

APPLICATION FORM 2019/20

PROFESSIONAL DEVELOPMENT ASSISTANCE PROGRAM

If, as of the deadline date, you have an outstanding final report, you will be INELIGIBLE to apply

<p>APPLICANT INFORMATION (Please type or use black ink)</p> <p>Legal Name _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Last First Middle Initial </div> <p>Address _____ _____ City/Province _____ Postal Code _____ Telephone (day) _____ Telephone (evening) _____ Email _____ Artist Website (if applicable) _____</p> </p>	<p>FOR BCAC USE ONLY: 30 03 ____</p> <p>FILE # _____</p> <hr/> <p style="text-align: center;">APPLICATION DEADLINES</p> <p style="text-align: center;">April 1, 2019 August 1, 2019 December 1, 2019</p> <hr/> <p>Social Insurance Number (Mandatory)</p> <p>_____</p>												
<p>WORK</p> <p>Employer (if applicable) _____ Current Position _____ Address _____ City/Province _____ Postal Code _____ Telephone (day) _____</p>	<p><input type="checkbox"/> I am a Canadian citizen</p> <p><input type="checkbox"/> I am a Permanent Resident <i>(proof of legal status attached)</i></p> <p>Resident of B.C. since:</p> <p>Month (mm) _____ Year (yyyy) _____</p>												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Requested Amount</td> <td style="width: 45%;"><input type="checkbox"/> Category 1 – up to \$2,500 maximum</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 30%;"></td> </tr> <tr> <td></td> <td><input type="checkbox"/> Category 2 – up to \$7,500 maximum</td> <td style="text-align: right;">\$</td> <td></td> </tr> <tr> <td></td> <td>Overall Project Expenses</td> <td style="text-align: right;">\$</td> <td></td> </tr> </table>	Requested Amount	<input type="checkbox"/> Category 1 – up to \$2,500 maximum	\$			<input type="checkbox"/> Category 2 – up to \$7,500 maximum	\$			Overall Project Expenses	\$		<p>Dates of Project:</p> <p style="text-align: center;">_____ to _____ yyyy/mm/dd yyyy/mm/dd</p>
Requested Amount	<input type="checkbox"/> Category 1 – up to \$2,500 maximum	\$											
	<input type="checkbox"/> Category 2 – up to \$7,500 maximum	\$											
	Overall Project Expenses	\$											
<p>Artistic Discipline: <input type="checkbox"/> Dance <input type="checkbox"/> Literary <input type="checkbox"/> Media Arts <input type="checkbox"/> Theatre <input type="checkbox"/> Museums <input type="checkbox"/> Music <input type="checkbox"/> Visual Arts</p> <p><input type="checkbox"/> Other _____</p>													

DECLARATION OF APPLICANT

In submitting this application, I the undersigned hereby declare that:

- a. I meet all of the criteria of fundamental eligibility for this program;
- b. to the best of my knowledge and belief the information provided in this application is complete and true in every respect;
- c. I have complied with all requirements of the Criminal Records Review Act (R.S.B.C. 1996 c.86) in every respect applicable;
- d. I abide by all applicable municipal, provincial or territorial employment legislation, including but not limited to that relating to employment standards, occupational health and safety, and human rights;
- e. I am committed to providing safe and respectful working conditions and to fostering a workplace free from discrimination, harassment and sexual misconduct;
- f. any personal information submitted with this application has been done so with authorization from the individual(s) concerned.

The information on this application is collected in accordance with Section 26(c) and (e) of the Freedom of Information and Protection of Privacy Act and will be used for the following purposes: tracking and distributing funding, program evaluation and development, communication and outreach.

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) _____
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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

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