BRITISH COLUMBIA ARTS COUNCIL
An agency of the Province of British Columbia

RETURN TO: **British Columbia Arts Council** 30-004

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APPLICATION FORM 2018/19

PROFESSIONAL DEVELOPMENT ASSISTANCE PROGRAM

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

The information contained on this form is collected under the authority of the *Arts Council Act* (RSBC 1996) Chapter 19 and will be used for the purpose of administering the Professional Development Assistance Program. Any questions about the collection, use or disclosure of this information should be directed to the BC Arts Council using the above listed contact information.

APPLICANT INFORMATION (Please type or use black ink)

Legal Name _____ (Last) _____ (First) _____ (Middle Initial)

Address _____

_____

City/Province _____ Postal Code _____

Telephone (day) _____ Telephone (evening) _____

Email _____

Artist Website (if applicable) _____

FOR BCAC USE ONLY: 30 03 ___ ___

FILE # _____

APPLICATION DEADLINES

April 1, 2018
August 1, 2018
December 1, 2018

Social Insurance Number (Mandatory)

_____

WORK

Employer (if applicable) _____

Current Position _____

Address _____

City/Province _____

Postal Code _____ Telephone (day) _____

☐ I am a Canadian citizen

☐ I am a Permanent Resident
(proof of legal status attached)

Resident of B.C. since:

Month (mm) _____

Year (yyyy) _____

Requested Amount

☐ Category 1 – up to $2,500 maximum $

☐ Category 2 – up to $7,500 maximum $

Overall Project Expenses $

Dates of Project:

_____ to _____

yyyy/mm/dd yyyy/mm/dd

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

☐ Other _____

DECLARATION OF APPLICANT

I, _____ of the city of _____, 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 Records 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 Development Assistance program and process your application. Successful award recipients' names, resident location and amount of the award may be published in the Annual Report of the British Columbia Arts Council as well as in various communications and promotional vehicles of the British Columbia Arts Council and Government of British Columbia. 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 top of this form.

_____ _____

Date (yyyy/mm/dd)) Signature of Applicant

THIS PAGE, WITH PERSONAL INFORMATION, WILL NOT BE SUBMITTED TO THE JURY

PROFESSIONAL DEVELOPMENT ASSISTANCE – ADJUDICATION INFORMATION SHEET

Name _____	**Permanent Residence** (city/town) _____

Title of Project (if applicable) _____

Short Description of project (mandatory) In a sentence (up to 25 words), give a summary of your goals in pursuing this project.

Funding is requested to assist with

I am applying for:

☐ Category 1: Travel Grants – up to $2,500 maximum $

☐ Category 2: Project Grants – up to $7,500 maximum $

FINANCIAL INFORMATION

Supply a balanced budget for your proposed project. Please provide a list of itemized expenses and income sources, indicating whether income sources are confirmed (C) or pending (P), either in the form or on a separate page, as needed.

	Omit Cents
TYPE OF EXPENSE:	
A. Tuition/mentor/instructor/advisor fees	
B. Accommodation expenses and per diems (activities away from home)	
C. Travel expenses	
D. Equipment rental, books, supplies	
E. Subsistence (maximum $2,000 per month) (activities at home)	
F. Other (specify) _____	
TOTAL COSTS	
SOURCES OF INCOME	
A. Applicant contribution	
B. Employer contribution	
C. Canada Council	
D. Other government or grant sources	
E. Scholarships/Bursaries	
F. In-kind (specify)_____	
G. BC Arts Council Professional Development Assistance Grant (this request)	
TOTAL INCOME	

ATTACHMENTS – Please submit application materials in the order listed below.

- ☐ A Written Statement (3 pages maximum) that considers and addresses the Assessment Criteria presented in the Program Guidelines.
- ☐ A detailed schedule.
- ☐ A resume, including professional training and related artistic or administrative activities. (3 pages maximum)
- ☐ Balanced budget (see above).
- ☐ Letters of confirmation and support:
  - For Travel Grants: A letter of invitation to present your work, detailing dates and compensation to be provided by the host organization (i.e. fees, guarantees, in-kind).
  - For Project Grants: Written confirmation from the institution or teacher, or your prospective master, advisor or mentor of the agreed upon arrangements, as applicable.
  - For All Applicants: Two letters of recommendation from recognized professionals in your discipline, commenting on your ability and on the value of the project for your professional development (for arts administrators, one letter should be from your current employer).