

# Individual Arts Awards: Visual Artists Application Preview

Updated: October 20, 2022

## Overview

This is a sample of the BC Arts Council Individual Arts Awards: Visual Artists Application.

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

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

### If you require support to access the online system or make your application, contact the Program Advisor to discuss:

* Julia Pauselius – 250-940-8550 – [Julia.Pauselius@gov.bc.ca](mailto:Julia.Pauselius@gov.bc.ca)

## Profile Details

(System Generated Content)

Application ID:

Application Type: Individual Arts Awards – Visual Artists

Organization: Individual

Primary Contact:

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

Name:

City:

Province:

Pronouns:

If your profile information is not current, go to your 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) or ‘Personal Profile’ (crowd icon).

### Update – 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 your Profile and click on ‘Designated Priority Groups’ tab to complete and save your information. This information will be stored on the applicant’s Profile and used in future applications. We encourage applicants to revisit their profile periodically to keep the information up to date.

Individuals identifying as designated priority groups for this intake must complete profile updates to the Designated Priority Groups Questionnaire prior to the application deadline.

In addition, we encourage all individual practitioners to fill out the following Voluntary Self-ID form to help us understand whether BC Arts Council programs and services are reaching a diverse and wide range of artists as intended. 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 data will be reported publicly as aggregate (grouped) percentages in which your responses will be combined with other responses so that individuals 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

#### \*I have reviewed the new Designated Priority Groups and Voluntary Self-ID tabs in the profile.

(check box)

## Applicant Details

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

### \*Field of Practice (Please Select)

* Craft
* Criticism/Curation
* Installation
* Mixed Media
* Multi Media
* Painting
* Photography
* Printmaking
* Sculpture
* Other

### British Columbia Resident Acknowledgement

For information on B.C. Residency requirements, please see   
[www.bcartscouncil.ca/determining-b-c-residency](http://www.bcartscouncil.ca/determining-b-c-residency).

Check Boxes:

* I am a Resident of B.C. and I have lived in B.C. for at least one year immediately prior to this application.
* If requested, I can produce proof of residency including one or more of the following:   
  A valid BC ID card, BC Driver's license, or BC Services Card.

### \*Resident of B.C. since (Year-Month-day)

(year-month-day)

## Project Information

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

### \* What category/level are you applying to? (Select one)

* Category/level 1 – up to $7,500
* Category/level 2 – up to $15,000

### \*Amount Requested:

(numeric amount)

\*Project Start Date:

(Year-Month-Day)

\*Project End Date:

(Year-Month-Day)

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

(25 words total)

### \*Provide a detailed written statement that includes a precise description of the proposed project. Describe how an award will have an impact on you and the project. In this statement consider responding to these questions: “Why this project? Why you? Why now?"

**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 question 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.

(750 words total available)

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

Upload Button: Project Vision option 2: Click here to upload as audio or audiovisual

### If this is a collaborative application, please provide the name of the other applicant:

(Text Field)

### Does this project demonstrate alignment with and commitment to some or all of these BC Arts Council [strategic directions](https://www.bcartscouncil.ca/priorities/strategic-plan/): Indigenous Arts and Culture; Equity, Diversity, and Access, Regional Arts? If yes, please explain.

(Text Field)

### If your project involves working with individuals or materials from communities outside your own, particularly those that have been historically underserved, describe the steps taken to collaborate with these communities, respect protocols and integrate an equitable and ethical approach in your work.

(250 words total available)

### If applicable, provide plans to address accessibility, equity, and safety, including but not limited to physical spaces, cultural and emotional safety, affordability, and adaptations to involve diverse participants.

(175 words total available)

## Budget

Button: Expense Summary

(Expense Form Pop-Out Window)

All applicants must complete the budget form. Only complete the fields that are relevant to your application and program. Please refer to the program guidelines to ensure that you only include eligible expenses.

* All in-kind contributions listed as revenue must appear as a corresponding expense.
* Provide detailed notes.
* Projected revenues should be equal to projected expenses.
* Please note: Dollar values must be in numeric format only with no special characters,   
  e.g. $ , £, etc.

### Subsistence Weeks

Subsistence: number of weeks (numeric input field)

### Project Expenses:

The following categories in the budget have two input fields each: numeric inputs for Project Forecast amounts, and text inputs for Notes.

* **Subsistence: amount per week**   
  (maximum $500 per week, prorate the amount for part-time activities) - (insert amount) –   
  Notes (insert any notes)
* **Subsistence Total (Auto Calculated total)**
* **Materials and supplies** (not equipment or other capital purchases) - (insert amount) –   
  Notes (insert any notes)
* **Equipment and space rental**
* **Fees/honoraria to other artists/creative/production/editorial professionals**   
  (technician, crews, talent, etc.)
* **Project travel costs** (please specify in Notes)
* **Other** (please specify in Notes)

Total Project Expenses: (Auto calculated total)

### Revenue

The following categories in the budget have two input fields each: numeric inputs for Project Forecast amounts, and text inputs for Notes.

* **BC Arts Council: This request** - (insert amount) – Notes (insert any notes)
* **Canada Council** (specify in notes) - (insert amount) – Notes (insert any notes)
* **Other** (Specify in Notes) - (insert amount) – Notes (insert any notes)

Total Revenues (Auto-added total)

### Summary

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

## Support Material

Portfolio of Recent Completed Work

Materials may be provided as uploads or as links to external sites (ie. artist websites, Vimeo, YouTube, etc.). You must include an Images/Media list for your submitted portfolio.  
  
Visual and Craft Artists:  
•maximum of 12 images, or  
•video documentation (up to 5 minutes maximum).  
  
Independent Critics and Curators:  
•up to three published texts, articles or catalogues (maximum 20 pages total), and/or  
•up to 12 images or maximum 5 minutes of video documenting the work of the artists who will be the focus of the research or project, or  
•up to 12 or maximum 5 minutes of video images documenting a previous exhibition.

#### Button: Click here to enter your portfolio inventory

Portfolio Materials – Upload Media Files Here

Use the following naming convention for the file name of each submitted digital file:   
**Surname, Given Name, File Order Number, Title of Work** (.jpg, .mp3, etc.)  
-Ensure the file extension is included in the file name  
-The order number will ensure the works are presented chronologically.   
 Ensure the first nine (9) file order numbers begin with a zero so that they follow your image list.  
-Do not include any special characters or symbols or quotation marks (e.g. #?\_”&|…) in the file name.  
**File Naming Example: SmithSara01Painting.jpg**  
  
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  
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 during business hours for assistance.

#### Button: Click here to enter your portfolio inventory

Portfolio Materials – Upload Text-Based Files Here

Use the following naming convention for the file name of each submitted digital file**:   
Surname, Given Name, File Order Number, Title of Work** to upload your .pdf  
-Ensure the file extension is included in the file name  
-The order number will ensure the works are presented chronologically.   
 Ensure the first nine (9) file order numbers begin with a zero so that they follow your image list.  
-Do not include any special characters or symbols or quotation marks (e.g. #?\_”&|…) in the file name.  
**File Naming Example: SmithSara01PaintingEssay.pdf**  
  
Summary of recommended maximums per file and format:  
Written: .pdf format

#### Button: Click here to enter your portfolio inventory

\* Brief description of how the support material relates to the proposed project  
(Text Field)

Provide additional comments, contextual information or presentation instructions for support material.  
(Text Field)

Application Uploads

### \*Your Curriculum Vitae (CV) that includes professional training, related artistic activities and a detailed publication/exhibition/production history including titles and dates (3 page maximum) Button: Click here to enter your portfolio inventory

#### 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. Button: Click here to enter your portfolio inventory

## Access Support

An asterisk (\*) indicates the field is mandatory

The [Access Support](https://www.bcartscouncil.ca/program/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
* Collectives led by 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.

### \* Are you eligible for access support (as an Individual artist or arts and culture practitioner who self-identifies as Deaf or having a disability)?

* Yes
* No

### **\***Will you be applying for Access Support?

* Yes, with my project application (option 1)
* Yes, after I receive my project funding results (option 2)
* No

### Access Support Application

#### \* Type of Access

(check boxes – select any that apply)

* Sign Language Interpretation
* Captioning/CART
* Transcriber/Editor
* Visual describer/assistant
* Project Coordinator/assistant
* Support Worker
* Accessibility Software or App Subscription
* Rental Equipment
* Travel for Service Providers
* Other

#### If “other” please specify

100 words total available.

#### **\***Access Support Detailed Costs – Table format

Below, provide a breakdown of Access Support costs for barriers encountered, services, supports and/or solutions.

Table Fields:

* **Description:** Include specifics on the barriers (for instance communication, mobility, comprehension, physical, technological, visual, etc.), individuals requiring supports, and solutions provided.
* **Cost Breakdown:** Include numbers of staffing positions, providers (when known), rates, numbers of days or hours to clarify how you came to your total number.
* **Total:** Whole numbers only

Use the '+' to add additional lines. Your total should match the amount requested in the field below.

**Button:** Plus symbol to add lines

#### **\***Total Request (enter total from table above):

Enter numeric value

#### Have you or will you apply for the same Access Supports from the Canada Council for the Arts or other funders?

* Yes
* No

#### Access Support Revenues – Table Format

Enter any Access Support funding from other sources, if applicable. Describe the supports or solutions being provided by the Access Support revenues from other sources

Table fields:

* Source
* Description
* Amount

**Button:** Plus symbol to add lines

#### Anything else we should know?

150 words total available

## Feedback

We are always looking for ways to improve how we communicate with the arts and culture sector in B.C. This section is optional, and is not part of the application process, but your answers will help us improve the services we provide.

### How did you learn about the intake for this program?

Please Select:

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

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

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

Please Select:

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

### Is this your first application to BCAC?

Please Select

* Yes
* No

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

Please Select

* Yes
* No

### Have you ever received BCAC funding?

Please Select

* Yes
* No

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

(insert numeric value)

## Declaration

The applicant is responsible for the application content. When application assistance has been provided, the applicant must review application content, complete the acknowledgement of declaration content (check box), and submit the application (press the submit button).

### Declaration and Consent

In submitting this application, I declare that, to the best of my knowledge and belief:

* I/we meet all of the eligibility criteria for this program;
* the information provided in this application is complete and true in every respect;
* I/we abide by all applicable laws;
* I am/we are 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. If successful, an individual recipient’s Social Insurance Number may be disclosed to the Canada Revenue Agency through the issuance of T4As.

In addition, the applicant’s name, location, funded activity and award amount may be made publicly available, including worldwide by way of the Internet, should funding be awarded.

If you have questions about the collection, use or disclosure of personal information, please contact:

Director, BC Arts Council Programs

800 Johnson Street Victoria, BC, V8W 9W3 Phone: 250-356-1718

### \*Acknowledgement

Check Box:

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