

**APPLICATION FORM**  
**PROFESSIONAL PROJECT ASSISTANCE – Arts Training**  
**Application Deadline: April 15, 2019**

**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:  President  Board Chair

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

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

Most recent BCAC Project 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. If you have questions about the collection, use, or disclosure of personal information please contact: Director, BC Arts Council, Phone: (778) 698-3533.*

\_\_\_\_\_  
Signature of Submitting Officer      Signature of President / Board Chair

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

**FOR NON-PROFIT SOCIETIES**

BC Society Act #: \_\_\_\_\_

Date Registered (yyyy/mm/dd): \_\_\_\_\_

Federal Charitable Tax # (if applicable): \_\_\_\_\_

Fiscal Year End (mm/dd): \_\_\_\_\_



Total <b>Project Budget</b> (Total Expenses):	\$ _____	
Total <b>Operating Budget</b> :	\$ _____ (Previous Year)	\$ _____ (Current Year)

**Required Documents:**

All items on checklist on page [5]

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

## DETAILED EXPENSES

Omit cents

Please refer to program guidelines for ineligible expenses. Please identify in-kind expenses to correspond with in-kind revenues. Provide 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
<b>1 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 "		
<b>20 TOTAL PRODUCTION EXPENSES</b>		Lines 2 to 19
<b>21 ADMINISTRATIVE EXPENSES</b>		
22 Salaries: Administrator		
23 Support Staff		
24 Benefits		
25 Office Rent		
26 Office Supplies		
27 Equipment Rental/Maintenance		
28 Bank Charges		
29 Legal Fees		
30 Travel (Admin. only)		
31 Promotional Materials		
32 Advertising Costs		
33 Fundraising Costs		
34 Telecommunications (Phone, fax, etc.)		
35 Other ( <b>Specify</b> )		
36 Other ( <b>Specify</b> )		
<b>37 TOTAL ADMINISTRATIVE EXPENSES</b>		Lines 22 to 36
<b>38 TOTAL ALL EXPENSES</b>		Lines 20 + 37

# DETAILED REVENUES

Omit cents

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. Provide detailed notes as required, either 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
<b>1 EARNED REVENUES</b>			
2 Single Admissions			
3 Discounted Admissions			
4 Guarantees			
5 Concessions/Gift Shop			
6 Publications			
7 Program Advertising			
8 Workshop Fees, tuition, etc.			
9 Other ( <b>Specify</b> )			
<b>10 TOTAL EARNED REVENUES</b>			Line 2 to 9
<b>11 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			
20 Other (In-Kind, etc.) ( <b>Specify</b> )			
<b>21 TOTAL PRIVATE SECTOR REVENUES</b>			Line 12 to 20
<b>22 GRANT REVENUES</b>			
23 BC Arts Council: Operating			
24 Project			
25 Government of BC: Other ( <b>Specify</b> )			
26 Canada Council: Operating			
27 Project			
28 Touring			
29 Other ( <b>Specify</b> )			
30 Department of Canadian Heritage			
31 Federal Employment Programs			
32 Other (Federal) ( <b>Specify</b> )			
33 Local Government			
34 Community Gaming Grants			
35 Other ( <b>Specify</b> )			
<b>36 TOTAL GRANT REVENUES</b>			Line 23 to 35
<b>37 TOTAL ALL REVENUES</b>			Line 10 + 21 + 36
<b>38 SUMMARY</b>			
<b>39 TOTAL REVENUES</b>			Line 37
<b>40 TOTAL EXPENSES</b>			Line 38 (p. 2)
<b>41 SURPLUS/(DEFICIT)</b>			Line 39 – 40

**IMPORTANT: WRITTEN STATEMENT AND SUPPORT MATERIAL**  
**ALL APPLICANTS ARE REQUIRED TO READ THE**  
**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 [New Foundations: Strategic Plan for the British Columbia Arts Council 2018-2022](#) alongside the Assessment Criteria section of the **PROFESSIONAL PROJECT ASSISTANCE—Arts Training 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 six 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. Applicants are encouraged to critically assess the challenges faced and the creative solutions under consideration.

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

- A brief summary of the project, including title if applicable.
- A statement that outlines your artistic and training objectives.
- A description of the anticipated impact of your proposed project, especially in terms of the potential for artistic development of artists and for the enhancement of arts and culture in British Columbia.
- A timeline for the project, as applicable.

**2. Please provide a profile of the applicant or applicants, including:**

- The organization's mandate and mission.
- A summary of the applicant's history in professional arts training activity in British Columbia.
- Enrolment statistics for the past three years or projects, as applicable.

**3. Please outline up to three highlights of the applicant's past training activities, including how this informs the proposed project, where applicable.**

**4. Please describe up to three aspects of the project that will impact or contribute to the arts community and/or broader public.** All projects are devised to involve particular artists, audiences, publics and/or communities. This question encourages the applicant to identify how the project will offer stimulating and varied forms of engagement and what the impact of the training project will be on the artists, arts community and broader public, as applicable.

**5. Please provide a statement outlining measures planned or taken to ensure successful realization of the project, both artistically and financially.**

The deadline for ***Professional Project Assistance – Arts Training*** applications is **April 15, 2019**

Applications are accepted by mail and must be postmarked **by Canada Post or a courier company no later than April 15, 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 Professional Project Assistance – Arts Training application form (page one) including a balanced budget, using the budget form 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, which addresses all application questions and includes details of the proposed project.
- Material supporting the history of the applicant's development, creation, production, or dissemination of their discipline in British Columbia, including any appropriate press or critical documentation.
- Maximum 250-word bio for each member of the project's creative team.
- A list of principal administrative and artistic staff or significant contractors, giving name and title or responsibility (indicate if permanent/seasonal and full-time/part-time).
- A list of the organization's current board of directors or trustees, including their occupations and start dates.
- An operating budget for the current and upcoming fiscal years.
- One copy of the organization's most recent Financial Statements; see Guidelines for details.
- Copies of any recently prepared planning and policy documents.
- Five copies of the most recent course calendar or brochure, as applicable.
- Two letters of reference from established professionals familiar with the work of the organization, artist, collective, group, or ensemble (**for applicants who have not previously received funding through this program only. Letters of support are optional for previous recipients of awards under this program).**

**Support material will be circulated to the jury only at the time of the adjudication meeting.**

**Support material will not be returned.**