

**Application ID:**

**Application Type:** Project Assistance: Public Museums and Indigenous Cultural Centres

**Organization:**

**Primary Contact:**

An asterisk (\*) indicates the field is mandatory

## Profile Details

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### Registration Profile Summary

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**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](mailto:bcartscouncil@gov.bc.ca).

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

## Required Profile Updates

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### Board List

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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 confirm that signed financial statements for the two most recently completed fiscal years have been uploaded to 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.

### Organization's Statement of Purpose Verification

- I confirm that the Statement of Purpose has been completed on the Organization Profile.

**Date the Society Annual Report was LAST filed with the Registrar of Companies (not-for-profit organizations only; ensure the correct year is displayed below)**

### Applicant Details

Consider that those assessing the application might not be familiar with your work, your community, or your cultural context. In answering the questions, provide all the information they need to understand and assess your project. Use short sentences or point form to answer questions. Word counts indicate the maximum accepted words per question. There is no requirement to write to the word count limit.

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

Please Select

**Is the applicant organization's PRIMARY PURPOSE (as defined by the organization's constitution) to support artistic work by one or more of the BC Arts Council's [designated priority groups](#)? Check any that apply.**

Indigenous (First Nations, Métis, or Inuit); Deaf or experience disability; Black or persons/people of colour; Located outside greater Vancouver or the capital region.

**Briefly provide context to your selection(s) above.**

250 words left

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**Criminal Records Review Act**

- \*Check this box to confirm the applicant adheres to the Criminal Records 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.

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

400 words left

**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 left

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

\$0.00

**Enter the PROJECTED total operating expenses from the CURRENT fiscal year.**

\$0.00

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**Project Information**

## Request levels:

Note the following maximums as a percentage of project budget: Amount requested cannot exceed 50% of the total eligible project budget or 65% of the total eligible project budget for organizations aligned with a [designated priority group](#).

This amount must match the request amount in the budget form.

## Amount Requested

\$0

## Project Start Date

## Project End Date

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

25 words left

## Project Description

The next two questions refer to the proposed project. Ensure answers respond to the assessment criteria in the program guidelines.

**The BC Arts Council is developing approaches to accepting applications (or parts of applications) in audio/video formats. This work is still in a pilot phase.**

**You can submit answers to the next two questions in either written or verbal/visual format (but not both).**

ASL or Sign Language Verbal Submissions – please ensure you have captioned or translated the Sign Language into spoken or written English. For support doing this, please enquire about [Application Assistance](#).

Option 1: Use text boxes below for written answers.

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

300 words left

**Describe the rationale, vision, objectives, and projected outcomes underlying the project.**

500 words left

Option 2: Upload below for audio or audiovisual option.

The content of the response will be considered against the assessment criteria within the program guidelines and not on format, design, or production quality of the uploaded file.

File(s) must be no longer than 5 minutes, not exceed 50MB and must use one of these supported file extensions: AUDIO: .flac, .mid, .midi, .mp3, .ogg, .ra, .rm, wma, .wav VIDEO: .asf, .avi, .flv, .mkv, .mov, .mpeg, .mpg, .mp2, .mp4, m4v, .ogv, .rm, .rmvb, .webm, .wmv

## Creative Team

Name	Responsibility	Confirmed (C) or Proposed (P)	Biography/statement of training, experience, practice relevant to project (up to 100 words)
-	-	Please Select	-

## 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? If yes, please explain.**

## Engagement and Impact

**Describe the communities or audience(s) or participants you intend to reach. How will the proposed**

**project impact and engage with your identified group(s)?**

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300 words left

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

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**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.**

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250 words left

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

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## Feasibility

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

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400 words left

**Briefly describe a past achievement that supports the likelihood of success of the project.**

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100 words left

**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)?**

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Please Select

**Explain how fair compensation was determined within the project and/or** 200 words left

**community context:**

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

Please Select

**Explain how the 200 words left  
compensation level was  
determined:**

**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**

**EXPENSES**

**Artistic and Production Expenses**

	<b>Project Forecast</b>	<b>Notes: Provide details</b>
Salaries: Artistic, Design, Curatorial, Editorial, Creative and Production Staff	\$0	
Salaries: Project Management / Coordination Staff	\$0	
Contract Fees: Project Management/Coordination:	\$0	
Contract Fees: Contributors; Artistic, Design, Editorial and Curatorial Personnel	\$0	
Contract Fees: Technicians and Production Personnel	\$0	
Contract Fees: Stage Management	\$0	
Commissioning fees	\$0	
Employee Benefits, Contributions and	\$0	

Dues (including MERCs)	
Indigenous Elders and/or Knowledge Keepers (compensation and honoraria)	\$0
Indigenous Protocol and Indigenous Hospitality Expenses	\$0
General Hospitality Expenses	\$0
Materials and Supplies (specify)	\$0
Technical Expenses	\$0
Equipment Rental (related to project)	\$0
Production/Exhibition/Program/Rehearsal Space and Off-site Venue Rentals (specify ownership of space/venue in notes)	\$0
Box office/ Ticketing /Admissions Expenses	\$0
Concessions/Shop/Merchandise Expenses	\$0
Shipping, Freight, Production Transport (specify)	\$0
Travel and Transportation (specify)	\$0
Per Diem and Accommodations (specify, hotel etc.)	\$0
Co-production expenses	\$0
Distribution expenses (mailing/shipping, distributor fees)	\$0
Accessibility supports for Audiences (ex. Sign Language Interpretation; Captioning/CART; Live/Audio Description)	\$0
Accessibility supports for Participants (for applicants not eligible for Access Support funding)	\$0
Other Artistic, Exhibition, Presentation and Production expenses (specify)	\$0
Total Artistic and Production/Creation Expenses	\$0

## Administrative Expenses

**Project Forecast**   **Notes: Provide details**



Salaries: Administrative Staff (if volunteer or in-kind list in section below)	\$0
Salaries: Marketing and Development Staff (if volunteer or in-kind list in section below)	\$0
Contract Fees: Administrative Staff (if volunteer or in-kind list in section below)	\$0
Contract Fees: Marketing and Development Staff (if volunteer or in-kind list in section below)	\$0
Benefits, Contributions and Dues (including MERCS)	\$0
Office Rent or Mortgage	\$0
Office Supplies (specify)	\$0
Office Equipment Rental	\$0
Accounting/Legal Fees	\$0
Travel and Transportation (Administrative Personnel Only)	\$0
Per Diem and Accommodations (specify, hotel etc.)	\$0
Promotional, Marketing and Communication Costs	\$0
Advertising Costs	\$0
Insurance	\$0
Fundraising Costs	\$0
Other (Specify in Notes/Description)	\$0
<b>Total Administrative Expenses</b>	<b>\$0</b>

## In-Kind Expenses

	<b>Project Forecast</b>	<b>Notes: Provide details</b>
In-Kind Expenses (specify)	\$0	
In-Kind Expenses (specify)	\$0	
In-Kind Expenses (specify)	\$0	
<b>Total In Kind Expenses (THIS AMOUNT MUST EQUAL IN-KIND REVENUE)</b>	<b>\$0</b>	

## Total Expenses

## REVENUES

### Public Sector Revenues

	Project Forecast	Status	Notes: Provide details
BC Arts Council: This request (must be the same amount entered in Amount Requested field)	\$0	Please Select	
Government of BC: Community Gaming Grants (specify)	\$0	Please Select	
Government of BC: Other (specify)	\$0	Please Select	
Canada Council (specify)	\$0	Please Select	
Government of Canada: Dept. of Canadian Heritage (specify)	\$0	Please Select	
Other Federal (specify)	\$0	Please Select	
Local Government (incl. Municipal and Regional Governments, Trusts, Band Councils) (specify)	\$0	Please Select	
Employment Programs (specify)	\$0	Please Select	
Public Post-Secondary Institutions (specify)	\$0	Please Select	
Other Public Sector (specify)	\$0	Please Select	
<b>Total Public Sector Revenues</b>	<b>\$0</b>		

### In-Kind Revenues

#### Earned and Contributed Revenues

	Project Forecast	Status	Notes: Provide details
Applicant cash contribution	\$0	Please Select	
Admissions	\$0	Please Select	
Subscriptions and other Publication Revenue	\$0	Please Select	
Guarantees/Royalties/Fees (specify)	\$0	Please Select	

Concessions/Shop/Merchandise (specify)	\$0	Please Select
Co-production fees	\$0	Please Select
Commissioning fees (specify)	\$0	Please Select
Advertising	\$0	Please Select
Workshop fees, tuition, etc. (specify)	\$0	Please Select
Other Earned and Contributed Revenues (specify)	\$0	Please Select
<b>Total Earned and Contributed Revenues</b>	<b>\$0</b>	

## Private Sector Revenues

	Project Forecast	Status	Notes: Provide details
Individual donations	\$0	Please Select	
Corporate donations and sponsorship	\$0	Please Select	
Special Events fundraising	\$0	Please Select	
Foundations (specify)	\$0	Please Select	
Other Private Sector (specify)	\$0	Please Select	
<b>Total Private Sector Revenues</b>	<b>\$0</b>		1

## Total Revenues

### Summary

	Project Forecast	Notes
Total Revenues	\$0	
Total Expenses	\$0	
Surplus/(Deficit) - Budget must balance	\$0	

## Support Material

Do not submit material beyond what is requested. Excess material will not be reviewed.

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**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.**

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**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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## Examples of previous work

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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).

### Upload media using button below:

File naming conventions: **Applicant Name, File Order Number, Event or Activity title** (.jpg, .mp3, etc.)

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

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

Applicants are advised to review and adhere to the [Upload Requirements for Support Material](#)

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. If you are having difficulty with your upload, call (250) 356-1718 or [BCArtsCouncil@gov.bc.ca](mailto:BCArtsCouncil@gov.bc.ca) during business hours for assistance.

## Upload optional PDFs using button below:

File naming conventions: **Applicant Name, File Order Number, Event or Activity title** (.pdf)  
-Ensure the file extension is included in the file name  
-Do not include any special characters or symbols or quotation marks (e.g. #?\_"&|...) in the file name.  
Applicants are advised to review and adhere to the [Upload Requirements for Support Material](#)

## Access Support

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The [Access Support](#) program provides an additional contribution towards costs for specific accessibility services, rental equipment and other supports required to carry out a project funded by the BC Arts Council.

### Access Support requests are available to:

- Individual artists or arts and culture practitioners who self-identify as Deaf or have a disability. OR
- Organizations with a primary purpose to support practitioners who are Deaf or have a disability, as specified in the organization's constitution.

### Does your organization have a primary purpose, as specified in your constitution, to support practitioners who are Deaf or have a disability?

Please Select

### Will you be applying for Access Support?

Please Select

Additional questions display here if applying for Access Support alongside this application

## Feedback

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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

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

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

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Please Select

**Is this your first application to BCAC?**

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Please Select

**Did you attend an Information Session prior to completing your application?**

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Please Select

**Have you ever received BCAC funding?**

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Please Select

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

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## 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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