

# BC Arts Council Project Assistance: Literary Arts Organizations Application Preview

Updated: October 6, 2022

## Overview

This is a sample of the BC Arts Council Project Assistance: Literary 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 Advisor to discuss:

* Michelle Benjamin – 236-478-2582 – [Michelle.Benjamin@gov.bc.ca](mailto: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)

### 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.

## Applicant Details

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:

#### \*Are you a: (Please Select)

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

* Book Publisher
* Arts Periodical
* Literary Organization

#### \*Criminal Record Review Act

Check Box: Check this box to confirm the applicant adheres to the Criminal Record Review Act which requires that people who work with or may have unsupervised access to children or vulnerable adults must undergo a criminal record check by the Criminal Records Review Program.

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

(400 words total)

### \*Outline the role of leadership, including management and/or the board, in fostering a healthy, sustainable and respectful workplace. Briefly describe the organizational and/or human resource practices related to equitable employment, cultural competency, and cultural safety.

200 words total available

#### \* Have you received funding through the Project Assistance: Literary Arts, Arts Periodicals, Book Publishers, and/or Professional Literary programs in the past? (Please Select)

* Yes
* No

#### \* Summarize the development, creation, production, and dissemination of your organization’s work, and describe your organization’s role in the Canadian literary landscape.

(400 words total)

#### List any affiliated companies, if applicable. Provide a brief description of the relationship(s).

(150 words total)

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

(Number field)

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

(Number Field)

## Project Information

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

Request Levels:

Note the following maximums as a percentage of project budget: Amount requested cannot exceed 50% of the total eligible project budget or 65% of the total eligible project budget for organizations aligned with a [designated priority group](https://www.bcartscouncil.ca/priorities/priority-groups/).

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

#### \*Amount Requested

(Number field with no decimal places)

#### \*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 available

#### \*Describe your usual fee structure for artists, authors, and/or performers, or advance and royalty structure (including percentages—net or retail), payment schedule, etc.

100 words total available

### Project Description

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

The BC Arts Council is developing approaches to accepting applications (or parts of applications) in audio/video formats. This work is still in a pilot phase.  
You can submit answers to the next two questions in either written or verbal/visual format (but not both).  
ASL or Sign Language Verbal Submissions – please ensure you have captioned or translated the Sign Language into spoken or written English. For support doing this, please enquire about [Application Assistance](https://www.bcartscouncil.ca/program/application-assistance/).  
  
**Option 1: Use text boxes below for written answers.**

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

(300 words total)

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

(500 words total)

**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) Project Vision Option 2: Click here to upload as audio or audiovisual

#### \*Project Team

Button: Click here to fill out the project team table (Pop out form)

In pop out window:

Provide the names and contributions of the primary creative team, project participants, and contributors, according to area of responsibility.

The list should include, for example, artists, writers, curators, cultural practitioners, producers, discipline professionals, staff, editorial board etc. Indicate whether the participation is confirmed or proposed.

Table fields to complete, adding rows for each person listed using the + button:

* Name
* Responsibility
* C (Confirmed) or P (Proposed) or L (Last year)
* Biography/statement of training, experience, practice relevant to the project (max 100 words)

*Button: Save*

*Button: Close*

### 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, the project’s relevance to the community – OR For organizations working in greater Vancouver or the capital region NOT rooted in or led by equity-deserving communities, describe the project’s relevance to, or intersection with equity-deserving communities.

(200 words total)

#### \* Through this project, how is your organization approaching equity, diversity, inclusion and access? Tell us how your region, capacity, community served, organization size, and purpose/mandate influences your approach.

(200 words total)

#### How does this project have the potential for advancing reconciliation, if applicable?

(200 words total)

If applicable to your project, describe the policies, practices, and protocols that 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?

(200 words total)

### Artistic and Cultural Contribution, Engagement, and Impact

#### \* Describe up to three aspects of the proposed project that will impact, strengthen, or contribute to the development of the applicant’s field of practice, B.C. artists, cultural practitioners, and/or arts communities.

(200 words max)

#### \* Describe the communities or audience(s) or participants you intend to reach. How will the proposed project impact and engage with your identified group(s)?

(300 words total)

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

(no word count limit)

#### 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)

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

(no word count limit)

### Feasibility

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

(400 words total)

#### \* Briefly describe two past achievement that supports the likelihood of success of the proposed project.

(100 words total)

#### \*Will artists, arts and cultural practitioners, and technicians involved with this project be paid in alignment with industry standards within the field of practice (e.g., CARFAC when considering artist fees)?

Please Select:

Yes

No

Not Applicable

Explain how fair compensation was determined within the project and/or community context:

(200 word total)

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

Please Select

Yes

No

Not Applicable

#### Explain how the compensation level was determined:

(200 words total)

#### If you have received funding through the BC Arts Council for an earlier phase of this project, that is still underway and for which you have not yet submitted a final report, please provide an interim report on the status of the previous phase(s).

(400 words total)

## Budget

### Button: Project Budget Form

(Budget Form Pop-Out Window)

All applicants must complete the budget form. Provide detailed notes throughout. This form is used across several programs: only complete the fields that are relevant to your application and program.

* See program guidelines for a list of ineligible expenses. Ineligible expenses can be included in the budget but must be covered by non-BCAC revenues and identified in notes.
* All in-kind revenue contributions must include a corresponding in-kind expense. NEW: a section for In-Kind Expenses follows Administrative Expenses within the project budget form.
* Projected revenues must equal projected expenses.
* Update program staff if the status of pending funding changes.
* Organizations with a primary mandate to support Deaf and disability arts are invited to apply separately for artist-related access support costs on the Access Support tab. Do not include these expenses and revenues in the budget below.
* Provide specifics in Notes section.
* Dollar values must be in numeric format only with no special characters, e.g. $ , £, etc.

Applicant: (auto-generated field)

### Expenses

The following categories in the budget have two input fields each: numeric inputs for Project Forecast amounts, and text inputs for Notes: Provide details for all relevant revenues and expenses.

#### Artistic and Production Expenses

* Salaries: Artistic, Design, Curatorial, Editorial and Production Staff (organizations only)
* Salaries: Project Management/ Coordination Staff (organizations only)
* Contract Fees: Project Management/ Coordination
* Contract Fees: Contributors; Artistic, Design, Editorial and Curatorial Personnel
* Contract Fees: Technicians and Production Personnel
* Contract fees: Stage Management
* Commissioning fees
* Employee Benefits, Contributions and Dues (including MERCs)
* Indigenous Elders and/or Knowledge Keepers (compensation and honoraria)
* Indigenous Protocol and Indigenous Hospitality Expenses
* General Hospitality Expenses
* Materials and Supplies (specify)
* Technical Expenses
* Equipment Rental (related to project)
* Production/Exhibition/Program/Rehearsal Space and Off-site Venue Rentals (specify ownership of space/venue in notes)
* Box office/ Ticketing /Admissions Expenses
* Concessions/Shop/Merchandise Expenses
* Shipping, Freight, Production Transport (specify)
* Travel and Transportation (specify)
* Per Diem and Accommodations (specify, hotel, etc.)
* Co-production expenses
* Distribution expenses (mailing/shipping, distributor fees)
* Accessibility support for Audiences (ex. Sign Language Interpretation, Captioning/CART, Live/Audio Description)
* Accessibility supports for Participants (for applicants not eligible for Access Support funding)
* Other Artistic, Exhibition, Presentation and Production Expenses (specify)

Total Artistic and Production Expenses: (Auto-added total)

#### Additional Book and Periodical Publisher Expenses

* Advances to authors, Royalties, Copyright, Reproduction Fees (specify)
* Contributor Fees: Writers, Artists, Designers, Collaborators
* Pre-Press Expenses
* Online editions: hosting and e-commerce costs
* Printing and binding

Total Additional Publisher Expenses (Auto-added total)

#### Administrative Expenses

* Salaries: Administrative Staff (if volunteers or in-kind list in section below)
* Salaries: Marketing and Development Staff (if volunteers or in-kind list in section below)
* Contract Fees: Administrative Staff (if volunteers or in-kind list in section below)
* Contract Fees: Marketing and Development Staff (if volunteers or in-kind list in section below)
* Benefits, Contributions and Dues (including MERCS)
* Office Rent or Mortgage
* Office Supplies
* Office Equipment Rental
* Accounting/Legal Fees
* Travel and Transportation (Administrative Personnel Only)
* Per Diem and Accommodations (specify, hotel etc.)
* Promotional Materials and other Marketing Costs
* Advertising Costs
* Insurance
* Fundraising Costs
* Other (Specify in Notes/Description)

Total Administrative Expenses (Auto-added total)

#### In-Kind Expenses

* In-kind Expenses (specify)
* In-kind Expenses (specify)
* In-kind Expenses (specify)

Total In-Kind Expenses (This total must equal In-kind Revenue) (Auto-added total)

Total Expenses (Auto-added total)

### Revenue

#### Revenue Notes:

The following categories in the budget (Public Sector Revenues, In-Kind Revenues, Earned and Contributed Revenues, Additional Book and Periodical Publisher Revenues, and Private Sector Revenues ) have three input fields each expense line:

1. numeric inputs for Project Forecast amounts
2. drop down select menus for Status that include:
   1. Confirmed
   2. Pending
3. text inputs for Notes: Provide details for all relevant revenue and expenses

#### Public Sector Revenues

* BC Arts Council: This request (must be same amount entered in Amount Requested field)
* 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 (incl. Municipal and Regional Governments, Trusts, Band Councils (specify)
* Employment Programs (specify)
* Public Post-Secondary Institutions (specify)
* Other Public Sector (specify)

Total Public Sector Revenues (Auto-added total)

#### In-kind Revenues

* In-kind Revenues (Specify)
* In-kind Revenues (Specify)
* In-kind Revenues (Specify)

Total In-kind Revenues (This amount must equal in-kind expenses) (auto-added total)

#### Earned and Contributed Revenues

* Applicant cash contribution
* Admissions
* Subscriptions and other Publication Revenue
* Guarantees/Royalties/Fees (specify)
* Concessions/Shop/Merchandise (specify)
* Co-production fees
* Commissioning fees (specify)
* Advertising
* Workshop fees, tuition, etc. (specify)
* Other Earned and Contributed Revenues (specify in Notes)

Total Earned and Contributed Revenues (Auto-added total)

#### Additional Book and Periodical Publisher Revenues

* Single copy/newsstand sales
* Digital subscription or single digital copy sales
* Book Sales: Projected Gross Revenue
* Rights sales and other projected book-related income (specify)

Total Additional Revenues (Auto-added total)

#### Private Sector Revenues

* Individual donations
* Corporate donations and sponsorship
* Special Events fundraising
* Foundations (specify)
* Other Private Sector (specify)

Total Private Sector Revenues (Auto-added total)

### Total Revenues

Total Revenues (Auto-added total)

### Summary

* Total Revenues (Auto-added total)
* Total Expenses (Auto-added total)
* Surplus/(Deficit) - Budget must balance(Input notes)

Button: Save

Button: Close

#### \* Projected Fiscal Year – Projected (yy/yyyy)

Identify the fiscal year in which the project takes place.

(Text field)

## 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.

### Support Material Uploads

#### \* Upload an operating budget for the fiscal year in which your proposed project takes place.

(Upload Button)

#### 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.

(Upload Button)

#### For applicants that have not previously received funding through this program, upload two letters of reference from established arts and cultural practitioners familiar with the applicant’s work.

(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)

## 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.

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

* Yes
* No

#### \* Type of Access

(check boxes – select any that apply)

* Interpretation
* Captioning/CART
* Project Coordinator
* Support Worker
* Software
* Rental Equipment
* 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?

## 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 advisor
* Another agency, including via a 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) Please name in text box below if known.

#### 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

### 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.