

RETURN TO: **BC Spirit Festivals**

Mailing Address:

Box 9819, Stn Prov Govt
Victoria, BC V8W 9W3

Location Address:

800 Johnson Street, 1st Floor
Victoria, BC V8W 1N3

PROJECT ASSISTANCE FOR BC SPIRIT FESTIVALS

- Applicants must discuss their festival proposal with the Grant Coordinator before submission.
- **Please read all guidelines and eligibility criteria before completing form (a separate document).**

Check all that apply:

- A Member of the Assembly of BC Arts Councils A Band Council
 An Aboriginal cultural organization An Aboriginal Friendship Centre

ORGANIZATION NAME AND MAILING ADDRESS

Postal Code: _____

Telephone _____ E-mail _____
Fax _____ Website _____

FOR ASSEMBLY USE ONLY:

20 27 ____

PR # _____

FILE # _____

Amount Requested

\$ _____

Dates of Festival (yyyy/mm/dd) Must be during February 2011:

From: _____ To: _____

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

DECLARATION (Both signatures required)

_____	_____
(Signature of person preparing form)	Date signed
_____	_____
(Signature of Board Chair or President)	Date signed

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 THE SOCIETY HAS COMPLIED WITH ALL REQUIREMENTS OF THE *CRIMINAL RECORDS REVIEW ACT* AND *BC SOCIETIES ACT* IN EVERY RESPECT APPLICABLE TO THE SOCIETY.
- THAT THIS APPLICATION HAS BEEN APPROVED BY THE BOARD OF DIRECTORS OF THE SOCIETY.

BC Society Act #

Date Registered (yyyy/mm/dd)

Federal Charitable Tax #

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

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

Purpose for Which Grant is Requested (Describe briefly)

Month (mm) _____ Year (yy) _____

Required Documents Attached:

- List of Board of Directors
- List of Staff members
- Most recent financial statement for year ended

Month (mm)

Year (yy)

PART B-Festival Information- Written Statement

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 objective and the four key assessment criteria outlined in the guidelines.

1. Vision
2. Artistic Achievement
3. Community Engagement and Development of Artists
4. Feasibility

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.

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

1. Please describe the mandate and history of your organization, including:

A summary of your history in creating, developing, producing or disseminating art in British Columbia. Describe the community or communities that you serve and their population size.

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

- Title, venues and dates.
- A list of participants, including all artists or groups, according to their role in the festival and indicating confirmations, as applicable.
- A statement that outlines your objectives for the festival. It is important to explain the rationale underlying your artistic choices.

Jurors will consider:

- The festival's contribution to building provincial pride and community identity.
- The festival's ability to reflect the vision of the Legacy and the BC Spirit Festivals.
- The potential benefits to the development of your community and participating artists provided by the festival.
- Clarity, focus and vitality of your proposed festival programming.
- Artistic risks or challenges inherent in, or tackled by, your proposed festival programming.
- Your programming in the context of BC's geographic, Aboriginal and cultural diversity.
- The level of compensation provided to every professional artist, ensemble, artists' collective, and/or arts organization participating in the festival programming.

3. Please outline up to three highlights of your past work.

Jurors will consider:

- The strength of the artistic choices in your work, the quality of your programming and the development of your community.
- Your ability to realize the festival artistically, based on previous successes.
- Commitment to and level of engagement with Aboriginal and culturally diverse artists.
- Examples of the previous achievements of the participating artists and/or arts organizations.

PART B continued

4. Please describe up to three aspects of the festival that will strengthen your community.

Jurors will consider:

- Knowledge of the potential audience.
- Commitment to work created by BC and Canadian artists, and new collaborations, including emerging or under-recognized artists, artistic practices, and forms.
- Accessibility of the project to the community, including artists and audiences of Aboriginal, culturally diverse and/or regional communities.
- Risk taking with regard to community engagement.

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

Jurors will consider:

- Partnerships with local artists, arts organizations, presenters, local governments and Spirit Committees.
- Abilities in project management, including planning, audience development, marketing, communications and financial management.
- Demonstrated capacity to promote and administer this festival.

PART C – FINANCIAL INFORMATION

DETAILED EXPENSES Omit cents

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

EXPENSES		Festival Forecast	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

PART C – FINANCIAL INFORMATION**DETAILED REVENUES** Omit cents

REVENUES		Festival Forecast	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	Other (Please specify)		
22	Other (Please specify)		
23	TOTAL PRIVATE SECTOR REVENUES		Line 12 to 22
24	GRANT REVENUES		
25	BC Arts Council: Operating		
26	Festival		
27	Government of BC: Other (Please specify)		
28	Canada Council: Operating		
29	Festival		
30	Touring		
31	Other (Please specify)		
32	Dept. of Canadian Heritage		
33	Federal Employment Programs		
34	Other (Federal)		
35	Local Government		
36	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