

Application ID:

Application Type: Project Assistance: In-Province Arts Touring & Circulation

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 the application.

Registration Profile Documents

Please ensure the following have been uploaded to your profile as they form part of the application.

Staff List Verification

Board List Verification

Financial Statement Verification

Applicant Details

Discipline

Please Select

Briefly describe your artistic practice. Organizations should include their mission, mandate and values.

(400 words maximum)

A summary of the applicant's history in the creation, development, production or dissemination of their field of arts practice in British Columbia.

(400 words maximum)

Total Operating Budget (Previous Year)

\$0.00

Total Operating Budget (Current Year)

\$0.00

Project Information

Amount Requested

\$0

Project Start Date

YYYY-MM-DD

Project End Date

YYYY-MM-DD

Please describe your project briefly by completing this sentence: Funding is requested to assist with...

(25 words maximum)

Opportunity Overview

Provide an overview of the opportunity for which you are requesting assistance, including:

A brief description of the event(s) and their dates, connection(s), location(s) and venue(s)

(200 words maximum)

The significance of the opportunity within the applicant's artistic context, current practice, objectives and trajectory.

(200 words maximum)

A description of any significant measures taken in the development and realization of the touring or circulation opportunity.

(200 words maximum)

Project timeline or work plan, clearly showing each phase of activity and venue/location where activity will take place.

(400 words maximum)

Budget

Supporting Material

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

Maximum 250-word bio for each member of the project's creative or support team

An itinerary of touring or circulation activities, if applicable

Written confirmation of engagement from hosting organizations, including fees/guarantees, dates and other information on venues OR Letters from partnering or participating artists or organizations, confirming the nature of their participation.

Relevant press or critical documentation (up to 5 pages maximum)

Audio visual support material to consist of

•Up to five images documenting the scale and scope of the proposed work on tour, if available, to support assessment of feasibility.

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



Budget



All applicants must complete the budget section. Only complete the fields that are relevant to your application. Please refer to specific program guidelines to make sure that you do not 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.

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

Artistic and Production Expenses

	Project Forecast	Notes
Salaries: Artistic, Curatorial and Production Staff (organizations only)	<input type="text"/>	<input type="text"/>
Contract Fees: Artistic and Curatorial Personnel and Contributors	<input type="text"/>	<input type="text"/>
Contract Fees: Technicians and Production Personnel	<input type="text"/>	<input type="text"/>
Contract fees: Stage Management	<input type="text"/>	<input type="text"/>
Commissioning fees	<input type="text"/>	<input type="text"/>
Benefits, Contributions and Dues	<input type="text"/>	<input type="text"/>
Artistic, Curatorial and Professional Fees - Other (Specify in Notes)	<input type="text"/>	<input type="text"/>
Elders and honoraria (Specify in Notes)	<input type="text"/>	<input type="text"/>
Materials and Supplies (Specify in Notes)	<input type="text"/>	<input type="text"/>
Technical Expenses (e.g. Equipment rental)	<input type="text"/>	<input type="text"/>
Co-production expenses	<input type="text"/>	<input type="text"/>
Royalties, Copyright, Reproduction Fees	<input type="text"/>	<input type="text"/>
Production/Exhibition/Program/Rehearsal Space and Venue Rentals	<input type="text"/>	<input type="text"/>
Box office/ Ticketing /Admissions Expenses	<input type="text"/>	<input type="text"/>
Protocols and Hospitality	<input type="text"/>	<input type="text"/>

Concessions/Shop/Merchandise Expenses	<input type="text"/>	<input type="text"/>
Shipping, Freight, Production Transport (Specify in Notes)	<input type="text"/>	<input type="text"/>
Other Artistic, Exhibition, Presentation and Production Expenses (Specify in Notes)	<input type="text"/>	<input type="text"/>
In-Kind Artistic, Exhibition, Presentation and Production Expenses (Specify in Notes)	<input type="text"/>	<input type="text"/>
Travel and Transportation	<input type="text"/>	<input type="text"/>
Remount costs	<input type="text"/>	<input type="text"/>
Travel Visas	<input type="text"/>	<input type="text"/>
Other (please specify in Notes)	<input type="text"/>	<input type="text"/>
Workshops	<input type="text"/>	<input type="text"/>
Agents/Representation/Tour Manager	<input type="text"/>	<input type="text"/>
Total Artistic and Production Expenses		

Administrative Expenses

Project Forecast **Notes**

Salaries: Administrative Staff	<input type="text"/>	<input type="text"/>
Contract Fees: Administrative Staff	<input type="text"/>	<input type="text"/>
Contract Fees: Marketing and Development Staff	<input type="text"/>	<input type="text"/>
Benefits, Contributions and Dues	<input type="text"/>	<input type="text"/>
Office Supplies	<input type="text"/>	<input type="text"/>
Office Equipment Rental	<input type="text"/>	<input type="text"/>
Accounting/Legal Fees	<input type="text"/>	<input type="text"/>
Travel and Transportation (Administrative Personnel Only)	<input type="text"/>	<input type="text"/>
Promotional Materials and Costs	<input type="text"/>	<input type="text"/>
Advertising Costs	<input type="text"/>	

Insurance	<input type="text"/>	<input type="text"/>
Fundraising Costs	<input type="text"/>	<input type="text"/>
Communications/IT	<input type="text"/>	<input type="text"/>
Other (Specify in Notes/Description)	<input type="text"/>	<input type="text"/>
Total Administrative Expenses		
Total Expenses		

Earned and Contributed Revenues

	Project Forecast	Status	Notes
Applicant cash contribution	<input type="text"/>	Please Select <input type="button" value="v"/>	<input type="text"/>
Admissions sales	<input type="text"/>	Please Select <input type="button" value="v"/>	<input type="text"/>
Subscriptions	<input type="text"/>	Please Select <input type="button" value="v"/>	<input type="text"/>
Guarantees/Royalties/Fees (Specify in Notes)	<input type="text"/>	Please Select <input type="button" value="v"/>	<input type="text"/>
Concessions/Shop/Merchandise (Specify in Notes)	<input type="text"/>	Please Select <input type="button" value="v"/>	<input type="text"/>
Co-production fees	<input type="text"/>	Please Select <input type="button" value="v"/>	<input type="text"/>
Commissioning fees (Specify in Notes)	<input type="text"/>	Please Select <input type="button" value="v"/>	<input type="text"/>
Advertising	<input type="text"/>	Please Select <input type="button" value="v"/>	<input type="text"/>
Workshop fees, tuition, etc. (Specify in Notes)	<input type="text"/>	Please Select <input type="button" value="v"/>	<input type="text"/>
In-kind Earned and Contributed Revenues (Specify in Notes)	<input type="text"/>	Please Select <input type="button" value="v"/>	<input type="text"/>
Other Earned Revenue (Specify in Notes)	<input type="text"/>	Please Select <input type="button" value="v"/>	<input type="text"/>
Total Earned and Contributed Revenues			

Private Sector Revenues

	Project Forecast	Status	Notes
Individual donations	<input type="text"/>	Please Select <input type="button" value="v"/>	<input type="text"/>

Corporate donations and sponsorship	<input type="text"/>	Please Select <input type="checkbox"/>	<input type="text"/>
Special Events fundraising	<input type="text"/>	Please Select <input type="checkbox"/>	<input type="text"/>
Foundations (Specify in Notes)	<input type="text"/>	Please Select <input type="checkbox"/>	<input type="text"/>
In-kind Private Sector Revenues (Specify in Notes)	<input type="text"/>	Please Select <input type="checkbox"/>	<input type="text"/>
Other Private Sector (Specify in Notes)	<input type="text"/>	Please Select <input type="checkbox"/>	<input type="text"/>
Total Private Sector Revenues			

Public Sector Revenues

	Project Forecast	Status	Notes
BC Arts Council: This request	<input type="text"/>	Please Select <input type="checkbox"/>	<input type="text"/>
Government of BC: Community Gaming Grants (Specify in Notes)	<input type="text"/>	Please Select <input type="checkbox"/>	<input type="text"/>
Government of BC: Other (Specify in Notes)	<input type="text"/>	Please Select <input type="checkbox"/>	<input type="text"/>
Canada Council: Project (Specify in Notes)	<input type="text"/>	Please Select <input type="checkbox"/>	<input type="text"/>
Government of Canada: Dept. of Canadian Heritage (Specify in Notes)	<input type="text"/>	Please Select <input type="checkbox"/>	<input type="text"/>
Other Federal (Specify in Notes)	<input type="text"/>	Please Select <input type="checkbox"/>	<input type="text"/>
Local Government (incl. Municipal and Regional Governments, Trusts, Band Councils, Regional Districts) (Specify in Notes)	<input type="text"/>	Please Select <input type="checkbox"/>	<input type="text"/>
Employment Programs (Specify in Notes)	<input type="text"/>	Please Select <input type="checkbox"/>	<input type="text"/>
Public Post-Secondary Institutions (Specify in Notes)	<input type="text"/>	Please Select <input type="checkbox"/>	<input type="text"/>
Other Public Sector (Specify in Notes)	<input type="text"/>	Please Select <input type="checkbox"/>	<input type="text"/>
In-kind Public Sector Revenues (Specify in Notes)	<input type="text"/>	Please Select <input type="checkbox"/>	<input type="text"/>
Total Public Sector Revenues			
Total Revenues			

Summary

Project Forecast Notes

Total Revenues

Total Expenses

Surplus/(Deficit) - Enter notes if not balanced
