

WRITTEN STATEMENT

The written statement, accompanied by the financial and statistical information submitted on the attached pages, forms the basis of assessment for each application. Applications will be evaluated by a peer Advisory Committee 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:

- Consider and discuss how they fulfill their mandate, mission and values through the pursuit of excellence in each of the three areas of assessment.
- 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 applicant's mandate, mission, values and activity.

All applicants should refer to the core values and goals of [New Foundations: Strategic Plan for the British Columbia Arts Council 2018-2022](#) alongside the Assessment Criteria section of the OPERATING ASSISTANCE PROGRAM – Arts & Cultural Service Organizations 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 organization and its work.

The relative weight given to each of these areas of assessment is indicated in brackets.

1. Organizational Profile (2 pages maximum)
2. Artistic/Curatorial Achievement (50%)
3. Community Engagement (25%)
4. Organizational Capacity (25%)

Each applicant must submit the following written statement in four parts
(maximum 12 pages total, font size 11 or larger on single-sided white paper
with one-inch margins and without staples).

Part 1: Organizational Profile: (2 pages maximum, bullet format may be used, if appropriate.)

This section gives the peer Advisory Committee a snapshot of the organization's structure and history.

Please note that some Advisory Committee members may be more familiar with your organization than others.

1. Describe your organization's history, mandate, mission and core values.
2. Outline your organization's management, board/governance, and staff structure.
3. Provide a description of who is served by your organization, including the local, regional and/or provincial reach of your services and membership.
4. Describe how each of your facilities (administrative, storage, programming, exhibition, etc.) is held and managed (own, rent, lease).
5. Outline the organization's funding history (BC Arts Council, Canada Council, Department of Canadian Heritage, local government, gaming, etc.)

Part 2: Service Achievement (50%)

The Advisory Committee will assess how the organization supports its members and enhances the artistic or cultural discipline(s) in which its members work, acknowledging the range of practices that may exist in the membership base.

This section to be written by the Executive Director or equivalent, identified at the top of the section.

1. Briefly describe the highlights, challenges and opportunities from the last completed year and the current year of activities. Please provide details of the range of services offered, including an assessment of the organization's recent initiatives. Specific achievements in providing services for the membership should be discussed.
2. Outline the proposed services and activities for the two years for which assistance is requested. Describe how the activities reflect the organization's vision. If your organization plans to develop new services or activities in the forecast years, outline the specific development processes. Discuss how member needs are identified.
3. Please provide up to three examples of how reflection on recent activities has led to changes to better serve the organization's membership or the arts and cultural community or sector it serves.
4. Please provide three exemplary highlights from the organization's recent activities that illustrate how the organization is supporting its membership or strengthening the arts and cultural community or sector it serves.

Part 3: Engagement (25%)

The Advisory Committee) will assess the organization's engagement with its membership, the broader arts and cultural community and the general public.

This section to be written by the Executive Director or equivalent, identified at the top of the section.

1. Outline your organization's overall approach to community engagement and service to the community.
2. Describe your organization's engagement priorities that will be addressed during the years addressed in this proposal. Discuss the gaps in your organization's current community engagement model or membership base and what strategies will be developed to address them.
3. Provide up to three examples that describe how your organization's activities and membership contribute to reflecting and supporting the regional, artistic and cultural diversity of the province.

Part 4: Organizational Capacity (25%):

The Advisory Committee will assess the organization's management, leadership and human resources, including policies, planning and governance, as they contribute to the sustainability, resilience, and capacity of the organization.

Numbers 1-3 to be answered by the Executive Director or equivalent, identified at the top of the section.

1. Outline the organization's current financial position, addressing any existing or projected deficit or surplus, plans regarding the elimination of debt, or the intended use of surpluses and/or reserved funds).
2. Provide concise descriptions of up to three factors that influence your organization's current capacity and sustainability.
3. Provide concise descriptions of the major challenges or opportunities your organization anticipates facing within the next three years, along with the solutions and steps under consideration to address them

Number 4 to be answered by the Board Chair or equivalent, identified at the top of the section.

4. What is the role of the board in fostering a healthy, sustainable workplace and organization that is well-positioned to support its membership? Provide up to three examples of its active role in supporting the organization's artistic and organizational development

CADAC (Canadian Arts Data/Données sur les arts au Canada)

The BC Arts Council collects financial and statistical information through a national online database called CADAC (Canadian Arts Data/Données sur les arts au Canada). This system enables arts organizations applying for operating funding from public funders who are members of CADAC to submit their financial and statistical information in the same format.

You must use the CADAC Financial Form for Arts Organizations and the Statistical Form for Arts Organizations to submit your financial and statistical information for the years outlined below.

Your organization's financial statements must also be submitted to CADAC to be reconciled against the Last Year Actuals you have entered in the database. The Last Year Actuals entered in CADAC must be reconciled and locked by CADAC staff prior to adjudication.

Accurate assessment of your organization's request to the BC Arts Council depends upon you providing this financial and statistical information to CADAC in sufficient time for reconciliation and validation.

Contact your program officer for details. New applicants should discuss CADAC requirements with their program officer.

HOW TO SUBMIT

To submit your financial and statistical information for this application, you must use the *CADAC Financial Form for Arts Organizations* and the *Statistical Form for Arts Organizations* at www.thecadac.ca.

You are required to submit:

- Financial and statistical information for the **last three years, including the current year, and for the next projected year ONLY**
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*** Please note that draft entries in CADAC are not visible to BC Arts Council. Your application will be considered incomplete unless you convert the draft CADAC entries to submitted status by the grant deadline.**

Follow these steps to download, complete, upload and submit the CADAC Financial Form for Arts Organizations and the Statistical Form for Arts Organizations:

STEP 1

Register your organization with CADAC at www.thecadac.ca as early as possible to ensure that you have enough time to assemble the required financial information.

STEP 2

Consult the *CADAC User Guide* and the Video Tutorials.

STEP 3

Enter and submit your financial and statistical information directly in CADAC.

Please note that you may still download, complete, upload and submit the *CADAC Financial Form for Arts Organizations* but the *Statistical Form for Arts Organizations* is now only available to download for printing; statistical information must be entered directly in CADAC.

Repeat this step as needed to add to or change your financial or statistical information or if you are filling out the form for another year.

STEP 4

Upload the required signed financial statements to CADAC if you have them in an electronic version. If not, mail your signed copies to CADAC at:

CADAC FINANCIAL STATEMENTS SUBMISSION 350 Albert Street, P.O. Box 1047, Ottawa, ON K1P 5V8

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.

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

- A signed, completed Operating Assistance – Arts and Cultural Service Organizations application form, including CADAC ID number
- A written statement of no more than 12 pages, *including* a 2-page Organizational Profile.
- A list of the organization's current board of directors or governing body, including their occupations and start dates.
- A list of administrative and artistic/editorial staff or significant contractors, giving name and title or responsibility (include if permanent/seasonal and full-time/part-time).
- One copy of any recently prepared planning and policy documents, if not previously submitted. These will be made available to the Advisory Committee at the time of adjudication.
- Two copies of your organization's most recent Financial Statements (*see Guidelines*).
- Six copies each of the most recent membership publication(s).
- A completed SUMMARY OF MAJOR ACTIVITIES AND PROGRAMS for current year and for the proposed years.
- A completed Application Checklist.
- All required financial and statistical information has been entered and uploaded to CADAC for reconciliation and validation. completed Application Checklist

Support material will not be returned.

The deadline for ***Operating Assistance Program – Arts & Cultural Service Organizations*** applications is **September 30, 2019**

Applications are accepted by mail and must be postmarked **by Canada Post or a courier company** no later than September 30, 2019. Applications may also be hand delivered or delivered by courier to 800 Johnson Street, Victoria, B.C., up to 4:00 p.m. on the deadline day.

Emailed or faxed applications will not be accepted.

Note: if the deadline falls on a weekend or statutory holiday,
the deadline becomes the next business day.

SUMMARY OF MAJOR ACTIVITIES –ARTS AND CULTURAL SERVICE ORGANIZATIONS

CURRENT FISCAL YEAR (please add one additional page if necessary; maximum two pages per year)

YEAR: 20____/____

Activity or Program	Type of Program <i>(Exhibition, Screening, Lecture Series, Workshop, Online, Conference, Performance, Studio Class, etc.)</i>	Dates	Audience / Attendance <i>Please indicate A (Actual) or P (Projected)</i>	Names of Primary Contributors <i>(Artists Exhibited, Curators, Instructors, etc.)</i>	Target Audience <i>(Members of the Public, etc.)</i>

SUMMARY OF MAJOR ACTIVITIES –ARTS AND CULTURAL SERVICE ORGANIZATIONS

PROJECTED FISCAL YEAR (please add one additional page if necessary; maximum two pages per year)

YEAR: 20____/____

Activity or Program	Type of Program <i>(Exhibition, Screening, Lecture Series, Workshop, Online, Conference, Performance, Studio Class, etc.)</i>	Dates	Audience / Attendance <i>Please indicate A (Actual) or P (Projected)</i>	Names of Primary Contributors <i>(Artists Exhibited, Curators, Instructors, etc.)</i>	Target Audience <i>(Members of the Public, etc.)</i>