



**Application ID:**

**Application Type:** Operating Assistance: Community Arts Organizations

**Organization:**

**Primary Contact:**

## Profile Details

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**Name:**

**Address:**

**City:**

**Province:**

**Postal Code:**

**Phone:**

**If your profile information is not current, please go to your profile and update it before completing application.**

### Staff List Verification

A recently updated staff list has been uploaded to the organization profile related to this application.

### Board List Verification

A recently updated board list has been uploaded to the organization profile related to this application.

### Financial Statement Verification

The most recently completed financial statements detailing two fiscal years of activity have been uploaded to the organization profile related to this application.

## Organization Information

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### Discipline

Please Select

**Describe your organization's history, mandate, mission and values.** (400 words max)

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**Last Annual Report and Financial Statements filed with the Registrar of Companies**

yyy-mm-dd

**Structure: Outline your organization's management, board/governance and staff structure.** (400 words max)

**Facilities: Describe how each of your facilities (administrative, storage, programming, exhibition, etc.) is held and managed (own, rent, lease). What challenges and opportunities are provided by your facilities?** (400 words max)

**Total Operating Budget (previous year)**

Enter your total operating budget as reflected on the Financial Statements for your most recently complete fiscal year.

**Total Operating Budget (prior fiscal year)**

Enter your total operating budget as reflected on the Financial Statements for the year prior to your most recently complete fiscal year.

**Statement of Intent****Amount Requested - Local Matching**

Must match the cash financial support from eligible local sources, as reflected on the Financial Statements for your most recently complete fiscal year to a maximum of \$5,000.

\$0

## Local Government Matching

Name of Local Government or other eligible source	Type of Local Government or other eligible source	Telephone #	Amount Received	Date Received
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Please  
Select;Municipal;  
Regional; First  
Nation; Islands  
Trust; Public Trust;  
Other

### Amount Requested - Capacity and Program Development

Maximum request amount is \$10,000.

### Recent Activity

**Outline the programming and engagement activities undertaken by the organization in its current and most recently complete fiscal year and discuss up to three highlights, noting in particular any new activity; challenges and opportunities presented; and, solutions found.**

(500 words max)

**Describe up to three recent initiatives that strengthen the arts in your community.**

(500 words max)

### Capacity and Program Development

**Describe your organization's current capacity, including up to three examples of the board's role in supporting the organization's artistic and organizational development.**

(500 words max)

**Provide a brief outline of the artistic, community engagement and organizational plans for the organization over the next two years, noting in particular new developments and initiatives; anticipated challenges, opportunities, and changes, as well as the solutions and steps that will be taken to address them.**

(500 words max)

**SUMMARY OF MAJOR ACTIVITIES - Previous Fiscal Year**

**i** Enter the details below.  
Target Audience examples: Children, Youth, Adult, Family, etc.

Title	Type of Activity/Program	Venue	No. of Performances or Duration of Exhibit	Venue Capacity	Attendance	Dates (enter range as "dd-mmm-yy to dd-mmm-yy")	Target Audience	A (Actual) or P (Projected)
(to enter)	Please Select			0	0			Please Select

**SUMMARY OF MAJOR ACTIVITIES - Current Fiscal Year**

**i** Enter the details below.  
Target Audience examples: Children, Youth, Adult, Family, etc.

Title	Type of Activity/Program	Venue	No. of Performances or Duration of Exhibit	Venue Capacity	Attendance	Dates (enter range as "dd-mmm-yy to dd-mmm-yy")	Target Audience	A (Actual) or P (Projected)
(to enter)	Please Select			0	0			Please Select

**SUMMARY OF MAJOR ACTIVITIES - Projected Fiscal Year 1**

**i** Enter the details below.  
Target Audience examples: Children, Youth, Adult, Family, etc.

Title	Type of Activity/Program	Venue	No. of Performances or Duration of Exhibit	Venue Capacity	Attendance	Dates (enter range as "dd-mmm-yy to dd-mmm-yy")	Target Audience	A (Actual) or P (Projected)
(to enter)	Please Select			0	0			Please Select

**Budget**

**Budget**

**i** All applicants must complete the budget section. Only complete the fields that are relevant to your application. Please refer to the specific program guidelines to make sure that you do note include ineligible expenses here.

- All in-kind listed as revenue must appear as a corresponding expense item.
- Provide detailed notes, if needed.
- Projected revenues should be equal to projected expenses; if not, please provide a detailed explanation.
- Basic Assistance – for Forecast year: "Enter the same amount as received in the Current Fiscal Year for Forecast for Next Fiscal Year, pending recalculation of Basic Assistance formulas"

Please note: Dollar values to be entered in numeric format only, no special characters. Example: \$ , £ , etc.

**Grants Expenses**

	Current Fiscal Year	Forecast for Next Fiscal Year	Notes
Member Groups	\$0	\$0	
Scholarships/Awards	\$0	\$0	
Other (Specify in Notes)	\$0	\$0	
<b>Total Grants Expenses</b>	<b>\$0</b>	<b>\$0</b>	

**Project Expenses**

	Current Fiscal Year	Forecast for Next Fiscal Year	Notes
Concert Series	\$0	\$0	
Gallery	\$0	\$0	
Training	\$0	\$0	
Festivals/Fairs	\$0	\$0	

Art Classes	\$0	\$0
Exhibitions/Juried Shows	\$0	\$0
Other Special Events	\$0	\$0
BC Government Employment Programs	\$0	\$0
Federal Government Employment Programs	\$0	\$0
Total Project Expenses	\$0	\$0

## Administrative Expenses

	Current Fiscal Year	Forecast for Next Fiscal Year	Notes
Salaries: Administrative Staff	\$0	\$0	
Contract Fees: Administrative Staff	\$0	\$0	
Benefits, Contributions and Dues	\$0	\$0	
Office Rent or Mortgage	\$0	\$0	
Facility Operation	\$0	\$0	
Office Equipment Rental	\$0	\$0	
Accounting/Legal Fees	\$0	\$0	
Travel and Transportation (Administrative Personnel Only)	\$0	\$0	
Newsletter	\$0	\$0	
Subscription Costs	\$0	\$0	
Advertising Costs	\$0	\$0	
Insurance	\$0	\$0	
Fundraising Costs	\$0	\$0	
Communications/IT	\$0	\$0	
Memberships	\$0	\$0	
Conference Attendance	\$0	\$0	
Allocation to Designated Fund (Specify in Notes)	\$0	\$0	
Other (Specify in Notes/Description)	\$0	\$0	
Total Administrative Expenses	\$0	\$0	

Total Expenses	\$0	\$0
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## Earned and Contributed Revenues

	Current Fiscal Year	Forecast for Next Fiscal Year	Notes
Concert Series	\$0	\$0	
Art Gallery	\$0	\$0	
Facility Rental	\$0	\$0	
Membership Fees	\$0	\$0	
Art Classes	\$0	\$0	
Other Activities	\$0	\$0	
Festivals/Fairs	\$0	\$0	
Exhibitions/Juried Shows	\$0	\$0	
Other Special Events	\$0	\$0	
Training	\$0	\$0	
Fund Raising: Corporate	\$0	\$0	
Foundation	\$0	\$0	
Private	\$0	\$0	
Special Event	\$0	\$0	
Equipment Rentals	\$0	\$0	
Service	\$0	\$0	
Gaming (BINGO, Raffles, etc) (net)	\$0	\$0	
Donations: Cash	\$0	\$0	
In-kind Services	\$0	\$0	
Bank Interest	\$0	\$0	
Total Earned and Contributed Revenue	\$0	\$0	

## Private Sector Revenues

### Revenue From BC Arts Council

	Current Fiscal Year	Forecast for Next Fiscal Year	Notes
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Basic Assistance - this request (Enter the same amount as received in the Current Fiscal Year for Forecast for Next Fiscal Year, pending recalculation of Basic Assistance formulas)	\$0	\$0
Local Matching (up to \$5,000) - this request	\$0	\$0
Capacity and Program Development (up to \$10,000) - this request	\$0	\$0
Community Project/Festival	\$0	\$0
BC Touring Council (Community Presenter Assistance or other programs - please specify in Notes)	\$0	\$0
Other (Please Specify in Notes)	\$0	\$0
<b>Total Revenue from BCAC</b>	<b>\$0</b>	<b>\$0</b>

## Other Revenues

	Current Fiscal Year	Forecast for Next Fiscal Year	Notes
Government of BC: Community Gaming Grants (Specify in Notes/Description)	\$0	\$0	
Government of BC: Other (Specify in Notes/Description)	\$0	\$0	
Local Government (incl. Municipal and Regional Governments, Trusts, Band Councils, Regional Districts) (Specify in Notes/Description)	\$0	\$0	
Employment Programs (Specify in Notes/Description)	\$0	\$0	
Other Public Sector (Specify in Notes/Description)	\$0	\$0	
<b>Total All Revenues</b>	<b>\$0</b>	<b>\$0</b>	

## Summary

	Current Fiscal Year	Forecast for Next Fiscal Year	Notes
<b>Total Revenues</b>	<b>\$0</b>	<b>\$0</b>	

Total Expenses	\$0	\$0
Accumulated Surplus/(Deficit)	\$0	\$0

## Supporting Material

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**Please upload any recently prepared planning or policy documents**

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**Please upload up to five (5) pieces of support material documenting documentation of the organization's recent activities (i.e. newspaper clippings, program or promotional materials, etc.)**

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## Declaration

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### Declaration and Consent

In submitting this application, I declare that, to the best of my knowledge and belief:

- the applicant organization meets all of the eligibility criteria for this program;
- the information provided in this application is complete and true in every respect;
- the applicant organization abides by all applicable laws;
- this application has been approved by the board of directors or other governing body for the applicant organization;
- the applicant organization is committed to providing safe and respectful working conditions and to fostering a workplace free from discrimination, harassment and sexual misconduct; and
- any personal information submitted with this application has been submitted with the authorization of the individual(s) concerned and such individual(s), and I, consent (effective as of the date of submission of this application) to the disclosure of this personal information outside of Canada, including by way of the Internet, for public reporting and promotional purposes relating to this program.

### Personal Information

The personal 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: determining suitability for and awarding of funding, tracking and distributing funding, program development and evaluation, and communication and outreach.

Personal information collected through the application process may be disclosed to external peer assessors in order to adjudicate this application.

In addition, the applicant organization's name, location, funded activity and award amount may be made publicly available, including worldwide by way of the Internet, should funding be awarded.

If you have questions about the collection, use or disclosure of personal information, please contact:

Director, BC Arts Council  
800 Johnson Street, Victoria, BC, V8W 9W3  
Phone: (250) 356-1718

## Acknowledgement