

# BC Arts Council Arts-Based Community Development and Leon and Thea Koerner Award Application Preview

Updated: April 21, 2023 (see highlighted content)

## Overview

This is a sample of the BC Arts Council Arts-Based Community Development and Leon and Thea Koerner Award Application. This sample will be updated if the application is updated or changed in any way after launch, 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.

As a sample of the application, this does not contain all application content scenarios.

Applications submitted in a Word document via email will not be accepted.

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

* Clayton Baraniuk – 250-978-9839 – [Clayton.Baraniuk@gov.bc.ca](mailto:Clayton.Baraniuk@gov.bc.ca)
* Krista Patterson – 236-478-2550 – [Krista.Patterson@gov.bc.ca](mailto:Krista.Patterson@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-based-community-development/)

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, Province (or place) of Residence, Notes (optional)

Click on the "+" button to add a Board member's information. You can delete lines if that person is no longer serving on the Board. This list should be updated at least once per year.

* Member start date is earliest start date (not start of most recent term, if applicable).

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

Table Form Fields: Name, Position, Permanent/Seasonal Full-Time/Part-Time, Province (or place) of Residence, Notes (optional)

Click on the "+" button to add a Staff member's information. You can delete lines if that person is no longer employed by the organization. This list should be updated at least once per year and include a current list of administrative and artistic/editorial staff or significant contractors, including name, position, province of residence, and employment status (e.g., permanent; part-time).

#### **\***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.

Update your profile with your organization's Constitution / 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 Constitution / Statement of Purpose has been completed on the Organization Profile and, for not-for-profits only, the certified constitution purpose from BC Registry has been uploaded.

#### **\***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)

### Designated Priority Groups

*The BC Arts Council administers supports for*[*designated priority groups*](https://www.bcartscouncil.ca/priorities/priority-groups/)*.*  
*Supports for designated priority groups may include funding prioritization, dedicated programs, partnerships, outreach, statistics, and reporting on progress.  
  
The BC Arts Council's designated priority groups include applicants and arts and cultural practitioners who are:  
• Indigenous (First Nations, Métis, and/or Inuit) Peoples;  
• Deaf or experience disability;  
• Black or people of colour;  
• Located in regional areas (outside greater Vancouver or the capital region).  
  
Complete the Designated Priority Groups Information section and Equity Data Tool in the Profile prior to submitting the application.  
  
All organizations and collectives are encouraged to fill out the Equity Data Tool for statistical and research purposes. Organizations and collectives who would like to identify as belonging to a designated priority group, must complete these sections to receive supports.  
  
Once these sections are completed, the organization or collective does not need to provide it again unless there are changes to the information.*

#### Check Box:

I have reviewed the Designated Priority Groups and Equity Data Tool tabs on the Organization Profile.

## Applicant Details

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

*Consider the following when completing your application:  
•Assessors may not be familiar with your work, specific practice/s, community/ies, or culture/s.   
Provide the information they need to understand your project.  
•Use of short, clear sentences or point form is encouraged, but should still provide answers fully responding to each question.  
•Avoid specialized terms, academic language, or expressions that may be difficult to understand.   
If specialized terms must be included, include a brief definition or description of their meaning.  
•Word counts indicate the maximum accepted words per question. You are not required to write to the word limit.*

For the following, indicate the primary ARTISTIC practice of your project:

#### \*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: (text Box)

#### \*Briefly describe the applicant's main goals, primary activities, and priority work.

(200 words total)

#### \*Tell us about the applicant's cultural and geographical context, and/or field of practice. Highlight any culturally specific practices or protocols regularly used in the work or service.

(200 words total)

#### \*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.

#### \*How does the applicant's, leadership, management and/or board foster a healthy and respectful workplace, cultural safety, and equitable human resource practices? Provide 2-3 examples.

(200 words total)

#### \*How does the applicant's, leadership, management and/or board foster right relations with the communities it engages and/or serves? Provide 1-2 examples of current policies or practices.

(200 words total)

**Fostering right relations** means actively developing and maintaining respectful relationships that are mutually beneficial.

Answers to this question should speak to recent or current activities, engagements, hires, or ongoing relationships with individuals or communities.

#### \*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.

*Consider the following when completing your application:  
•Assessors may not be familiar with your work, specific practice/s, community/ies, or culture/s.   
Provide the information they need to understand your project.  
•Use of short, clear sentences or point form is encouraged, but should still provide answers fully responding to each question.  
•Avoid specialized terms, academic language, or expressions that may be difficult to understand.   
If specialized terms must be included, include a brief definition or description of their meaning.  
•Word counts indicate the maximum accepted words per question. You are not required to write to the word limit.*

A-BCD amount requested cannot exceed 50% of the total A-BCD project budget or 65% of the total   
A-BCD project budget for organizations aligned with a [designated priority group](https://www.bcartscouncil.ca/priorities/priority-groups/).  
This amount must only contain the amount requested through this A-BCD grant program, and must match the request amount in the A-BCD 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 in 1-2 brief sentences, including title if applicable/determined.

(30 words maximum)

#### \*Which category are you applying to? (select one)

Response will change available application content.

* New Work
* Skill Development and Knowledge Transfer for ABCD Practitioners

### Project Description

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

As part of our commitment to accessibility, the BC Arts Council is now accepting parts of applications in audio formats.

There are two options for submitting responses to the following two questions. Select only one option for your response.  
Option 1: Use the text box for a written response. OR

Option 2: Upload a verbal or sign language response and write 'verbal option' in the text box.

* Your submission must only record your verbal answer to the specific question.
* Do not add any additional sound, design or production features.
* ASL or Sign Language Submissions may be uploaded as video content. 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/).
* Your verbal/signed answer must be no longer than 6 minutes total.

#### 

#### \*Explain your project: what are you doing and how will you do it?

(300 words total)

#### \*What are the primary reasons and goals for doing this project? (Include any intended impacts on participants and, if appropriate, post-project follow-up.)

(500 words total)

*Option 2: Upload below for verbal or Sign Language response  
File(s) must be no longer than 6 minutes, not exceed 50MB and must use one of these supported file extensions.*

*Button: Option 2: Click here to upload audio and ASL formats*

#### \*Project Team (click button to complete or view contents)

Button: click here: Project Team table

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)

#### If the organization and/or project leader(s) is working with individuals or materials from communities outside their 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 the work.

(250 words total)

#### \*Outline an example of the professional artists’ and/or social service professionals’ past arts-based community development work relevant to this project, providing context for the information in the Professional Artist and/or Social Service Forms, as applicable.

Applicants to the LTK Award MUST include the details of both the artists' and the social service professionals' past work.

(500 words total)

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

#### \*Are you an organization located outside greater Vancouver or the capital region? Please select:

* Yes
* No

#### \*Are you an organization rooted in or led by equity-deserving communities?

Response will change available application content.

For a definition of Equity-Deserving Groups visit the BC Arts Council [Glossary](https://www.bcartscouncil.ca/accessibility/glossary/).

Please Select:

* Yes
* No

#### If yes: \*Describe the projects’ relevance to the community.

(200 words total)

#### If no: \*Describe the project's relevance to, or intersection with equity-deserving communities.

(200 words total)

#### \*Through this project, what action(s) is the organization taking to support equity, diversity, inclusion and access? Tell us how your location, capacity, community served, organization size, and purpose/mandate influence your approach.

(300 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

The following section has specific questions which appear based on the category you are applying to.

#### \*Category 1 New Work: Describe the specific community(ies) you are in collaboration with on this project. How do you intend to reach them? Include specifics on any existing relationships.

(150 words total)

#### \*Category 1 New Work: : Describe what Arts-based Community Development principals are being used including how the project idea was developed, how participants will have creative input as collaborators, and why this specific community has been selected as collaborators for this project.

(200 words total)

#### \*Category 2 Skill Development and Knowledge Transfer for A-BCD Practitioners: Describe who you will be teaching, sharing skills or transferring knowledge to, and why they have been selected.

(150 words total)

#### \*Category 2 Skill Development and Knowledge Transfer for A-BCD Practitioners: Describe what Arts-based Community development skills or knowledge will be taught, shared or transferred, and how.

(150 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

#### \*Upload a timeline / work plan for the project. Include dates, a list of main activities, venue/location, and who (generally) is involved.

For example:

*September 2023*

*•Main activity, where taking place, who is involved (i.e. project co-ordinator, curator, artist(s), writer(s), choreographer(s), performer(s), marketing team, audience, project partner(s) etc.)*

*•Other main activities, where taking place, who is involved*

*October 2023*

*•Main activity, where taking place, who is involved*

*•Etc.*

(Upload button)

#### \*Briefly describe two past achievements that support the likelihood of success of the 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)

#### If this application is for a phase of the project, indicate which phase (please select)

Maximum three phases eligible for BCAC Support.

* Phase 1
* Phase 2
* Phase 3

### Professional Artist Information

All applications must include the following information and upload the Professional Artist Information Form completed by the lead artist(s). At least one and up to three forms can be uploaded.

*For the purposes of this program, a professional artist is considered a professional if they:*

* *Have completed appropriate and relevant training in their discipline at a level that would be recognized as professional by other practitioners working in similar disciplines. Training may be through post-secondary institutions, traditional knowledge transfer, or apprenticeship with a qualified practitioner;*
* *Have a minimum two years of professional practice in their field following basic training;*
* *Be recognized by other practitioners working in similar disciplines;*
* *Be committed to working full-time at their practice when financially possible;.*

#### \*Name of Lead Artist(s)

(25 words total)

#### \*Main Artistic Discipline (check boxes)

* Academic & research
* Community Arts
* Dance
* Fundraising & development
* Media arts
* Production
* Technical
* Arts Administration
* Creation
* Deaf and/or Disability Arts
* Indigenous arts (traditional)
* Museums
* Programming
* Theatre
* Collections management
* Cultural management
* Distribution
* Indigenous arts (contemporary)
* Music
* Publishing
* Visual arts
* Communications & marketing
* Curatorial practice
* Education & outreach
* Literary
* Performance art/spoken word
* Regional arts
* Other

### Leon and Thea Koerner Award Request

#### Check here to apply for the LTK Award Program. Ensure you have provided your Registered Charity number in your registration profile.

LTK Award applicants MUST be a Federally Registered Charity or other “Eligible Donee” (such as a First Nations Band Council or Indigenous Friendship Centre), and the project must use professional arts-based activity in collaboration with a confirmed social-service agency. LTK Award applicants may request a minimum award of $25,000 through the Leon and Thea Koerner Award Program. This request is in addition to your A-BCD request.  
More information about the Foundation can be found here [Leon and Thea Koerner](https://ltkaward.com/)

* (Check Box) Yes, we are applying for LTK support

#### \*LTK Award Amount Requested ($25,000 minimum)

(Numeric input box)

#### \*How will this funding enhance, support or further the impact of your project?

(200 words)

#### \*LTK Award Budget (proposed expenses only)

In addition to the A-BCD proposed project budget supplied separately, indicate what you would use the minimum $25,000 for over the duration of your project. Use the '+' to add additional budget lines. Your total should match the amount requested.

Table Format: for each budget line, fill in the following columns:

* Expense description
* Amount Budgeted

#### \*Upload the partner organization's board and staff lists

* The partner organization's list of the current board of directors, including their occupations and start dates.
* The partner organization's list of administrative staff (for arts organizations, include as well the artistic/curatorial staff or significant contractors), giving name and title or responsibility (indicate if permanent/seasonal and full-time/part-time).

(Upload Button)

## Budget

Complete the budget form below for Arts Based Community Development.  
If applicable, LTK Award request and associated expenses should be detailed in the Project Information section only and not included in this budget. DO NOT include your LTK Award request or associated expenses in the budget form below.

### Button: $ \*click here: Project Budget table

(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.
* In “Notes” field do not use characters for “less than” or “greater than”.

Applicant: (auto-generated field)

### Expenses

Table Format: 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) (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   
  (eg. 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)
* 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 your application)
* 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 to three Professional Artist Information Form(s)

[Artist Information Form](https://www.bcartscouncil.ca/app/uploads/sites/508/2023/04/ABCD-LTK-Professional-Artist-Information-Form-fillable-FINAL.pdf)  
Minimum 1 form to be completed by lead artists and uploaded by all applicant organizations.   
(maximum 3)

(Upload Button)

#### \* Upload one to three Professional Social Service Lead Form(s)

[Professional Social Service Lead Form](https://www.bcartscouncil.ca/app/uploads/sites/508/2023/04/ABCD-LTK-Professional-Social-Service-Lead-Form-fillable-FINAL.pdf)

* Required for all Leon and Thea Koerner Award requests: Minimum 1 form to be completed by professional social service lead and uploaded by applicant organization requesting LTK. (maximum 3)
* Optional for applicants NOT requesting a Leon and Thea Koerner Award, and only if applicable to the project

(Upload Button)

#### Community Support Letter Upload

A letter of support from a representative or member of the community which the organization is collaborating with is REQUIRED for the following:

•all Arts-Based Community Development: Category 1 New Work applicants

•all Leon and Thea Koerner Award applicants.

(Upload Button)

#### Partnership Letters

#### 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)

#### (Optional) Upload support material documenting an example of artists’ and/or social service professionals’ previous A-BCD work if directly related to the application to a maximum of: 3 minutes of video/audio, or up to 2 pages of text, or 3 images (no testimonials or reference letters) using the upload buttons below.

File naming conventions: Applicant Name, File Order Number, Event of Activity title (.jpg, mp3, etc.)

* Ensure the file extension is included in the file name
* Do not include any special characters or symbols or quotation marks (e.g. #?\_”&|…) in the file name.

Summary of recommended maximums per file and format:

* Video: 500 MB; mp4, mov, and avi formats
* Audio: 100 MB; mp3, wav, and aif/aiff formats
* Image: 10 MB; jpg/jpeg, gif, png, and bmp formats

Applicants are advised to review and adhere to the [Upload Requirements for Support Material](http://www.bcartscouncil.ca/app/uploads/sites/508/2022/04/upload-requirements-for-supporting-material.pdf)

Videos may take a few minutes before they become accessible while they are copied to a media server. The preview thumbnail will appear as 3 dots until this is completed. If you are having difficulty with your upload, call (250) 356-1718 or [BCArtsCouncil@gov.bc.ca](mailto:BCArtsCouncil@gov.bc.ca) during business hours for assistance.

(Upload Button)

#### Upload optional PDFs using button below:

File naming conventions: Applicant Name, File Order Number, Event of Activity title (.jpg, mp3, etc.)

* Ensure the file extension is included in the file name
* Do not include any special characters or symbols or quotation marks (e.g. #?\_”&|…) in the file name.

Applicants are advised to review and adhere to the [Upload Requirements for Support Material](http://www.bcartscouncil.ca/app/uploads/sites/508/2022/04/upload-requirements-for-supporting-material.pdf)

(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.
* Collectives led by individual artists or arts and culture practitioners who self-identify as Deaf or have a disability.
* 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 of have a disability?

* Yes
* No

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

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

### Access Support Application

#### \* Type of Access

(check boxes – select any that apply)

* Interpretation
* Captioning/CART
* Transcriber/Editor
* Visual Describer
* Project Coordinator/Assistant
* Support Worker
* Accessibility Software or App Subscriptions
* Rental Equipment
* Travel for Service Providers
* Other

#### If “other” please specify

100 words total available.

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

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

Table Fields:

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

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

**Button:** Plus symbol to add lines

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

(Numeric input box)

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

* Yes
* No

#### Access Support Revenues – Table Format

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

Table fields:

* Source
* Description
* Amount

**Button:** Plus symbol to add lines

#### Anything else we should know?

150 words total available

## Feedback

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

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

Please Select:

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

If applicable, the agency (see question above):

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

Please Select:

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

### Is this your first application to BCAC?

Please Select

* Yes
* No

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

Please Select

* Yes
* No

### Have you ever received BCAC funding?

Please Select

* Yes
* No

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

(insert numeric value)

## Declaration

### 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.