

# BC Arts Council Operating Assistance: Arts & Cultural Service Organizations Application Preview

Updated: August 12, 2022

## Overview

This is a sample of the BC Arts Council Operating Assistance: Arts & Cultural Service Organizations 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 one of the Program Advisors to discuss:

* Performing Arts: Nadine Carew – 778-698-3288 – [Nadine.Carew@gov.bc.ca](mailto:Nadine.Carew@gov.bc.ca)
* Studio Arts: Sheryl Jones – 778-698-3522 – [Sheryl.Jones@gov.bc.ca](mailto:Sheryl.Jones@gov.bc.ca)
* Community Arts: Krista Patterson – 236-478-2550 – [Krista.Patterson@gov.bc.ca](mailto:Krista.Patterson@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)

### UPDATED - Designated Priority Groups

Applicants now have the opportunity to be considered for strategic measures, including priority funding, under the BC Arts Council’s [designated priority groups](https://www.bcartscouncil.ca/priorities/priority-groups/) policy. Visit the Organization Profile and click on ‘Designated Priority Groups’ tab to complete and save your organization’s information. This information will be stored on the applicant’s Organization Profile, and used in future applications. We encourage applicants to revisit the tab periodically to keep the information up to date.

Organizations identifying as designated priority groups for this intake must complete the Equity Data Tool prior to the September 15th application deadline.

All applicants are encouraged to complete the Equity Data Tool.  
  
The BC Arts Council will use the information 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/>  
  
**Questions and Access to your information**  
You can request access to your information, have corrections made to your information and ask questions about the collection, use or disclosure of personal information, by contacting  
Director, BC Arts Council  
800 Johnson Street, Victoria, BC, V8W 9W3  
Phone: 250 356-1718

#### Check Box:

I have reviewed the new Designated Priority Groups and Equity Data Tool tabs on the Organizational Profile.

## 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:

### 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)

### CADAC

#### \* CADAC Check

How to Submit:

To submit your financial and statistical information for this application, you must use the CADAC Financial Form for Arts Organizations and the Statistical Form for Arts Organizations at [www.thecadac.ca](http://www.thecadac.ca).

You are required to submit:

* Financial information for the last three years, including the current fiscal year, and for the year(s) funding is requested.
* Statistical information for the last three years, including the current fiscal year, and for the year(s) funding is requested.

Please note that draft entries in CADAC are not visible to BC Arts Council. Your application will be considered incomplete unless you convert the draft CADAC entries to submitted status by the grant deadline.

Follow these steps to download, complete, upload and submit the Cadac Financial Form for Arts Organizations and the Statistical Form for Arts Organizations:

1. Register your organization with CADAC at www.thecadac.ca as early as possible to ensure that you have enough time to assemble the required financial information.
2. Consult the CADAC User Guide and the Video Tutorials.
3. Enter and submit your financial and statistical information directly in CADAC.
   1. Please note that you may still download, complete, upload and submit the CADAC Financial Form for Arts Organizations but the Statistical Form for Arts Organizations is now only available to download for printing; statistical information must be entered directly in CADAC.
   2. Repeat this step as needed to add to or change your financial or statistical information or if you are filling out the form for another year.
4. Upload the required signed financial statements to CADAC if you have them in an electronic version. If not, mail your signed copies to CADAC at: Cadac Financial Statement Submissions - 350 Albert Street PO Box 1047 Ottawa ON K1P 5V8

All required financial and statistical information has been entered and uploaded to CADAC for reconciliation and validation.

(Check Box)

## 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)

### Service and Sector 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

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

Each table follows the following format. Add additional rows using the (+) button for each relevant activity:

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

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. Name of Primary Contributors examples: Artists, Curators, Instructors, etc.

#### 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)

* + Exhibition
  + Screening
  + Lecture Series
  + Workshop
  + Studio Class
  + Conference
  + Performance
  + Other

#### Activity Type if Other (Text field)

#### Type: (Please Select)

* + Home;
  + Touring;
  + Ticketed;
  + Free

#### Attendance or Reach (Number field)

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

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

#### Target Audience (Text field)

#### Activity Format: (Please select)

* + In person
  + Online
  + Hybrid

## 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)

#### Photo Library

(Displays Uploads)

## 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 conditi