



Mailing Address:

Box 9819, Stn Prov Govt
Victoria, BC V8W 9W3
Tel: (250) 356-1718
Fax: (250) 387-4099

Location Address:

800 Johnson Street, 1st Floor
Victoria, BC V8W 1N3
E-mail: bcartscouncil@gov.bc.ca
Website: www.bcartscouncil.ca

PROFESSIONAL PROJECT ASSISTANCE – PERFORMING ARTS 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.

Choose one: **Music** **Theatre** **Dance**

ORGANIZATION NAME AND MAILING ADDRESS (Legally Registered Name)

_____ Postal Code _____

Telephone _____ Fax _____

E-mail _____

FOR BCAC USE ONLY: 20 01 ____

PR # _____

FILE # _____

Project Grant Requested
\$ _____

Dates of Project (yyyy/mm/dd):
From: _____ To: _____

Previous BCAC Award
\$ _____ Date: _____

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 _____	(Print Name) Chair <input type="checkbox"/> President <input type="checkbox"/>

FOR NON-PROFIT SOCIETIES:

BC Society Act # _____

Date Registered (yyyy/mm/dd) _____

Federal Charitable Tax # _____

Fiscal Year End

Month (mm) _____ Day (mm) _____

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.

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

Total **Operating** Budget \$ _____ \$ _____
(if applicable) (Previous Year) (Current Year)

Purpose for Which Grant is Requested (Describe briefly)

FOR ENSEMBLES, COLLECTIVES AND INDIVIDUALS:

Social Insurance Number:

Please also sign Appendix A

Required Documents Attached:

All items on checklist (page 7)

REFERENCES (Applicable for *first time applicants only*)

Name and Address of two Local References:

Name	Address	Telephone	Occupation
(1) _____	_____	_____	_____
(2) _____	_____	_____	_____

DETAILED EXPENSES

Budget forecast for the project _____

Omit cents

Independent artists/ collectives/ ensembles fill out *This Project* column only. Societies must also include operating budget for this and two years previous (left hand columns).

Previous Two Years		Projected Operating 11/12	EXPENSES	This Project 11/12	Do not write in this column
Actual 09/10	Projected/Actual Operating 10/11				
FOR SOCIETIES ONLY			1	PRODUCTION EXPENSES	
			2	Salaries: Artists	
			3	Technicians/Curators	
			4	Benefits	
			5	Contracts Fees: Artists	
			6	Other (Please 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	Co-production expenses	
			17	" Other Expense: (Please specify)	
			18	"	
			19	"	
			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	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	TOTAL ADMINISTRATIVE EXPENSES	Lines 22 to 36
			38	TOTAL ALL EXPENSES	Lines 20 + 37

DETAILED REVENUES

Omit cents

Independent artists/ collectives/ ensembles fill out *This Project* column only. Societies must also include operating budget for this and two years previous. (left hand columns)

Previous Two Years		Projected Operating 11/12	REVENUES	This Project 11/12	Do not write in this column
Actual 09/10	Projected/Actual Operating 10/11				
FOR SOCIETIES ONLY			1 EARNED REVENUES		
			2 Single Admissions		
			3 Discounted Admissions		
			4 Guarantees		
			5 Commissioning Fees		
			6 Publications		
			7 Co-production Fees		
			8 Workshop Fees, tuition, etc.		
			9 Other (Please 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 Gaming (Raffles/Lotteries)		
			20 Other (In-Kind, etc.)		
			21 TOTAL PRIVATE SECTOR REVENUES		Line 12 to 20
			22 GRANT REVENUES		
			23 BC Arts Council: Operating		
			24 Project		
			25 Government of BC: Other (Please specify)		
			26 Canada Council: Operating		
			27 Project		
			28 Touring		
			29 Other (Please specify)		
			30 Dept. of Canadian Heritage		
			31 Federal Employment Programs		
			32 Other (Federal)		
			33 Local Government		
			34 Direct Access Gaming		
			35 Other (Please specify)		
			36 TOTAL GRANT REVENUES		Line 23 to 35
			37 TOTAL ALL REVENUES		Line 10 + 21 + 36
			38 SUMMARY		
			39 TOTAL REVENUES		Line 37
			40 TOTAL EXPENSES		Line 38 (p. 2)
			41 SURPLUS/(DEFICIT)		
			42 ACCUMULATED SURPLUS/(DEFICIT)		

IMPORTANT: WRITTEN STATEMENTS & SUPPORT MATERIAL

Application Requirements

ALL APPLICANTS ARE REQUIRED TO READ THE PROJECT ASSISTANCE GUIDELINES AND ESSENTIAL INFORMATION

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 PROJECT ASSISTANCE - PROFESSIONAL PERFORMING ARTS guidelines. 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.

1. Please summarize the project for which you are requesting assistance, including:

- Title, optimal venue and dates, indicating confirmations, as applicable.
- 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 artistic practice in the context of BC's geographic, aboriginal and cultural diversity.
- Clear statements about compensation to every professional artist participating in the project.

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

A summary of the ensemble's, collective's, company's or individual artist's history in creating, developing, producing or disseminating art in British Columbia.

3. Please outline up to three highlights of the participant/ participants' past work.

Jurors will consider:

- The strength of the artistic intention in the work, the quality of practice and the development of the art form.
- Ability to realize the project artistically, based on previous successes and support material.
- Previous achievements of the artistic participant(s) individually and/or as a collective, ensemble, or organization.
- The applicant's artistic practice in the context of BC's geographic, aboriginal and cultural diversity.

- 4. Please describe up to three aspects of the project that will strengthen the 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 performance, artistic development, participation, 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.

NAME OF APPLICANT: _____

Performing Arts Support Material Sheet (Optional)

Please submit a maximum of two items in one of the following formats:

DVD, CD, MP3 or MP4, score or script. Label each item with the applicant's name and "Item 1" or "Item 2". You must explain how the support material relates to the proposal. A maximum of 5 minutes of video or audio will be viewed by the committee. It is the applicant's responsibility to ensure that these samples will play/function properly.

ITEM 1

Title of work: _____

Applicant's credit/role: _____

Format: _____

Start viewing at Track number: _____ Time indicator: _____

Completion or recording date / venue: _____ / _____

How this material relates to your project:

Special instructions or notes: (for example, software required for playback)

ITEM 2

Title of work: _____

Applicant's credit/role: _____

Format: _____

Start viewing at Track number: _____ Time indicator: _____

Completion or recording date / venue: _____ / _____

How this material relates to your project:

Special instructions or notes: (for example, software required for playback)

Some jurors will take time to view applicant websites, although this is not required. If you have a website, provide the address here:

Please note your samples will not be returned unless you provide a self-addressed self-stamped envelope.

APPLICATION CHECKLIST

Before you submit your application, ensure that you have included the following.

- A signed, completed *Professional Project Assistance- Performing Arts* application form, including detailed project budget.
- A written statement of no more than six pages, font 11 or greater.
- Maximum 250-word bio for each member of the project's creative team.
- Material supporting the history of the applicant's creation, development, production, or dissemination of their discipline in British Columbia, including any appropriate press or critical documentation.
- Optional- Audio/visual support material. Material will be accepted in the following formats only: DVD, CD, MP3, MP4 and should be pre-cued, no longer than 2 minutes in length. (No more than two contrasting recordings are required for music applicants). If you are submitting support material, a Performing Arts Support Material Sheet is required.
- Applicants requesting support for a new work are ***strongly*** encouraged to submit a script, score (samples to be no longer than 20 pages), or examples of preliminary movement research. Again, if you are submitting support material, a Performing Arts Support Material Sheet is required.
- Up to two letters of reference from established professionals familiar with the artist's or company's work (optional for previous recipients of awards under this program).

For professional organizations only, the following additional information is required:

- A list of the organization's current board of directors or trustees, including their occupations
- A list of principal administrative and artistic staff or significant contractors, giving name and title or responsibility.
- One copy of your organization's most recent Financial Statements.

Only applications containing a self-addressed stamped envelope with sufficient postage will have media support materials returned.

The deadline for *Professional Project Assistance - Performing Arts* applications is
April 15, 2011
(by online application system or postmarked)

APPENDIX A
(Required for Individual/ Ensemble and Collective Applicants Only)

DECLARATION OF APPLICANT

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 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 the *Freedom of Information and Protection of Privacy Act* and will be used to administer the BC Arts Council Professional Theatre 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 British Columbia Arts Council. 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