

Application ID:

Application Type: Project Assistance: Professional Literary

Organization:

Primary Contact:

A red asterisk (*) indicates the field is mandatory

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.

Required Profile Updates

Board List

| Name | Board Position | Occupation/Expertise | Start Date | Notes (optional) |
|------|----------------|----------------------|------------|------------------|
|------|----------------|----------------------|------------|------------------|

Staff List

| Name | Position | Permanent/Seasonal | Full-Time/Part-Time | Notes (optional) |
|------|----------|--------------------|---------------------|------------------|
|------|----------|--------------------|---------------------|------------------|

Financial Statement Verification

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

Applicant Details

Field of Practice

Please Select

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

400 words left

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

400 words left

Total Operating Budget (Previous Year)

\$

Total Operating Budget (Current Year)

\$

Project Information

Amount Requested cannot exceed 50% of the total project budget. This amount must match the request amount in the budget form.

Amount Requested

\$

Project Start Date

yyyy-mm-dd

Project End Date

yyyy-mm-dd

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

25 words left

Project Description

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

Provide a summary of the project, including title if applicable/determined.

500 words left

Creative Team

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

Provide a summary of the project, including title if applicable/determined.

500 words left

Describe the rationale, artistic vision and objectives underlying the project.

300 words left

If your project involves working with individuals or materials from communities outside your own, particularly those that have been historically underserved, describe the steps taken to collaborate with these communities, respect protocols and integrate an equitable and ethical approach in your work.

250 words left

Alignment with Strategic Directions

Does this project demonstrate alignment with and commitment to some or all of these BC Arts Council strategic directions: Indigenous Arts and Culture; Equity, Diversity, and Access; Community Arts and Regional Arts? If yes, please explain.

300 words left

Engagement and Impact

Describe up to three aspects of the proposed project that will impact, strengthen, or contribute to the development of the applicant's field of practice, B.C. artists, cultural practitioners, and/or arts communities.

200 words left

Describe the community or audience you intend to reach. How will the proposed project impact and engage with your identified community?

Consider how the project may offer stimulating and varied forms of engagement for the particular artists, discipline professionals, audiences, publics, and/or communities involved.

400 words left

Does the proposed project engage with and provide sustainable benefits to diverse and/or historically underserved communities and their artistic practices? If so, describe how (if not already described above).

200 words left

Provide plans to address accessibility, equity, and safety, including but not limited to physical spaces, cultural and emotional safety, affordability, and adaptations to involve diverse participants.

200 words left

Feasibility

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

400 words left

Outline up to two highlights of the applicant's past achievements in their field or practice, including how this past work informs the proposed project.

300 words left

Outline the policies and/or processes in place to support and promote safe and respectful workplaces.

Describe how management practices demonstrate sound human resources practices related to fair remuneration, equitable employment, and a safe and respectful workplace.

200 words left

Outline the plans or policies in place related to current public health restrictions or directives. Include any strategies you have considered should those protocols change.

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

Artistic and Production Expenses

| | Project Forecast | Notes: Provide details for all relevant revenue and expenses |
|---|------------------|--|
| Salaries: Artistic, Design, Curatorial, Editorial and Production Staff (organizations only) | \$0 - | |

| | |
|---|-------|
| Contract Fees: Contributors; Artistic, Design, 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 - |
| Advances to authors, Royalties, Copyright, Reproduction Fees (specify in notes) | \$0 - |
| Production/Exhibition/Program/Rehearsal Space and Venue Rentals | \$0 - |
| Box office/ Ticketing /Admissions Expenses | \$0 - |
| Protocols and Hospitality | \$0 - |
| Concessions/Shop/Merchandise Expenses | \$0 - |
| Shipping, Freight, Production Transport (Specify in Notes) | \$0 - |
| Other Artistic, Exhibition, Presentation and Production Expenses (Specify in Notes) | \$0 - |
| In-Kind Artistic, Exhibition, Presentation and Production Expenses (Specify in Notes) | \$0 - |
| Travel and Transportation | \$0 - |
| Co-production expenses, as applicable | \$0 - |
| Distribution expenses (mailing/shipping, distributor fees) | \$0 - |

| | |
|--|------------|
| Contributor Fees: Writers, Artists, Designers, Collaborators | \$0 - |
| Pre-Press Expenses | \$0 - |
| Online editions: hosting and e-commerce costs (Arts Periodicals & Book Publishers) | \$0 - |
| Printing and binding (Arts Periodicals & Book Publishers) | \$0 - |
| Accessibility/accommodation supports | \$0 - |
| Other (please specify in Notes) | \$0 - |
| Total Artistic and Production Expenses | \$0 |

Administrative Expenses

| | Project Forecast | Notes: Provide details for all relevant revenue and expenses |
|---|-------------------------|---|
| Salaries: Administrative Staff | \$0 - | |
| Salaries: Marketing and Development Staff | \$0 - | |
| Contract Fees: Administrative Staff | \$0 - | |
| Contract Fees: Marketing and Development Staff | \$0 - | |
| Benefits, Contributions and Dues | \$0 - | |
| Office Rent or Mortgage | \$0 - | |
| Office Supplies | \$0 - | |
| Office Equipment Rental | \$0 - | |
| Accounting/Legal Fees | \$0 - | |
| Travel and Transportation (Administrative Personnel Only) | \$0 - | |
| Promotional Materials and other Marketing Costs | \$0 - | |
| Advertising Costs | \$0 - | |
| Insurance | \$0 - | |
| Fundraising Costs | \$0 - | |
| Communications/IT | \$0 - | |
| Other (Specify in Notes/Description) | \$0 - | |
| Total Administrative Expenses | \$0 | |

| | |
|----------------|-----|
| Total Expenses | \$0 |
|----------------|-----|

Earned and Contributed Revenues

| | Project Forecast | Status | Notes: Provide details for all relevant revenue and expenses |
|--|------------------|-------------------|--|
| Applicant cash contribution | \$0 | Confirmed/Pending | - |
| Admissions | \$0 | Confirmed/Pending | - |
| Subscriptions and other Publication Revenue | \$0 | Confirmed/Pending | - |
| Guarantees/Royalties/Fees (Specify in Notes) | \$0 | Confirmed/Pending | - |
| Concessions/Shop/Merchandise (Specify in Notes) | \$0 | Confirmed/Pending | - |
| Co-production fees | \$0 | Confirmed/Pending | - |
| Commissioning fees (Specify in Notes) | \$0 | Confirmed/Pending | - |
| Advertising | \$0 | Confirmed/Pending | - |
| Workshop fees, tuition, etc. (Specify in Notes) | \$0 | Confirmed/Pending | - |
| In-kind Earned and Contributed Revenues (Specify in Notes) | \$0 | Confirmed/Pending | - |
| Single copy/newsstand sales (Arts Periodicals) | \$0 | Confirmed/Pending | - |
| Digital subscription or single digital copy sales (Arts Periodicals) | \$0 | Confirmed/Pending | - |
| Endowment Income | \$0 | Confirmed/Pending | - |
| Book Sales -- gross | \$0 | Confirmed/Pending | - |
| Rights sales and other book- related income (provide notes) | \$0 | Confirmed/Pending | - |
| Other Earned Revenue (Specify in Notes) | \$0 | Confirmed/Pending | - |
| Total Earned and Contributed Revenues | \$0 | | |

Private Sector Revenues

| | Project Forecast | Status | Notes: Provide details for all relevant revenue and expenses |
|--|-------------------------|-------------------|---|
| Individual donations | \$0 | Confirmed/Pending | - |
| Corporate donations and sponsorship | \$0 | Confirmed/Pending | - |
| Special Events fundraising | \$0 | Confirmed/Pending | - |
| Foundations (Specify in Notes) | \$0 | Confirmed/Pending | - |
| In-kind Private Sector Revenues (Specify in Notes) | \$0 | Confirmed/Pending | - |
| Other Private Sector (Specify in Notes) | \$0 | Confirmed/Pending | - |
| Total Private Sector Revenues | \$0 | | |

Public Sector Revenues

| | Project Forecast | Status | Notes: Provide details for all relevant revenue and expenses |
|---|-------------------------|-------------------|---|
| BC Arts Council: This request | \$0 | Confirmed/Pending | - |
| Government of BC: Community Gaming Grants (Specify in Notes) | \$0 | Confirmed/Pending | - |
| Government of BC: Other (Specify in Notes) | \$0 | Confirmed/Pending | - |
| Canada Council: Project (Specify in Notes) | \$0 | Confirmed/Pending | - |
| Government of Canada: Dept. of Canadian Heritage (Specify in Notes) | \$0 | Confirmed/Pending | - |
| Other Federal (Specify in Notes) | \$0 | Confirmed/Pending | - |
| Local Government (incl. Municipal and Regional Governments, Trusts, Band Councils, Regional Districts) (Specify in Notes) | \$0 | Confirmed/Pending | - |
| Employment Programs (Specify in Notes) | \$0 | Confirmed/Pending | - |
| Public Post-Secondary Institutions (Specify in Notes) | \$0 | Confirmed/Pending | - |

| | | |
|---|-----------------------|---|
| Other Public Sector (Specify in Notes) | \$0 Confirmed/Pending | - |
| In-kind Public Sector Revenues (Specify in Notes) | \$0 Confirmed/Pending | - |
| 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 | - |

Support Material

For applicants that have not previously received funding through this program, upload two letters of reference from established professionals familiar with the applicant's work.

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

Upload a document listing name and biographies of each member of the project's creative team; maximum 250 words each.

Upload letters from up to two partners or collaborators, if applicable, confirming the nature of their participation. Do not include general letters of support.

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.



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