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SPECIAL PROJECT – TOURING INITIATIVES APPLICATION

- **APPLICANTS ARE INVITED TO DISCUSS THEIR PROJECT PROPOSAL WITH THE APPROPRIATE PROGRAM OFFICER BEFORE SUBMISSION.**
- Please read all Guidelines, Essential Information and eligibility criteria before completing form.

ORGANIZATION NAME AND MAILING ADDRESS

_____ Postal Code: _____

Telephone _____ E-mail _____

Fax _____ Website _____

FOR BCAC USE ONLY: 20 13 ____

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 (yy): _____

Last BCAC Operating Grant

\$ _____ Year (yy): _____

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 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 (for organizations) \$ _____ \$ _____

(Previous Year) (Current Year)

FOR INDIVIDUALS

Social Insurance Number

Please also sign Appendix A

Artistic Discipline: Dance General Literary Media Arts
 Museums Music Theatre Visual Arts

Purpose for which grant is requested (Describe briefly)

Required Documents Attached
See Checklist, page 6

DETAILED EXPENSES

Omit cents

Please indicate the appropriate year(s)

EXPENSES		Project Forecast 10/11/12	Do not write in this column
1	PRODUCTION EXPENSES		
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	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	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	TOTAL ADMINISTRATIVE EXPENSES		Lines 22 to 36
38	TOTAL ALL EXPENSES		Lines 20 + 37

DETAILED REVENUES

Omit cents

Please indicate the appropriate year(s)

REVENUES		Forecast 10/11/12	Do not write in this column
1	EARNED REVENUES		
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	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 (Bingo, Raffles)		
20	Other (In-Kind, etc.)		
21	“		
22	“		
23	TOTAL PRIVATE SECTOR REVENUES		Line 12 to 22
24	GRANT REVENUES		
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 (Please specify, e.g. DFAIT)		
35	Local Government		
36	(Direct Access) Gaming		
37	Other (Please specify)		
38	TOTAL GRANT REVENUES		Line 25 to 37
39	TOTAL ALL REVENUES		Line 10+23+38
40	SUMMARY		
41	TOTAL REVENUES		Line 39
42	TOTAL EXPENSES		Line 38 (p. 2)
43	SURPLUS/(DEFICIT)		Line 41 – 42

IMPORTANT: WRITTEN STATEMENTS & SUPPORT MATERIAL

Application Requirements

**ALL APPLICANTS ARE REQUIRED TO READ
Special Projects - Touring Initiatives GUIDELINES
AND MUST CONTACT THE APPROPRIATE PROGRAM OFFICER
prior to submitting this application**

Applicants must provide a signed, completed application form including all requested information.

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 the application is insightful, critical self-reflection.

Jurors want to understand the applicant's assessment of the problems faced as well as the creative solutions under consideration.

Written Statement (max. 6 pages)

1. Please describe the mandate and history of the applicant including:

- A brief summary of the organization or artist's history in creating, developing, producing and/or disseminating arts activity in British Columbia.

Throughout the adjudication process, the Jury considers how well the applicant fulfils its mandate, mission and values. Remember that an essential element of the application is insightful, critical self-reflection.

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

- A project outline with details of the venue and dates of the invitation(s).
- A list of artist and other participants, according to area of responsibility and fees payable for this project.
- A statement that outlines the project objectives. It is important to explain the rationale underlying the touring initiative's artistic choices.

Jurors will consider:

- *Clarity and focus.*
- *Originality and vitality.*
- *Artistic risk or challenges inherent in, or tackled by, the proposed project.*
- *Clear statements about compensation to every professional artist or curator participating in the project, including levels of professional fees.*

3. Please outline three highlights of the organization's or artist's recent work.

Jurors will consider:

- *The strength of the artistic intention in the work, the quality of practice and the development of the art form.*
- *Commitment to and level of engagement with Aboriginal and culturally diverse artists.*
- *Ability to realize the project artistically, based on previous successes.*

4. Please describe up to three initiatives that will maximize the impact of participating in the event/ tour.

Jurors will consider:

- *The nature of the event/ tour and its unique opportunities.*
- *The applicant's plans for creative exchange, artistic growth, audience development and community benefit.*
- *Potential benefits to the professional arts community and the opportunities provided for professional BC artists, including Aboriginal and culturally diverse and emerging artists.*
- *Risk-taking with regard to community engagement.*

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

Jurors will consider:

- *Demonstrated capacity in project management, including production planning, audience development, marketing, communications and financial management.*
- *Achievability of proposed plans.*
- *A realistic approach to budget assumptions and projections.*
- *Demonstrated capacity to promote this project.*

APPLICATION CHECKLIST

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

- A signed, completed Special Project - Touring Initiatives application form, including detailed project budget.
- 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. (No more than two contrasting video/ audio recordings are required for all performing arts applicants. Recordings should be less than 3 minutes each and on CD/DVD format).

For first-time applicants:

- Two letters of reference from industry professionals familiar with the artist's or company's work (optional for previous recipients of awards under this program).

For professional organizations:

- 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; and

One copy of either:

- The most recent, independently prepared financial statements ("review engagement") for organizations whose total operating budget is less than \$400,000 or whose last award from the British Columbia Arts Council was \$40,000 or less; or
- An audited financial statement, for organizations whose total budget exceeds \$400,000 or whose last award exceeded \$40,000, whichever is applicable.

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

APPENDIX A
(Required for Individual 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 Special Project – Touring Initiatives 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