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**PROFESSIONAL PROJECT ASSISTANCE - LITERARY ORGANIZATIONS**

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**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Fax \_\_\_\_\_ Website \_\_\_\_\_

**FOR BCAC USE ONLY:** 20 \_\_\_\_\_

PR # \_\_\_\_\_

FILE # \_\_\_\_\_

**Project Grant Requested**

\$ \_\_\_\_\_

Dates of Project (yyyy/mm/dd):

From: \_\_\_\_\_ To: \_\_\_\_\_

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)

**Previous BCAC Project Award**

\$ \_\_\_\_\_ Date (yyyy): \_\_\_\_\_

**Last BCAC Operating Grant (if applicable)**

\$ \_\_\_\_\_ Year (yyyy): \_\_\_\_\_

**DECLARATION (Both signatures required)**

\_\_\_\_\_ Date signed \_\_\_\_\_

(Signature of person preparing form)

\_\_\_\_\_ Date signed \_\_\_\_\_

(Signature of Board Chair or President)

**DO SOLEMNLY DECLARE:**

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

(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.

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

**FOR ORGANIZATIONS:**

BC Society Act #

\_\_\_\_\_

Date Registered (yyyy/mm/dd)

\_\_\_\_\_

Federal Charitable Tax #

\_\_\_\_\_

Total **Project** Budget (Costs): \$ \_\_\_\_\_

Total **Operating** Budget \$ \_\_\_\_\_ \$ \_\_\_\_\_

(Previous Year) (Current Year)

Purpose for Which Grant is Requested (Describe briefly)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Required Documents Attached:**

List of Board Directors

List of all Staff (including titles)

Most recent financial statement for year ended \_\_\_\_\_

Month (mm) \_\_\_\_\_ Year (yy) \_\_\_\_\_

Self-addressed, stamped envelope for return of support material (where applicable) or  Discard

**DETAILED EXPENSES**

Budget forecast for 12 months beginning \_\_\_\_\_ month/day/year

Omit cents

NOTE: Please indicate the appropriate year(s)

<b>EXPENSES</b>		Project Forecast 11/12/13	<b>Do not write in this column</b>
1	<b>PRODUCTION EXPENSES</b>		
2	Salaries: Artists		
3	Technicians/Curators		
4	Benefits		
5	Contracts Fees: Artists		
6	Other (Specify)		
7	Materials: (Please specify)		
8	"		
9	"		
10	Technical Expenses: (Please specify)		
11	"		
12	Royalties		
13	Production/Program Space Rental		
14	Artists' Travel and Transportation		
15	Concession Expense		
16	Other Expense: (Please specify)		
17	"		
18	"		
19	"		
20	<b>TOTAL PRODUCTION EXPENSES</b>		Lines 2 to 19
21	<b>ADMINISTRATIVE EXPENSES</b>		
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	Telecommunications (Phone, fax, etc.)		
35	Other (Please specify)		
36	Other (Please specify)		
37	<b>TOTAL ADMINISTRATIVE EXPENSES</b>		Lines 22 to 36
38	<b>TOTAL ALL EXPENSES</b>		Lines 20 + 37

# DETAILED REVENUES

Omit cents

NOTE: Please indicate the appropriate year(s)

<b>REVENUES</b>		Project Forecast 11/12/13	Do not write in this column
1	<b>EARNED REVENUES</b>		
2	Single Admissions		
3	Discounted Admissions		
4	Guarantees		
5	Concessions/Gift Shop		
6	Publications		
7	Program Advertising		
8	Workshop Fees, tuition, etc.		
9	Other (Please specify)		
10	<b>TOTAL EARNED REVENUES</b>		Line 2 to 9
11	<b>PRIVATE SECTOR REVENUES</b>		
12	Fundraising: Corporate		
13	Individuals		
14	Sponsors		
15	Foundations		
16	Endowment Income		
17	Bank Interest		
18	Fundraising Special Events		
19	Gaming (Bingo, Raffles)		
20	Other (In-Kind, etc.)		
21	Other (Please specify)		
22	Other (Please specify)		
23	<b>TOTAL PRIVATE SECTOR REVENUES</b>		Line 12 to 22
24	<b>GRANT REVENUES</b>		
25	BC Arts Council: Operating		
26	Project		
27	Government of BC: Other (Please specify)		
28	Canada Council: Operating		
29	Project		
30	Touring		
31	Other (Please specify)		
32	Dept. of Canadian Heritage		
33	Federal Employment Programs		
34	Other (Federal)		
35	Local Government		
36	(Direct Access) Gaming		
37	Other (Please specify)		
38	<b>TOTAL GRANT REVENUES</b>		Line 25 to 37
39	<b>TOTAL ALL REVENUES</b>		Line 10 + 23 + 38
40	<b>SUMMARY</b>		
41	<b>TOTAL REVENUES</b>		Line 39
42	<b>TOTAL EXPENSES</b>		Line 38 (p. 2)
43	<b>SURPLUS/(DEFICIT)</b>		Line 41 – 42

## **IMPORTANT: WRITTEN STATEMENT**

### **Application Requirements**

#### **ALL APPLICANTS ARE REQUIRED TO READ THE PROJECT ASSISTANCE GUIDELINES**

Each applicant must submit the following written statement in five parts (maximum 6 pages total, font size 11 or larger). The applications will be evaluated by a peer assessment jury against the program objectives and the three key assessment criteria outlined in the guidelines specific to your program. The relative weight given to each of these criteria is indicated in brackets.

1. Artistic Achievement (50%)
2. Community Engagement (25%)
3. Feasibility (25%)

The Council believes that artists and arts organizations are well placed to assess the quality of the work they produce. As a result, an essential element of each written statement is insightful, critical self-reflection. Jury members want to understand the applicant's assessment of the problems faced and the creative solutions under consideration.

Assistance is available for eligible arts and cultural organizations that have previously produced a body of work. Professional or community based arts organizations must be registered arts societies under the BC Societies Act.

For applications, which involve more than one specific project, separate budgets for each distinctive aspect of the proposal should be provided.

In order to assist BC Arts Council in evaluating your request, please provide concise responses to the following questions.

**1. Please describe the mandate and history of the applicant, or applicants, including:**

A summary of the organization's history in supporting, developing, producing or disseminating the literary arts in British Columbia.

**2. Please summarize the project or range of activities for which you are requesting assistance, including:**

- Project title proposed production and delivery timetable.
- A list of participants, according to area of responsibility for this project.
- A statement that outlines the project objectives. It is important to explain the rationale underlying the project's artistic choices.

*Jurors will consider:*

- Clarity, focus and vitality of the proposed project.
- Artistic risk or challenges inherent in, or tackled by, the proposed project.
- The applicant's ability to address issues related to BC's geographic, aboriginal and cultural diversity.
- Clear statements about compensation to every professional artist participating in the project.

**3. Please outline up to three highlights of the organization's past work.**

*Jurors will consider:*

- The strength of the intention in the project, particularly as it supports and enhances the practice of the literary arts in this province.
- Ability to realize the project artistically, based on previous successes and support material.
- Previous achievements of the organization and the project participant(s).
- The applicant's ability to address issues related to BC's geographic, aboriginal and cultural diversity.

**4. Please describe up to three aspects of the project that will strengthen the literary arts community.**

All projects are devised to involve particular artists, audiences and/or communities. This question encourages the applicant to identify the particular artists, audiences and/or communities involved and to show how the project will offer stimulating and varied forms of engagement. Engagement may include supporting the creation or publication of literary work, supporting the development of literary and related artists or professionals, audience engagement and participation, organizational development, discourse and/or education.

*Jurors will consider:*

- Knowledge of the project's audience plus insight and strategies that will lead to further audience development.
- Commitment to work created by BC and Canadian artists.
- The project's level of engagement in the context of BC's geographic, aboriginal and cultural diversity.
- Risk taking with regard to public engagement.

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

*Jurors will consider:*

- Abilities in project management, including planning, audience development, marketing, communications (e.g. with collaborators, funders, media, peer artists) and financial management.

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

The deadline for *Professional Project Assistance –Literary Organizations* applications is  
**April 15, 2011**  
 (by online application system or postmarked)