



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
Website: www.bcartscouncil.ca

APPLICATION FORM

OPERATING ASSISTANCE - Professional Performing Arts Organizations

Please read Program Guidelines before completing form.

Choose one: Dance Music Theatre

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

\$ _____ \$ _____

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 - PROFESSIONAL PERFORMING ARTS ORGANIZATIONS 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 adjudication panel a snapshot of the organization's structure. Please note that some jurors 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 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 the top of the section):

1. *Outline the current year's program and discuss up to three highlights.*
2. *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.*
3. *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.
- 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.

WRITTEN STATEMENT continued

- 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%) (written by the Artistic Director or equivalent):

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 artists and 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 the top of the 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).*
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.

WRITTEN STATEMENT continued

- 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.

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.

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 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 and statistical information directly in CADAC.

STEP 4

Upload the required signed financial statements to CADAC (2007-08, 2008-09) 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 signed, completed Operating Assistance 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 (see page 2) 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 (indicate if permanent/seasonal and full-time/part-time).
- Two copies of your organization's most recent Financial Statements (see *Guidelines*).
- Six copies of the most recent season's brochure.

The deadline for *Operating Assistance – Performing Arts Organizations* 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 MAJOR ACTIVITIES

LAST ACTUAL SEASON (2011/2012)

Title or Series	Production (P) Co-Production (CP) Invited Performance (IP) Rental (R)	No. of Performances	House Capacity	Actual Audience	Revenue	
					Fees and/or Guarantees	Box Office & Subscriptions

SUMMARY OF MAJOR ACTIVITIES

PROJECTED SEASON (2012/2013)

Title or Series	Production (P) Co-Production (CP) Invited Performance (IP) Rental (R)	No. of Performances	House Capacity	Projected Audience	Revenue	
					Fees and/or Guarantees	Box Office & Subscriptions