

# BC Arts Council Project Assistance: Community Arts Festivals

# Application Preview

Updated: February 4, 2022

## Overview

This is a sample of the BC Arts Council Project Assistance: Community Arts Festivals Application.

This sample will be updated if the application is updated or changed in any way, with changes highlighted in yellow and marked as "new:". Check back to make sure you have the most current version.

Applications must be completed on the online system, which requires a profile to be set up.

### If you require support to access the online system or make your application - contact one of the Program Officers to discuss:

* Krista Patterson- 236-478-2550 – Krista.Patterson@gov.bc.ca
* Justine Shore - 250-940-8538 – Justine.Shore@gov.bc.ca

An asterisk (\*) indicates the field is mandatory

## Profile Details

(System Generated Content)

Application ID:

Application Type: Project Assistance: Community Arts Festivals

Organization:

Primary Contact:

### Registration Profile Summary

(System Generated Content)

Name:

Address:

City:

Province:

Postal Code:

Phone:

Website:

Purpose:

If the Profile Summary above is not correct, go to the applicant profile and update it before completing the application. Changes to address information must be submitted by email to: bcartscouncil@gov.bc.ca.

To access profile information: click 'Home' (top right). From your home page click 'Organization Profile' (building icon).

### Required Profile Updates

#### Board List Button (Pop out form)

Form fields: Name, Board Position, Occupation/Expertise, Start Date, Notes (optional)

#### Staff List Button (Pop out form)

Form Fields: Name, Position, Permanent/Seasonal Full-Time/Part-Time Notes (optional)

#### \*Financial Statement Verification

Check Box:

* 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)

##### \*Purpose Statement Verification

Check Box:

* I confirm that the statement of Purpose has been completed on the Organization Profile.

New: Update your profile with your organization's Statement of Purpose.

This is required prior to submitting this application. For non-profits, this is a direct copy from the organization's constitution. Navigation: From your system Home page, select Organization Profile. Under the Additional Information tab, scroll half way down to the Purpose text field.

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

year-month-day

## Applicant Details

Use short sentences or point form to answer questions. Word counts indicate the maximum accepted words per question.

An asterisk (\*) indicates the field is mandatory

### \*What is the applicant's PRIMARY field of practice?

Please Select:

* Community Based Arts Practice
* Dance
* Deaf, Disability and Mad Arts
* Indigenous Cultural Centres
* Literary
* Media Arts
* Theatre
* Museums
* Music
* Visual Arts
* Interdisciplinary/Multidisciplinary
* Other

\*If other, describe:

### \*Briefly describe the applicant's main goals, primary activities, and priority work. Clearly position these within the applicant's cultural and geographical context, and/or field of practice.

400 words total available

### BC Arts Council strategic priorities: Check any that apply.

Check Boxes:

* Indigenous Arts & Culture - Is the applicant organization/collective led by and/or rooted in Indigenous (First Nations, Métis and/or Inuit) communities?
* Equity, Diversity & Access - Is the applicant organization/collective led by and/or rooted in underserved communities, including Deaf, Disability and Mad arts, Racialized and/or people of colour, 2SLGBTQQIA+)?
* Regional Arts - Is the applicant organization/collective located outside of greater Vancouver and the capital region, not including Sooke, Metchosin, the Gulf Islands, or the Juan de Fuca electoral area)?

### \*Who does the applicant PRIMARILY benefit or serve?

200 words total available

### Check this box to confirm the applicant adheres to the Criminal Record Review Act which requires that people who work with or may have unsupervised access to children or vulnerable adults must undergo a criminal record check by the Criminal Records Review Program.

Single Check Box

### \*Outline the role of leadership, including management and/or the board in fostering a healthy, sustainable and respectful workplace. Briefly describe the organizational and/or human resource practices related to equitable employment, cultural competency, and cultural safety.

200 words total available

### \*Enter the ACTUAL total operating expenses from the most recently COMPLETED fiscal year.

(Input numeric value in dollars and cents)

### \*Total Operating Budget (for the year in which the festival takes place)

(Input numeric value with up to two decimal places)

## Project Information

### \*Amount Requested

(Input numeric value with no decimal places)

maximum request: $5,000

### \*Total amount of fees paid to B.C. or Canadian professional artists, technicians, Elders and Traditional Knowledge Keepers for the entire festival

 (Input numeric value with no decimal places)

### \*Project Start Date

year-month-day

### \*Project End Date

year-month-day

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

25 words total available

### \*Festival Name:

### \*Festival Dates:

### \*Primary Location of Festival:

### \*Festival Website:

### \*Estimated Total Attendance:

Select one:

* up to 100
* 100-300
* 300-500
* 500-1000
* 1000+

### \*What are the arts festival’s MAIN ACTIVITIES. Why are these activities important to the organization, the arts and cultural practice/s, the participants and/or the community?

500 words total available

\*Enter the list of confirmed or proposed B.C. and Canadian professional artists, technicians, Elders and Traditional Knowledge Keepers sufficient to demonstrate total request of up to $5,000. Include names, the fees they are to be paid, and their biographies (max. 250 words per bio)

If only a proposed list is available, also provide the list of professional artists, technicians, Elders and Traditional Knowledge Keepers engaged in last year’s festival and the actual fees each were paid, up to $5000.

Table fields to complete, adding rows for each person listed:

* Name
* Fees
* Bio (max 250 words)
* C (Confirmed) or P (Proposed) or L (Last year)

### \*What process was used to choose the festival presenters/technicians listed in the table above?

200 words total available

### \*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 total available

## Project Feasibility

### \*Provide a timeline and/or work plan for the project. Include each phase of activity and venue/location where the activity will take place.

400 words total available

### Check here to confirm that the applicant organization has successfully produced at least one volunteer-run community arts festival.

Single check box

### \*Name and dates of previous community arts festival

Text field

### \*Enter the ACTUAL total festival expenses from the previous community arts festival.

(Input numeric value with up to two decimal places)

### \*Outline approaches/planning related to health and safety and emergency preparedness for the project.

200 words total available

\*Explain how, if applicable, the upcoming festival will differ from the previous year’s festival, either artistically and/or financially.

100 words total available

### \*Will artists, arts and cultural practitioners, and technicians involved with this project be paid in alignment with industry standards within the field of practice (e.g., CARFAC)?

Please Select:

* Yes
* No
* Not Applicable

### If no, explain how fair 200 words total available compensation was determined within the project and/or community context:

200 word available total

### \*Will Elders and/or Traditional Knowledge Keepers involved with this project be compensated fairly according to community context?

Please Select

* Yes
* No
* Not Applicable

### Explain how the 200 words total available compensation level was determined:

200 words total available

### Click here to confirm the applicant organization understands and agrees they MUST adhere to the most current provincial and federal orders and public health directives related to COVID-19 throughout the development and execution of the project.

Single Check Box

## Budget

### Button: Project Budget Form

(Budget Form Pop-Out Window)

All applicants must complete the budget form. This form is used across BC Arts Council programs. Only complete the fields that are relevant to your application and program. Refer to the program guidelines to ensure that you only include eligible expenses.

All in-kind contributions listed as revenue must appear as a corresponding expense.

Provide detailed notes.

Projected revenues should be equal to projected expenses.

Community Festivals please include your whole festivals budget.

Please note: Dollar values must be in numeric format only with no special characters, e.g. $ , £, etc.

#### Artistic and Production Expenses

The following categories in the budget have two input fields each: numeric inputs for Project Forecast amounts, and text inputs for Notes: Provide details for all relevant revenues 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 $0 Publishers)
* Printing and binding (Arts Periodicals & Book Publishers)
* Accessibility/accommodation supports
* Other (please specify in Notes)

Total Artistic and Production Expenses: (Auto-added total)

#### Administrative Expenses

The following categories in the budget have two input fields each: numeric inputs for Project Forecast amounts, and text inputs for Notes: Provide details for all relevant revenues and expenses.

* 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 (Auto-added total)

Total Expenses (Auto-added total)

#### Revenue Notes:

The following categories in the budget (Earned and Contributed Revenues, Private Sector Revenues and Public Sector Revenues) have three input fields each expense line:

1. numeric inputs for Project Forecast amounts
2. drop down select menus for Status that include:
	1. Confirmed
	2. Pending
3. text inputs for Notes: Provide details for all relevant revenue and expenses

#### Earned and Contributed Revenues

* Applicant cash contribution
* Admissions
* Subscriptions and other Publication Revenue
* Guarantees/Royalties/Fees (Specify in Notes)
* Concessions/Shop/Merchandise (Specify in Notes)
* Co-production fees
* Commissioning fees (Specify in Notes)
* Advertising
* Workshop fees, tuition, etc. (Specify in Notes)
* In-kind Earned and Contributed Revenues (Specify in Notes)
* Single copy/newsstand sales (Arts Periodicals)
* Digital subscription or single digital copy sales (Arts Periodicals)
* Endowment Income
* Book Sales: Net Sales in the first year
* Rights sales and other book-related income (provide notes)
* Other Earned Revenue (Specify in Notes)

Total Earned and Contributed Revenues (Auto-added total)

#### Private Sector Revenues

* Individual donations
* Corporate donations and sponsorship
* Special Events fundraising
* Foundations (Specify in Notes)
* In-kind Private Sector Revenues (Specify in Notes)
* Other Private Sector (Specify in Notes)

Total Private Sector Revenues (Auto-added total)

#### Public Sector Revenues

* BC Arts Council: This request
* Government of BC: Community Gaming Grants
* Government of BC: Other (Specify in Notes)
* Canada Council: Project (Specify in Notes)
* Government of Canada: Dept. of Canadian Heritage (Specify in Notes)
* Other Federal (Specify in Notes)
* Local Government (incl. Municipal and Regional Governments, Trusts, Band Councils, Regional Districts (Specify in Notes)
* Employment Programs (Specify in Notes)
* Public Post-Secondary Institutions (Specify in Notes)
* Other Public Sector (Specify in Notes)
* In-kind Public Sector Revenues (Specify in Notes)

Total Public Sector Revenues (Auto-added total)

Total Revenues (Auto-added total)

#### Summary

* Total Revenues (Auto-added total)
* Total Expenses (Auto-added total)
* Surplus/(Deficit) - Enter notes if not balanced (Input notes)

Button: Save

Button: Close

## Support Material

### Upload one PDF copy (scanned/electronic) of the most recent community art festival brochure or program.

(Upload Button)

### Optional: Provide a URL link to the brochure/program, if not including an uploaded copy above.

### Upload PDF letters from up to two partners or collaborators, if applicable, confirming the nature of their participation (maximum two letters, one page each). Do not include general letters of support.

(Upload Button)

## 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?

Please Select:

* BC Arts Council Website
* BC Arts Council Social Media
* Direct email from BC Arts Council
* Workshop or Presentation featuring BC Arts Council Staff
* BC Arts Council Program Officer
* Another agency, including newsletter or social media
* Word of mouth, including past applicants
* Traditional media including newspapers or radio

If applicable, the agency (see question above):

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

Please Select:

* Direct Email, featuring a summary of upcoming arts council programs
* BC Arts Council social media
* BC Arts Council website
* Through communications from other agencies (for example, through professional associations, arts service organizations or collectives)

### Is this your first application to BCAC?

Please Select

* Yes
* No

### Have you ever received BCAC funding?

Please Select

* Yes
* No

### How long did this application take you to complete (hours)?

(insert numeric value)

## 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

Check Box:

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