

DETAILED EXPENSESBudget forecast for 12 months beginning _____
(month/day/year)

Omit cents

NOTE: Please indicate the appropriate year(s)

Previous Two Years		Current/ Projected 11/12/13	EXPENSES	Forecast 12/13/14	Do not write in this column
Actual 09/10/11	Actual 10/11/12				
			1 PRODUCTION EXPENSES		
			2 Salaries and Benefits: Editorial		
			3 Contributors' Fees		
			4 Typesetting		
			5 Paste-up		
			6 Colour Separations		
			7 Printing		
			8 Distribution		
			9 Other (Please specify)		
			10 TOTAL PRODUCTION EXPENSES		Lines 2 to 9
			11 ADMINISTRATIVE EXPENSES		
			12 Salaries and Benefits: Administrative		
			13 Office Rent		
			14 Office Supplies		
			15 Bank Charges		
			16 Legal Fees, Audit, etc.		
			17 Travel (Admin. Only)		
			18 Telecommunications		
			19 Advertising and Promotion		
			20 Subscription Costs		
			21 Fundraising Costs		
			22 Other (Please specify)		
			23 TOTAL ADMINISTRATIVE EXPENSES		Lines 12 to 22
			24 TOTAL ALL EXPENSES		Line 10 + 23

DETAILED REVENUES

Fiscal year from _____ to _____
 (month/day) (month/day)

Omit cents

NOTE: Please indicate the appropriate year(s)

Previous Two Years		Current/ Projected 11/12/13	REVENUES	Forecast 12/13/14	Do not write in this column
Actual 09/10/11	Actual 10/11/12				
			1 EARNED REVENUES		
			2 Subscriptions		
			3 Bookstore Sales		
			4 Other Sales		
			5 Advertising		
			6 Other (Please specify)		
			7 TOTAL EARNED REVENUES		Line 2 to 6
			8 PRIVATE SECTOR REVENUES		
			9 Foundations		
			10 Bank Interest		
			11 Special Projects		
			12 Gaming (Bingo, Raffles)		
			13 Other (Please specify)		
			14 TOTAL PRIVATE SECTOR REVENUES		Line 9 to 13
			15 GRANT REVENUES		
			16 BC Arts Council: Operating		
			17 Project		
			18 Other (Please specify)		
			19 Canada Council: Operating		
			20 Project		
			21 Other (Please specify)		
			22 Federal Employment Program		
			23 Other Federal		
			24 Local Government		
			25 Institution (if applicable)		
			26 Student Society (if applicable)		
			27. Community Gaming (prev. Direct Access)		
			28. Other (Please specify)		
			29. TOTAL GRANT REVENUES		Line 16 to 28
			30. TOTAL ALL REVENUES		Line 7 + 14 + 29
			31. SUMMARY		
			32. TOTAL REVENUES		Line 30
			33. TOTAL EXPENSES		Line 24 (p. 4)
			34. ANNUAL SURPLUS/(DEFICIT)		Line 32 - 33
			35. ACCUMULATED SURPLUS/(DEFICIT)		

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 PERIODICALS guidelines. The relative weight given to each of these criteria is indicated in brackets.

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

The Council believes that artists and arts 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, board and staff structure.*
3. *Describe how each of your physical facilities is held and managed (own, rent, lease).*
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: Artistic Achievement (50%)(written by the Artistic Director or equivalent, identified at top of section):

- *Outline the current year's program and discuss up to three highlights.*
- *Describe the organization's artistic/curatorial vision and how it is reflected in programming plans for the proposed year. Please outline up to three examples of how self-reflection on the current year influenced the proposed programming and artistic choices. If your organization plans to develop new work in the forecast year, outline the specific development processes.*
- *Describe up to three recent initiatives that strengthen the arts community.*

The Committee will assess excellence in the achievement of professional artistic/curatorial activity, acknowledging the range of practices that may exist. Council's advisors will discuss the following:

- The artistic vision of the organization and of the artistic leader.
- The organization's artistic activities in the current year and over the past several years; the strength of the artistic intention in the work; the overall practice; and the development of the art form, artists, other professional practitioners and artistic practice.
- A range of internal and external factors affecting the current levels of achievement.
- Vigour, originality and risks taken in the overall artistic endeavour.

WRITTEN STATEMENT continued

- Opportunities for professional development of artists and other practitioners.
- Level of professional fees, other compensation and quality of working conditions for artists and other practitioners, including safety.
- The impact of the proposed work on the creative growth and development of artists and other practitioners.
- The relationship to local and global artistic practice in the context of a culturally diverse and geographically vast province.
- Achievability of the proposed program.
- The program's effect on the artists and audiences experiencing it.

Part 3: Community Engagement (25%)

Community engagement is an integral part of artistic practice and arts organizations are engaged with a wide variety of communities. Identify the communities, artistic and otherwise, that your organization engages in the context of B.C.'s Aboriginal culture and arts, ethnic and language diversity, changing demographics, increasing urbanization, vast geography and regional diversity. Describe how these relationships serve the artistic vision.

1. *Outline your organization's engagement with a range of organizations and communities in recent and proposed years.*
2. *Provide up to three examples that demonstrate your organization's relationship to artistic practice in the context of the diverse province described above.*

The 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:

- The value of the engagement to the arts and cultural community and the community at large.
- How engagement with the community serves the artistic vision.
- Engagement with a range of artists, arts organizations and communities in the current year and recent years, including Aboriginal, culturally diverse and geographically isolated communities.
- Partnerships with other organizations.
- The presentation of work by and employment of British Columbians.
- Calculated risk-taking with regard to public engagement in the current environment.
- The importance of the artistic practice and outreach initiatives to the organization's identified communities.
- The achievability of proposed marketing and outreach activities.
- The strength of educational programming, if applicable.

Part 4: Organizational Capacity (25%):

1. *Provide concise descriptions of up to three factors that have influenced your organization's current capacity and sustainability (written by the Administrator or equivalent, identified at top of section).*
2. *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 Administrator or equivalent, identified at the top of the section).*

WRITTEN STATEMENT continued

3. *Explain whether the board is a governance, management or fundraising body and provide up to three examples of the board's active role in supporting the organization's artistic and organizational development. (written by the Board Chair, identified at the top of the section)*

The 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 directors or 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 the board of directors.
- Analysis of current financial position.
- Achievability of proposed plans to build organizational capacity.
- Presentation of realistic budget assumptions and projections, with a diversified revenue base including earned revenues, federal and local government support and private fundraising.
- Structure, level of activity and function of the board as it serves the artistic vision.
- 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.

Application CheckList

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

- A signed, completed Operating Assistance application form. (NOTE: If submitting electronically, clicking OK to the declaration statement is equivalent to signing a paper copy of the application form.)
- A written statement (see page 4) of no more than 12 pages, *including* a 2 page Organizational Profile (Part 1).
- 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/curatorial staff or significant contractors, giving name and title or responsibility (include if permanent/seasonal and full-time/part-time).
- Two copies of your organization's most recent Financial Statements (*see Guidelines*).
- A copy of your most recent Canada Council application.
- Six copies each of the previous year's periodicals.

The deadline for *Operating Assistance – Arts Periodicals* applications 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 PUBLICATIONS

CURRENT FISCAL YEAR

Title or Series	Author/Graphic Artists	Description of work	Author/Artist Brief Bio	No. of Pages

SUMMARY OF PUBLICATIONS

PROPOSED FISCAL YEAR

Title or Series	Author/Graphic Artists	Description of work	Author/Artist Brief Bio	No. of Pages