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APPLICATION FORM 2018/19

PROJECT ASSISTANCE – TOURING INITIATIVES

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 strongly urged to discuss their project proposal with the appropriate program officer before submission.
- Please read program guidelines before completing form.

ORGANIZATION or APPLICANT NAME (Legally Registered Name)	

MAILING ADDRESS	

_____ Postal Code _____	
Telephone _____	E-mail _____
Fax _____	Website _____
Submitting Officer	Director
_____	_____
(Print Name)	(Print Name)
Title _____	Board Chair <input type="checkbox"/> President <input type="checkbox"/>
Telephone _____	_____
E-mail _____	(Print Name)

FOR BCAC USE ONLY: 20 13 _____

FILE # _____

Amount Requested

\$ _____

Dates of Project (yyyy/mm/dd):

From: _____ To: _____

Previous BCAC Project Award

\$ _____ Year (yyyy)

Progra _____

Last BCAC Operating Grant (if applicable)

\$ _____ Year (yyyy): _____

DECLARATION (Both signatures required)

_____	_____
Signature of Submitting Officer	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 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 # _____

Fiscal Year End _____ (mm) _____ (dd)

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

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

FOR INDIVIDUALS

Social Insurance Number _____

Please also sign Appendix A
Note: this personal information is not submitted to the jury

Artistic Discipline: Dance Literary Media Arts Theatre
 Museums Music Visual Arts Other _____

Category A) Representation at a Significant National or International Exhibition or Event B) Market and Audience Development or Touring Opportunity

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

Required Documents

All items on checklist (see page 5)

DETAILED EXPENSES

Omit cents

Refer to program guidelines for ineligible expenses. 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/Curators/Editors		
3 Technicians		
4.. Benefits		
5 Contract Fees: Artists/Curators/Editors		
6 Technicians/Other (Specify)		
7 Materials: (Specify)		
8 "		
9 "		
10 Technical/Production/Installation Expenses: (Specify)		
11 "		
12 Rights and Royalty Fees		
13 Production/Space/Venue Rental		
14 Artists' Travel and Transportation		
15 Concession/Merchandise Expense		
16 Freight, Production Transport, Related Shipping Costs		
17 Other Expenses: (Specify)		
18 "		
19 "		
20 TOTAL PRODUCTION EXPENSES		Lines 2 to 19
21 ADMINISTRATIVE EXPENSES		
22 Salaries/Contract Fees: 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 (Specify)		
36 Other (Specify)		
37 TOTAL ADMINISTRATIVE EXPENSES		Lines 22 to 36
38 TOTAL ALL EXPENSES		Lines 20 + 37

DETAILED 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.

Provide detailed notes as required, either in the form or on a separate page, as needed. Under normal circumstances, project revenues should be equal to 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/Presenting/Artist Fees, Screening Fees or Exhibition Rental			
5 Concessions/Gift Shop/Merchandise			
6 Publications			
7 Advertising Revenues			
8 Ancillary Program Fees(workshops, lectures, classes, 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			
18 Fundraising Special Events			
19			
20 Other (In-Kind) (Specify)			
21 Other Revenues (Specify)			
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 (Specify)			
28 Canada Council: Operating			
29 Project			
30 Touring			
31 Other (Specify)			
32 Dept. of Canadian Heritage			
33 Federal Employment Programs			
34 Other Federal (Specify)			
35 Local Government			
36 Community Gaming Grants			
37 Other (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 STATEMENT AND SUPPORT MATERIAL

ALL APPLICANTS ARE REQUIRED TO READ THE PROJECT ASSISTANCE GUIDELINES

(Note: these guidelines are currently under review)

The written statement, accompanied by the submitted support material, 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 three areas of assessment.

In preparing their proposal, applicants should:

- For organizations: Consider and discuss how the project addresses their mandate, mission and values through the pursuit of excellence in each of the three areas of assessment.
- For individuals and collectives: Consider and discuss how the applicant fulfills their artistic objectives through the pursuit of excellence in each of the three areas of assessment.
- For all applicants: Respond to the core values and goals of Council in considering and discussing each of the three 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 2014-18 alongside the Assessment Criteria section of the PROJECT ASSISTANCE - TOURING INITIATIVES 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. Artistic Achievement (50%)
2. Community Engagement (25%)
3. Feasibility (25%)

Each applicant must submit the following written statement in five parts (maximum 4 pages total, font size 11 or larger, on single-side white paper without staples).

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.

1. What is the project for which you are requesting assistance? Please provide:

- A brief summary of the project, including title if applicable/determined.
- A list of artists and other participants, according to area of responsibility for this project.
- Venues, dates and fees/guarantees.

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

- A summary of the organization's, ensemble's, collective's, group's or individual artist's history in creating, developing, producing or disseminating art, including touring history.
- For organizations and collectives, please include your mandate and mission statement, as applicable.

WRITTEN STATEMENT continued

3. **Outline up to three highlights of the applicant's or participants' past work and its relationship to the current tour.**
4. **Provide an overview of the touring opportunity, including:**
 - A brief description of the event, festival, and/or venues at which the work will be featured.
 - The significance of the opportunity within the applicant's artistic context, current practice, objectives and trajectory.
 - Describe any significant measures taken in the development of the tour.
5. **Outline measures that have been planned to ensure the financial and artistic success of this project, including:**
 - Up to three initiatives that will maximize the opportunities for artistic development and/or engagement with existing or emerging networks, audiences, markets, and publics for the applicant's work.

Please contact your program officer if there are significant changes or updates to the project proposal after the application deadline.

2018 deadlines for *Project Assistance – Touring Initiatives* applications are:
April 1 / August 1 / December 1

Applications are accepted by mail and must be postmarked **by Canada Post or a courier company no later than the deadline date**. Applications may be hand delivered or delivered by courier to 800 Johnson Street, 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.

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, unless otherwise noted.

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

- A signed, completed *Project Assistance – Touring Initiatives* application form (page one).
- A written statement (see page 4) of no more than four pages, font size 11 or larger, which addresses all application questions and includes details of the proposed project.
- A list of the organization's current board of directors, including their occupations and start dates (**for registered, non-profit organizations only**).
- A list of administrative and artistic/curatorial staff or significant contractors, giving name and title or responsibility (indicate if permanent/seasonal and full-time/part-time) (**for organizations only**).
- Maximum 250-word bio for each member of the project's creative team.
- A résumé of the artist/organization's representative, if applicable.
- Two letters of reference from established professionals familiar with the work of the organization or artist(s) (**for applicants who have not previously received funding through this program only**).
- A tour itinerary.
- Written confirmations of engagement including fees/guarantees, dates and other information on venues.
- A list of confirmed or invited contacts or presenters attending the performances or exhibitions, if applicable.
- The tour's marketing, market development or public programming/outreach plan (**Category B only**).
- Balanced project budget (using template provided).
- A detailed, working budget for the proposed touring project.
- A signed, completed copy of Appendix A (**for individual artists and independent collectives, groups and ensembles only**).
- An operating budget for the fiscal year in which the proposed project takes place (**for organizations only**).
- One copy of the organization's most recent Financial Statements, bound or stapled. (see *Guidelines*).

Support material:

- Up to five pages of appropriate press or critical documentation.

For Performing Arts applicants:

- No more than two contrasting recordings, to a maximum duration of three minutes.

For Visual Arts, Museums and Media Arts applicants:

- One hard copy or online catalogue of a recent exhibition, if applicable.
- Audio-visual support material consisting of:
 - o No more than two contrasting recordings, to a maximum duration of three minutes; OR,
 - o A maximum of five images (jpg or transparency format), with accompanying list.

For Literary Arts, Creative Writing and Publishing applicants only:

- Writing sample to a maximum of ten pages.

**Support material will not be returned and will be circulated to the jury only
at the time of the adjudication.**

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

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 Project Assistance – Touring Initiatives 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 first page of this form.

 Date (yyyy/mm/dd)

 Signature of Applicant

In the case of unincorporated independent collectives, a key contact person (listed as the submitting officer) will be held responsible for the application. If the application is successful, the key contact person will receive payment of the award on behalf of the group and must submit a final report upon completion of the project.