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PROJECT ASSISTANCE

ARTS PERIODICALS

Do you have a **Final Report** due on a previous BC Arts Council Award?

NO
You can continue

YES
You are ineligible

- Applicants are urged to discuss their project proposal with the appropriate program officer before submission.
- Please read all guidelines and eligibility criteria before completing form.

ORGANIZATION NAME AND MAILING ADDRESS (Legally Registered Name)

Postal Code _____

Telephone _____ E-mail _____

Fax _____ Website _____

FOR BCAC USE ONLY: 20 22 _____

PR # _____

FILE # _____

GRANT REQUESTED

\$ _____

Mr. <input type="checkbox"/>	Mr. <input type="checkbox"/>
Ms. <input type="checkbox"/> _____	Ms. <input type="checkbox"/> _____
Submitting Officer (Print Name)	Director (Print Name)
Title _____	Mr. <input type="checkbox"/>
Telephone _____	Ms. <input type="checkbox"/> _____
E-mail _____	Chair <input type="checkbox"/> President <input type="checkbox"/> (Print Name)

LAST OPERATING GRANT

\$ _____

DATE (yyyy/mm/dd) _____

DECLARATION (Both signatures required)

Signature of person preparing form Date signed

Signature of Board Chair or President Date signed

DO SOLEMNLY DECLARE:

(a) THAT, TO THE BEST OF MY KNOWLEDGE, THE INFORMATION GIVEN IN THIS APPLICATION IS COMPLETE AND TRUE IN EVERY RESPECT,

(b) THAT THE SOCIETY HAS COMPLIED WITH ALL REQUIREMENTS OF THE *CRIMINAL RECORDS REVIEW ACT* AND *BC SOCIETIES ACT* IN EVERY RESPECT APPLICABLE TO THE SOCIETY, AND

(c) THAT THIS APPLICATION HAS BEEN APPROVED BY THE BOARD OF DIRECTORS OF THE SOCIETY.

NON-PROFIT? YES NO

BC SOCIETY ACT #.

DATE REGISTERED (yyyy/mm/dd)

FEDERAL CHARITABLE TAX #

FISCAL YEAR END

Month (mm) Day (dd)

THE BC ARTS COUNCIL REQUIRES THE FOLLOWING INFORMATION:

List of Board of Directors

List of permanent and seasonal staff (including titles)

Copy of current application to Canada Council

Copy of policy and planning documents

1 copy of the most recent financial statement for year ended _____

Month (mm) Year (yyyy)

6 copies of each issue of the previous year's periodical

EDITOR'S STATEMENT

Applications require submission of the organization's evaluation of its opportunities and challenges during the most recent fiscal year. Please attach statements from the editor(s) and/or executive member, which provide concise responses to the questions listed below.

Please keep in mind that your application will be assessed on (1) the contribution to the development of arts and culture in the province, (2) the quality of writing, editing and execution of your stated editorial policy, (3) the quality of design and production and (4) your overall financial and structural stability.

- **Please outline your organization's mandate, editorial, policy and its unique contribution to the development of the arts.**
- **What were the organization's major editorial accomplishments during its last fiscal year (2010/11)?**
 1. Please provide your assessment of last fiscal year's editions. Specific achievements and challenges in bringing a range of literary work to the audience should be discussed.
 2. Outline your plans for the next fiscal year (2011/12) and how these plans will be reflected in the quality of writing, editing and execution of the organization's stated editorial policy.
 3. Please discuss your process for selecting and developing new work that fits within your overall editorial vision.
- **What were the organization's achievements in serving authors, the audience and broader communities during the last fiscal year (2010/11)?**
 1. Please provide information regarding the organization's activities for supporting the professional development of writers. The level of payments to contributors relative to your overall budget should be discussed.
 2. Please describe the organization's initiatives to increase circulation, reach new audiences and market the periodical.
- **What were the organization's initiatives during 2010/11 to improve its overall financial and administrative stability?**
 1. If you receive institutional support, please provide details on the nature of this support (cash, salaries, facilities etc.), the stability of this support and the relationship between the institution and the execution of the periodical's editorial mandate.
 2. Describe notable accomplishments and perceived challenges related to the organization's recent financial growth and long-term stability. How will you address these challenges in the upcoming year?
 3. If the organization is carrying an accumulated deficit, please explain how the debt is held and describe the steps taken to reduce the indebtedness.
 4. Please assess the role of the Board of Directors in the company's management and administration.

PROGRAM INFORMATION FOR THE PERIODICAL'S CURRENT FISCAL YEAR.

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

PROGRAM INFORMATION FOR THE PERIODICAL'S PROJECTED FISCAL YEAR.

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

DETAILED EXPENSES

Budget forecast for 12 months beginning _____ month/day/year

Omit cents

NOTE: Please complete *all* four columns and indicate the appropriate year(s)

Previous Two Years		Current/Projected 10/11/12	EXPENSES	Forecast 11/12/13	Do not write in this column
Actual 08/09/10	Actual 09/10/11				
			1 PRODUCTION EXPENSES		
			2 Salaries and Benefits: Editorial		
			3 Contributors' Fees		
			4 Typesetting		
			5 Paste-up		
			6 Colour Separations		
			7 Printing		
			8 Distribution		
			9 Other (Please specify)		
			10 TOTAL PRODUCTION EXPENSES		Lines 2 to 9
			11 ADMINISTRATIVE EXPENSES		
			12 Salaries and Benefits: Administrative		
			13 Office Rent		
			14 Office Supplies		
			15 Bank Charges		
			16 Legal Fees, Audit, etc.		
			17 Travel (Admin. Only)		
			18 Telecommunications		
			19 Advertising and Promotion		
			20 Subscription Costs		
			21 Fundraising Costs		
			22 Other (Please specify)		
			23 TOTAL ADMINISTRATIVE EXPENSES		Lines 12 to 22
			24 TOTAL ALL EXPENSES		Line 10 + 23

DETAILED REVENUES

Fiscal year from _____ to _____
month/day/year month/day/year

Omit cents

NOTE: Please complete *all* four columns and indicate the appropriate year(s)

Previous Two Years		Current/Projected 10/11/12	REVENUES	Forecast 11/12/13	Do not write in this column
Actual 08/09/10	Actual 09/10/11				
			1 EARNED REVENUES		
			2 Subscriptions		
			3 Bookstore Sales		
			4 Other Sales		
			5 Advertising		
			6 Other (Please specify)		
			7 TOTAL EARNED REVENUES		Line 2 to 6
			8 PRIVATE SECTOR REVENUES		
			9 Foundations		
			10 Bank Interest		
			11 Special Projects		
			12 Gaming (Bingo, Raffles)		
			13 Other (Please 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 (Please specify)		
			19 Canada Council: Operating		
			20 Project		
			21 Other (Please specify)		
			22 Federal Employment Program		
			23 Other Federal		
			24 Local Government		
			25 Institution (if applicable)		
			26 Student Society (if applicable)		
			27. Gaming Commission (Direct Access)		
			28. Other (Please 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. ANNUAL SURPLUS/(DEFICIT)		Line 32 - 33
			35. ACCUMULATED SURPLUS/(DEFICIT)		

NOTE: Please complete *all* four columns and indicate the appropriate year(s)

Previous Two Years		Current/Projected 10/11/12	PERIODICAL PUBLISHING STATISTICS	Forecast 11/12/13
Actual 08/09/10	Actual 09/10/11			
			1 GENERAL OR COMMON STATISTICS	
			2 # Full-Time Employees	
			3 # Part-Time Employees	
			4 # Self Employed/Contract Workers	
			5 # Active Volunteers	
			6 # of Subscribers	
			7 Total # Copies Sold	
			8 Total Population of the Area	
			9 # OF CULTURAL WORKERS ENGAGED	
			10 # Librarians, Curators, Conservators	
			11 # Writers, Editors, Translators	
			12 # Creative and Performing Artists	
			13 # Museum, Gallery Technicians	
			14 # Video, Broadcasting Technicians	
			15 # Announcers, Other Performers	
			16 # Creative Designers, Artisans	
			17 # Issues Per Year	
			18 Total # Pages All Issues	
			19 Print Run Per Issue (Average)	
			20 Total Print Run (All Issues)	
			21 SALES (TOTAL FOR YEAR):	
			22 # Sold by Subscription	
			23 # Sold in Bookstores	
			24 # Other Paid Sales	
			25 # Promotion Copies (Total for Year)	
			26 Total Copies for the Year	
			27 AUTHORSHIP:	
			28 % B.C.	
			29 % Other Canadian	
			30 % International	
			31 Payment Rates Contributors/Page \$	
			32 Cover Price \$	
			33 SUBSCRIPTION RATES:	
			34 1 Year \$	
			35 2 Years \$	
			36 Other (Explain) \$	
			37 Other (Explain) \$	
			38 Distributor's Commission %	
			39 Bookseller's Commission %	