

BC Arts Council Project Assistance: Visual Arts Organizations Application Preview

Updated: May 2, 2023

Overview

This is a sample of the BC Arts Council Project Assistance: Visual Arts Organizations Application. This sample will be updated if the application is updated or changed in any way, with changes highlighted in yellow and marked as “*Updated:*”. Check back to make sure you have the most current version.

Applications must be completed on the online system. Applicants are required to set up a system account in order to access the online application. As a preview of the application, this document does not contain all application content scenarios. Applications submitted in a Word document via email will not be accepted.

If you are Deaf or have a disability and require support to access the online system or make your application – contact the BC Arts Council Accessibility Coordinator to discuss:

- Clayton Baraniuk – Clayton.Baraniuk@gov.bc.ca – 250-978-9839

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

- Sheryl Jones – Program Advisor Media Arts and Visual Arts Organizations
 - (778-698-3522) | Sheryl.Jones@gov.bc.ca

The most recent program guidelines are posted on the relevant program page on the [BC Arts Council website](#).

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.*

Information on this tab is connected to your applicant profile and includes basic details related to applicant eligibility across BC Arts Council programs. Your applicant profile can be updated at anytime but should be reviewed for changes prior to submitting this application.

Registration Profile Summary (System Generated Content)

Name:

Address:

Municipality:

Province:

Postal Code:

Phone:

Website:

Purpose: (Organizations Only)

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 (for Collectives Only):

Ensure new fields (added September 2022) have been completed on the collective's profile.

Updates to the list of members must be made prior to submitting an application.

Entries and changes made in the pop out table(s) below will be saved to the collective's registration profile and made available on future applications.

Button: Collective Member List (Pop-Out form)

Click on the "+" button to add a member's information. You can delete lines if that person is no longer a part of the collective. This list should be updated prior to submitting each grant application.

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

The following fields appear to complete in the pop out form:

- Name
- Member Since (YYYY)
- Provide one example of presentation or recognition of practice/works for which an artist fee/payment/compensation was received
- Has completed a minimum of two years professional practice following basic training
- Is a Canadian citizen or Permanent Resident
- Resident of B.C. for at least 12 months immediately prior to the application deadline

Button: Save

Required Profile Updates (for Organizations only)

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)

Staff List Button (Pop out form)

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

*Update your profile with your organization's Constitution / Statement of Purpose

(check box) I confirm that the Constitution / Statement of Purpose has been completed on the Organization Profile.

Any updates to the Constitution / Statement of Purpose text field are required prior to submitting this application.

*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. 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 Organization 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.

New: *Updated information is requested from all applicants. On the Organization Profile, click the Designated Priority Groups tab and look for the headline labelled 'New' to submit this additional information.*

Check Box:

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

Applicant Details

An Asterix () indicates the field is mandatory.*

Information on this tab provides an overview of the applicant's general operations and activities. Answers to the following questions should provide the bigger picture of the history, policies, and activities that inform the proposed project.

Ensure you have reviewed Project Assistance: Visual Arts Organizations Program Guidelines [here](#) prior to completing this section.

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.*

**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:*

**Criminal Record review Act*

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

**Describe your organization's history, mandate, mission and core values. Briefly summarize its history in the creation, development, production, or dissemination within your field of arts practice in British Columbia.*

(500 words total)

**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.

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, engagement, hires, or ongoing relationships with individuals or communities.
(200 words total)

*For Organizations: Enter the ACTUAL total operating expenses from the most recently COMPLETED fiscal year.
(Number field)

*For Organizations: Enter the PROJECTED total operating expenses from the CURRENT fiscal year.
(Number Field)

*For Collectives: A professional independent collective must provide the name of an individual member of the collective for payment purposes.
If the application is successful, this person will receive payment of the award on behalf of the collective. They will also bear the income tax implications associated with any payment and a T4A will be issued to them.*

* For Collectives: Name of the member of the collective designated to receive payment on behalf of the collective and be issued a T4 (tax form) if application is successful.
(Text field)

* For Collectives: Provide Email for Account:

Important: This person must also register in the BC Arts Council Online System separately under an "Individual" registration type.
(Text field)

Project Information

An Asterix () indicates the field is mandatory.*

Information on this tab provides details about the project for which you are seeking funding. Answers to the following questions should make it clear what the project is, who is involved in the project, who benefits from the project, and how the project will happen.

Ensure you have reviewed Project Assistance: Visual Arts Organizations Program Guidelines [here](#) prior to completing this section.

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.

Note: Amount Requested Maximum

Note the following maximums as a percentage of the eligible 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](#).

The amount entered in the Amount Requested field must match the request amount in the project budget form.

*Amount Requested

(Number field with no decimal places)

Note that the project cannot start before the intake closing date for this program.

*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.

Note: This description may be used to describe your project publicly.

(30 words total)

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 and ASL formats.

There are two options for submitting responses to the following two questions. Select only one option for your response.

- 1. Option 1: Use the text box for a written response. OR*
 - 2. 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](#).*
 - Your verbal/signed answer must be no longer than 6 minutes total.*

Option 1: Use text boxes below for written answers.

** Provide a summary of the project, including title if applicable/determined.
(300 words total)*

** Describe the rationale, vision, objectives, and projected outcomes underlying the project.
(500 words total)*

Option 2: 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 as audio and ASL formats](#)

***Project Team**

Button: Click here to fill out the 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*
- *Confirmed (C) or Proposed (P)*
- *Biography/statement of training, experience, practice relevant to the project (up to 100 words)*

Reconciliation, Equity, Diversity, Inclusion and Access

Note: In this section, the term "Organization" refers to Organization or Collective applicants.

**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?*

Please Select:

- Yes
- No
- Not Applicable

Response will change available application content. For a definition of Equity-Deserving Groups visit the [BC Arts Council's Glossary](#).

If Yes is selected: Describe the project's relevance to the community.

(200 words total)

If No is selected: 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 when using source or physical materials?
(200 words total)

Artistic and Cultural Contribution, Engagement, and Impact

* Describe up to three aspects of the proposed project that will impact, strengthen, or contribute to the development of the applicant's field of practice, B.C. artists, cultural practitioners, and/or arts communities.
(200 words total)

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

Does the proposed project engage with and provide sustainable benefits to diverse and/or historically underserved communities? If so, describe how (if not already described above).
(no word count limit)

If your project involves working with individuals or materials from communities outside your own, particularly those that have been historically underserved, describe the steps taken to collaborate with these communities, respect protocols and integrate an equitable and ethical approach in your work.
(250 words total)

* Provide plans to address accessibility and safety of engagement, including but not limited to physical spaces, cultural safety, affordability, and supports for diverse participants.
(no word count limit)

Feasibility

* 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.*

Button: Click here to upload timeline/work plan

* Briefly describe two past achievements that supports 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](#), [CAEA](#), [CFM](#), [CADA](#) etc. when considering artist fees)?

Please Select:

- Yes
- No
- Not Applicable

If yes: 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

If yes: Explain how the compensation level was determined:

(200 words total)

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

(400 words total)

Budget

The Project Budget should include all the expenses and revenues related to the project described within the Project Information tab. It should be clear which expenses are covered by the request to this program. Ensure any ineligible expenses listed within program guidelines are covered by other revenue sources. Do not include financial information that does not relate to the project. Click the Project Budget Table button to complete or view contents.

Button: Project Budget Form (Pop out form)

In 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 within the identified sections of the project budget form.
- Total revenues must equal total expenses. There should be no budget surplus or deficit at the bottom of the form.
- Use the drop-down menu to show which revenues are confirmed and which are pending. Update program staff if the status of pending funding changes.
- Ensure that you have entered the request amount to the BC Arts Council in budget form.
- 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.
- Dollar values must be in numeric format only with no special characters, e.g. \$, £, etc.
- In 'Notes' field do not use the characters for "less than" and "greater than".

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/Creation 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 (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)
- 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, Marketing and Communication 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

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:*
 - a. *Confirmed*
 - b. *Pending*
3. *Text inputs for Notes: Provide details for all relevant revenue*

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) (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

Information and materials included on this tab should directly relate to and support the project for which you are seeking funding. The operating budget and letters contribute towards demonstrating feasibility and support for the project. Previous work samples are an opportunity to highlight successful projects, works, engagement activities, skills, etc. that would demonstrate the contribution, impact and feasibility to create and deliver the proposed project activities. Refer to program guidelines to see the maximum amount and types of support materials requested for this application.

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.

*Operating Budget

Upload an operating budget for the fiscal year in which your proposed project takes place. (PDF format preferred) (for Organization applicants only)
(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)

Reference Letters

For applicants that have not previously received funding through this program, upload two PDF letters of reference from established arts and cultural practitioners familiar with the applicant's work.
(Upload Button)

Examples of Previous Work

Use this section to provide examples of previous work relevant to the proposed project, up to a maximum of:

- 5 images or 5 minutes total of video or audio, with identified excerpts to be viewed;
- 3 pages of critical writing or documentation (do not submit testimonials or reference letters).

Use this section to provide examples of previous work relevant to the proposed project, up to a maximum of:

- *5 images or 5 minutes total of video or audio, with identified excerpts to be viewed;*
- *3 pages of critical writing or documentation (do not submit testimonials or reference letters).*

Button: *Portfolio Inventory Form (click button to complete or view contents)*

Pop-out window:

[Portfolio Inventory Form](#)

The Inventory For Audio and Video Submissions section of the form can be used to list information about uploaded files, or to provide URL links to samples of audio/video works on external sites. The Inventory For Text and Image Submissions should provide details about any text or image samples uploaded as support materials.

Button: *Portfolio Inventory Form (click button to complete or view contents):*

Complete the form below for portfolio works accompanying this application. Portfolio materials may be provided as uploads or as links (for large videos) to external sites (ex. Vimeo etc.)

Please review the portfolio requirements checklist document prior to uploading your materials.

[Inventory For Audio and Video Submissions](#)

- Item Number (insert text)
- Title/Name of Recording (insert text)
- Performance/Creation Date (Year-Month-day)
- Description of Work (include choreographer, composer, venue). Identify yourself in partner or group work. Indicate if Canadian composer (for music). (insert text)
- Timecode(s) to watch (insert text)
- URL (if not uploading directly) (insert text)
- URL password (if applicable) (insert text)
- Your role / credits (as applicable) (insert text)

Click on the "+" button to enter additional lines

[Inventory For Text and Image Submission](#)

- Item Number (or page # within PDF) (insert text)
- Title/Name of Piece (insert text)
- Creation/Publication Date (insert text)
- Description of Work (insert text)
- Dimensions and Materials (as applicable) (insert text)
- Your role / credits (as applicable) (insert text)
- Captions (for photography work) (insert text)

Click on the “+” button to enter additional lines

Button: Save

Upload media using the button below:

File naming conventions: Applicant Name, File Order Number, Event or 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](#)

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 during business hours for assistance.

Button: Upload

Upload optional PDFs using button below:

File naming conventions: Applicant Name, File Order Number, Event or Activity title (.pdf)

- *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](#)

Button: Upload

Access Support

An asterisk () indicates the field is mandatory*

The [Access Support](#) program provides an additional contribution towards costs for specific accessibility services, rental equipment and other supports required to carry out a project funded by the BC Arts Council.

Access Support requests are available to:

- *Individual artists or arts and culture practitioners who self-identify as Deaf or have a disability. OR*
- *Collectives led by individual artists or arts and culture practitioners who self-identify as Deaf or have a disability. OR*
- *Organizations with a primary purpose to support practitioners who are Deaf or have a disability, as specified in the organization's constitution.*

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

- Yes
- No

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

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

If Option 2 is selected: Access Support Application

*** Type of Access**

(check boxes – select any that apply)

- Interpretation
- Captioning/CART
- Project Coordinator
- Support Worker
- Software
- Rental Equipment
- Other

If “other” please specify

(100 words total)

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

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

Table Fields:

- **Description:** *Include specifics on the barriers (for instance communication, mobility, comprehension, physical, technological, visual, etc.), individuals requiring supports, and solutions provided.*

- **Cost Breakdown:** *Include numbers of staffing positions, providers (when known), rates, numbers of days or hours to clarify how you came to your total number.*
- **Total:** *Whole numbers only*

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

Button: Plus symbol to add lines

* Total Request (enter total from table above):

Enter numeric value

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

- Yes
- No

Access Support Revenues – Table Format

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

Table fields:

- *Source*
- *Description*
- *Amount*

Button: Plus symbol to add lines

Anything else we should know?

(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 Advisor
- 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

For Organization Applicants:

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.

For Collective Applicants:

In submitting this application, I declare that, to the best of my knowledge and belief:

- I/we meet all of the eligibility criteria for this program;
- the information provided in this application is complete and true in every respect;
- I/we abide by all applicable laws;
- I am/we are 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.