

APPLICATION FORM
PROFESSIONAL PROJECT ASSISTANCE – Literary Arts
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 _____ (Organizations only; collectives please see Appendix A)
--	--

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)

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

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. 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: Artists/Contributors		
3	Technicians/Curators/Editors		
4	Benefits		
5	Contracts Fees: Artists/Contributors		
6	Other (Specify)		
7	Materials: (Specify)		
8	"		
9	"		
10	Technical Expenses: (Specify) e.g. Equipment rental		
11	"		
12	Copyright/Royalties/Fees		
13	Program Space Rental		
14	Artists' and Contributors' Travel and Transportation		
15	Concession Expense		
16	Other Expense: (Specify)		
17	"		
18	"		
19	Other (In-Kind) (Specify)		
20	TOTAL PRODUCTION EXPENSES		Lines 2 to 19
21	ADMINISTRATIVE EXPENSES		
22	Salaries: Administrator		
23	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	Other (Specify)		
35	Other (Specify)		
36	Other (Specify)		
37	TOTAL ADMINISTRATIVE EXPENSES		Lines 22 to 36
38	TOTAL ALL EXPENSES		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 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	Single Admissions			
3	Other Admissions (passes, subscriptions, etc.)			
4	Guarantees/Royalties/Fees			
5	Concessions/Merchandise			
6	Publications			
7	Advertising			
8	Workshop Fees, tuition, etc.			
9	Other (Specify)			
10	TOTAL EARNED REVENUES			Line 2 to 9
11	PRIVATE SECTOR REVENUES			
12	Fundraising: Corporate			
13	Individuals			
14	Sponsors			
15	Foundations (Specify)			
16	Endowment Income			
17	Bank Interest			
18	Fundraising Special Events			
19				
20	Other (In-Kind, etc.) (Specify)			
21	Other (Specify)			
22	Other (Specify)			
23	TOTAL PRIVATE SECTOR REVENUES			Line 12 to 22
24	GRANT REVENUES			
25	BC Arts Council: Operating			
26	Project			
27	Government of BC: Other (Specify)			
28	Canada Council: Operating			
29	Project			
30	Touring			
31	Other (Specify)			
32	Dept. of Canadian Heritage			
33	Federal Employment Programs			
34	Other (Federal) (Specify)			
35	Local Government			
36	Community Gaming Grants			
37	Other (Specify)			
38	TOTAL GRANT REVENUES			Line 25 to 37
39	TOTAL ALL REVENUES			Line 10 + 23 + 38
40	SUMMARY			
41	TOTAL REVENUES			Line 39
42	TOTAL EXPENSES			Line 38 (p. 2)
43	SURPLUS/(DEFICIT)			Line 41 – 42

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/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—Literary Arts 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 describe the project 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/editorial choices.
- A list of participants, according to area of responsibility for this project.
- Title, venues and dates, indicating confirmations, as applicable.
- Project timeline or workplan.

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

- The organizations or collective's mandate, mission and values.
- A summary of the organization's or collective's history in creating, developing, producing or disseminating literary arts activity in British Columbia.

3. Please outline up to three highlights of the applicant's past artistic achievements in the literary arts, including how past work informs the proposed project, where applicable.

4. Please describe up to three aspects of the project that will strengthen the arts and literary 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 the particular artists, audiences, publics and/or communities involved and to show how the project will offer stimulating and varied forms of engagement. Engagement may include performance or other presentation, artistic development, discourse, outreach and/or education activity. If the project is a development project, describe its intended impact or contribution in terms of the types of engagement described above.

5. **Please provide a statement outlining measures planned or taken to ensure successful realization of the project, both artistically and financially.** If you are working with traditional knowledge, please explain how you have addressed cultural protocols and/or received permissions where required.

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 – Literary Arts* 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:

All applicants:

- A signed, completed *Professional Project Assistance - Literary Arts* application form (page one).
- A balanced project budget, using the budget forms provided (including detailed notes, either in the form or on a separate page as needed).
- A written statement (see page 4) of no more than four pages, font size 11 or greater, which addresses all application questions and includes all pertinent details of the proposed project.
- 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.
- Maximum 250-word bio for each member of the project's creative team. Please do not send CVs.
- 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.)*

For collectives only the following additional information is required:

- A signed, completed copy of Appendix A *(for collectives only)*.

For organizations only the following additional information is required:

- An operating budget for the fiscal year in which your proposed project takes place *(for organizations only)*.
- 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)*.
- One copy of the organization's most recent Financial Statements; see Guidelines for details *(for organizations only)*.

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