

APPLICATION FORM
PROFESSIONAL PROJECT ASSISTANCE – Arts Periodicals
Application Deadline: April 15

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: _____

SHADED BOX IS FOR BCAC USE ONLY:
FILE #

Amount Requested \$ _____

Dates of Project (yyyy/mm/dd):
From: _____ To: _____

DECLARATION

Submitting Officer: Name: _____ Title: _____	<input type="checkbox"/> President <input type="checkbox"/> Board Chair Name _____ <i>(Organizations only; collectives please see Appendix A)</i>
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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.

FOR NON-PROFIT SOCIETIES

BC Society Act #: _____

Date Registered (yyyy/mm/dd): _____

Federal Charitable Tax # (if applicable): _____

Fiscal Year End (mm/dd): _____

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 _____ (organizations only)
Date Signed: _____	Date Signed: _____

FOR COLLECTIVES ONLY

Social Insurance Number of lead applicant: _____

This information will not be submitted to the jury.
Please also sign Appendix A.

Total Project Budget (Total Expenses):	\$ _____	
Total Operating Budget (for organizations)	\$ _____ (Previous Year)	\$ _____ (Current Year)

Required Documents:

All items on checklist on page 7

CHOOSE ONE:

Print Periodicals
 Electronic Periodicals

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.

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
1 PRODUCTION EXPENSES		
2 Salaries and Fees: Editorial staff and guests		
3 Contributors' Fees: Writers and Collaborators		
4 Art and photo fees, copyright		
5 Pre-press		
6 Online Version and Hosting/ecommerce costs		
7 Printing and Binding		
8 Distribution: mailing, shipping and handling		
9 Other, including In-kind (Specify)		
10 TOTAL PRODUCTION EXPENSES		Lines 2 to 9
11 ADMINISTRATIVE EXPENSES		
12 Salaries and Benefits: Administrative and Marketing		
13 Office Rent		
14 Office Supplies		
15 Bank Charges		
16 Legal Fees, Audit, etc.		
17 Travel (Admin. Only)		
18 Telecommunications		
19 Advertising: Ad sales, Exchange ads		
20 Subscription and Single Copy Promotion		
21 Fundraising Costs		
22 Other, including In-kind (Specify)		
23 TOTAL ADMINISTRATIVE EXPENSES		Lines 12 to 22
24 TOTAL ALL EXPENSES		Line 10 + 23

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 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	EARNED REVENUES			
2	Subscriptions: individual and institutional			
3	Single copy of newsstand sales			
4	Digital subscription or single digital copy sales			
5	Advertising			
6	Other (Specify)			
7	TOTAL EARNED REVENUES			Line 2 to 6
8	PRIVATE SECTOR REVENUES			
9	Foundations (Specify)			
10	Sponsorship			
11	Fundraising			
12	Endowment			
13	Other, including In-kind (Specify)			
14	TOTAL PRIVATE SECTOR REVENUES			Line 9 to 13
15	GRANT REVENUES			
16	BC Arts Council: Operating			
17	Project			
18	Government of BC: Other (Specify)			
19	Canada Council: Operating			
20	Project			
21	Other (Specify)			
22	Federal Employment Program			
23	Other Federal (Specify)			
24	Local Government			
25	Post-Secondary Institution			
26	Student Society			
27	Community Gaming Grants			
28	Other (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	SURPLUS/(DEFICIT)			Line 32 – 33

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:

- For organizations: consider and discuss how the project addresses their mandate, mission and values in each of the four areas of assessment.
- For collectives: consider and discuss how the applicant fulfills their artistic/editorial 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 Periodicals 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. Applicants are encouraged to critically assess the challenges faced and the creative solutions under consideration.

1. Please summarize the periodical issues for which you are requesting assistance, including:

- A brief summary of the project, including title if applicable/determined.
- The rationale and objectives underlying the project's artistic and editorial choices.
- A list of participants or contributors, according to area of responsibility for this project.
- Project timeline or workplan.

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

- The organization's or collective's mandate, mission and values (as applicable).
- A summary of the organization's or collective's history in creating, developing, producing or disseminating arts periodicals in British Columbia.

3. Please outline up to three highlights of the applicant's past achievements in arts periodical practice, including how past work informs the current proposal, where applicable.

4. Please describe up to three aspects of the project that will strengthen the arts and periodical publishing community. Identify the particular contributors, , audiences, publics and/or communities involved and show how the project will offer stimulating and varied forms of engagement.

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

Please contact your program officer if there are significant changes or updates to the project proposal after the application deadline.

The deadline for *Professional Project Assistance – Arts Periodicals* 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.

PROGRAM INFORMATION SHEET – ARTS PERIODICALS

PROGRAM INFORMATION FOR THE PERIODICAL’S CURRENT FISCAL YEAR.

If you require additional space, please type your **entire list** on an attached sheet.

Issue/Project Title (number/URL)	Date Published	Principal Writers	Artists/ Designers	Editors	Printer

PROGRAM INFORMATION FOR THE PERIODICAL’S PROJECTED FISCAL YEAR.

If you require additional space, please type your **entire list** on an attached sheet.

Issue/Project Title (number/URL)	Date Published	Principal Writers	Artists/ Designers	Editors	Printer

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 Periodicals* application form (page one).
- A written statement (see page 4) of no more than four pages, font size 11 or larger, which addresses all application questions by number and includes all pertinent details of the proposed project.
- A list of the organization's current board of directors or equivalent, including their occupations and start dates (*for organizations only*).
- A list of administrative and artistic/editorial staff or significant contractors, giving name and title or responsibility and indicating if permanent/seasonal and full-time/part-time (*for organizations only*).
- Maximum 250-word bio for each member of the project's creative team. Please do not send CVs.
- A statement indicating frequency of publication and printing/online release and circulation information.
- Completed *Program Information Sheet – Arts Periodicals* (page 6).
- Two letters of reference from established professionals familiar with the work of the organization or collective. (*for applicants that have not previously received funding through this program only*).
- A statement of editorial policy.
- The names of publishers, editors and members of the editorial board.
- A balanced project budget, using the budget forms provided (including detailed notes, either in the form or on a separate page as needed).
- Print 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, to a maximum of three pages.
- A signed, completed copy of Appendix A (*for collectives only*).
- An operating budget for the fiscal year in which the proposed project takes place (*for - organizations only*).
- One copy of the organization's most recent Financial Statements; see Guidelines for details (for registered, non-profit organizations only).
- Five copies of two selected issues or editions of the periodicals published over the past year OR specific URLs that allow access to electronic periodical content over the past year.

In the case of unincorporated independent collectives, a key contact person (listed as the submitting officer) will be held responsible for the application. If the application is successful, the key contact person will receive payment of the award on behalf of the group and must submit a final report upon completion of the project.

Support material will not be returned and will be circulated to the jury only at the time of the adjudication.

**APPENDIX A
(Required for Independent Collectives Applicants Only)**

DECLARATION OF APPLICANT

(This should be the member of the independent collective who will receive the grant payment for the group, if successful.)

I, _____ of the city _____, in the Province of British Columbia, do solemnly declare that, to the best of my knowledge, the information given in this application is complete and true in every respect, and that I comply with all applicable requirements of the *Criminal Records Review Act*.

Furthermore I acknowledge that the personal information provided here is subject to the privacy provisions of the *Freedom of Information and Protection of Privacy Act* and that by signing this form I consent to its use as follows:

The personal information collected on this form is collected pursuant to Section 26(c) & (e) of the *Freedom of Information and Protection of Privacy Act* and will be used to administer the BC Arts Council Media Arts Professional Projects program and process your application. Successful award recipients' names, resident location and amount of the award will be published in the Annual Report of the BC Arts Council as well as in various communications and promotional vehicles of the BC Arts Council and Government of British Columbia. Social Insurance Numbers will be disclosed to Canada Revenue Agency through the issuance of T4As.

Any questions about the collection, use and disclosure of personal information should be directed to the BC Arts Council at the contact information listed on the first page of this form.

Date (yyyy/mm/dd)

Signature of Applicant