \_\_\_\_\_

**GRANT REQUESTED**

\$ \_\_\_\_\_

Mr. <input type="checkbox"/>	Mr. <input type="checkbox"/>
Ms. <input type="checkbox"/>	Ms. <input type="checkbox"/>
_____	_____
Submitting Officer (Print Name)	Artistic Director (Print Name)
Title _____	Mr. <input type="checkbox"/>
Telephone _____	Ms. <input type="checkbox"/>
E-mail _____	_____
	Chair <input type="checkbox"/> President <input type="checkbox"/> (Print Name)

**LAST OPERATING GRANT**

\$ \_\_\_\_\_

yyyy/mm

**TOTAL OPERATING BUDGET**

\$ \_\_\_\_\_ S \_\_\_\_\_

Previous Year Current Year

**DECLARATION** (Signatures are required IF SUBMITTING BY MAIL)

\_\_\_\_\_

Signature of person preparing form Date signed

\_\_\_\_\_

Signature of Board Chair or President Date signed

**DO SOLEMNLY DECLARE:**

(a) THAT, TO THE BEST OF MY KNOWLEDGE, THE INFORMATION GIVEN IN THIS APPLICATION IS COMPLETE AND TRUE IN EVERY RESPECT

(b) THAT THE SOCIETY HAS COMPLIED WITH ALL REQUIREMENTS OF THE *CRIMINAL RECORDS REVIEW ACT* AND THE *SOCIETY ACT* IN EVERY RESPECT APPLICABLE TO THE SOCIETY

(c) THAT THIS APPLICATION HAS BEEN APPROVED BY THE BOARD OF DIRECTORS OF THE SOCIETY.

**BC SOCIETY ACT #.**

\_\_\_\_\_

**DATE REGISTERED** (yyyy/mm/dd)

\_\_\_\_\_

**FEDERAL CHARITABLE TAX #**

\_\_\_\_\_

**FISCAL YEAR END**

\_\_\_\_\_

Month (mm) Day (dd)

**MAILED FORMS WILL NOT BE ACCEPTED UNLESS SIGNED BY THE SOCIETY'S SUBMITTING OFFICER AND THE PRESIDENT OF THE BOARD OF DIRECTORS.**

**THE BC ARTS COUNCIL REQUIRES ALL DOCUMENTATION LISTED ON PAGE 5:**

## WRITTEN STATEMENT

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). The applications will be evaluated by a peer assessment committee against the program objectives and the three key assessment criteria outlined in the OPERATING ASSISTANCE – ARTS AND CULTURAL SERVICE ORGANIZATIONS guidelines. The relative weight given to each of these criteria is indicated in brackets.

1. Organizational Profile
2. Achievement (50%)
3. Community Engagement/Service to the Community (25%)
4. Organizational Capacity (25%)

The Council believes that arts service organizations are well placed to assess the quality of the work they produce. As a result, an essential element of each written statement is insightful, critical self-reflection. Committee members want to understand the organization's assessment of the problems it faces and the creative solutions under consideration.

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

This section gives the peer assessment panel a snapshot of the organization's structure. Please note that some adjudicators may not be as familiar with your organization as others. This two-page profile may be attached to special project applications submitted before March 31, 2013.

1. *Describe your organization's history, mandate, mission and core values.*
2. *Outline your organization's management and staff structure.*
3. *State what entity owns and/or manages your administrative, storage, programming, service delivery and/or exhibition facilities.*
4. *Outline the organization's funding history (BCAC, 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).*

### **Part 2: Achievement (50%) (written by the Executive Director):**

1. *Please provide details of the range of services offered in the current year, including an assessment of the organization's recent initiatives. Specific achievements in providing services for the membership should be discussed.*
2. *Describe your plans for the proposed year. Please outline up to three examples of how self-reflection on the recent fiscal year influenced the proposed plans.*
3. *Describe up to three recent initiatives that strengthen the arts community.*

The Advisory Committee will assess excellence in the achievement of support activity, acknowledging the range of different practices that may exist in the membership base. Council's advisors will discuss the following:

- Quality of the programs or services.
- Ability to achieve the organizational mandate.
- Commitment to Canadian artists, new artistic forms, and the inclusion of diverse forms of artistic expression within the membership base.
- Vigour, originality and risks taken in the overall artistic endeavour.

**WRITTEN STATEMENT continued**

- Opportunities for professional development of artists.
- The impact of the proposed work on the creative growth and development of artists.
- Achievability of proposed program.
- The program's effect on the members, artists and audiences experiencing it.
- A range of internal and external factors affecting the current levels of achievement.

**Part 3: Community Engagement/ Service to the Community (25%) (written by the Executive Director):**

1. *Outline your organization's activities and recent achievements in the professional development of artists, administrators, and organizations.*
2. *Provide up to three examples which demonstrate your organization's relationship to artistic practice in the context of a geographically vast and culturally diverse province.*

**The Advisory Committee will assess excellence in engagement with one or more identified artistic communities, the broader arts and cultural community and the general public. Council's advisors will discuss the following:**

- Ongoing engagement with a range of artists, arts organizations and communities in the past year and over the past several years, especially with Aboriginal, culturally diverse and geographically isolated communities.
- Ongoing partnerships with other organizations.
- Calculated risk-taking with regard to public engagement.
- Importance of the artistic practice and outreach initiatives to the organization's identified communities.
- Achievability of proposed marketing and outreach activities.
- Accessibility and uniqueness of programs and services to artists and audiences.
- Number of people the organization serves.
- Programs and services available for diverse and regional communities.

**Part 4: Organizational Capacity (25%):**

1. *Provide concise descriptions of up to three factors that influence your organization's current capacity and sustainability (written by the General Manager, or equivalent).*
2. *Outline up to three examples of the board's role in supporting the organization's artistic and organizational development (written by the Board Chair).*

**The Advisory Committee will assess excellence in management, leading to sustainability and growing recognition of the organization, as well as realistic planning supported by informed and active trustees. Council's advisors will discuss the following:**

- The applicant's reflection on the internal and external factors contributing to the organization's current capacity across all areas of planning, communication, audience development, marketing, fund development, financial management and governance.
- Opportunities for professional development for staff and board of directors.
- Achievability of proposed plans to build organizational capacity.

**WRITTEN STATEMENT continued**

- Presentation of realistic budget assumptions and projections, with a diversified revenue base including earned revenues, federal and local government support and private fundraising.
- Quality of board and employee recruitment, tenure and succession planning.
- Focus, commitment and effectiveness of the board, including board self-assessment initiatives.
- Governance practices and policies.

**CADAC**

To submit your financial 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 will be required to submit financial and statistical information for the **last three years and for the year for which you are applying**.

**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**

Download, complete, upload and submit to CADAC the *CADAC Financial Form for Arts Organizations* and the *Statistical Form for Arts Organizations*. Repeat this step if you need to add to or change your financial or statistical information or if you are filling out the form for another year.

**OR**

Enter your financial information directly in CADAC.

**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

**Before you submit your application, ensure that you have included the following.**

- A completed application form, including CADAC ID number. (NOTE: If submitting electronically, clicking OK to the declaration statement is equivalent to signing a paper copy of the application form.)
- A written statement of no more than 12 pages, *including* a 2 page Organizational Profile (Part 1), font size 11 or larger (see application form, page 2).
- A completed SUMMARY OF MAJOR ACTIVITIES AND PROGRAMS (pages 6 & 7) for the current year and for the proposed year.
- 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 staff or significant contractors, giving name and title or responsibility (indicate if permanent/seasonal and full-time/part-time).
- Two copies of your organization's most recent Financial Statements (see *Guidelines*).
- Six copies each of the most recent membership publication(s).

The deadline for applications for  
***Operating Assistance – Arts and Cultural Service Organizations*** is  
**March 15, 2012**

By online application system or postmarked only.  
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 MAJOR ACTIVITIES AND PROGRAMS**  
**CURRENT FISCAL YEAR**

Activity or Program	Dates	No. of Presentations	Projected Attendance	Actual Attendance	Earned Revenue	
					Membership	Admission

**SUMMARY OF MAJOR ACTIVITIES AND PROGRAMS**  
**FISCAL YEAR FOR WHICH YOU ARE APPLYING**

Activity or Program	Dates	No. of Presentations	Projected Attendance	Actual Attendance	Earned Revenue	
					Membership	Admission