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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

APPLICANT INFORMATION (Please type or use black ink)	FOR BCAC USE ONLY: 30 03
Legal Name Last First Middle Initia	FILE #
Address City/Province Postal Code	APPLICATION DEADLINES April 1, 2019 August 15, 2019 December 1, 2019
Telephone (day) Telephone (evening)	Social Insurance Number (Mandatory)
Email	_
Artist Website (if applicable)	
WORK	I am a Canadian citizen
Employer (if applicable)	I am a Permanent Resident
Current Position	(proof of legal status attached)
Address	— Resident of B.C. since:
City/Province	— Month (mm)
Postal Code Telephone (day)	
Requested Amount Category 1 – up to \$2,500 maximum	Dates of Project:
Category 2 – up to \$7,500 maximum $\$$	to
Overall Project Expenses \$	yyyy/mm/dd yyyy/mm/dd
Artistic Discipline: Dance Literary Media Arts Theatre Museums Music Visual Arts	
Other	

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) 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 □ Category 1: Travel Grants – up to \$2,500 maximum \$ I am applying for: 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 **Omit Cents** or on a separate page, as needed. 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).