

# BC Arts Council Individual Arts Grants: Media Artists Application Preview

Updated: May 29, 2023

## Overview

This is a sample of the BC Arts Council Individual Arts Grants: Media Artists 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 "new:". Check back to make sure you have the most current version.

Applications must be completed on the online system, which requires you to set up a profile in advance. 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 any questions about the program or application – contact the Program Advisor to discuss:

* Nicola Dunne – 778-405-4007 – Nicola.Dunne@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/app/uploads/sites/508/2023/05/FY2023_24_IAG-Media-Artists-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.

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 window, or by another user at the same time, those additional application views will be 'read only'.

*(System Generated Content)*

Application ID:

Application Type: Individual Arts Grants: Media Artists

## 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 any time but should be reviewed for changes prior to submitting this application.

**Registration Profile Summary**

*(System Generated Content)*

Name:

Municipality:

Province:

Pronouns:

**If the Profile Summary above is not correct:**go to your Personal 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 your Personal Profile**: click 'Home' (top right). From your home page click 'Personal Profile' (crowd icon).

Changes to address information must be submitted by email to:[BCArtsCouncil@gov.bc.ca](mailto:BCArtsCouncil@gov.bc.ca)

### Designated Priority Groups

The BC Arts Council administers supports for [designated priority groups](https://www.bcartscouncil.ca/priorities/priority-groups/). 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;

• Based in regional areas (outside greater Vancouver or the capital region).

Complete the Designated Priority Groups section in your Personal Profile prior to submitting the application.

Once you have completed this section, the information will remain in your Personal Profile. You will not need to provide the information again unless there are changes.

All applicants are also encouraged to complete the Voluntary Self-ID information for statistical and research purposes.

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

#### \* (checkbox) I have reviewed the Designated Priority Groups and Voluntary Self-ID sections on the Personal Profile

## Applicant Details

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

Information on this tab provides an overview of the applicant’s history and experience in their field of practice. Ensure you have reviewed Individual Arts Grants: Media Artists [here](https://www.bcartscouncil.ca/app/uploads/sites/508/2023/05/FY2023_24_IAG-Media-Artists-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.

•Specific identity factors noted on your system profile are not provided to assessors. If identity factors are an important consideration/context of your artistic practice, please consider referencing them within your application responses.

•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.

### \* Criminal Records Review Act

Check this box to confirm the applicant adheres to the Criminal Records 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.

(check box)

### \*Field of Practice

(Check Boxes)

* Animation
* Audio/Sound
* Documentary
* Drama
* Experimental
* Film
* New Media
* Video
* Other

#### If other, please specify:

(Text Box)

### \* British Columbia Resident Acknowledgement

For information on B.C. Residency requirements, please see [www.bcartscouncil.ca/determining-b-c-residency](http://www.bcartscouncil.ca/determining-b-c-residency).

I am a Resident of B.C. and I have lived in B.C. for at least one year immediately prior to this application.

(check box)

If requested, I can produce proof of residency including one or more of the following:   
A valid BC ID card, BC Driver's license, or BC Services Card.

(check box)

### \*Resident of B.C. since

(Year-Month-day)

## 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 Individual Arts Grants: Professional Media Artists [here](https://www.bcartscouncil.ca/program/media-artists/) 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.

•Specific identity factors noted on your system profile are not provided to assessors. If identity factors are an important consideration/context of your artistic practice, please consider referencing them within your application responses.

•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.

**Request levels:**

Note the following maximums as a percentage of project budget: Amount requested cannot exceed 100% of the total eligible project budget. This amount must match the request amount in the budget form. There is no maximum request amount, but project assistance grants typically range from $5,000 to $25,000. Requests for amounts beyond this range will need to articulate a clear rationale for why the project requires a higher amount. Applicants should discuss such requests with a Program Advisor prior to submitting an application and include rationale in the budget notes.

### \*Amount Requested:

(numeric amount)

### \*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 maximum)

### Artistic Contribution and Significance

The next set of 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.

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.

**Option 1: Use text boxes below for written answers.**

\* Provide a summary of the project, including title if applicable/determined.

(300 words maximum)

#### \* Describe the rationale and artistic vision for the proposed project, as well as your role in the project. Consider the following questions in your answer: “Why this project? Why you? Why now?”

(500 words maximum)

**Option 2: Upload below for verbal or Sign Language response.**  
The content of the response will be considered against the assessment criteria within the program guidelines and not on format, design, or production quality of the uploaded file.

File(s) must not exceed 50MB and must use one of these supported file extensions:

* AUDIO: .flac, .mid, .midi, .mp3, .ogg, .ra, .rm, wma, .wav
* VIDEO: .asf, .avi, .flv, .mkv, .mov, .mpeg, .mpg, .mp2, .mp4, m4v, .ogv, .rm, .rmvb, .webm, .wmv

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

#### If this is a collaborative application, please provide the name of the other applicant:

(text box)

#### \* 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)
* Biography/statement of training, experience, practice relevant to project   
  (up to 100 words)

(+ button)

#### \* 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 maximum)

### Impact on Applicant and Community

#### *\* 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 maximum)

#### 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 maximum)

#### **\***Provide plans to address accessibility and safety of engagement, including but not limited to physical spaces, cultural safety, affordability, and supports for diverse participants.

(text box)

#### \* How does this project and/or your artistic practice align with BCAC's priorities of Reconciliation, Equity, Diversity, Inclusion, and Access?

(200 words maximum)

### 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: Upload button

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

(100 words maximum)

#### \* Will artists, arts and cultural practitioners, and crew/technicians involved with this project be paid in alignment with industry standards within the field of practice (e.g., CARFAC, CAEA, CFM, CADA,IMAA etc.) when considering artist/crew fees?

Please Select:

* Yes
* No
* Not applicable

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

(200 words maximum)

#### \* Will Elders and/or Traditional Knowledge Keepers involved with this project be compensated fairly according to community context?

Please Select:

* Yes
* No
* Not applicable

#### Explain how a fair compensation level was determined:

(200 words maximum)

#### 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 maximum)

## 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: \*Click here to enter the budget.

(Expense Form Pop-Out Window)

All applicants must complete the budget section. Only complete the fields that are relevant to your application. Please refer to the specific program guidelines to make sure that you do not include ineligible expenses here.

* All in-kind contributions listed as revenue must appear as a corresponding expense.
* Provide detailed notes.
* Projected revenues should be equal to projected expenses.

Please note: Dollar values must be in numeric format only with no special characters,   
e.g. $ , £, etc.

### Subsistence Months

Subsistence: number of months (numeric input field)

### Project Expenses:

The following categories in the budget have two input fields each: numeric inputs for Project Forecast amounts, and text inputs for Notes.

* **Subsistence per week** (maximum $750 per week, prorate the amount for   
  part-time activities):
* **Subsistence Total (Auto Calculated total)**
* **Materials and supplies** (not equipment or other capital purchases)
* **Equipment and space rental**
* **Fees/honoraria to other artists/creative/production/editorial professionals** (technician, crews, talent, etc.)
* **Project travel costs** (please specify in Notes)
* **Other** (please specify in Notes)

Total Project Expenses: (Auto calculated total)

### Revenues:

The following categories in the budget have two input fields each: numeric inputs for Project Forecast amounts, and text inputs for Notes.

* **BC Arts Council: This request**
* **Canada Council: Project** (Specify in Notes
* **Other** (please specify in Notes)

Total Revenue (Auto-added total)

### Summary

* Total Revenues (Auto-added total)
* Total Expenses (Auto-added total)
* Surplus/(Deficit) - Enter notes if not balanced

Button: Save

## 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.

### \*Brief description of how the support material relates to the proposed project

(text box)

### \*Provide additional comments, contextual information, or presentation instructions for support material

(text box)

### \* Your Curriculum Vitae (CV) that includes professional training, related artistic activities and a detailed publication/exhibition/production history including titles and dates (3 page maximum)

(Upload Button)

In your CV, clearly indicate paid, professional experience.

### Support Materials

#### \* Inventory of support material accompanying this application

Please complete the following and clearly label your support material with the same information.

* Due to time limitations, support material is unlikely to be presented in its entirety – a maximum of five minutes of audio/video materials will be viewed by the committee.
* Please limit the number of items that you send, per the program guidelines.
* It is important to submit material that demonstrates your ability to carry out the project you are proposing.
* For time based media work, upload media files no longer than five minutes in cumulative length

#### Table Format:

* **Title** (insert text)
* **Applicant’s Credit** (insert text)
* **Creation Format** (e.g. film, video, new media, etc.) (insert text)
* **Presentation Format** (e.g. DVD, CD, URL, 16mm, etc) (insert text)
* **Running Time of Work** (if time-based media) (insert timecode)
* **Completion Date** (Year-Month-Day)
* **Description** (insert text)
* **Brief description of how the support material relates to the proposed project** (insert text)

Click on the “+” button to enter additional lines

#### Support Material Upload: Media Files

Please upload up to two samples of recently completed media arts projects over which the applicant has had full creative control.

NAMING: Please label each file as with: SURNAME, GIVEN NAME, ORDER NUMBER, TITLE OF WORK.FILE EXTENSION (.jpg, .mp3, etc.)

The ORDER NUMBER will ensure the works are presented chronologically. Do not put any special characters or symbols or quotation marks (e.g. #?\_”&|…) in the file name. Include the extension in the file name.

File Naming Example: SmithSara01Painting.jpg

The following file extensions are supported:

Audio: .mp3,.flac,.wma,.wav,.ra,.rm,.mid,.midi,.ogg

Video: .mp4,.mov,.flv,.ogv,.webm,.wmv,.mkv,.avi,.mov,.rm,.asf,.rmvb,.mpg,.mpeg,.mpg,.mp2,.  
m4v

Image: .jpeg,.jpg,.gif,.png,.bmp

(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.)

Upload Button

Drag and drop files here

Maximum file size: 2 GB

Maximum number of files: 12

#### Support Material Upload: Upload Text-Based files here

If applicable, use this for PDF upload of sample of script (20 page maximum) **or** storyboard **or** treatment **or** synopsis **or** exhibition/installation plan **or** prototype outline of the proposed project, as appropriate.

NAMING: Please label each file as with: SURNAME, GIVEN NAME, ORDER NUMBER, TITLE OF WORK.FILE EXTENSION (.pdf)

The ORDER NUMBER will ensure the works are presented chronologically. Do not put any special characters or symbols or quotation marks (e.g. #?\_”&|…) in the file name. Include the extension in the file name.

File Naming Example: SmithSara01Poetry.pdf

(Upload Button)

Maximum file size: 50 MB. Maximum number of files: 12. Allowed File Types: PDF

#### 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)

## 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.

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

Please Select:

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

### \* Are you eligible for access support (as an Individual artist or arts and culture practitioner who self-identifies as Deaf or having a disability)?

Please Select:

* Yes
* No

### Access Support Application

#### \* Type of Access

(check boxes – select any that apply)

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

##### If “other” please specify

(100 words maximum)

#### **\***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 numbers only):

(numeric field)

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

Please Select:

* Yes
* No

#### Access Support Revenues – Table Format

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

Table fields:

* Source
* Description
* Amount
* Confirmed/Pending

**Button:** Plus symbol to add lines

#### Anything else we should know?

(150 words maximum)

## 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
* I don’t know

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

(numeric field)

## Declaration

An asterisk (\*) indicates the field is mandatory

The applicant is responsible for the application content. When application assistance has been provided, the applicant must review application content, complete the acknowledgement of declaration content (check box), and submit the application   
(press the submit button).

### Declaration and Consent

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. If successful, an individual recipient’s Social Insurance Number may be disclosed to the Canada Revenue Agency through the issuance of T4As.

In addition, the applicant’s name, location, funded activity and award amount may be made publicly available, including worldwide by way of the Internet, should funding be awarded.

If you have questions about the collection, use or disclosure of personal information, please contact:

Director, BC Arts Council Programs

800 Johnson Street, Victoria, BC, V8W 9W3

Phone: 250-356-1718

### \*Acknowledgement

Check Box:

* I understand and agree to the terms and conditions stated above.