

**Application ID:**

**Application Type:** Pivot Program

**Organization:**

**Primary Contact:**

SAMPLE

## 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.

**Board List Verification**

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**Financial Statement Verification**

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**Staff List Verification**

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## Applicant Details

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### Discipline

Please Select

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

400 words left

### A summary of the applicant's history of development, creation, production, and/or dissemination of their discipline in British Columbia.

400 words left

## Project Information

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### What category are you applying to?

1. Organizational Development and Transition
2. Adaptation in Artistic Practices

### Amount Requested

\$

### 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

**If your project enhances access for underserved communities or underrepresented arts and cultural practices, describe how these enhancements activate and enable the space and who specifically will benefit. Response required for those requesting up to 90% of project costs; otherwise, as applicable.**

300 words left

**If this is intended to be a recurring or ongoing project or program, explain how you will sustain and support it over the longer term.**

200 words left

## Creative Team

First Name	Last Name	Responsibility	Confirmed (C) or Proposed (P)
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**Project timeline or work plan, clearly showing each phase of activity and venue/location where activity will take place.**

400 words left

**Please describe the challenge(s) or opportunity(ies) currently facing your organization which you hope to address with the support of this program.**

This section should discuss:

- The history of the challenge or development of the opportunity.
- Any existing planning undertaken to address the challenge or opportunity.
- Which areas or activities of the organization are or will be affected by the challenge or opportunity.

600 words left

## Proposed Solution or Approach

Please describe your organization's proposed solution or approach to the challenge(s) or opportunity(ies) described above, including the proposed outcomes.

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## Proposed Solution

This section should discuss:

- Which areas of the organization will be involved in addressing the challenge or opportunity.
- What further planning activity must be undertaken to address the challenge or opportunity.
- Any additional support, funding and/or human resources are required to address the challenge or opportunity.
- The level of risk in addressing the challenge or opportunity.
- The innovation or strategy inherent in the approach to addressing the challenge or opportunity

600 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 enable the organization to engage with its communities and/or new audiences? This may be during the project (short-term impact) or as a legacy benefit of the project (long-term impact).**

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

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

400 words left

## Budget

### Artistic and Production Expenses

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

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

## Administrative Expenses

	Project Forecast	Notes
Salaries: Administrative Staff	\$	
Salaries: Marketing and Development Staff	\$	
Contract Fees: Administrative Staff	\$	
Contract Fees: Marketing and Development Staff	\$	
Benefits, Contributions and Dues	\$	
Office Rent or Mortgage	\$	

Office Supplies	\$
Office Equipment Rental	\$
Accounting/Legal Fees	\$
Travel and Transportation (Administrative Personnel Only)	\$
Promotional Materials and other Marketing Costs	\$
Advertising Costs	\$
Insurance	\$
Fundraising Costs	\$
Communications/IT	\$
Other (Specify in Notes/Description)	\$
Total Administrative Expenses	\$
Total Expenses	\$

## Earned and Contributed Revenues

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

Digital subscription or single digital copy sales (Arts Periodicals)	\$	Pending/Confirmed
Endowment Income	\$	Pending/Confirmed
Book Sales -- gross	\$	Pending/Confirmed
Rights sales and other book-related income (provide notes)	\$	Pending/Confirmed
Other Earned Revenue (Specify in Notes)	\$	Pending/Confirmed
Total Earned and Contributed Revenues	\$	

## Private Sector Revenues

	Project Forecast	Status	Notes
Individual donations	\$	Pending/Confirmed	
Corporate donations and sponsorship	\$	Pending/Confirmed	
Special Events fundraising	\$	Pending/Confirmed	
Foundations (Specify in Notes)	\$	Pending/Confirmed	
In-kind Private Sector Revenues (Specify in Notes)	\$	Pending/Confirmed	
Other Private Sector (Specify in Notes)	\$	Pending/Confirmed	
Total Private Sector Revenues	\$		

## Public Sector Revenues

	Project Forecast	Status	Notes
BC Arts Council: This request	\$	Pending/Confirmed	
Government of BC: Community Gaming Grants (Specify in Notes)	\$	Pending/Confirmed	
Government of BC: Other (Specify in Notes)	\$	Pending/Confirmed	
Canada Council: Project (Specify in Notes)	\$	Pending/Confirmed	



Government of Canada: Dept. of Canadian Heritage (Specify in Notes)	\$ Pending/Confirmed
Other Federal (Specify in Notes)	\$ Pending/Confirmed
Local Government (incl. Municipal and Regional Governments, Trusts, Band Councils, Regional Districts) (Specify in Notes)	\$ Pending/Confirmed
Employment Programs (Specify in Notes)	\$ Pending/Confirmed
Public Post-Secondary Institutions (Specify in Notes)	\$ Pending/Confirmed
Other Public Sector (Specify in Notes)	\$ Pending/Confirmed
In-kind Public Sector Revenues (Specify in Notes)	\$ Pending/Confirmed
Total Public Sector Revenues	\$
Total Revenues	\$

## Summary

	Project Forecast	Notes
Total Revenues	\$	
Total Expenses	\$	
Surplus/(Deficit) - Enter notes if not balanced	\$	

## Supporting Material

**For projects proposing to hire new personnel under any component of the program: A single page job description for the position(s)**

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

## Declaration

## 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 Programs  
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.