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**STRATEGIC OPPORTUNITIES PROGRAM
APPLICATION FORM**

Will you have an overdue FINAL REPORT on a previous BC Arts Council Award as of the deadline date for this program?

NO You can continue

YES You are ineligible to apply for this program

- **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 (Legally Registered Name) _____

MAILING ADDRESS _____

_____ Postal _____

Telephone _____ Fax _____

E-mail _____ Website _____

FOR BCAC USE ONLY: 20 33 ____ ____

FILE # _____

Amount Requested

\$ _____

Submitting Officer _____ (Print Name)	Title _____ Telephone _____ E-mail _____
Executive Director <input type="checkbox"/> or Artistic Director <input type="checkbox"/> _____ (Print Name)	Board Chair <input type="checkbox"/> President <input type="checkbox"/> _____ (Print Name)

Dates of Project (yyyy/mm/dd):

From: _____ To: _____

DECLARATION (Original signatures required)

Signature of Submitting Officer _____ Date signed _____

Signature of Board Chair or President (Organizations) _____ 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 AND,

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

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

FOR NON-PROFIT SOCIETIES:

BC Society Act # _____

Date Registered (yyyy/mm/dd) _____

Federal Charitable Tax # (if applicable) _____

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

Total **Operating** Budget (for organizations) \$ _____ \$ _____
(Previous (Current Year))

Fiscal Year End

Month (mm) _____ Day (dd) _____

Please indicate component of this project as outlined on pages 3 and 4 of the Program Guidelines (select one only) :

Category 1 Category 2 Category 3

Please describe your project briefly (25 word maximum) for the adjudication committee by completing this sentence: Funding is requested to assist with

...

Required Documents Attached:

All items on Checklist (page 5)

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 projects.

EXPENSES		Project Forecast	Do not write in this column
1	PRODUCTION EXPENSES		
2	Salaries: Artists/Museum Professionals		
3	Technicians/Curators		
4	Benefits		
5	Contracts Fees: Artists/Museum Professionals		
6	Other (Specify)		
7	Materials: (Specify)		
8	"		
9	"		
10	Technical Expenses: (Specify)		
11	"		
12	Royalties, Copyright, Reproduction Fees		
13	Production/Program Space Rental		
14	Artists' Travel and Transportation		
15	Concession Expense		
16	Co-production expenses		
17	" Other Expense: (Specify)		
18	" Other Expense: (Specify)		
19	Other (In-Kind) (Specify)		
20	TOTAL PRODUCTION EXPENSES		Lines 2 to 19
21	ADMINISTRATIVE EXPENSES		
22	Salaries: Administrator		
23	Marketing and 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 and Costs		
32	Advertising Costs		
33	Fundraising Costs		
34	Telecommunications		
35	Other (Specify)		
36	Other (Specify)		
37	TOTAL ADMINISTRATIVE EXPENSES		Lines 22 to 36
38	TOTAL ALL EXPENSES		Lines 20 + 37

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 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, total project revenues should be equal total 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/Exhibition/Borrowing Fees			
5	Commissioning/ Co-production Fees			
6	Publications/Concessions/Merchandise			
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 (Specify)			
16	Endowment Income			
17	Bank Interest			
18	Fundraising Special Events			
20	Other (In-Kind, etc.) (Specify)			
21	TOTAL PRIVATE SECTOR REVENUES			Line 12 to 20
22	GRANT REVENUES			
23	BC Arts Council: Operating			
24	Project (this request)			
25	Government of BC: Other (Specify)			
26	Canada Council: Operating			
27	Project			
28	Touring			
29	Other (Specify)			
30	Dept. of Canadian Heritage			
31	Federal Employment Programs			
32	Other (Federal) (Specify)			
33	Local Government (including Band Councils, School Districts, Regional Districts)			
34	Community Gaming Grants			
35	Other (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)			Line 39 - 40

STRATEGIC OPPORTUNITIES PROGRAM

LETTER OF INTENT

The letter of intent forms the basis of assessment for each application. Applications will be evaluated by a peer assessment jury against the program criteria, the core values and goals of the BC Arts Council and the four areas of assessment noted below.

In preparing their proposal, applicants should:

- Consider and discuss how the project addresses the applicant's mandate, mission and values through the pursuit of excellence in each of the three areas of assessment.
- Respond to the core values and goals of Council in considering and discussing each of the four areas of assessment as they relate to the project.

All applicants should refer to the core values and goals of the BC Arts Council's Strategic Plan 2014-2018 alongside the Assessment Criteria section of the STRATEGIC OPPORTUNITIES 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. Innovation and Strategy (10%)
2. Artistic Achievement (30%)
3. Community Engagement (30%)
4. Impact and Feasibility (30%)

The BC Arts Council believes that artists and arts organizations are well placed to assess 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 challenges faced and the creative solutions under consideration.

Please provide the information requested below. Please note the entire letter of intent should be no longer than three pages. To provide a competitive application you should develop a project that addresses one of the three broad categories.

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 state how much funding you need and explain how it will be spent.
5. Please indicate what other sources of funding or financial support you are pursuing, the amounts you are seeking and when you will know if you have been successful.
6. Indicate when you expect your activity to start and end.

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:

- A signed, completed STRATEGIC OPPORTUNITIES PROGRAM Application Form.
- A Letter of Intent of no more than three pages, font size 11 or larger, on single-sided white paper with one inch margins and without staples.
- A project budget form, using the template provided, indicating whether revenues are confirmed or pending.
- Notes to the budget, either within the form or on a separate page, as needed.
- 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.
- A list of the organization’s current board of directors, including their occupations and/or short bios and start dates.
- A list of administrative and artistic/curatorial staff or significant contractors, if known, giving name and title or responsibility (indicate if permanent/seasonal and full-time/part-time). If applying for a project in Human Resources, please include compensation ranges for each position for the 2015/16 fiscal year.
- One copy of the organization’s most recent Financial Statements (*see Guidelines*).
- 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 Innovation*
 - Bios of commissioned or significant collaborating artists, including a listing of major works (max 250 words). Please do not submit CVs.
 - *Category II: Organizational Development and Transition*
 - A separate job description for each position(s), if the project includes hiring new personnel.
 - Bios of contracted project leads or advisors, including consultants.
 - *Category III: Capital Projects*
 - Two competitive quotes for the proposed capital improvement(s) or purchase(s).

Applications are accepted by mail and must be postmarked **by Canada Post or a courier company no later than July 4, 2017**. Applications may be hand delivered or delivered by courier to 800 Johnson Street, 2nd Floor, 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.