

**APPLICATION FORM**  
**PROJECT ASSISTANCE – Arts-Based Community Development**  
**Application Deadline: April 1**

**If, as of the deadline date, you have an outstanding final report, you will be INELIGIBLE to apply**

ORGANIZATION or APPLICANT NAME (Legally Registered Name)

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Website: \_\_\_\_\_

**FOR BCAC USE ONLY:**  
**FILE #**

Amount Requested \$ \_\_\_\_\_

Dates of Project (yyyy/mm/dd):

From: \_\_\_\_\_ To: \_\_\_\_\_

**DECLARATION**

Submitting Officer:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

President  Board Chair

Name \_\_\_\_\_

Most recent BCAC Award  
(if applicable):

Program: \_\_\_\_\_

Year: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

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

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

Signature of Submitting Officer

Date Signed: \_\_\_\_\_

Signature of President / Board Chair

Date Signed: \_\_\_\_\_

Total **Project Budget** (Total Expenses):

\$

Total **Operating Budget**

\$

\$

(Previous Year)

(Current Year)

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

**FOR NON-PROFIT SOCIETIES**

BC Society Act #:

\_\_\_\_\_

Date Registered (yyyy/mm/dd):

\_\_\_\_\_

Federal Charitable Tax # (if applicable):

\_\_\_\_\_

Fiscal Year End (mm/dd):

\_\_\_\_\_

Will this project take place over multiple phases?  Yes  No

If yes, this application is to support phase \_\_\_\_\_ of \_\_\_\_\_ (total phases)

**Required Documents:**

All items on checklist on page 6

## DETAILED EXPENSES

Omit cents

Please refer to program guidelines for ineligible expenses. Please identify in-kind expenses to correspond with in-kind revenues.

Please include detailed notes as required either in the form or on a separate page, as needed.

NOTE: This is a generic form. Not all fields will apply to all projects.

EXPENSES		Project Forecast	Do not write in this column
1	<b>PRODUCTION EXPENSES</b>		
2	Salaries: Artists		
3	Technicians/Curators		
4	Benefits		
5	Contracts Fees: Artists		
6	Other ( <b>Specify</b> )		
7	Materials: ( <b>Specify</b> )		
8	"		
9	"		
10	Technical Expenses: ( <b>Specify</b> )		
11	"		
12	Royalties		
13	Production/Program Space Rental		
14	Artists' Travel and Transportation		
15	Concession Expense		
16	Other Expense: ( <b>Specify</b> )		
17	"		
18	"		
19	Other (In-Kind) ( <b>Specify</b> )		
20	<b>TOTAL PRODUCTION EXPENSES</b>		Lines 2 to 19
21	<b>ADMINISTRATIVE EXPENSES</b>		
22	Salaries: Administrator		
23	Marketing and Support Staff		
24	Benefits		
25	Office Rent		
26	Office Supplies		
27	Equipment Rental/Maintenance		
28	Bank Charges		
29	Accounting/Legal Fees		
30	Travel (Admin. only)		
31	Promotional Materials		
32	Advertising Costs		
33	Fundraising Costs		
34	Telecommunications		
35	Other ( <b>Specify</b> )		
36	Other ( <b>Specify</b> )		
37	<b>TOTAL ADMINISTRATIVE EXPENSES</b>		Lines 22 to 36
38	<b>TOTAL ALL EXPENSES</b>		Lines 20 + 37

## DETAILED REVENUES

Omit cents

Please indicate whether revenues are confirmed or pending at time of application by inserting a C or a P in the designated column.

Identify in-kind expenses to correspond with in-kind revenues.

Please provide notes to the budget as required either in the form or on a separate page, as needed. Under normal circumstances, project revenues should be equal to project expenses; if not, please provide a detailed explanation.

NOTE: This is a generic form. Not all fields will apply to all projects.

REVENUES		C/P	Project Forecast	Do not write in this column
1	<b>EARNED REVENUES</b>			
2	Single Admissions			
3	Discounted Admissions			
4	Guarantees			
5	Concessions/Shop			
6	Publications			
7	Program Advertising			
8	Workshop Fees, tuition, etc.			
9	Other ( <b>Specify</b> )			
10	<b>TOTAL EARNED REVENUES</b>			Line 2 to 9
11	<b>PRIVATE SECTOR REVENUES</b>			
12	Fundraising: Corporate			
13	Individuals			
14	Sponsors			
15	Foundations ( <b>Specify</b> )			
16	Endowment Income			
17	Bank Interest			
18	Fundraising Special Events			
19	Gaming (Bingo, Raffles)			
20	Other (In-Kind, etc.) ( <b>Specify</b> )			
21	Other ( <b>Specify</b> )			
22	Other ( <b>Specify</b> )			
23	<b>TOTAL PRIVATE SECTOR REVENUES</b>			Line 12 to 22
24	<b>GRANT REVENUES</b>			
25	BC Arts Council: Operating			
26	Project (this request)			
27	Government of BC: Other ( <b>Specify</b> )			
28	Canada Council: Operating			
29	Project			
30	Touring			
31	Other ( <b>Specify</b> )			
32	Dept. of Canadian Heritage ( <b>Specify</b> )			
33	Federal Employment Programs			
34	Other Federal ( <b>Specify</b> )			
35	Local Government (including Band Councils, School Districts, Regional Districts)			
36	Community Gaming Grants			
37	Other ( <b>Specify</b> )			
38	<b>TOTAL GRANT REVENUES</b>			Line 25 to 37
39	<b>TOTAL ALL REVENUES</b>			Line 10 + 23 + 38
40	<b>SUMMARY</b>			
41	<b>TOTAL REVENUES</b>			Line 39
42	<b>TOTAL EXPENSES</b>			Line 38 (p. 2)

## **IMPORTANT: WRITTEN STATEMENT**

### **ALL APPLICANTS ARE REQUIRED TO READ THE ARTS-BASED COMMUNITY DEVELOPMENT PROJECT ASSISTANCE GUIDELINES**

The written statement, accompanied by the submitted support material, forms the basis of assessment for each application. Applications will be evaluated by a peer assessment jury against the program criteria, and the four areas of assessment.

In preparing their proposal, applicants should:

- Consider and discuss how the project addresses their mandate, mission and values in each of the four areas of assessment.
- Consider and discuss how the applicant fulfills their artistic/curatorial objectives in each of the four areas of assessment.

**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 **PROJECT ASSISTANCE—Arts-Based Community Development Program 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 applicant and the project being proposed.

The relative weight given to each of these areas of assessment is indicated in brackets.

1. Artistic Contribution and Significance (40%)
2. Engagement and Impact (25%)
3. Feasibility (25%)
4. Cultural Competency and Agility (10%)

Each applicant must submit the following written statement in five parts (maximum four pages total, font size 11 or larger, on single-side white paper without staples).

The BC Arts Council believes that artists and arts organizations are well placed to assess the work they produce. As a result, an essential element of each written statement is insightful, critical self-reflection. Jury members want to understand the applicant's assessment of the challenges faced and the creative solutions under consideration.

**In order to assist BC Arts Council juries in evaluating your request, please provide concise responses to the following questions.**

**1. Please describe the project for which you are requesting assistance, including:**

- Title, venue and dates, indicating confirmations, as applicable.
- A list of all project team members, according to area of responsibility for this project (brief biographies, max. 250 words, of primary creative partners to be attached separately).
- A statement that outlines the project objectives. It is important to explain the rationale underlying the project's artistic choices and the nature of the arts-based community development partnership.
- The expected public outcome of the project.

**WRITTEN STATEMENT continued****2. Please describe:**

- The professional artists' histories in creating, developing, producing or disseminating art in British Columbia.
- The applicant organization's mandate and history of community development and/or artistic practice, as applicable.

*(NOTE: The A – BCD Professional Artist Information Form(s) must be included with all applications. Applications made by registered, non-profit community or professional arts organizations must also include a letter from the partner community {if applicable} with which they are proposing to collaborate confirming the partnership agreement.)*

**3. Please outline up to three highlights of the professional artists' past work and its relationship to the project and/or arts-based community development practice.****4. Please describe up to three aspects of the project that will strengthen the community.** All projects are devised to involve particular artists, audiences and/or communities. This question encourages the applicant to show how the project will strengthen the community by offering stimulating and varied forms of engagement on the parts of the particular artists, audiences and/or communities involved; please reference the Program Description and principles referenced in the Program Guidelines. Engagement strategies may include performance, artistic development, participation, discourse and/or education.**5. Please provide a statement outlining measures planned or taken to ensure successful realization of the project, both artistically and financially.**

Please note that during the period between the submission of applications to the BC Arts Council and the adjudication of the awards, applicants are encouraged to submit any relevant new information related to the proposed projects. New information may include changes to the creative plan, new budget details or updates regarding the status of applications for other sources of support.

The deadline for *Arts-Based Community Development Program* applications is  
**April 1, 2019**

Applications are accepted by mail and must be postmarked **by Canada Post or a courier company no later than April 1, 2019** Applications may be hand delivered or delivered by courier to 800 Johnson Street, Victoria, BC, 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.

### 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 and submitted unbound and without staples. Before you submit your application, ensure that you have included the following:**

- A signed, completed Arts-Based Community Development Project Assistance application form including a balanced budget, using the template provided. Please provide notes to the budget, either in the form or on a separate page as needed, and indicate whether revenues are confirmed or pending.
- A written statement of no more than six pages, font size 11 or larger, on single-sided white paper without staples.
- For applicants that have previously received funding through this program, for earlier phases of this project that are still underway: a maximum one-page interim report on the status of the previous phases.
- Maximum 250-word bio for each member of the project's core creative team.
- A signed, completed **Arts-Based Community Development Program Professional Artist Information Form** for the professional artist(s) engaged.
- Support material documenting artist(s)' previous related work, if available.
- A list of the organization's current board of directors, 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).
- One copy of the organization's most recent Financial Statements (*see Guidelines*).

*For registered non-profit community or professional arts organizations, the following additional information is required:*

- A letter of support from the partner community with which the organization is proposing to collaborate.

RETURN TO: **British Columbia Arts Council****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)

## Arts-Based Community Development Program

### Professional<sup>1</sup> Artist Information Form

(to accompany all A-BCD applications)

**NOTICE TO ARTIST:** The BC Arts Council would appreciate information on your professional<sup>1</sup> artistic qualifications, and the nature of the collaborative partnership between yourself and the applicant organization.

- A) Please describe your artistic training and related achievements, and explain how they will contribute to the success of the proposed arts-based community development project.
- B) Please describe how you plan to guide the creative process while ensuring the participant community<sup>2</sup> is an equal contributor.

Comment on these points in the spaces below. Please type or print clearly in black ink. Your comments will be considered by the jury in its evaluation of the applicant.

**Please return the form to the BC Arts Council at the above address by the program deadline April 1, 2019.**

Name of Lead Artist(s):  
Name of applicant organization:

A) Comment on your artistic training and related achievements:

<sup>1</sup> For the purposes of this program, an **artist** is considered to be a **professional** if he or she:

- a) has completed their basic education, which may have been an apprenticeship or internship, instruction from elders, study at an art school or university, or other forms of guided learning;
- b) has produced a body of work;
- c) is recognized by his or her peers through public presentation of work; and
- d) would, if it were feasible, work full-time at their art practice.

<sup>2</sup> For the purposes of this program, a **community** is a group of people with common interests defined by place, tradition, intention or spirit.

B) Comment on your proposed plan to guide the creative process:

Name of artist(s)(printed): _____	Main artistic discipline: _____
Telephone: _____	Email: _____
Address: _____	
Signature: _____	Date: _____ (yyyy/mm/dd)