

# BC Arts Council Operating Assistance: Community Arts Organizations Application Preview

Updated: August 8, 2022

## Overview

This is a sample of the BC Arts Council Operating Assistance: Community Arts 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 the Program Advisors to discuss:

* Krista Patterson – [Krista.Patterson@gov.bc.ca](mailto:Krista.Patterson@gov.bc.ca) – 236-478-2550

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.

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

**\* Total Operating Expenses (previous year)**

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

**\* Total Operating Expenses (prior fiscal year)**

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

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

Enter your projected total operating expenses as reflected in the budget column for 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, including recruitment strategies and how your organization reflects the diversity of its community.

(400 words total)

\*The role of governance and leadership: Discuss the role of leadership, management and the board in financial monitoring and policy development; particularly policies and practices relating to fostering inclusion and creating a healthy, sustainable workplace for all participants, paid and unpaid**.**

(300 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 for all participants, paid and unpaid.

(300 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)

## 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 following request amounts must match the amounts requested on the Budget Form.

### \*Amount Requested – Basic Assistance

Award level is a minimum of $5,000 and a maximum of $20,000.

(Number field with no decimal places)

### \*Amount Requested – Local Matching

Must match the cash financial support from eligible local sources, as reflected on the Financial Statements for your most recently complete fiscal year to a maximum of $5,000.

(Number field with no decimal places)

### \*Local Matching

Financial Support Received in MOST RECENT COMPLETE FISCAL YEAR; (must correspond with attached financial statements)

#### Button: Click here to enter the local matching details (Pop-Out Form)

Local Matching

Fill out the Local Matching information below by clicking on the (+) button to add a row.

Each Row has the following input fields:

#### Name of Local Government or other eligible source (Text field)

#### Type of Local Government or other eligible source (Please Select)

* + Municipal
  + Regional
  + First Nation
  + Islands Trust
  + Public Trust
  + Other

#### Telephone # (Numeric field)

#### Amount Received (Numeric field)

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

### \*Amount Requested – Capacity and Program Development

Maximum Request Amount is $10,000.

(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: Outline the arts and culture programming and engagement activities undertaken by the organization in its current and most recently complete fiscal year, noting any new activity.

(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 one example 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)

#### \* 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)

#### Capacity and Program Development: IF requesting Capacity and Program Development support, provide an outline of the plans for developing programming, engagement, community access, organizational or artistic capacity using this support. Tell us how the initiative(s) will develop or strengthen the capacity of the organization, the community, artistic and cultural practitioners and/or the arts and cultural practices(s).

(400 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 Fiscal Year 1, Projected Fiscal Year 2)

Enter the details below. Target Audience examples: Children, Youth, Adult, Family, etc.

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

#### Title (Text Field)

#### Activity Type: (Please Select)

* + Concert Series
  + Gallery
  + Training
  + Festivals/Fairs
  + Art Classes
  + Exhibitions/Juried Shows
  + Other Special Events
  + Other

#### Venue (text field)

#### # of Performances or duration of activity (Number/Text field)

#### Venue Capacity (Number field)

#### Attendance (Number field)

#### Dates (enter range as “dd-mmm-yy to dd-mmm-yy”) (Number field)

#### Target Audience (Text field)

#### A(Actual) or P(Projected) (Please Select)

* + A
  + P

## Budget

All applicants must complete the budget section. Only complete the fields that are relevant to your application. Please refer to the specific program guidelines to make sure that you do note include ineligible expenses here.

* All in-kind listed as revenue must appear as a corresponding expense item.
* Provide detailed notes.
* Projected revenues should be equal to projected expenses.

Please note: Dollar values to be entered in numeric format only, no special characters. Example: $ , £, etc.

Each Row has the following input fields:

* Last Fiscal Year (number field)
* Current Fiscal Year (number field)
* Forecast for Next Fiscal Year (number field)
* Forecast Year Two (number field)
* Notes (text field)

### Expenses

#### **Expenses Grants and Awards:**

##### Member Groups

##### Scholarships/Awards

##### Other (Specify in Notes)

Total Grant Expenses (Auto-added fields)

#### **Expenses: Projects:**

##### Training

##### Concert Series – general

##### Concert Series – artist/tech fees

##### Gallery – general

##### Gallery – artist/tech fees

##### Special Exhibitions/Juried Shows – general

##### Special Exhibitions/Juried Shows – artist/tech fees

##### Festival/Fairs – general

##### Festival/Fairs – artist/tech fees

##### Art Classes – general

##### Art Classes – artist/tech fees

##### Other Special Events/Projects

##### Other Special Events/Projects – artist/tech fees

##### Accessibility supports for Audiences (ex. Sign Language Interpretation; Captioning/CART; Live/Audio Description)

##### Accessibility supports for Participants (for applicants not eligible for Access Support funding)

##### Indigenous Elders and/or Knowledge Keepers (compensation and honoraria)

##### Indigenous Protocol and Indigenous Hospitality Expenses

##### General Hospitality Expenses

##### BC Government Employment Programs

##### Federal Government Employment Programs

Total Project Expenses (Audio Added fields)

#### **Expenses: Administration**

##### Administrative Salaries (if volunteer list in in-kind section below)

##### Administrative Contract Fees (if volunteer list in in-kind section below)

##### Employee Benefits, Contributions and Dues (including MERCs)

##### Operational accessibility supports (for Board, Admin and Volunteers etc. for applicants not eligible for Access Support funding

##### Office Rent or Mortgage

##### Facility Operation

##### Office Equipment Rental

##### Accounting/Legal Fees

##### Travel and Transportation (Admin and Board – specify)

##### Insurance

##### Fundraising Costs

##### Promotional, Marketing and Communication Costs

##### Subscription Costs

##### Memberships

##### Conference Attendance

##### Allocation to Designated or Reserve Fund (Specify in Notes)

##### Other (Specify in Notes/Description)

Total Administrative Expenses (Auto-added fields)

#### **Expenses: In-Kind**

##### In-Kind Expenses (specify)

##### In-Kind Expenses (specify)

##### In-Kind Expenses (specify)

Total In Kind Expenses (THIS AMOUNT MUST EQUAL IN-KIND REVENUE) (auto-added fields)

TOTAL EXPENSES (auto-added fields)

### Revenues

#### **Revenues: Projects:**

##### Concert Series

##### Gallery

##### Training

##### Festivals/Fairs

##### Art Classes

##### Exhibitions/Juried Shows

##### Other Special Events

##### Other

Total Project Revenues (auto-added totals)

#### **Revenues: Other Earned and Contributed**

##### Membership Fees (specify)

##### Concessions/Shop/Merchandise (specify)

##### Gaming (Fund Raising - BINGO, Raffles, etc) (net)

##### Special Event

##### Donations: Cash

##### Foundation

##### Private

##### Equipment Rentals

##### Facility/Space Rentals

##### Fee for Service Agreements

##### Bank Interest

##### Other Earned and Contributed Revenues (specify)

Total Earned and Contributed Revenues (auto-added totals)

#### **Revenues: Public Sector:**

##### Basic Assistance - this request (Min $5,000 - Max $20,000)

##### Local Matching - this request (amount requested must correspond with Local Funds received in previous year Financial Statements. Max $5,000)

##### Capacity and Program Development - this request (Max $10,000)

##### Community Project/Festival

##### BC Arts Council - Other Grants (specify)

##### BC Touring Council (Community Presenter Assistance or other programs - specify)

##### Government of BC: Community Gaming Grants (specify)

##### Government of BC: Other (specify)

##### Canada Council (specify)

##### Government of Canada: Dept. of Canadian Heritage (specify)

##### Other Federal (specify)

##### Local Government (Cash, not in-kind - Incl. Municipal and Regional Governments, Trusts, Band Councils, Regional Districts) (Provide Details in Notes)

##### Employment Programs (specify)

##### Other Public Sector (specify)

Total Public Sector Revenues (auto-added totals)

#### **Revenues: In-Kind**

##### In-Kind Revenue (specify)

##### In-Kind Revenue (specify)

##### In-Kind Revenue (specify)

Total In Kind Revenue (THIS AMOUNT MUST EQUAL IN-KIND EXPENSES) (auto-added totals)

TOTAL REVENUES (auto-added totals)

#### **Summary**

Total Revenues (auto-calculated totals)

Total Expenses (auto-calculated totals)

##### Annual Surplus/Deficit (auto-calculated totals – text field in noted)

##### Accumulated Surplus/(Deficit). For Last Fiscal Year field - enter the amount from your Financial Statements (Balance Sheet)

## 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).

These 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 conditions stated above.