

# BC Arts Council Accelerate Pilot Program Application Preview – Non-Operating Assistance Applicants / New Applicants

Updated: October 7, 2022

## Overview

This is a sample of the BC Arts Council Accelerate Pilot Program Application for Non-Operating Assistance Applicants / New Applicants. 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.

This application preview is specific to applicants who are not currently on Operating Assistance and   
have not recently applied to the Operating Assistance program at the BC Arts Council (September 2022 intake). If you have applied to the Operating Assistance program during the recent intake that closed on September 15, 2022, you can select an abridged version of the Accelerate Pilot Program Application and refer to the Application Preview for Operating Applicants.

### If you have questions about the program or application - contact the Program Advisors to discuss:

* Clayton Baraniuk – 250-978-9839 – [Clayton.Baraniuk@gov.bc.ca](mailto:Clayton.Baraniuk@gov.bc.ca)
* Erin Macklem – 778-698-1416 – [Erin.Macklem@gov.bc.ca](mailto:Erin.Macklem@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.

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'.

## 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](mailto: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 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.

## 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 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.

The term Organization refers to all applicants, including Collectives, Nations, Local Governments and Municipalities.

#### Applicant Type (Please Select):

Answering this question will alter the display of the application content.

* I am an existing Operating Assistance recipient
* I have applied to the recently closed Operating Assistance program, but I am not yet an Operating Assistance recipient
* I have not applied to Operating Assistance (September 2022 Intake)

#### \*My organization or collective is eligible to apply to the Accelerate Program as (select any that apply):

Equity-deserving arts and culture organizations or collectives are defined as dedicating the majority of activities, programming content, and financial and human resources to supporting the arts and culture practices of specific equity-deserving groups. This may be demonstrated in one or more of the following areas: purpose statements, practices, practitioners, staffing, leadership, and engagement. *Regional areas of BC are defined as those outside of* [*greater Vancouver or the capital region.*](https://www.bcartscouncil.ca/accessibility/glossary/)

* An equity-deserving organization or collective
* An organization or collective located in a regional area of B.C.

#### \*If “An equity-deserving organization or collective” is selected: Self-Identification - Equity-Deserving Groups (select any that apply):

* Indigenous (First Nations, Métis, or Inuit) Peoples;
* Artists who are Deaf or experience disability;
* Black or people of colour;
* LGBTQ2S+ communities (lesbian, gay, bisexual, trans, queer, two-spirit, and other);
* Women and gender diverse people;
* Linguistic minorities and official language minorities;
* Immigrants and refugees;
* Socio economic disadvantaged groups; or
* Youth and next generation (under 25).
* Other

##### If other, please provide specifics on the Equity Deserving Group you represent.

(300 words maximum)

#### Optional: Provide additional context to your selection.

(300 words maximum)

#### \*What is your primary field of practice?

Please Select:

* Community-Based Arts Practice
* Dance
* Deaf, Disability and Mad Arts
* Indigenous Cultural Centre
* Interdisciplinary/Multidisciplinary
* Literary
* Media Arts
* Museums
* Music
* Theatre
* Visual Arts
* Other

\*If other, describe:

### Organization Overview

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

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 maximum)

#### \*Describe your organization’s main activity(ies).

#### (500 words maximum)

\*Describe what you plan to us this multi-year funding for, and what it will allow you to accomplish.

(500 words maximum)

Or provide answers to the above questions in audio or audiovisual format – see instructions below:

**Option 2: Using the button below, provide only one upload file answering the questions above   
(5 minutes maximum per question). See below for audio or audiovisual options.**

The format, design, and production quality of this response are not being assessed. Only the information you communicate will be considered against the assessment criteria listed in the program guidelines. 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

### Organizational Capacity and Governance

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

(400 words maximum)

\*Organization capacity: Provide details on your current capacity for financial monitoring, policy development, human resources, and fostering a safe and inclusive working environment.

(300 words maximum)

### 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.)

Please Select:

* 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 request below represents a single year of funding. The maximum grant amount is $30,000 per year over two years.

### \*Amount Requested

(Number field with no decimal places)

Amount Requested is per year, for two years.

### Reconciliation, Equity, Diversity, Inclusion and Access

#### \*Describe your organization’s relevance to equity deserving communities and how this informs your programming.

(400 words maximum)

\* 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 maximum)

### Artistic and Cultural Contribution, Engagement and Impact

#### \* Contribution: How does your organization's work contribute to the development of the art form(s) and cultural practice(s) you engage in? Provide up to three examples of recent activity, including at local, regional, national or international, as appropriate.

(400 words maximum)

#### \* Impact on B.C. artists and cultural practitioners: How does your organization support the development of B.C. artists and cultural practitioners?

(300 words maximum)

## 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.

* Complete the budget form to represent one year of the two year request, including the one year of Accelerate funding
* 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.
* 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 (as applicable)
* Commissioning fees
* Employee Benefits, Contributions and Dues (including [MERCs)](https://www.bcartscouncil.ca/accessibility/glossary/) (organizations only)
* Indigenous Elders and/or Knowledge Keepers (compensation and honouraria)
* Indigenous Protocol and Indigenous Hospitality Expenses
* General Hospitality Expenses
* Materials and Supplies (Specify in Notes)
* 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 in Notes)
* Travel and Transportation (specify)
* Per Diem and Accommodations (specify, hotel, etc)
* Co-production expenses, as applicable
* Distribution expenses (mailing/shipping, distributor fees)
* Accessibility support for Audiences (ex. Sign Language Interpretation, Captioning/CART,   
  Audio Description)
* Accessibility supports for Participants (for applicants not eligible for Access Support funding)
* Other Artistic, Exhibition, Presentation and Production Expenses (Specify in Notes)

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

#### Administrative 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.

* 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](https://www.bcartscouncil.ca/accessibility/glossary/))
* 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 (Earned and Contributed Revenues, Private Sector Revenues and Public 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,   
  Regional Districts (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 Revenue (Specify in Notes)

Total Earned and Contributed Revenues (Auto-added total)

#### Private Sector Revenues

* Individual donations
* Corporate donations and sponsorship
* Special Events fundraising
* Foundations (Specify)
* Other Private Sector (Specify in Notes)

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) - Enter notes if not balanced (Input notes)

Button: Save

Button: Close

## Support Material

Note: Do not submit material beyond what is requested.

\* Upload up to five pieces of support material.

**Applicants may choose what materials best support their application, such as:**

* Current planning and policy documents;
* Links to electronic materials such as brochures or seasonal programs, online materials,   
  current publications, or programs from recent events.
* Images or videos illustrating your programming or presentations.

Updated: Support Material Limitations:

* Audio or Video content is limited to 5 minutes in total across all support materials.
* Text-based support materials are limited to 5 pages in total across all support materials.

For Example:

* 1 video (2 minutes), 1 video (3 minutes), 1 text-based document file (2 pages), 1 text-based document link (3 pages), 1 image = 5 pieces total.
* 1 video (5 minutes), 1 text document (5 pages), 3 Images = 5 pieces in total

Excess support material, including multiple links to materials within a single uploaded document, will not be reviewed.

(Upload Button)

#### Updated: If any of your pieces of support material (uploads or links) are more than five minutes in length or more than five pages, please provide instructions on which pages or timecodes assessors should review, adding up to a combined total of 5 minutes and 5 pages total.

In the absence of instructions, the first five pages, minutes of content and/or images will be viewed in the order they are submitted. Applicants are strongly encouraged to provide detailed viewing instructions to properly curate their support material submissions.

(Text field)

(150 words maximum)

#### Updated: In the table below, provide up to 5 links to electronic materials (if applicable).

This may include brochure or seasonal programs, online materials, current publications, or program from recent event.

* URL (text field)
* Description (text field)

## 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):

(text field)

### 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

### 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.