# BC Arts Council Arts Infrastructure Program Application Preview

## Overview

This is a sample of the BC Arts Council Arts Impact Grant 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:

* Julia Pauselius – 250-940-2550 – Julia.Pauselius@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/arts-impact-grant/).

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.

Your application will automatically save in the online Grant Management System every 5 minutes.
We encourage you to continue to click SAVE DRAFT regularly to ensure that current content is safe.

Applications may only be edited by one user in one browser tab at a time. If the application is opened in another browser tab or another browser or by another user at the same time, those additional application views will be 'read only'.

**Before submitting an application, ensure that you meet all of the following eligibility criteria and
have reviewed the program guidelines for this program in full
(available at** [**https://www.bcartscouncil.ca/program/arts-infrastructure-program/**](https://www.bcartscouncil.ca/program/arts-infrastructure-program/) **).**

**To be eligible, an applicant must:**

* Provide public arts and culture programming and engagement, or service to the arts and culture sector in B.C., and have done so for a minimum of two years.
* Engage professional or community-based artistic, curatorial, administrative or project leadership, as appropriate to the organization.
* Fairly compensate artists, arts and cultural practitioners, technicians, Elders, and Knowledge Keepers. Compensation must align with project and community contexts and industry standards within the field of practice, including adhering to international intellectual property rights standards and cultural ownership protocols.
* Adhere to the Criminal Records 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.
* Have completed and submitted any overdue final reports on previous BC Arts Council grants by the submission deadline for this program.
* Provide programs that benefit the community and not solely its members’ interests.

**Organizational applicants must also:**

* Be registered and in good standing as a non-profit society or community service co-op in B.C. for at least two fiscal years prior to application with:
	+ The majority of key staff and members based in B.C.; and
	+ A dedicated arts and culture purpose/mandate; or
	+ A purpose/mandate to provide services to the arts and culture sector in B.C.

OR

* Be an Indigenous (First Nations, Métis, Inuit) community organization or Indigenous government in B.C., offering dedicated arts and culture activities.

OR

* Be operated by a local government or public post-secondary institution in B.C. for at least two fiscal years prior to application, with a community-based board of management that sets policy for the organization’s programs and services, and that offers public programming by professional arts and cultural practitioners.

OR

* Be a book publisher that meets the eligibility requirements for either the Project Assistance or Operating Assistance for Book Publishers program.

## **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.

#### **\***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)

#### **\***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 application intake closing.

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 organization. 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.

## **Organization Information**

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

(text box, max 400 words)

## \*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.

(text box, max 200 words)

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

(text box, max 400 words)

## \*Facilities: Describe how each of your facilities (administrative, storage, programming, exhibition, etc.) is held and managed (own, rent, lease). What challenges and opportunities are provided by your facilities?

(text box, max 400 words)

## \*What percentage of activities in your facilities are primarily arts and culture activities?

(text box, max 50 words)

## **Project Information**

## \*What category are you applying to?

(drop-down menu)

Category 1. Planning and Consultation, requests up to $25,000.

Category 2. Capital Improvements, requests up to $250,000.

Category 3. Specialized Equipment Acquisition Projects, requests up to $40,000.

## \*Amount Requested

(text box)

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

(text box, max 300 words)

## \*Project Start Date

Year-Month-Day

## \*Project End Date

(Year-Month-Day)

## \*Are you requesting 75% or 90% of project costs?

Select 75% or 90%

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

(text box, max 25 words)

## \*Provide a detailed description of the proposed project.

#### Include rationale and objectives underlying the project, overview of the key stages in the timeline and/or work plan, and what stage have you reached in planning your proposed project.

(text box, max 300 words)

## **Availability and Quality of Spaces**

#### **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 answer.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

## \*How will the project improve conditions for artistic creation, production and/or presentation, or for the exhibition and preservation of cultural collections?

(text box, max 300 words)

or

Video Library (upload button)

## For capital improvements, if applicable, indicate how this project will add to the inventory of arts and cultural spaces and/or capacity of arts and cultural space at the local, regional and/or national level.

(text box, max 100 words)

## \*How will this project impact the quality of working spaces for artists staff and other users?

(text box, max 100 words)

## \*Explain how you have included appropriate cultural protocols within your project.

(text box, max 200 words)

## For planning and consultation projects, indicate how you or your consultant will be integrating appropriate research and engagement methods.

(text box, max 200 words)

## What are the potential energy efficiency improvements, including but not limited to, reduction of green house gasses (GHGs) in alignment with CleanBC?

(text box, max 100 words)

## **Access to Arts and Cultural Experiences**

## \*Which specific organizations, groups and/or communities will directly benefit from this project?

(text box, max 200 words)

## \*Describe how your project enhances access for underserved communities and/or underrepresented arts and cultural practices.

#### Consider impacts to physical, social and/or cultural accessibility and the capacity of artists’ and cultural practitioners’ to engage with communities.

(text box, max 300 words)

## **Feasibility**

 \*Who will lead the project?

#### Describe the role of personnel from your organization and/or external consultants, contractors and/or community participants, knowledge keepers and subject matter experts. Outline compensation structure for everyone involved in the project.

(text box, max 200 words)

## In cases where operating costs would increase as a result of this project, what plans and resources are in place to address this situation? This may not be applicable to all projects.

(text box, max 200 words)

## For capital improvements, discuss approvals and permits required to complete work on the project and the steps your organization plans to take to obtain them. If permits or approvals are not required, explain why.

#### Upload the full list of approvals and permits in the Support Materials section.

(text box, max 200 words)

## For specialized equipment, provide a list of equipment you wish to acquire including the specific type/make/model, projected cost, and a brief description of its use or purpose.

(text box, max 200 words)

## \*How will the project consider long-term environmental stewardship and climate impact in its process and outcome?

(text box, max 200 words)

## Explain how you have addressed the provision of culturally safe and respectful work environments.

(text box, max 200 words)

## **Budget**

\*Click Here to enter the Budget

(button, opens new window)

### **Budget**(budget form)

### 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, if needed, under Item Description.

#### Projected revenues should be equal to projected expenses; if not, please provide a detailed explanation.

#### Indicate whether revenues are confirmed or pending.

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

## Fees and Honoraria (EXTERNAL)

Item Description Project Forecast

Project Manager (external/contract-based)

Architects / Engineers

Consultants / Technical or other specialists

Elders and Honoraria

Feasibility Study

Other Fees and Honoraria (specify)

Other Fees and Honoraria (specify)

Other Fees and Honoraria (specify)

Sub-Total

## Capital Expenses

 Item Description Project Forecast

Site preparation / Property costs

Materials

Labour

Acquisition of specialized equipment

Installation of specialized equipment

Permits / Approvals

Insurance

Other Capital Expenses (specify)

Other Capital Expenses (specify)

Other Capital Expenses (specify)

Sub-Total

## Administrative Expenses (INTERNAL, Maximum 10% of budget)

 Item Description Project Forecast

Staff (internal: support staff, leadership)

Office Supplies

Accounting / Legal Fees

Other Admin Expenses (specify)

Other Admin Expenses (specify)

Other Admin Expenses (specify)

Sub-Total

## Contingency (Maximum 10% of budget)

 Item Description Project Forecast

Contingency for project expense overruns

Sub-Total

## In-Kind Expenses (Maximum 25% of budget)

 Item Description Project Forecast

In-Kind Expenses (specify)

In-Kind Expenses (specify)

In-Kind Expenses (specify)

Sub-Total (THIS AMOUNT MUST EQUAL IN-KIND REVENUE)

Total Expenses

## Earned and Contributed

 Item Description Project Forecast Confirmed/ Pending

Application Cash Contribution Please Select

Other Earned Revenue (specify) Please Select

Other Earned Revenue (specify) Please Select

Other Earned Revenue (specify) Please Select

Sub-Total

## Private Sector Revenues

Item Description Project Forecast Confirmed/ Pending

Individual Donations Please Select

Corporate donations and sponsorship Please Select

Special Events fundraising Please Select

Foundations Please Select

Other Private Sector Revenues (specify) Please Select

Other Private Sector Revenues (specify) Please Select

Other Private Sector Revenues (specify) Please Select
Sub-Total

## Public Sector Revenues (See Grant-stacking Rules in guidelines)

 Item Description Project Forecast Confirmed/ Pending
BC Arts Council: Project (amount requested in this application) Please Select

Government of BC: Community Gaming Grants Please Select

Government of BC: Past BCAC Arts Infrastructure Support or

Canada Council for the Arts Please Select

Government of Canada: Dept of Cdn. Heritage Please Select

Government of Canada: Other Please Select

Local Government (incl. Municipal and Regional Governments, Trusts, Band Councils)

CleanBC Please Select

Other Public Sector (specify) Please Select

Other Public Sector (specify) Please Select

Other Public Sector (specify) Please Select

Sub-Total

## In-kind Revenues (Maximum 25% of budget)

In-Kind Revenue (specify) Please Select

In-Kind Revenue (specify) Please Select

In-Kind Revenue (specify) Please Select

Sub-Total (THIS AMOUNT MUST EQUAL IN-KIND EXPENSES)

## Summary

 Item Description Project Forecast

Total Revenues

Total Expenses

Surplus / Deficit (Balanced Budget required)

## **Support Material**

## Provide a detailed project timeline, including start and completion dates, dependencies or relationships between project tasks, and dates for major milestones

(upload button)

## Provide competitive quote(s)

#### \*Provide one competitive quote for equipment purchase(s)\*Provide one competitive quote for proposed capital improvement(s) and planning. Letters from any partners or collaborators, if applicable, confirming the nature of their participation.

(upload button)

## Upload letters from any partners or collaborators, if applicable, confirming the nature of their participation.

(upload button)

## For capital improvements, provide proof of facility ownership or relevant operational agreements and/or leases between the organization and the facility owners/landlords and other tenants.

(upload button)

## For capital improvements, provide any pre-existing planning documents, energy studies or feasibility studies related to the project, if applicable.

#### Mandatory for requests over $75,000

(upload button)

## Upload a list of any approvals and permits required to complete work on the project and, if available, copies of any permits already obtained.

(upload button)

## For Planning & Consultation: List external contractors/vendors with biographies and/or profiles.

#### (Click '+' to add lines. Biography/Profile box can be expanded by dragging out bottom right corner)

(text form button)

Contract/Vendor Biography/Profile

## **Access Support**

#### 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

## Will you be applying for Access Support?

Yes/No

## **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

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

(check box)