

**Application ID:**

**Application Type:** Operating Assistance: Professional Music Organizations

**Organization:**

**Primary Contact:**

## Profile Details

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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:**

**Website:**

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

## Registration Profile Documents

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

### Staff List Verification

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### Board List Verification

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## Financial Statement Verification

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## Organization Information

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### Discipline

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Please Select

**Describe your organization's history, mandate, mission and core values.**

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400 words left

**Describe your organization's artistic practice(s), situating it within the cultural, regional and/or community context in which you work.**

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400 words left

**Structure: Outline your organization's artistic/curatorial/editorial leadership, management, board/governance and staff structure.**

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400 words left

**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?**

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400 words left

**Are you applying for Enhanced Capacity Assistance?**

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Please note a separate application for Enhanced Capacity is required. See Enhanced Capacity guidelines for details.

Please Select

\* CADAC Check

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](http://www.thecadac.ca).

You are required to submit:

- Financial and statistical information for the LAST THREE YEARS, INCLUDING THE CURRENT YEAR, AND FOR THE YEAR(S) FUNDING IS REQUESTED
- Statistical information for the LAST THREE YEARS, INCLUDING THE CURRENT YEAR, AND FOR THE YEAR(S) FUNDING IS REQUESTED

\* 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](http://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 PO Box 1047 Ottawa ON K1P 5V8

All required financial and statistical information has been entered and uploaded to CADAC for reconciliation and validation 

## Statement of Intent

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### Amount Requested

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\$0

**Recent programming: What were the highlights, risks, challenges and opportunities from your last funding cycle or, for new applicants, your last two years of programming? Please identify your organization's role in and/or contribution to any collaborative programming, co-productions or presentations.**

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500 words left

**Proposed activities: Outline the proposed program for the funding cycle for which assistance is requested. Provide the rationale for your programming choices, including examples of how self-reflection on recent activities influenced the proposed programs and choices. Please identify your organization's role in and/or contribution to any collaborative programming, co-productions or presentations.**

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500 words left

**Contribution:** How does your organization's work contribute to the development of the art form(s) or cultural practice(s) you serve? Provide up to three examples of recent initiatives. Include activity at a local, regional, national and/or international level, as appropriate.

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500 words left

**Public/community relationships:** Please describe your organization's approach and strategies for building and strengthening relationships with your self-identified community (arts sector, place-based, etc.) including a broad and diverse public, as related to your mandate, mission, vision, and core values.

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500 words left

**Commitment to Indigenous artists and communities:** Please describe how your organization reflects and engages with the diversity of Indigenous artists, practitioners and communities in your region and the province through programming choices, engagement activities, and/or organizational and governance structures. What measures has your organization taken to ensure equitable and ethical collaboration, cultural safety and observation of protocols for the practitioners and communities you work with.

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500 words left

**Commitment to Equity and Diversity:** Please describe how your organization reflects and engages with the diversity of the province and your community through programming choices, engagement activities, and/or organizational and governance structures. What measures has your organization taken to ensure equitable and ethical collaboration and cultural safety for the diverse practitioners and communities you work with. Consider in particular your organization's commitment to and relationship with underserved artists and organizations, culturally diverse groups, and regionally distinct cultural communities, including artists and members of the public.

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500 words left

**Support for B.C. artists and cultural practitioners: How does your organization support B.C. artists and cultural practitioners?**

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500 words left

**Financial position: Please describe your organization's current financial position, addressing any existing or projected deficit or surplus, and related plans to eliminate the deficit or to use accumulated surpluses and/or reserved funds.**

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200 words left

**Strategic Analysis: Please describe the factors that influence your organization's current sustainability, resilience and capacity and outline any major challenges or opportunities your organization anticipates facing in the near future, including measures to address them.**

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500 words left

**Staffing and human resources: Please describe the role of artistic leadership, management and the board in fostering a healthy, sustainable workplace and supporting the organization's artistic and organizational development through robust human resources practices, recruitment and succession strategies. Describe how your organization reflects the diversity of its community within its leadership and staff makeup.**

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500 words left

**Governance and leadership: Discuss the board's role in identifying and responding to issues such as accountability, financial monitoring and policy development, particularly human resource policies relating to cultural safety and a safe and respectful workplace.**

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500 words left

**Recruitment and succession: What are the recruitment and succession strategies for board and senior management positions? Describe how your organization reflects the diversity of its community within its governance makeup.**

500 words left

**Further context: If there is anything essential to the assessment committee’s understanding of your organization or this application that has not been asked, please provide it here.**

500 words left

## Activity Summaries

These summary sheet(s) must be completed.

### Summary of Major Activities - Previous Fiscal Year

| Title | Activity Type | Activity Type if "Other" | # of Performances | Venue Capacity | Attendance | Revenue: Co-productions, Fees and/or Guarantees | Revenue: Admissions/Box Office & Subscriptions | Start Date | End Date | Target Audience |
|-------|---------------|--------------------------|-------------------|----------------|------------|---|--|------------|----------|-----------------|
| -     | Please Select |                          |                   | 0              | 0          | \$0.00  | \$0.00   |            |          |                 |

## Summary of Major Activities - Current Fiscal Year

| Title | Activity Type | Activity Type if "Other" | # of Performances/ | Venue Capacity | Attendance | Revenue: Co-productions, Fees and/or Guarantees | Revenue: Admissions/Box Office & Subscriptions | Start Date | End Date | Target Audience |
|-------|---------------|--------------------------|--------------------|----------------|------------|---|--|------------|----------|-----------------|
| -     | Please Select |                          |                    | 0              | 0          | \$0.00  | \$0.00   |            |          |                 |

## Summary of Major Activities - Projected Fiscal Year 1

| Title | Activity Type | Activity Type if "Other" | # of Performances | Venue Capacity | Attendance | Revenue: Co-productions, Fees and/or Guarantees | Revenue: Admissions/Box Office & Subscriptions | Start Date | End Date | Target Audience |
|-------|---------------|--------------------------|-------------------|----------------|------------|---|--|------------|----------|-----------------|
| -     | Please Select |                          |                   | 0              | 0          | \$0.00  | \$0.00   |            |          |                 |

## Summary of Major Activities - Projected Fiscal Year 2

| Title | Activity Type | Activity Type if "Other" | # of Performances | Venue Capacity | Attendance | Revenue: Co-productions, Fees and/or Guarantees | Revenue: Admissions/Box Office & Subscriptions | Start Date | End Date | Target Audience |
|-------|---------------|--------------------------|-------------------|----------------|------------|---|--|------------|----------|-----------------|
| -     | Please Select |                          |                   | 0              | 0          | \$0.00  | \$0.00   |            |          |                 |

## Supporting Material

Please upload any recently prepared planning or policy documents

**One copy (scanned/electronic) of the most recent brochure or program**

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**Optional: A URL link to the brochure/program, if not including a scanned copy**

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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**

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I understand and agree to the terms and conditions stated above.