

# BC Arts Council Project Assistance: Literary Arts - Book Publishers Application Preview – Organizations and Collectives

Updated: May 2, 2023

## Overview

This is a sample of the BC Arts Council Project Assistance: Literary Arts - Book Publishers 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 program or application, contact the Program Advisor:

* Michelle Benjamin –Michelle.Benjamin@gov.bc.ca - 236-478-2582

The most recent program guidelines are posted on the relevant program page on the
[BC Arts Council website](https://www.bcartscouncil.ca/app/uploads/sites/508/2023/04/FY2023-24-Project-Assistance-Literary-Arts-Spring-FINAL.pdf).

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.

## 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.

#### \*For All Applicants: Is your organization a:

Based on your selection, the application form will change. Click 'Save Draft' button after making your selection.

(Please select)

* Not-for-profit
* Collective
* Registered business

#### \*For Organizations Only: 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.*

#### \*For Non-Profit Only: 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 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: Literary Arts Program Guidelines [here](https://www.bcartscouncil.ca/app/uploads/sites/508/2023/04/FY2023-24-Project-Assistance-Literary-Arts-Spring-FINAL.pdf) 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:

#### \* Are you a:

Based on your selection, the application form will change. Click 'Save Draft' button after making your selection.

Please Select:

* **Book Publisher**
* Arts Periodical
* Literary Organization

#### \* 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 collective or 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)

#### \* Have you received funding through the Project Assistance: Literary Arts, Arts Periodicals, Book Publishers, and/or Professional Literary programs in the past?

(Please select)

* Yes
* No

#### \* What is your editorial policy and/or mandate.

(100 words total)

#### List any affiliated companies, if applicable. Provide a brief description of the relationship(s).

(150 words total)

#### \* Describe your reprint policy and practice for keeping eligible books available and in print.

(150 words total)

#### \* Provide a list of any contracted sales agencies and indicate territories.

(250 words total)

#### \* Provide a list of distribution companies or arrangements, and indicate territories.

(250 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: Literary Arts Program Guidelines [here](https://www.bcartscouncil.ca/app/uploads/sites/508/2023/04/FY2023-24-Project-Assistance-Literary-Arts-Spring-FINAL.pdf) 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.

In this application, “Project” refers to all of the one, two, or three titles you are applying for as indicated on the Proposed Titles tab.

***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](https://www.bcartscouncil.ca/priorities/priority-groups/).

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 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*](https://www.bcartscouncil.ca/accessibility/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

#### \* Briefly describe two past achievement that supports the likelihood of success of the proposed project.

(100 words total)

#### \* Describe your usual fee structure for artists, authors, and/or performers, or advance and royalty structure (including percentages—net or retail), payment schedule, etc. Discuss how your payment structure aligns with industry standards and community context.

(no word count limit)

#### \*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)

### Proposed Titles (for Book Publishers only)

#### \* Number of Eligible Books Published in Previous Calendar Year

(number input)

#### \* Number of Eligible Books Published in Current Calendar Year

(number input)

#### \* Number of Eligible Books Projected for Next Calendar Year

(number input)

#### \* Number of Eligible Books in Print

(number input)

#### For up to 3 titles, provide the following information for each:

Three Titles are listed separately in the Grant Management System. For the purposes of this document, we have provided one example of the form to complete below.

##### \* Book Title

(Text Input)

##### \* Author/s and/or Illustrator/s

(Text Input)

##### \* Genre

(10 words maximum)

##### Suggested Age (for children’s and YA books)

(Number Input)

##### \* Projected Page Length

(Number Input)

##### \* Images (how many, what form, colour or B&W)

(Text Input)

##### \* Initial Print Run

(25 words maximum)

##### \* Total Budget – must match total expense line in Project budget.

(Number Input)

##### \* Publication Date

(Year-Month-Day)

##### \* Project Status – at what stage is this book project in the publishing process?

(25 words maximum)

##### \* Provide a brief biography of the author/illustrator, including citizenship and the city/country in which they live.

(100 words maximum)

##### \* Provide a brief description of the work including a summary of how the book will contribute to Canadian arts, culture, and literature.

(100 words maximum)

##### \* Describe your process for selecting, editing, and producing this manuscript, including how it fits your publishing program and editorial vision.

(100 words maximum)

##### \* Provide a summary of your marketing, distribution, and sales plans. Discuss how these plans will ensure you reach the identified target audience for this book.

(300 words maximum)

##### \* Summarize all other measures planned or taken to ensure the successful realization of this book.

(200 words maximum)

##### If this project is a co-edition or co-publication, clearly explain the partnership(s), including editorial control and financial contributions.

(200 words maximum)

## Budget

Book Publishers must complete both a Project Budget Form and an Operating Budget form.

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 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
* Commissioning fees
* Employee Benefits, Contributions and Dues (including MERCs)
* Indigenous Elders and/or Knowledge Keepers (compensation and honoraria)
* Indigenous Protocol and Indigenous Hospitality Expenses
* General Hospitality Expenses
* Materials and Supplies (specify)
* 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)
* Travel and Transportation (specify)
* Per Diem and Accommodations (specify, hotel, etc.)
* Co-production expenses
* Distribution expenses (mailing/shipping, distributor fees)
* Accessibility support for Audiences (ex. Sign Language Interpretation, Captioning/CART, Live/Audio Description)
* Accessibility supports for Participants (for applicants not eligible for Access Support funding)
* Other Artistic, Exhibition, Presentation and Production Expenses (specify)

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

##### Additional Book and Periodical Publisher Expenses

* Advances to authors, Royalties, Copyright, Reproduction Fees (specify)
* Contributor Fees: Writers, Artists, Designers, Collaborators
* Pre-Press Expenses
* Online editions: hosting and e-commerce costs
* Printing and binding

Total Additional Publisher Expenses (Auto-added total)

##### Administrative 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 (Public Sector Revenues, In-Kind Revenues, Earned and Contributed Revenues, Additional Book and Periodical Publisher Revenues, and Private 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 (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 and Contributed Revenues (specify in Notes)

Total Earned and Contributed Revenues (Auto-added total)

##### Additional Book and Periodical Publisher Revenues

* Single copy/newsstand sales
* Digital subscription or single digital copy sales
* Book Sales: Projected Gross Revenue
* Rights sales and other projected book-related income (specify)

Total Additional Revenues (Auto-added total)

##### Private Sector Revenues

* Individual donations
* Corporate donations and sponsorship
* Special Events fundraising
* Foundations (specify)
* Other Private Sector (specify)

Total Private Sector Revenues (Auto-added total)

Total Revenues (Auto-added total)

#### Summary

* Total Revenues (Auto-added total)
* Total Expenses (Auto-added total)
* Surplus/(Deficit) - Budget must balance (Input notes)

**Button:** Save

**Button:** Close

### \* Projected Fiscal Year – Projected (yy/yyyy)

Identify the fiscal year in which the project takes place.

(Text field)

### Button: Operating Budget Form

#### \* $ Click here to fill the operating budget

(Pop-out form)

#### Operating Budget

Complete the budget table below.

Record the amount of money received (or expected to be received) in the column for the relevant fiscal year. The Last Year (Actuals) figures should align with your financial statements. Do not include separate recognized and deferred amounts.

The following categories in the budget have four input fields each: numeric inputs for Last Year (Actuals), Current Year (YTD+Projected), and Forecast Year (Projected), and text inputs for Notes: Provide details for all relevant revenues and expenses.

##### Grants or Non-Repayable Financial Aid

* Canada Council: Block Funding/Literary Publishers or Emerging Publishers / Literary Publishing Projects
* Canada Council: other programs
* Department of Canadian Heritage: Canada Book Fund
* Other Federal funding, ex. SSHRC, etc. (provide details in Notes)
* BC Arts Council (this request)
* BC Arts Council – Other programs (provide details in Notes)
* BC Book Publishers Tax Credit
* Other Provincial funding (provide details in Notes)
* Other, ex. local govt, foundations, etc. (provide details in Notes)

Total grants or non-repayable financial aid (Auto-added total)

##### Publishing Revenues

* GROSS sales for BCAC eligible titles
* GROSS sales for all titles
* Other gross publishing revenues (e.g., rights, royalties, etc.)

Total publishing revenues (= gross sales all titles + other) (Auto-added total)

##### Cost of Sales

* Opening inventory
* Production Costs (paper, printing, binding, other production-related costs)
* Royalties and Advances on all titles
* Sales and Distribution Costs (e.g., fees to distributors, sales representatives, etc.)
* Editorial and Design
* Other related costs, if applicable (provide details in Notes/Description\*)
* Closing inventory

Total cost of sales (Auto-added total)

##### Expenses

* Marketing and promotion
* Wages and Benefits (If not included above in Costs of Sales)
* Rent and/or Facility Costs
* Other Operating Expenses

Total Expenses (Auto-added total)

##### Summary

* Total Revenue (Auto-added total)
* Total Expenses (Auto-added total)
* Net profit (loss) (Auto-added total)

**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.

### Owners or Shareholders List

#### \*Button: Click here to enter the owner/shareholders information

(Pop-out form)

Click on the "+" button enter owners or shareholders information.

It is the responsibility of book publishing companies receiving grants through this program to promptly inform the Council, in writing, in all situations where there has or will be a change in ownership, corporate structure, legal status, or primary operating activities.

Table Form Fields: Name, Address, Percentage of Voting Shares, Citizenship

### Support Material Uploads

#### \* Upload a PDF list of all books in print including the year of publication.

(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)

#### \* Upload a blank sample author, artist, or contributor contract (PDF).

(Upload Button)

#### \* Upload a list of writers and other artists published and/or presented in the previous year

(Upload Button)

#### Upload a digital copy of up to four catalogues for the current year (PDF).

(Upload Button)

If digital copies are unavailable, see below for option to provide printed catalogues.

### Additional Support Material

Physical/hard copies of support material to be postmarked on or before deadline date and clearly labeled with applicant's name and application file number.

Mailing Address: PO Box 9819, Stn Prov Govt Victoria, B.C. V8W 9W3

Courier Address: 1st Floor, 800 Johnson Street Victoria, B.C. V8W 1N3

Check the boxes to indicate you are sending the following as hard copy material.

* Check Box: Five copies of each catalogue for the current year unless you have uploaded digital copies above
* Check Box: Three copies of five titles published in the two most recent calendar years including the current year. Include titles previously funded by the BC Arts Council if applicable. Record the titles sent on the table below

#### \* List of books accompanying this application.

(Table Field)

Table Fields: Title, Author/Illustrator, Year Published

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

## 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)?

* 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.

### Royalty Declaration

#### Check Box:

On behalf of the company, I confirm that all royalties due to the end of our most recent royalty period on sales of titles by Canadian authors, as per the company’s contracts with these authors, have been paid in full, and that all contractual obligations to Canadian writers, illustrators, translators, and other copyright licensors have been fulfilled as of the date of submission of this application. If the answer is "NO", do not submit the application. Contact the Program Advisor to discuss.