

**Application ID:**

**Application Type:** Project Assistance: Media Arts Organizations

**Organization:**

**Primary Contact:**

An asterisk (\*) indicates the field is mandatory

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

## Required Profile Updates

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### Board List

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

Name	Board 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)

**Date of last Society Annual Report filed with the Registrar of Companies (not-for-profit organizations only)**

## Applicant Details

**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 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, Actual)**

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

\$0.00

**Total Operating Budget (Current Year, Projected)**

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\$0.00

**Project Information**

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**Amount Requested**

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\$0

**Project Start Date**

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**Project End Date**

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

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25 words left

**Project Description**

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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.**

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500 words left

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

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500 words left

## Creative Team

Name	Responsibility	Confirmed (C) or Proposed (P)	Biography/statement of training, experience, practice relevant to project (up to 100 words)
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## 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; Regional Arts and Community Arts? If yes, please explain.

## 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

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

**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).**

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**Provide plans to address accessibility and safety of engagement, including but not limited to physical spaces, cultural safety, affordability, and accommodations for diverse participants.**

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## Feasibility

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

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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.**

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300 words left

**Outline the policies and/or processes in place to support and promote fair remuneration, equitable employment and safe and respectful workplaces (including human resource and management practices related to this project).**

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**Outline plans or policies in place related to current public health orders and restrictions. Include any strategies you have considered should these orders and restrictions change (as related to this project).**

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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).**

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400 words left

## Budget

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### 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)	\$	
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)	\$
Accessibility/accommodation supports	\$
Other (please specify in Notes)	\$
<b>Total Artistic and Production Expenses</b>	<b>\$</b>

## Administrative Expenses

	<b>Project Forecast</b>	<b>Notes: Provide details for all relevant revenue and expenses</b>
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: Provide details for all relevant revenue and expenses
Applicant cash contribution	\$	Please Select	
Admissions	\$	Please Select	
Subscriptions and other Publication Revenue	\$	Please Select	
Guarantees/Royalties/Fees (Specify in Notes)	\$	Please Select	
Concessions/Shop/Merchandise (Specify in Notes)	\$	Please Select	
Co-production fees	\$	Please Select	
Commissioning fees (Specify in Notes)	\$	Please Select	
Advertising	\$	Please Select	
Workshop fees, tuition, etc. (Specify in Notes)	\$	Please Select	
In-kind Earned and Contributed Revenues (Specify in Notes)	\$	Please Select	
Single copy/newsstand sales (Arts Periodicals)	\$	Please Select	
Digital subscription or single digital copy sales (Arts Periodicals)	\$	Please Select	
Endowment Income	\$	Please Select	
Book Sales: Net Sales in the first year	\$	Please Select	



Rights sales and other book-related income (provide notes) \$ Please Select

Other Earned Revenue (Specify in Notes) \$ Please Select

Total Earned and Contributed Revenues \$

## Private Sector Revenues

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

## Public Sector Revenues

	Project Forecast	Status	Notes: Provide details for all relevant revenue and expenses
BC Arts Council: This request	\$	Please Select	
Government of BC: Community Gaming Grants (Specify in Notes)	\$	Please Select	
Government of BC: Other (Specify in Notes)	\$	Please Select	
Canada Council: Project (Specify in Notes)	\$	Please Select	
Government of Canada: Dept. of Canadian Heritage (Specify in Notes)	\$	Please Select	
Other Federal (Specify in Notes)	\$	Please Select	

Local Government (incl. Municipal and Regional Governments, Trusts, Band Councils, Regional Districts) (Specify in Notes)

\$ Please Select

Employment Programs (Specify in Notes)

\$ Please Select

Public Post-Secondary Institutions (Specify in Notes)

\$ Please Select

Other Public Sector (Specify in Notes)

\$ Please Select

In-kind Public Sector Revenues (Specify in Notes)

\$ Please Select

Total Public Sector Revenues

\$

Total Revenues

\$

## Summary

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

## Support Material

### Samples of Work / Portfolio

Use this section to provide examples of previous work relevant to the proposed project, up to a maximum of: -5 images or 5 minutes total of video or audio, with identified excerpts to be viewed; OR -3 pages of critical writing or documentation (do not submit testimonials or reference letters). (Do not submit material beyond what is requested; it will not be presented for assessment)

#### Inventory For Audio and Video Submissions

Item Number	Title/Name of Recording	Performance / Creation Date	Description of Work	Timecode(s) to watch	URL (if not uploading with application)	URL Password, if applicable (please set password to BCAC_2021)	Your role(s) or credit(s) (as applicable)
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#### Inventory For Text and Image Submissions

Item Number	Title/Name of Piece	Creation / Publication Date	Description of Work	Dimensions and Materials (as applicable)	Your role(s) or credit(s) (if collaborative work)	Captions (for photography work)
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## Portfolio Materials - Upload media files here

Use the following naming convention for the file name of each submitted digital file: **Surname, Given Name, File Order Number, Title of Work** (.jpg, .mp3, etc.)

-Ensure the file extension is included in the file name

-The order number will ensure the works are presented chronologically. Ensure the first nine (9) file order numbers begin with a zero so that they follow your image list.

-Do not include any special characters or symbols or quotation marks (e.g. #?\_"&|...) in the file name.

**File Naming Example: SmithSara01Painting.jpg**

Summary of recommended maximums per file and format:

- Video: 500 MB; mp4, mov, and avi formats

- Audio: 100 MB; mp3, wav, and aif/aiff formats

- Image: 10 MB; jpg/jpeg, gif, png, and bmp formats

(Videos may take a few minutes before they become accessible while they are copied to a media server. The preview thumbnail will appear as 3 dots until this is completed.)

## Portfolio Materials - Upload Text-Based files here

Use the following naming convention for the file name of each submitted digital file: **Surname, Given Name, File Order Number, Title of Work** to upload your .pdf

-Ensure the file extension is included in the file name

-The order number will ensure the works are presented chronologically. Ensure the first nine (9) file order numbers begin with a zero so that they follow your image list.

-Do not include any special characters or symbols or quotation marks (e.g. #?\_"&|...) in the file name.

**File Naming Example: SmithSara01PaintingEssay.pdf**

Summary of recommended maximums per file and format:

Written: .pdf format

## Other Support Materials

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

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

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

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## Feedback

We are always looking for ways to improve how we communicate with the arts and culture sector in B.C. This section is optional, and is not part of the application process, but your answers will help us improve the services we provide.

**How did you learn about the intake for this program?**

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Please Select

**In the future, how would you like to be informed about our programs?**

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Please Select

**If applicable, the agency (see question above):**

## 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.

