



APPLICATION FORM
PROJECT ASSISTANCE – Community Arts Festivals
Application Deadline: February 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 / Band Name) <hr/> Mailing Address: _____ Telephone: _____ E-mail: _____ Website: _____	FOR BCAC USE ONLY: FILE # _____ Amount Requested \$ _____ (max \$5,000) Dates of Festival (yyyy/mm/dd): _____ From: _____ To: _____
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DECLARATION		Most recent BCAC Project Award (if applicable): Program: _____ Year: _____ Amount: \$ _____
Submitting Officer: Name: _____ Title: _____	<input type="checkbox"/> President <input type="checkbox"/> Board Chair <input type="checkbox"/> Equivalent Name: _____	

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) 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 Signature of President, Board Chair or Equivalent

Date Signed: _____ Date Signed: _____

Total Festival 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

FOR NON-PROFIT SOCIETIES
BC Society Act # or Band # _____
Date Registered (yyyy/mm/dd): _____
Federal Charitable Tax # (if applicable): _____
Fiscal Year End (mm/dd): _____



Required Documents:
<input type="checkbox"/> All items on checklist on page 5

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 festival projects.

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

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 revenues to correspond with in-kind expenses.

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	Discounted Admissions			
4	Guarantees			
5	Concessions/Gift Shop			
6	Publications			
7	Program 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			
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 (THIS REQUEST)			
27	Government of BC: Community Gaming Grants			
28	Other (Specify)			
29	Canada Council: Operating			
30	Project			
31	Touring			
32	Other (Specify)			
33	Dept. of Canadian Heritage (Specify)			
34	Federal Employment Programs			
35	Other (Federal) (Specify)			
36	Local Government (including Band Councils, School Districts, Regional Districts)			
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 39 (p. 2)
43	SURPLUS/(DEFICIT)			Line 41 – 42

IMPORTANT: WRITTEN STATEMENT**ALL APPLICANTS ARE REQUIRED TO READ THE
PROJECT ASSISTANCE - COMMUNITY ARTS FESTIVALS GUIDELINES**

The brief written statement, proposed budget and list of professional artists, technicians, Elders and Traditional Knowledge Keepers, accompanied by a copy of last year's festival brochure or program, form the basis of assessment for each application. All applications deemed eligible by BC Arts Council Program Staff (see guidelines) will receive a formula-based grant to subsidize the above-mentioned fees, to a maximum of \$5,000.

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

1. Please describe the mandate and history of the applicant including:

A summary of the organization's history in creating, developing, producing or disseminating art in British Columbia.

2. Please briefly describe the festival project for which you are requesting assistance, including:

- Title, optimal venue and dates, indicating confirmations, as applicable, including a statement regarding the ownership of the venues where the festival will take place.
- A list of key staff and volunteers, according to area of responsibility for this project.
- A statement that outlines the project objectives. It is important to explain the rationale underlying the festival's artistic choices.
- A clear statement about compensation to professional artists, technicians Elders and Traditional Knowledge Keepers.
- An outline of the measures planned or taken to ensure the artistic and financial success of the festival.

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, confirmation of artists, or updates regarding the status of applications for other sources of support.

The deadline for ***Project Assistance – Community Arts Festivals*** applications is **February 15, 2019**

Applications are accepted by mail and must be postmarked
by Canada Post or a courier company no later than February 15, 2019

Applications may be hand-delivered or delivered by courier to
800 Johnson Street, Victoria, BC, up to 4 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 you have included the following:

- A signed, completed *Project Assistance – Community Arts Festivals* application form (page one).
- A written statement of no more than two pages, font size 11 or larger, on single-sided white paper without staples that addresses both application questions and includes details of the proposed project.
- A list of principal festival staff or significant contractors, giving name and title or responsibility and whether the position is paid/volunteer, full/part-time, permanent/seasonal.
- Names and maximum 250-word biographies of confirmed contributing professional artists and/or technicians and the fees they are to be paid, OR an interim list of proposed professional artists and/or technicians with biographies and proposed fees. In addition, **provide the list of professional artists and/or technicians engaged in the most recent festival and the fees each was paid.**
- A list of the organization's current board of directors including their start dates and occupations (in the case of retirees, former occupations).
- One copy of the organization's most recent Financial Statements, signed by two board members. DO NOT SUBMIT year to date financial statements, or bank statements as they will not be reviewed.
- One copy of the most recent festival brochure or program (printed if online only)
- A detailed project budget, using the template provided (page two & three), including separate notes if required.

Support material in excess of the above list will not be reviewed.