

**Application ID:**

**Application Type:** Project Assistance: Professional Arts Training

**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:**

**Website:**

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

## Applicant Details

---

**Discipline**

Arts Training

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

400 words left

**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 left

**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 left

## Project Description

---

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

**A summary of the project, including title if applicable/determined.**

---

500 words left

---

**The rationale and objectives underlying the project.**

500 words left

---

**Creative Team**

First Name	Last Name	Responsibility	Confirmed (C) or Proposed (P)
------------	-----------	----------------	-------------------------------

---

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

400 words left

---

**Impact and Contribution**

---

**Please outline up to three highlights of the applicant's past achievements in their field or practice, including how past work informs the proposed project.**

500 words left

---

**Please describe up to three aspects of the project that will impact, strengthen, or contribute to the applicant's discipline, area of practice or community. How will the project offer stimulating and varied forms of engagement for the particular artists, discipline professionals, audiences, publics, and/or communities involved?**

400 words left

---

**Feasibility**

---

**Please detail the measures planned or taken to ensure successful realization of the project, both artistically and financially.**

400 words left

**Recognizing that all artistic practice exists within diverse and specific cultural contexts, please describe the cultural context in which your work exists, including the steps you have taken to ensure cultural protocols and permissions are in place to support equitable and ethical processes.**

---

250 words left

**If you have received funding through the BC Arts Council for an earlier phase of this project, that is still underway and for which you have not yet submitted a final report, please provide an interim report on the status of the previous phase(s).**

---

400 words left

**Budget**

---



## Budget

**i** 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 contributions 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.

### Applicant:

#### Artistic and Production Expenses

	Project Forecast	Notes
Salaries: Artistic, Curatorial, Editorial and Production Staff (organizations only)	\$0	-
Contract Fees: Contributors; Artistic, Editorial and Curatorial Personnel	\$0	-
Contract Fees: Technicians and Production Personnel	\$0	-
Contract fees: Stage Management (as applicable)	\$0	-
Commissioning fees	\$0	-
Benefits, Contributions and Dues	\$0	-
Artistic, Curatorial and Professional Fees - Other (Specify in Notes)	\$0	-
Subsistence (performing arts individual applicants only)	\$0	-
Elders and honoraria (Specify in Notes)	\$0	-
Materials and Supplies (Specify in Notes)	\$0	-
Technical Expenses (e.g. Equipment rental)	\$0	-
Royalties, Copyright, Reproduction Fees	\$0	-
Production/Exhibition/Program/Rehearsal Space and Venue Rentals	\$0	-
Box office/ Ticketing /Admissions Expenses	\$0	-

Protocols and Hospitality	<input type="text"/>	\$0	-
Concessions/Shop/Merchandise Expenses	<input type="text"/>	\$0	-
Shipping, Freight, Production Transport (Specify in Notes)	<input type="text"/>	\$0	-
Other Artistic, Exhibition, Presentation and Production Expenses (Specify in Notes)	<input type="text"/>	\$0	-
In-Kind Artistic, Exhibition, Presentation and Production Expenses (Specify in Notes)	<input type="text"/>	\$0	-
Travel and Transportation	<input type="text"/>	\$0	-
Co-production expenses, as applicable	<input type="text"/>	\$0	-
Distribution expenses (mailing/shipping, distributor fees)	<input type="text"/>	\$0	-
Contributor Fees: Writers, Artists, Designers, Collaborations	<input type="text"/>	\$0	-
Pre-Press Expenses	<input type="text"/>	\$0	-
Online editions: hosting and e-commerce costs (Arts Periodicals)	<input type="text"/>	\$0	-
Printing and binding (Arts Periodicals)	<input type="text"/>	\$0	-
Other (please specify in Notes)	<input type="text"/>	\$0	-
<b>Total Artistic and Production Expenses</b>		<b>\$0</b>	

**Administrative Expenses**

		<b>Project Forecast</b>	<b>Notes</b>
Salaries: Administrative Staff	<input type="text"/>	\$0	-
Contract Fees: Administrative Staff	<input type="text"/>	\$0	-
Contract Fees: Marketing and Development Staff	<input type="text"/>	\$0	-
Benefits, Contributions and Dues	<input type="text"/>	\$0	-
Office Rent or Mortgage	<input type="text"/>	\$0	-
Office Supplies	<input type="text"/>	\$0	-
Office Equipment Rental	<input type="text"/>	\$0	-
Accounting/Legal Fees			

	<input type="text"/>	\$0	-
Travel and Transportation (Administrative Personnel Only)	<input type="text"/>	\$0	-
Promotional Materials and Costs	<input type="text"/>	\$0	-
Advertising Costs	<input type="text"/>	\$0	-
Insurance	<input type="text"/>	\$0	-
Fundraising Costs	<input type="text"/>	\$0	-
Communications/IT	<input type="text"/>	\$0	-
Other (Specify in Notes/Description)	<input type="text"/>	\$0	-
<b>Total Administrative Expenses</b>		\$0	
<b>Total Expenses</b>		\$0	

### Earned and Contributed Revenues

	Project Forecast	Status	Notes
Applicant cash contribution	<input type="text"/>	\$0	Please Select <input type="text"/>
Admissions	<input type="text"/>	\$0	Please Select <input type="text"/>
Subscriptions and other Publication Revenue	<input type="text"/>	\$0	Please Select <input type="text"/>
Guarantees/Royalties/Fees (Specify in Notes)	<input type="text"/>	\$0	Please Select <input type="text"/>
Concessions/Shop/Merchandise (Specify in Notes)	<input type="text"/>	\$0	Please Select <input type="text"/>
Co-production fees	<input type="text"/>	\$0	Please Select <input type="text"/>
Commissioning fees (Specify in Notes)	<input type="text"/>	\$0	Please Select <input type="text"/>
Advertising	<input type="text"/>	\$0	Please Select <input type="text"/>
Workshop fees, tuition, etc. (Specify in Notes)	<input type="text"/>	\$0	Please Select <input type="text"/>
In-kind Earned and Contributed Revenues (Specify in Notes)	<input type="text"/>	\$0	Please Select <input type="text"/>
Single copy/newsstand sales (Arts Periodicals)	<input type="text"/>	\$0	Please Select <input type="text"/>

Digital subscription or single digital copy sales (Arts Periodicals)	<input type="text"/>	\$0	Please Select	▼	-
Endowment Income	<input type="text"/>	\$0	Please Select	▼	-
Other Earned Revenue (Specify in Notes)	<input type="text"/>	\$0	Please Select	▼	-
Total Earned and Contributed Revenues		\$0		▼	

### Private Sector Revenues

	Project Forecast	Status	Notes		
Individual donations	<input type="text"/>	\$0	Please Select	▼	-
Corporate donations and sponsorship	<input type="text"/>	\$0	Please Select	▼	-
Special Events fundraising	<input type="text"/>	\$0	Please Select	▼	-
Foundations (Specify in Notes)	<input type="text"/>	\$0	Please Select	▼	-
In-kind Private Sector Revenues (Specify in Notes)	<input type="text"/>	\$0	Please Select	▼	-
Other Private Sector (Specify in Notes)	<input type="text"/>	\$0	Please Select	▼	-
Total Private Sector Revenues		\$0			-

### Public Sector Revenues

	Project Forecast	Status	Notes		
BC Arts Council: This request	<input type="text"/>	\$0	Please Select	▼	-
Government of BC: Community Gaming Grants (Specify in Notes)	<input type="text"/>	\$0	Please Select	▼	-
Government of BC: Other (Specify in Notes)	<input type="text"/>	\$0	Please Select	▼	-
Canada Council: Project (Specify in Notes)	<input type="text"/>	\$0	Please Select	▼	-
Government of Canada: Dept. of Canadian Heritage (Specify in Notes)	<input type="text"/>	\$0	Please Select	▼	-
Other Federal (Specify in Notes)	<input type="text"/>	\$0	Please Select	▼	-
Local Government (incl. Municipal and Regional Governments, Trusts, Band Councils, Regional Districts) (Specify in Notes)	<input type="text"/>	\$0	Please Select	▼	-
Employment Programs (Specify in Notes)	<input type="text"/>	\$0	Please Select	▼	-
Public Post-Secondary Institutions (Specify in Notes)	<input type="text"/>	\$0	Please Select	▼	-

Other Public Sector (Specify in Notes)	<input type="text"/>	\$0	Please Select	<input checked="" type="checkbox"/>	-
In-kind Public Sector Revenues (Specify in Notes)	<input type="text"/>	\$0	Please Select	<input checked="" type="checkbox"/>	-
Total Public Sector Revenues		\$0			
Total Revenues		\$0			

## Summary

	Project Forecast	Notes
Total Revenues	\$0	
Total Expenses	\$0	
Surplus/(Deficit) - Enter notes if not balanced	\$0	<input type="text"/>

## Supporting Material

**Please upload two letters of reference from established professionals familiar with the applicant's work (for applicants that have not previously received funding through this program only)**

---

**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**

---

**The most recent course calendar or brochure, as applicable**

---

**Letters from any partners or collaborators, if applicable, confirming the nature of their participation.**

---

## 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

---

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