

# BC Arts Council Operating Assistance: Literary Arts Application Preview

Updated: June 29, 2022

## Overview

This is a sample of the BC Arts Council Operating Assistance: Literary Arts Application.

This sample will be updated if the application is updated or changed in any way, with changes highlighted in yellow and marked as "updated:". 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 have questions about the program or application - contact the Program Advisor to discuss:

* Michelle Benjamin – 236-478-2582 – Michelle.Benjamin@gov.bc.ca

The most recent program guidelines are posted on the relevant program page on the [BC Arts Council website](https://www.bcartscouncil.ca/program/application-assistance/).

Please ensure that you meet all of the eligibility criteria for this program and confirm that your Organizational Profile —including your most current Financial Statements— is up to date before submitting this application.

There is no autosave function. Applicants will be logged out if inactive for 120 minutes. It is highly recommended to press the "Save Draft" button regularly.

## Profile Details

An asterisk (\*) indicates the field is mandatory

(System Generated Content)

Name:

Address:

Municipality:

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

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

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

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

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

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

#### **\***Financial Statement Verification

(check box) 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

(check box) 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)

(Year-Month-Day)

### NEW - COMING SOON Voluntary Self Identification as a Designated Priority Group

Shortly, applicants will have the opportunity to voluntarily self-identify as a [designated priority group](https://www.bcartscouncil.ca/priorities/priority-groups/). Once available, this page will be updated and you will be able to visit the Registration profile and click on

‘Designated Priority Group’ to submit your organization’s information. This information will be stored on the applicant’s registration profile, and used in future applications. We encourage applicants to revisit the tab periodically to keep the information up to date.

The BC Arts Council will use the designated priority group information and related voluntary identification data collected to measure impact, identify gaps in funding, conduct internal research and evaluation, improve programs, conduct outreach activities and develop equity policies. The information may also be used to determine eligibility for equity-based programs and funding, as well as peer assessment composition. The data will be reported publicly as aggregate (grouped) percentages in which your responses will be combined with other responses so that you or your organization cannot be identified.

Learn more about the vision, directions and commitments of the BC Arts Council and the Council’s action plan ‘Extending Foundations’: <https://www.bcartscouncil.ca/priorities/>

## Organization Information

An Asterix (\*) indicates the field is mandatory.   
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.

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

Please Select:

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

##### \*If other, describe:

#### **\***Type of literary organization: Please Select:

(Based on your selection, the application form will change. Click 'Save Draft' button after making your selection.)

* Arts Periodical
* Literary Organization
* Both

#### \*If an Arts Periodical, or Both, Type of Periodical: Please Select:

* Electronic
* Print

### Organization Overview

An Asterix (\*) indicates the field is mandatory.

In order to increase access and reduce barriers, the BC Arts Council is developing approaches to accepting portions of applications in audio/video formats. This work is still in a pilot phase. You may 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.](https://www.bcartscouncil.ca/program/application-assistance/)

**Option 1: Use text boxes below for written answers.**

#### \*Describe your organization's history, mission and core values. (500 words or 5 minutes total)

#### \*Describe your organization’s main activity(ies). (500 words or 5 minutes total)

Or provide answers to the above questions in audio or audiovisual format – see instructions below:

**Option 2: Using the button below, provide only one uploaded file answering the two questions above. See below for audio or audiovisual options.**

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

(button) Option 2: Click here to upload as audio or audiovisual

Budget totals in the next two fields must match CADAC financial submission.

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

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

### COVID-19 Impact:

An Asterix (\*) indicates the field is mandatory.

#### \*To continue to track ongoing impacts of the pandemic, briefly 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. Point form is acceptable. You will have an opportunity to expand on significant changes, challenges, or opportunities later in this application.

(250 words total)

### Organizational Capacity and Governance

An Asterix (\*) indicates the field is mandatory.

\*Financial position: Describe your organization’s current financial position in relation to the achievability of the programming proposed below. Address any existing or projected deficit or surplus, and related plans to eliminate the deficit or to use accumulated surpluses or reserved funds.

(200 words total)

\*Organization structure: Outline your organization's artistic/curatorial/editorial leadership, management, board/governance, and staff structure.

(400 words total)

\*The role of governance and leadership: Discuss the leadership’s role in identifying and responding to workplace issues such as financial monitoring and policy development; particularly relating to human resource policies around fostering belonging and cultural safety and a healthy, equitable and respectful workplace.

(400 words total)

\*Recruitment and succession: What are the recruitment and succession strategies for board, senior management positions, and staff? Describe how your organization reflects the diversity of its community within its board, senior management and staff.

(400 words total)

\* Staffing and human resource policies: Describe the human resources practices and policies in place as related to fair remuneration, professional development, equitable employment, cultural competency, and fostering a healthy, safe and respectful workplace.

(400 words total)

\* Strategic planning: Describe the factors that influence your organization’s current sustainability, resilience and capacity. Outline any major challenges or opportunities your organization anticipates facing in the next two years. Describe planned measures to navigate change, adapt to new circumstances, and tolerate risk. If applicable, expand on any significant changes, challenges or opportunities since March 2020, as a result of the COVID-19 pandemic, that were noted in the organizational overview COVID-19 Impact section.

(400 words total)

### Facilities

An Asterix (\*) indicates the field is mandatory.

#### \* Does your organization operate a facility(ies) other than an office on a permanent basis with ongoing fixed costs? (Describe in the table below.)

* Yes
* No

#### Facilities Table Button (Pop out table)

Select all facilities operated and number you operate. Where there is a combination of Rent/Own/Lease for multiple facilities of the same type, please provide details in the Notes section.

#### The following categories each have a row in the table:

* Museum
* Exhibition/gallery space
* Warehouse
* Collections Storage Space
* Theatre and/or Performance Space
* Rehearsal Space
* Other

Each Row has the following input fields:

#### Yes/No (Please Select)

* + Yes
  + No

#### Number (Number field)

#### Rent/Own/Lease (Please Select)

* + Rent
  + Own
  + Lease

#### Notes (Text field)

### Circulation and Financial Data

Button: Circulation and Financial Data (Pop out Table Format)

#### Table: Circulation and Financial Data - Arts Periodicals, Electronic and Print

For each of the following categories and sub-categories, there are four fields to input information in:

* Last Fiscal Year
* Current Fiscal Year
* Projected
* Year Two Projected

#### **Fiscal Year**

##### From Year-Month-Day (for all four fields listed above)

##### To (for all four fields listed above)

#### **Content Data**

##### English-Language Content %

##### French-Language Content %

##### Other Language Content %

Specify languages in section below

##### B.C. authors/artists %

##### Other Canadian authors/artists %

##### Non-Canadian authors/artists %

Total (must total 100%) (Auto-added fields)

##### Specify Languages:

#### **Publishing and Financial Data**

##### ELECTRONIC: Number of issues published

##### ELECTRONIC: Articles published (.html, .asp, .pdf, or other)

##### PRINT: Issues published

##### PRINT: Pages published (including covers)

##### PRINT: Advertising pages sold

##### PRINT: Cover price

##### ELECTRONIC: Individual subscription price (one year)

##### PRINT: Individual subscription price (one year)

##### ELECTRONIC: Institutional subscription price (one year)

##### PRINT: Institutional subscription price (one year)

#### **Paid Circulation – Electronic/Digital**

##### Paid subscribers (at year-end)

##### Non-subscription sales (avg per issue) not including returns

Total paid circulation (avg per issue) (Auto-added total)

##### Registered email recipients (at year-end)

##### Site visits

##### Page views

##### Bounce rate

#### **Paid Circulation – Print**

##### Paid subscribers (at year-end)

##### Non-subscription sales (avg per issue) not including returns

Total paid circulation (avg per issue) (Auto-added total)

#### **Unpaid Circulation – Print**

##### Complimentary and promotion copies (avg per issue)

#### **Uncirculated Copies – Print**

##### Damaged copies (avg per issue)

##### Returned copies (avg per issue)

##### Archival copies (avg per issue)

##### Other uncirculated copies (avg per issue

Total uncirculated copies (avg per issue) (Auto-added total)

#### **Totals - Print**

Total Print Run (avg per issue) (Auto-added total)

Percentage of Print Run sold (Auto-added total)

## Programming Overview

An Asterix (\*) indicates the field is mandatory.

In this section, you are requested to reflect on and respond to questions about the programming offered by your organization. In answering these questions, please consider the full breadth of programming you offer, which may include public programs such as performances and exhibitions, but also engagement and outreach activities that connect you to your community.

The request below represents a single year of funding. The minimum grant amount is $20,000. This amount must match the CADAC submission.

### \*Amount Requested

(Number field with no decimal places)

### Reconciliation, Equity, Diversity, Inclusion and Access

#### \* For organizations rooted in or led by equity-deserving communities, or those located in regional areas outside greater Vancouver or the capital region, describe your organization’s relevance to the community and how this informs your programming – OR For organizations working in greater Vancouver or the capital region NOT rooted in or led by equity-deserving communities, describe your organization‘s relevance to equity-deserving communities through programming.

(500 words total)

\* Is your organization engaged in reconciliation in its programming? If so, how is your organization engaging or being called upon to engage? How is your organization approaching equity, diversity, inclusion and access in its programming? Tell us how your region, community, organizational size, and purpose influences your approach.

(500 words total)

\* What policies, practices, and protocols have been developed in your organization to eliminate cultural appropriation, support meaningful representation, and ensure appropriate research methods and approaches are used for source or physical materials?

(500 words total)

### Artistic and Cultural Contribution, Engagement and Impact

#### \* Community engagement: Describe the community(ies) your organization serves and how you engage them.

(300 words total)

#### \* Contribution: How does your organization's work contribute to the development of the art form(s) and cultural practice(s) you engage in? Provide up to three examples of recent activity, including at local, regional, national or international levels, as appropriate.

(400 words total)

#### \* Recent programming: What were the highlights and risks from your last two years of programming? If applicable, expand on any significant changes, challenges or opportunities since March 2020 as a result of the COVID-19 pandemic noted in the organizational overview.

(400 words total)

#### \* Collaboration: Has your organization been involved in any collaborative programming, co-productions or presentations?

* Yes
* No

#### \* If yes, describe up to two examples and your organization's role in the process, including measures to ensure equitable and ethical collaboration and cultural safety for the diverse practitioners and communities you work with.

(300 words total)

#### \* Impact on B.C. artists and cultural practitioners: How does your organization support the development of B.C. artists and cultural practitioners?

(300 words total)

#### \* Community impact: What impact has your organization had on the community(ies) your organization serves? Share descriptions or data on support for artists, audience participation, community feedback, or responses to marketing and communications.

(300 words total)

#### \* Community access and inclusion: Describe your organization‘s progress and plans towards providing access and inclusion; for example, including but not limited to improving physical spaces, enhancing programming and communications, cultural safety, affordability, and support for diverse participants or those who experience barriers or disability.

(400 words total)

#### \* Proposed activities: Outline your proposed program for the next two years. Provide the rationale for your programming choices, including examples of how self-reflection on recent activities influenced the proposed programs and choices.

(500 words total)

## Activity Summaries

Note: Activity Summaries are different for applicants who select 1) Arts Periodical only and 2) Literary Organization (with or without Arts Periodicals. The form below will change depending on your selection under “Organizational Overview”.

For Arts Periodicals (not Literary Organization):

Button: Summary of Publications (Pop out table format)

Or for Literary Organizations (with or without Arts Periodical) this section contains four (4) buttons that open pop-out tables:

1. Summary of Major Activities – Previous Fiscal Year
2. Summary of Major Activities – Current Fiscal Year
3. Summary of Major Activities – Projected Fiscal Year 1
4. Summary of Major Activities – Projected Fiscal Year 2

### Summary of Publications (Arts Periodicals)

Add additional rows using the (+) button for each relevant activity:

#### **Fiscal Year**

##### Start (Year-Month-Date)

##### End (Year-Month-Date)

#### **Previous Year**

##### Name/Vol. No. or URL and date of Issue/Edition

##### Description of Issue (theme or focus)

##### Significant Contributors (e.g. guest editor(s), cover artist, commissioned writers, etc.)

##### Contributor's Role

##### No. of Pages (for print only)

Button: +

#### **Current Year**

##### Name/Vol. No. or URL and date of Issue/Edition

##### Description of Issue (theme or focus)

##### Significant Contributors (e.g. guest editor(s), cover artist, commissioned writers, etc.)

##### Contributor's Role

##### No. of Pages (for print only)

Button: +

#### **Proposed Year 1**

##### Name/Vol. No. or URL and date of Issue/Edition

##### Description of Issue (theme or focus)

##### Significant Contributors (e.g. guest editor(s), cover artist, commissioned writers, etc.)

##### Contributor's Role

##### No. of Pages (for print only)

Button: +

#### **Proposed Year 2**

##### Name/Vol. No. or URL and date of Issue/Edition

##### Description of Issue (theme or focus)

##### Significant Contributors (e.g. guest editor(s), cover artist, commissioned writers, etc.)

##### Contributor's Role

##### No. of Pages (for print only)

Button: +

### Activity Summaries (Literary Organizations)

This section contains four (4) buttons that open pop-out tables:

1. Summary of Major Activities – Previous Fiscal Year
2. Summary of Major Activities – Current Fiscal Year
3. Summary of Major Activities – Projected Fiscal Year 1
4. Summary of Major Activities – Projected Fiscal Year 2

### Summary of Major Activities – (Previous, Current, Projected, etc) – Literary Organizations

Literary Organizations - Enter the details below. If applicable, navigate side to side to see all fields using scroll bar at the bottom of the pop out window.

#### Fiscal Year

* + Start (Year-Month-Date)
  + End (Year-Month-Date)

Major Activities List: Add additional rows using the (+) button for each relevant activity:

#### Title (Text Field)

#### Activity Type: (Please Select)

* + Reading Series
  + Reading Event
  + Workshop
  + Residency
  + Other

#### Activity Type if “Other” (Text Field)

#### Attendance (Number field)

#### Start Date (Year-Month-Day)

#### End Date (Year-Month-Day)

#### Activity Format: (Please select)

* + In person
  + Online
  + Hybrid

#### Revenue: Co-Production, Fees and/or Guarantees (Number field)

#### Revenue: Admissions/Box Office Subscriptions (Number field)

## Budget

Please note: the Budget Forms are in the process of being updated. The information below is for reference only. Please check back for updates in the coming days.

In this section, there are two separate Budget forms:

1. Button: $Budget Form – Print
2. Button: $Budget Form – Electronic

### Definition of Terms

#### Revenues

* Donations and fundraising: any funds raised from non-governmental sources or agencies to support the magazine, that is, fundraising drives other than subscription fees or advertising sales or campaigns.
* Other revenues: any income not otherwise accounted for, including special issues, ancillary products, back issues and reprints, list sales and rentals, and any transfers from other accounts.
* Local government: Grants from municipalities, regional districts, etc.

#### Expenses

* Editorial salaries and fees: payment for editing, including that part of the editor’s salary devoted to preparing content. Include payments to guest editors, copy editors, proof-readers, fact checkers and editorial board members (for editing). Do not include the value of volunteer work.
* Writers’ fees: payment for articles, poems and other written material, including rights, permissions and translations. Do not include staff salaries, donations or volunteer work.
* Art and photo fees: payment for images, for example, photography and illustrations. Do not include those used in advertising.
* Pre-press: costs of design, layout and proofing, including professional fees.
* Postage: postage paid for mailing magazines only. Do not include handling or subscription solicitation costs. Mailing, shipping and handling: costs of sorting, consolidated shipping, mailing list maintenance, mailing preparation or fulfilment.
* Promotion and publicity: costs of campaigns or efforts to expand markets or to sell to lapsed subscribers, including efforts to attract attention to the title and to particular issues.
* Staff salaries and contracts: all salaries and freelance contracts paid to those who help publish the magazine, including the publisher and managing editor. Include any salary or contract costs for advertising sales. Also include any consultants that may be hired from time to time to assist with publishing the magazine. Do not include costs associated with editing functions. Do not include the value of volunteer work.
* Benefits: contributions to workers’ compensation, health insurance etc.
* Professional development for personnel: training paid for by the organizer.
* Web/e-commerce costs: costs of developing and maintaining a website or managing e-commerce, including costs of an Internet service provider.
* Office supplies and small equipment: supplies and equipment costing less than $200, where the costs are not amortized.
* Communications: telephone, internet, fax, administrative postage and courier costs.
* Depreciation or major capital purchases: purchase or depreciation costs of large equipment (as claimed on the income statement).
* Other overhead costs: any other overhead costs, for example, operation costs not allocated elsewhere, subscriptions to other publications or services necessary to the publication, research and travel for publishing/editing, etc.

### Instructions

* Other private revenues: Include grants received from private foundations, in-kind goods and services if they are recognized in your financial statements.
* Public Sector Revenues: In this application, all government financial assistance -- including federal, provincial, and municipal -- should be reported as revenue. If some grants and contributions are recorded in your financial statements as offsetting either cost of sales or operating expenditures, they should be transferred to this section of your application and the appropriate adjustment made. Similarly, all tax credits should be recorded as revenue in this section.
* Other revenues: Include revenues received from parent organizations or as stabilization grants.
* Deduction from Profit (Loss) before income taxes and extraordinary lines: Deduct the following items from the Profit (Loss): write-down, debt forgiveness, gain (loss) on foreign exchanges and on investments/sale of capital assets, etc.
* Prior years' adjustments: Include accounting restatements that have a direct impact on your surplus (deficit) of the year.
* Balance Sheet: Complete only for years with attached financial statements. Leave blank for current fiscal year and projected years. The Balance Sheet section should be filled out with data that reflects the financial position of your entire organization even if the Revenues and Expenses figures relate only to your magazine.
* Total current assets: Include the total of assets ordinarily realizable within one year; usually divided into the following main classes: e.g. cash, accounts receivable, securities, deposits, grants and contributions receivable, inventory, deferred prepublication costs, including work in progress; prepaid royalties and advances, etc.
* Total Assets: Include the total of Current Assets, Capital Assets and Other Assets (e.g., investment, intangible assets, etc.)
* Total current liabilities: Include the total of liabilities ordinarily payable within one year; usually divided into the following main classes: accounts payable, accrued liabilities, deferred revenues and deferred grants, current portions of long-term debt and future income tax liability due in the next year.
* Total Liabilities: Include the total of Current Liabilities and Long-term Liabilities (e.g., due to shareholders or owners, long-term debts, etc.)
* Total Net Assets/Equity: Include Net Assets; Share capital issued and paid; Contributed surplus and Retained earnings.
* Note: Assets = Liabilities + Net Assets / Equity
* Subsidiaries and associates: Provide details about any investments, interests in, and advances to affiliates, or related-party.
* In-kind: All in-kind contributions must be indicated in both revenue and expense categories, and the values must match.

## Budget (print)

Please note: the Budget Forms are in the process of being updated. The information below is for reference only. Please check back for updates in the coming days.

Please complete the budget below. The information provided in the first two columns should correspond to the numbers in the financial statements uploaded to your profile.

For each of the following categories and sub-categories, there are five fields to input information in:

* Prior Fiscal Year Actuals (number field)
* Last Fiscal Year Actuals (number field)
* Current Fiscal Year Projected (number field)
* Year One Projected (number field)
* Notes (text field)

### Revenue

#### **Earned Revenues**

##### Institutional subscription sales

##### Individual subscription sales

##### Single copy and/or newsstand sales

##### Digital subscription sales

##### Digital single copy sales

##### Advertising sales

##### Exchange ads (should match expense)

##### Royalties, rights, licensing and franchise fees

##### Other earned revenues (provide details)

Total earned revenues (Auto-added totals)

#### **Private Sector Revenue**

##### Individual donations

##### Corporate donations

##### Fundraising (gross)

##### In-kind labour (should match expense)

##### Other private revenues, including foundations (provide details)

Total private revenues (Auto-added total)

#### **Public Sector Revenue**

##### Canada Council for the Arts

##### SSHRC Aid to Scholarly Journals

##### Canada Periodical Fund

##### Other federal government (provide details)

##### BC Arts Council: Operating (this request)

##### BC Arts Council: Project

##### Provincial Community Gaming Grant

##### Other provincial (provide details)

##### Local Government

##### Employment grants

##### Other public revenues, including post-secondary institutions (provide details)

Total public sector revenues (Auto-added Total)

#### **Other Revenue**

##### Other revenues (provide details)

Total Revenues (Auto-added total)

### Expenses

#### **Costs of Sales: Editorial**

##### Editorial salaries and fees

##### Writers’ fees

##### Collaborators' fees

##### Art and photo fees, copyright

Total editorial costs (Auto-added total)

#### **Costs of Sales: Production Expenses**

##### Pre-press

##### Printing and binding

##### Production costs for the electronic version

##### Web/e-commerce costs

Total production costs (Auto-added totals)

#### **Cost of Sales: Distribution**

##### Postage

##### Mailing, shipping and handling, distributor fees

Total distribution costs (Auto-added fields)

TOTAL COST OF SALES (Auto-added fields)

#### **Marketing/Promotion Expenses**

##### Advertising

##### Exchange ads (in-kind, should match revenue)

##### Subscription/single copy promotion

Total marketing/promotion expenses (Auto-added totals)

#### **Overhead**

##### Staff salaries and contracts

##### Benefits

##### Value of in-kind work (in-kind, should match revenue)

##### Professional development for personnel

##### Fundraising events (gross)

##### Occupancy costs (rent, mortgage)

##### Office supplies and small equipment

##### Telecommunications

##### Depreciation

##### Other overhead costs

Total overhead expenses (Auto-added totals)

TOTAL EXPENSES (Auto-added totals)

#### Surplus (Deficit) of Year

Surplus (Deficit) (Auto-added total)

##### Deduction from Profit (Loss) before income taxes

##### Income tax

##### Extraordinary items (provide details)

SURPLUS (DEFICIT) OF YEAR Total (Auto-added total)

#### **Accumulated Surplus (Deficit) End of Year**

##### Accumulated Surplus (Deficit) at beginning of year

Surplus (Deficit) of year (Auto-added total)

##### Dividends declared and withdrawals (enter absolute number as a negative value (-) if applicable)

##### Prior years' adjustments (enter negative value if appropriate)

ACCUMULATED SURPLUS (DEFICIT) END OF YEAR (Auto-added totals)

#### **Balance Sheet**

##### Total current assets

##### Total Assets

##### Total current liabilities

##### Total Liabilities

##### Total Net Assets/Equity (Auto-added totals)

##### Subsidiaries and associates

## Budget (electronic)

Please note: the Budget Forms are in the process of being updated. The information below is for reference only. Please check back for updates in the coming days.

Please complete the budget below. The information provided in the first two columns should correspond to the numbers in the financial statements uploaded to your profile.

For each of the following categories and sub-categories, there are five fields to input information in:

* Prior Fiscal Year Actuals (number field)
* Last Fiscal Year Actuals (number field)
* Current Fiscal Year Projected (number field)
* Year One Projected (number field)
* Notes (text field)

### Revenue

#### **Earned Revenues**

##### Institutional subscription sales

##### Individual subscription sales

##### Single copy sales

##### Advertising sales

##### Exchange ads (in-kind, should match expense)

##### Royalties, rights, licensing and franchise fees

##### Other earned revenues (provide details)

Total earned revenues (Auto-added totals)

#### **Private Sector Revenue**

##### Individual donations

##### Corporate donations

##### Fundraising (gross)

##### In-kind labour (should match expense)

##### Other private revenues, including foundations (provide details)

Total private revenues (Auto-added total)

#### **Public Sector Revenue**

##### Canada Council for the Arts

##### SSHRC Aid to Scholarly Journals

##### Canada Periodical Fund

##### Other federal government (provide details)

##### BC Arts Council: Operating (this request)

##### BC Arts Council: Project

##### Provincial Community Gaming Grant

##### Other provincial (provide details)

##### Local Government

##### Employment grants

##### Other public revenues, including post-secondary institutions (provide details)

Total public sector revenues (Auto-added Total)

#### **Other Revenue**

##### Other revenues (provide details)

Total Revenues (Auto-added total)

### Expenses

#### **Costs of Sales: Editorial**

##### Editorial salaries and fees

##### Writers’ fees

##### Collaborators' fees

##### Art and photo fees, copyright

Total editorial costs (Auto-added total)

#### **Costs of Sales: Production Expenses**

##### Web design, layout and production

##### Web/e-commerce costs

##### Programming

##### Conversion of images and graphics

##### Multimedia interactive elements

Total production costs (Auto-added totals)

#### **Cost of Sales: Circulation**

##### Domain name registration

##### Security or certificates for on-line transactions

##### Server - Internet service provider fee

##### Transaction fees

Total circulation costs (Auto-added totals)

TOTAL COST OF SALES (Auto-added totals)

#### **Marketing/Promotion Expenses**

##### Advertising

##### Exchange ads (in-kind, should match revenue)

##### Subscription/single copy promotion

Total marketing/promotion expenses (Auto-added totals)

#### **Overhead**

##### Staff salaries and contracts

##### Benefits

##### Value of in-kind work (in-kind, should match revenue)

##### Professional development for personnel

##### Fundraising events (gross)

##### Occupancy costs (rent, mortgage)

##### Office supplies and small equipment

##### Telecommunications

##### Depreciation

##### Other overhead costs

Total overhead expenses (Auto-added totals)

TOTAL EXPENSES (Auto-added totals)

#### **Surplus (Deficit) of Year**

Surplus (Deficit) (Auto-added totals)

##### Extraordinary Items

Surplus (Deficit) of Year total (Auto-added totals)

#### **Accumulated Surplus (Deficit) End of Year**

##### Accumulated Surplus (Deficit) at beginning of year

Surplus (Deficit) of year (Auto-added total)

##### Dividends declared and withdrawals (enter absolute number as a negative value (-) if applicable)

##### Prior years' adjustments (enter negative value if appropriate)

ACCUMULATED SURPLUS (DEFICIT) END OF YEAR (Auto-added totals)

#### **Balance Sheet**

##### Total current assets

##### Total Assets

##### Total current liabilities

##### Total Liabilities

Total Net Assets/Equity (Auto-added totals)

##### Subsidiaries and associates

## Support Material

Note: Do not submit material beyond what is requested. Excess material, including multiple links to materials within a single uploaded document, will not be reviewed.

\* Upload any recently prepared planning or policy documents.

Required support material includes:

* Up to 5 current planning and policy documents, such as: strategic plans, human resource policies, anti-racism policies, or cultural safety policies.
* For Museums and Indigenous Cultural Centres: Include your most recent collections management policy.
* Documents detailing the current approach to equity in your organization should be included, if available; if stand-alone policy documents are not available, you must describe your practices / policies within the application.

(upload button)

#### In the table below, provide up to 5 links to electronic materials (if applicable).

This may include brochure or seasonal programs, online materials, current publications, or program from recent event.

* URL (text field)
* Description (text field)

(five lines to add content in total)

#### Upload a facility description/floor plan of current location(s) (if applicable)

(upload button)

#### Upload up to 5 images illustrating your programming or presentations.

For example:

• a sample image of the exterior of your facility;

• a sample image of permanent exhibitions;

• a sample image of a temporary exhibition; or

• a sample image of a public programming activity.

The following image file extensions are supported: .jpeg,.jpg,.gif,.png,.bmp

(upload button)

#### \* Upload a blank sample author, artist, or contributor contract (PDF).

(upload button)

#### **\***Upload a fee schedule for contributors.

(upload button)

#### \* Upload a list of writers and other artists published and/or presented in the previous year.

(upload button)

### Additional Support Material

Physical/hard copies of support material to be postmarked on or before deadline date and clearly labeled with applicant’s name and application file number.

Mailing Address: PO Box 9819, Stn Prov Govt Victoria, B.C. V8W 9W3  
Courier Address: 1st Floor, 800 Johnson Street Victoria, B.C. V8W 1N3

#### \*Select one:

* Print Periodicals: Click here to indicate you are providing five copies of at least two selected issues published in the past two years.
* Electronic Periodicals: Click here and in the form below provide specific URLs for electronic content created over the past year.

#### **\***Please provide the URL for the magazine

(text field)

## 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:

Senior 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.