



Application ID: -2100

Application Type: Co-op Placements

Organization:

Primary Contact:

Profile Details

To access profile information: click 'Home' (top right). From your home page click 'Organization Profile' (building icon) or 'Personal Profile' (crowd icon).

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

Board List Verification

Financial Statement Verification

Applicant Details

Discipline

Please Select

Describe your organization's history, mandate, mission and values (for organizations only). 400 words.



An overview of the organization's expertise and human resource capacity to manage the position(s). 500 words.

Total Operating Budget (Previous Year) (for organizations only)

Total Operating Budget (Current Year) (for organizations only)

Project Information

Amount Requested

Project Start Date

Project End Date

The organization's recent and current artistic programming and upcoming activities relevant to the proposed placement. 500 words.

Project Description

Please describe the project for which you are requesting assistance, including:

A brief statement describing the proposed position or placement, including a description of the objectives and intention. 500 words.

The statement should provide details of the following:

- a. The learning objectives.
- b. The potential impact of the proposed project on the individual(s) filling the position.
- c. The anticipated impact of the position on the organization's artistic contribution and significance, community engagement and/or capacity building activity.
- d. If work will be undertaken on a special project or a specific program, please provide details.
- e. A statement outlining your organization's policies and/or processes to support and promote safe and respectful workplaces.

Co-op Placement - Job/Position Information

Co-op position (job title)

Post-secondary Institution(s) where Co-op student is being sought

Duration in Weeks

Total Number of Hours Per Week

Hourly Wage

Budget

Project Expenses

Revenues

Supporting Material

Separate job description, including qualifications and duties, for the proposed position

Detailed schedule/timeline for the project (maximum 2 pages)

An operating budget for the fiscal year in which your proposed project takes place (organizations only).

Letters from any partnering organizations, if applicable, confirming the nature of their participation

Correspondence (letter or email) from the Co-op or Work-Integrated Learning program(s) from which the student is being sought, confirming their support of the organization and proposed position.

Declaration



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
