

Application ID:

Application Type: Operating Assistance: Community Arts Organizations

Organization:

Primary Contact:

An 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, go to your profile and update it before completing the application.

Required Profile Updates

Entries and changes made in the pop out table(s) below will be saved to the organizational profile and made available on future applications.

Board List

Name	Board Position	Occupation/Expertise	Start Date	Notes (optional)
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Staff List

Name	Position	Permanent/Seasonal	Full-Time/Part-Time	Notes (optional)
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Financial Statement Verification

I confirm that the most recently completed signed financial statements detailing two fiscal years of activity have been uploaded to the organization profile related to this application (as outlined in the program guidelines)

Last Annual Report filed with the Registrar of Companies

YYYY-MM-DD

Organization Information

There is no requirement to write to the word count limit. Write answers in short sentences or point form. Word counts are provided only to indicate the maximum number of words accepted per question.

What is you/your organization's field of practice(s)?

Please Select

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

400 words

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

400 words

Provide three examples of how your organization contributes to the development of the art form(s) or cultural practice(s) you serve.

400 words

Total Operating Expenses (previous year)

Enter your total operating expenses as reflected on the Financial Statements for your most recently complete fiscal year.

\$

Total Operating Expenses (prior fiscal year)

Enter your total operating expenses as reflected on the Financial Statements for the year prior to your most recently complete fiscal year.

\$

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

400 words

Describe the role of artistic and/or curatorial leadership, management and the board in fostering a safe and respectful workplace and developing cultural safety.

An active commitment to Equity, Diversity and Access is a key direction in the BC Arts Council's strategic plan. To assist the BC Arts Council's understanding of the sector's priorities in addressing equity, indicate if your organization has engaged in any of the following processes: (select all that apply)

Developed a statement on equity and anti-racism, Developed a process for measuring the diversity and cultural competency of your administrative, governance and artistic workforce, Provided cultural competency and/or anti-racism training for staff and Board members, Evaluated and addressed accessibility needs of audiences and artists from Deaf and disability arts (DDM) communities when designing programs and services (e.g. accommodations policy, tactile tours in museums, projects that feature DDM artistic leaders, sign language interpretation or surtitles at performing arts venues, etc.), Developed plans for supporting cultural safety and provided a working environment that is free of discrimination and that values Indigenous knowledge, Other processes to support and develop equity, diversity and access within your organization (describe below)

**Describe 'other' if
applicable:**

Does your organization operate a facility(ies) other than an office on a permanent basis with ongoing fixed costs?

Please Select

Facilities Table

	Yes/No	Number	Rent/Own/Lease	Notes
Museum	Please Select		Please Select	
Exhibition/gallery space	Please Select		Please Select	
Warehouse	Please Select		Please Select	
Collections Storage Space	Please Select		Please Select	
Theatre and/or Performance Space	Please Select		Please Select	
Rehearsal Space	Please Select		Please Select	
Other	Please Select		Please Select	

Activity Report

We appreciate that many organizations are currently operating at reduced capacity because of COVID-19 and recognize that continued uncertainty affects the ability of organizations to plan over multiple years. The following activity report is intended to help us better understand the impacts of the pandemic since March 2020 and the plans that organizations have in place based on current knowledge and circumstances. This information will be used help support the sector as effectively as possible.

Indicate the areas within your organization that have experienced significant changes, challenges or opportunities since March 2020 as a result of the COVID-19 pandemic including the impact of accompanying calls to address racism and systemic inequities. Select all that apply:

Artistic/Cultural/Curatorial/Editorial Initiatives, Productions and Programming, Community Engagement and Partnerships, Fundraising and Development, Financial Situation, Human Resources, including leadership transition or succession, Facilities, Strategic Direction or Governance, including Board transition, Other (describe below)

Briefly describe the significant changes, challenges or opportunities for each area selected above, as applicable.

500 words

Has your organization created alternative programming formats to replace in-person activities?

Please Select

If yes, what alternative programming/production formats (check all that apply)?

Web-based video, Web-based podcast or other audio, Web-based live forums or other convening activities, Street-level exhibits, pop-up galleries, outdoor installations and murals, Printed or digitally published documents, Other

Describe 'other' if 50 words applicable:

Have you made attempts to monetize alternative/digital delivery of programming and production?

Please Select

If you answered yes to the question above, how successful were strategies to monetize alternative/digital delivery of programming and production on a scale of 1-5?

Please Select

Briefly describe: 200 words

How strongly do you agree with the following statement: alternative programming/production formats will become an important part of our programming/production activity.

Please Select

Briefly Describe why you agree or disagree.

200 words

Indicate the areas where you anticipate experiencing significant upcoming or continued changes, challenges or opportunities over the next fiscal year. Select all that apply:

Artistic/Cultural/Curatorial/Editorial Initiatives, Productions and Programming, Community Engagement and Partnerships, Fundraising and Development, Financial Situation, Human Resources, including leadership transition or succession, Facilities, Strategic Direction or Governance, including Board transition, Other (describe below)

Briefly describe the anticipated significant upcoming or continued changes, challenges or opportunities your organization may experience over the next year for each area selected above, as applicable. Identify if these are directly related to COVID-19, in response to racism and systemic inequities, or related to other contexts.

500 words

Has your organization prepared a plan for restarting operations or increasing operational activity in anticipation of a period of recovery?

Please Select

Rate each of the following areas of organizational challenges in preparing for restarting operations and/or increasing operational activity.

Using a scale of 0 = not challenging to 5 = very challenging, rate the following challenges to restarting operations.

	Rate 0-5
Programming/production activities and contributing to your field of practice	0
Financial stability	0
Maintaining stable governance and leadership	0
Organizational capacity, human resource practices, recruitment and succession strategies	0
Strengthening relationships with the public, your identified communit(ies) and partners	0
Other	0

Describe 'other' if 50 words
applicable:

Briefly describe your organization's approach to restarting operations and/or increasing operational capacity for each of the areas selected above, as applicable.

500 words

Activity Summaries

Outline the program of major activities for your previous, current, and next calendar years. Use the Activity Summary Table provided.

Period of recovery from the COVID-19 pandemic

Base upcoming activities on a reasonable 'best case scenario' for restarting operations or increasing operational capacity. The Activity Summary is not being assessed for level of activity but is intended to help us to better understand how to support the sector as effectively as possible.

Previous Fiscal Year

Title	Type of Activity/Program	Venue	No. of Performances or Duration of Exhibit	Venue Capacity	Attendance	Dates (enter range as "dd-mmm-yy to dd-mmm-yy")	Target Audience	A (Actual) or P (Projected)
	Please					dd-mm-yy		Please

Current Fiscal Year

Title	Type of Activity/Program	Venue	No. of Performances or Duration of Exhibit	Venue Capacity	Attendance	Dates (enter range as "dd-mmm-yy to dd-mmm-yy")	Target Audience	A (Actual) or P (Projected)
	Please Select					dd-mm-yy		Please Select

Projected Fiscal Year

Title	Type of Activity/Program	Venue	No. of Performances or Duration of Exhibit	Venue Capacity	Attendance	Dates (enter range as "dd-mmm-yy to dd-mmm-yy")	Target Audience	A (Actual) or P (Projected)
	Please Select					dd-mm-yy		Please Select

Budget

All applicants must complete the budget section. Only complete the fields that are relevant to your application. Please refer to the specific program guidelines to make sure that you do not include ineligible expenses here.

- All in-kind listed as revenue must appear as a corresponding expense item.
- Provide detailed notes.
- Projected revenues should be equal to projected expenses.
- Basic Assistance – for Forecast year: “Enter the same amount as received in the Current Fiscal Year for Forecast for Next Fiscal Year”
- Please note: Dollar values to be entered in numeric format only, no special characters. Example: \$, £, etc.

Grants Expenses

	Last Fiscal Year	Current Fiscal Year	Forecast for Next Fiscal Year	Notes
Member Groups				
Scholarships/Awards				
Other (Specify in Notes)				
Total Grants Expenses				

Project Expenses

	Last Fiscal Year	Current Fiscal Year	Forecast for Next Fiscal Year	Notes
Concert Series				
Gallery				
Training				
Festivals/Fairs				
Art Classes				
Exhibitions/Juried				
Shows				
Other Special Events				
BC Government Employment Programs				
Federal Government Employment Programs				
Total Project Expenses				

Administrative Expenses

	Last Fiscal Year	Current Fiscal Year	Forecast for Next Fiscal Year	Notes
Salaries: Administrative Staff				
Contract Fees: Administrative Staff				
Benefits, Contributions and Dues				
Office Rent or Mortgage				
Facility Operation				
Office Equipment Rental				
Accounting/Legal Fees				
Travel and Transportation (Administrative Personnel Only)				
Newsletter				
Subscription Costs				
Advertising Costs				
Insurance				
Fundraising Costs				
Communications/IT				
Memberships				
Conference Attendance				
Allocation to Designated Fund (Specify in Notes)				
Other (Specify in Notes/Description)				
Total Administrative Expenses				
Total Expenses				

Earned and Contributed Revenues

	Last Fiscal Year	Current Fiscal Year	Forecast for Next Fiscal Year	Notes
Concert Series				
Art Gallery				
Facility Rental				
Membership Fees				
Art Classes				
Other Activities				
Festivals/Fairs				
Exhibitions/Juried Shows				
Other Special Events				
Training				
Fund Raising: Corporate				
Foundation				
Private				
Special Event				
Equipment Rentals				
Service				
Gaming (BINGO, Raffles, etc) (net)				
Donations: Cash				
In-kind Services				
Bank Interest				
Total Earned and Contributed Revenue				

Private Sector Revenues

Revenue From BC Arts Council

	Last Fiscal Year	Current Fiscal Year	Forecast for Next Fiscal Year	Notes
Basic Assistance - this request (Enter the same amount as received in the Current Fiscal Year for Forecast for Next Fiscal Year)				
Local Matching - this request (Enter the same amount as received in the Current Fiscal Year for Forecast for Next Fiscal Year)				
Capacity and Program Development - this request (Enter the same amount as received in the Current Fiscal Year for Forecast for Next Fiscal Year)				
Community Project/Festival				
BC Touring Council (Community Presenter Assistance or other programs - please specify in Notes)				
Pivot Project				
Other, including COVID supplements (Please Specify in Notes)				
Total Revenue from BCAC				

Other Revenues

	Last Fiscal Year	Current Fiscal Year	Forecast for Next Fiscal Year	Notes
Government of BC: Community Gaming Grants (Specify in Notes/Description)				
Government of BC: Other (Specify in Notes/Description)				
Local Government (incl. Municipal and Regional Governments, Trusts, Band Councils, Regional Districts) (Specify in Notes/Description)				
Employment Programs (Specify in Notes/Description)				
Other Public Sector (Specify in Notes/Description)				
Total All Revenues				

Summary

	Last Fiscal Year	Current Fiscal Year	Forecast for Next Fiscal Year	Notes
Total Revenues				
Total Expenses				
Accumulated Surplus/(Deficit)				

Support Material

Upload any recently prepared planning or policy documents, such as a restart plan.

(optional) Please upload up to two (2) pieces of support material documenting the organization's recent activities (i.e. newspaper clippings, program or promotional materials, etc.)

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.