

Application ID:

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:

Website:

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.

Board List Verification

A recently updated board list has been uploaded to the organization profile related to this application.

Financial Statement Verification

The most recently completed financial statements detailing two fiscal years of activity have been uploaded to the organization profile related to this application.

Staff List Verification

A recently updated staff list has been uploaded to the organization profile related to this application.

Applicant Details

Discipline

Please Select

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

400 words left

Provide an overview of the organization's expertise and human resource capacity to manage the position(s).

500 words left

Total Operating Budget (Previous Year)

\$0.00

Total Operating Budget (Current Year)

\$0.00

Project Information

Amount Requested

\$0

Project Start Date

2020-MM-DD

Project End Date

2020-MM-DD

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

25 words left

Describe the organization's recent and current artistic programming and upcoming activities relevant to the proposed position.

500 words left

Project Description

In answering these questions to describe your project, refer to the program guidelines to ensure you are addressing the requirements and assessment criteria.

Impact of the position on the organization.

Describe the impact of the position on the organization's current capacity or future plans, including artistic contribution and significance, and community engagement.

300 words left

Learning objectives and the potential impact of the proposed project on the individual(s) filling the position.

200 words left

If work will be undertaken on a special project or a specific activity, provide details

100 words left

Outline your organization's policies and/or processes to support and promote safe and respectful workplaces.

200 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

Co-op Placement - Job/Position Information

Job Title

100 characters left

List post-secondary Institution(s) where the candidate is being sought

100 characters left

List program(s) of study where the candidate is being sought

200 characters left

Outline the rationale for selecting the program(s) of study and institution(s).

100 words left

Location of Project (Name of Community)

100 characters left

Duration in Weeks

0

Total Number of Hours Per Week

0

Hourly Wage

\$0.00

Provide a statement to contextualize the proposed rate of pay in relation to comparable pay levels within the organization, hours worked, and the living wage in your area.

100 words left

Budget

Project Expenses

	Amount	Notes
Student salary	\$0	
Mandatory Employment Related Costs	\$0	
Employment Related Benefits Costs	\$0	
Materials and Supplies (Specify in Notes)	\$0	
Professional development expenses, including travel	\$0	
Other Project Expenses (Specify in Notes)	\$0	
In-Kind Project Expenses (Specify in Notes)	\$0	
Total Project Expenses	\$0	

Revenues

	Amount	Status	Notes
BC Arts Council: This Request	\$0		
Applicant Contribution (Specify in Notes)	\$0		
Other Revenues (Specify in Notes)	\$0	Please Select	
In-Kind Project Revenue (Specify in Notes)	\$0	Please Select	
Total Revenues	\$0		

Supporting Material

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

Detailed workplan for the project (maximum 2 pages)

Letters from any partners or collaborators, 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 Programs
800 Johnson Street, Victoria, BC, V8W 9W3
Phone: (250) 356-1718

Acknowledgement

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