

**APPLICATION FORM
STRATEGIC OPPORTUNITIES PROGRAM
Application Deadline: July 2**

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 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 _____

Date Signed: _____ Date Signed: _____

Please indicate component of this project as outlined on the Program Guidelines (**select one only**):

Category 1: Artistic Capacity

Category 2: Organizational Development and Transition

Category 3: Capital Projects

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 _____

Required Documents:

All items on checklist on page [5]

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	ARTISTIC AND PRODUCTION EXPENSES		
2	Salaries: Artistic Staff /Museum Professionals		
3	Salaries: Technicians/Curators		
4	Benefits, dues and contributions		
5	Contract fees: Artists/Museum Professionals		
6	Contract fees: Other (Specify)		
7	Materials: (Capital expenses of no more than \$1500 are (Specify)		
8	" (Specify)		
9	" (Specify)		
10	Technical Expenses (Specify)		
11	" (Specify)		
12	Royalties, Copyright, Reproduction Fees (Specify)		
13	Production/Program Space/Venue Rental		
14	Artists' Travel and Transportation		
15	Concessions/Shop/Merchandise Expenses		
16	Co-production expenses		
17	" Other Expense: (Specify)		
18	Commissioning Fees		
19	Artistic Fees Other (Specify)		
20	Elders and Honoraria (Specify)		
21	Protocols and Hospitality		
22	Box office / ticketing / admissions expenses		
23	Shipping		
24	Insurance		
25	TOTAL PRODUCTION EXPENSES		Lines 2 to 24
26	ADMINISTRATIVE EXPENSES		
27	Salaries: Administrator		
28	Salaries: Marketing and Development Staff		
29	Salaries: Administrative Support Staff		
30	Contract fees: Administrative staff (Specify)		
31	Benefits, dues and contributions		
32	Office Rent		
33	Office Supplies		
34	Office Equipment Rental/Maintenance		
35	Accounting/Legal Fees		
36	Travel (Admin. only)		
37	Promotional Materials and Costs		
38	Advertising Costs		
39	Fundraising Costs		
40	Communications (phone, wireless, etc.)		
41	Other (Specify)		
42	Other (Specify)		
43	TOTAL ADMINISTRATIVE EXPENSES		Lines 27 to 40
44	TOTAL ALL EXPENSES		Lines 25 + 41

Indicate whether revenues are confirmed (C) or pending (P) 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 AND CONTRIBUTED			
2	Applicant cash contribution (Specify) _____			
3	Admissions & sales			
4	Subscriptions			
5	Guarantees/Royalties/Fees (Specify) _____			
6	Concessions/Shop/Merchandise (Specify) _____			
7	Co-production/Commissioning fees (Specify) _____			
8	Advertising			
9	Workshop fees, tuition, etc. (Specify) _____			
10	In-kind Earned and Contributed Revenues (Specify) _____			
11	Other Earned Revenue (Specify) _____			
12	TOTAL EARNED AND CONTRIBUTED REVENUES			Lines 2 to 12
13	PRIVATE SECTOR REVENUES			
14	Individual donations			
15	Corporate donations and sponsorship			
16	Special Events fundraising			
17	Foundations (Specify) _____			
18	In-kind Private Sector Revenues (Specify) _____			
19	Other Private Sector (Specify) _____			
20	TOTAL PRIVATE SECTOR REVENUES			Lines 15 to 20
21	PUBLIC SECTOR REVENUES			
22	BC Arts Council: Project (amount requested in this application) _____			
24	Government of BC: Community Gaming Grants			
25	Government of BC: Other (Specify) _____			
26	Canada Council: Operating			
27	Canada Council: Project (Specify) _____			
28	Government of Canada: Dept. of Cdn. Heritage (Specify) _____			
29	Government of Canada: Other (Specify) _____			
30	Local Government (incl. Municipal and Regional Governments, Trusts, Band Councils) (Specify) _____			
31	Employment Programs (Specify) _____			
32	Public Post-Secondary Institutions (Specify) _____			
33	In-kind Public Sector Revenues (Specify) _____			
34	Other Public Sector (Specify) _____			
35	TOTAL PUBLIC SECTOR REVENUES			Lines 24 to 35
36	TOTAL ALL REVENUES			Lines 13 + 21
37	SUMMARY			
38	TOTAL REVENUES			Line 37
39	TOTAL EXPENSES			Line 42 from
40	SURPLUS/(DEFICIT)			Lines 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 three 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 STRATEGIC OPPORTUNITIES 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. Impact (40%)
2. Feasibility (40%)
3. Strategy (20%)

Each applicant must submit the following written statement in five parts (maximum three 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. What are your organization's mandate and mission statement?
2. Please provide a brief description of the challenge or opportunity your proposed project will address.
3. Please provide a brief summary of the proposed project or undertaking, including the anticipated impact of the project on the organization's artistic, engagement, and/or organizational capacity and how it is different from your regular activities.
4. Please describe the mechanisms and expertise you have in place to ensure the success of your project.
5. Please state how much funding you need, explain how it will be spent and indicate what other sources of funding or financial support you are pursuing and when you will know if you have been successful.
6. Indicate when you expect your activity to start and end.

The deadline for *Strategic Opportunities Program* applications is **July 2, 2019**

Applications are accepted by mail and must be postmarked

by Canada Post or a courier company no later than July 2, 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:

For all applicants:

- A signed, completed STRATEGIC OPPORTUNITIES PROGRAM Application Form.
- A written statement of no more than three pages, font size 11 or larger, which addresses all application questions and includes details of the proposed project.
- A balanced project budget, using the budget form provided, including detailed notes, either in the form or on a separate page as needed .
- A list of the organization's current board of directors or trustees, including their occupations and/or short bios and start dates
- A list of administrative and artistic/curatorial staff or significant contractors, giving name and title or principal responsibility and indicating if permanent/seasonal and full/part-time
- An operating budget for the fiscal year in which the project takes place that demonstrates funding from sources other than the BC Arts Council, such as earned revenue, federal and local government support, and private sector contributions.
- One copy of the organization's most recent Financial Statements; see Guidelines for details
- If the project will require hiring new personnel under any component of the program, please include a separate job description for the position(s)

In addition to the above, applicants to each category must submit:

For Category I: Artistic Capacity

- Bios of commissioned or significant collaborating artists, focused on artistic achievement (max. 250 words).
- Written confirmation of participation from the identified collaborators or partners.

For Category II: Organizational Development and Transition

- A one-page separate job description for each position(s), if the project includes hiring personnel.
- Bios of contracted project leads or advisors, including consultants (max. 250 words). **(No CVs)**
- Written confirmation of participation from the identified collaborators or partners.

For Category III: Capital Projects

- Two competitive quotes for the proposed capital improvement(s) or purchase(s). Please consult with your Program Officer if it is not feasible to secure two competitive quotes due to the availability of suppliers, appropriate contractors, etc.