

# BC Arts Council Project Assistance: Community Arts Festivals

# Application Preview

Updated: January 3, 2023

## Overview

This is a sample of the BC Arts Council Project Assistance: Community Arts Festivals 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 one of the Program Officers to discuss:

* Krista Patterson- 236-478-2550 – Krista.Patterson@gov.bc.ca
* Justine Shore - 250-940-8538 – Justine.Shore@gov.bc.ca

An asterisk (\*) indicates the field is mandatory

## Eligibility Draft

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/community-arts-festivals/).  
  
To be eligible, the applicant must:

* Provide arts and cultural programming or service to the arts and culture sector in B.C. and have done so for a minimum of one year.
* 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 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.
* 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 a Community Arts Organization, registered and in good standing as a non-profit society or community service co-op in B.C. for at least one fiscal year prior to application with:
  + The majority of key 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.

For the purposes of eligibility for this program, Community Arts Organizations are non-profit:

* + Community arts councils;
  + Community driven, generally non-professional, volunteer-managed arts and culture organizations; and
  + Community-based arts and cultural centres, whose primary purpose is community centered engagement and access to the arts.

They offer a range of programming focused on enriching a specified community through a variety of arts disciplines and experiences, using a grassroots approach to providing wider service to the community beyond their membership. Although generally community-led, community arts organizations may also engage and collaborate with professional artists and arts practitioners, arts administrators and Elders or Traditional Knowledge Keepers.  
  
OR

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

An eligible community arts festival must:

* Have a primary purpose focused on arts, and facilitate:
  + The exchange of local ideas, narratives, or issues that engage community participation through an artistic lens
  + Development of the arts at a community level
  + A growing relationship between artists and the local community
* Be organized primarily by volunteers and may also have a dedicated coordinator.
* Be in B.C., be concentrated in place and time, and be longer than one day in duration.
* Have community involvement, including support of local government, volunteers, business, and arts and cultural organizations.
* Have appropriate planning related to healthy workplaces, including emergency preparedness.

### Eligibility Verification

*(check box)*: I confirm that I/my organization meets the eligibility requirements for application to this program as described above

## Profile Details

(System Generated Content)

Application ID:

Application Type: Project Assistance: Community Arts Festivals

Organization:

Primary Contact:

### Registration Profile Summary

(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

#### Board List Button (Pop out form)

Form fields: Name, Board Position, Occupation/Expertise, Start Date, Notes (optional)

*(button: save)*

#### Staff List Button (Pop out form)

Form Fields: Name, Position, Permanent/Seasonal Full-Time/Part-Time Notes (optional)

*(button: save)*

#### \*Financial Statement Verification

*(check box)*: I confirm that the most recently completed signed financial statements detailing two fiscal years of activity 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 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

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.

An asterisk (\*) indicates the field is mandatory

### \*What is the applicant's PRIMARY field of practice?

Please Select:

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

\*If other, describe:

### \*Briefly describe the applicant's main goals, primary activities, and priority work. Clearly position these within the applicant's cultural and geographical context, and/or field of practice.

400 words total available

### \*Who does the applicant PRIMARILY benefit or serve?

200 words total available

### *(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.

### \*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

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

(Input numeric value with up to two decimal places)

### \*Total Operating Budget (for the year in which the festival takes place)

(Input numeric value with up to two decimal places )

## Project Information

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

(Input numeric value with no decimal places)

maximum request: $6,000

### \*Total amount of fees paid to B.C. or Canadian professional artists, technicians, Elders and Traditional Knowledge Keepers for the entire festival

(Input numeric value with no decimal places)

### \*Festival Name:

### \*Festival Dates:

### \*Primary Location of Festival:

### \*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

### \*Festival Website:

### \*Estimated Total Attendance:

Select one:

* up to 100
* 100-300
* 300-500
* 500-1000
* 1000+

### Festival Description

The next section refers to the festival's main activities and their impact. 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 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 box below for written answers.

### \*What are the arts festival’s MAIN ACTIVITIES. Why are these activities important to the organization, the arts and cultural practice/s, the participants and/or the community?

500 words total available

**Option 2:** Upload button available 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

(button) Option 2: Click here to upload as audio or audiovisual

\*Enter the list of confirmed or proposed B.C. and Canadian professional artists, technicians, Elders and Traditional Knowledge Keepers sufficient to demonstrate total request of up to $6,000. Include names, the fees they are to be paid, and their biographies (max. 250 words per bio)

If only a proposed list is available, also provide the list of professional artists, technicians, Elders and Traditional Knowledge Keepers engaged in last year’s festival and the actual fees each were paid, up to $6,000.

Table fields to complete, adding rows for each person listed (use + symbol to add rows):

* Name
* Fees
* Bio (max 250 words)
* C (Confirmed) or P (Proposed) or L (Last year)

***(button:*** *Plus symbol to add rows)*

### \*What process was used to choose the festival presenters/technicians listed in the table above?

200 words total available

### 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

## 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 available

### *(check box)*: Check here to confirm that the applicant organization has successfully produced at least one volunteer-run community arts festival.

### \*Name and Dates of previous community arts festival (in this format: Name, Days, Month, Year)

Text field

### \*Enter the ACTUAL total festival expenses from the previous community arts festival.

(Input numeric value with up to two decimal places)

### \*Outline approaches/planning related to health and safety and emergency preparedness for the project.

200 words total available

Explain how, if applicable, the upcoming festival will differ from the previous year’s festival, either artistically and/or financially.

100 words total available

### \*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)?

Please Select:

* Yes
* No
* Not Applicable

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

200 word available 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 a fair compensation level was determined:

200 words total available

## 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 BC Arts Council 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.
* Community Festivals please include your whole festival's budget.

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

### Upload one PDF copy (scanned/electronic) of the most recent community art festival brochure or program schedule.

*(upload button)*

### Optional: Provide a URL link to the brochure/program, if not including an uploaded copy above.

### 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)*

## 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?

Please Select

Yes

No

*If “Yes” selected:*

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

Please Select

Yes, with my project application (Option 1)

Yes, after I receive project funding results (Option 2)

No

*If “Yes, with my project application (Option 1)” selected:*

#### \* 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 Subscriptions
* Rental Equipment
* Travel for Service Providers
* Other\*

#### \*If “other” please specify

(100 words total)

#### **\***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 + symbol' to add additional lines. Your total should match the amount requested in the field below.

***(button: p****lus 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?

Please Select

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
* Confirmed/Pending

***(button: p****lus symbol to add lines)*

#### Anything else we should know?

(150 words total)

## 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

### 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:

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.