

# BC Arts Council Individual Artist Grants: Creative Writers - Application Preview

Updated: August 25, 2023

## Overview

This is a sample of the BC Arts Council **Individual Artist Grants: Creative Writers** 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.

As a sample of the application, this document may not include all application content scenarios.

Applications must be completed on the online system, which requires you to set up a profile in advance. Applications submitted via email will not be accepted.

If you have any questions about the program or application, contact the Program Advisor to discuss:

* **Michelle Benjamin – 236 478-2582 |** [**michelle.benjamin@gov.bc.ca**](file:///\\SFP.idir.bcgov\S173\S7305\BCAC\@ops\80000%20-%20PROGRAM%20GUIDELINES\25%20-%20GUIDELINE%20DEVELOPMENT\FY2020-21\202005%20-%20Spring%20Individual%20Arts%20Awards\Sarah.Todd@gov.bc.ca)

The most recent program guidelines are posted on the relevant program page on the [BC Arts Council website](https://www.bcartscouncil.ca/program/creative-writers/).

Be sure you meet all of the eligibility criteria for this program and confirm that your profile – including your mailing address and other contact information – is up to date before submitting this application.

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 browser window, or by another user at the same time, those additional application views will be “read only” and content or changes will not be saved.

## Profile Details

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

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'.
* Click the down arrow at the front of a section title to contract or expand that section. Three dots under a title indicates the section is collapsed and should be expanded to complete.
* Find "Jump To" menu (middle right) and click the section names to navigate between sections within an application.
* Click and drag hash marks in bottom right of text boxes to contract or expand the box.
* You will not be able to submit the application if you have not completed all mandatory sections or if you have an overdue final report.

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 and 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.

**To access your Personal Profile,** click 'Home' (top right of screen). 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.

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

(check box)

## Applicant Details

Information on this tab provides an overview of the applicant’s history and experience in their field of practice.

This includes official residence, the genre of work for which you are applying, and additional information for self-published writers. Be sure you have reviewed the guidelines for Individual Arts Grants: Creative Writers [*here*](https://www.bcartscouncil.ca/program/creative-writers/) prior to completing this section.

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

### \* 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)

### \* Genre of work for which you are applying (select one)

* Drama
* Fiction
* Graphic Novel
* Kids/Juvenile
* Non-fiction
* Poetry
* Spoken Word
* 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)

### For self-published writers only: Describe your publication history, including book titles, publishing services engaged (if any), sales platform and history, and other relevant details to confirm your eligibility.

(200 words maximum)

### For self-published writers only: List any professional writers organizations of which you are a member (for example, The Writers Union of Canada). Indicate your level of membership and when you became a member.

(200 words maximum)

## Project Information

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

Be sure you have reviewed the guidelines for Individual Arts Grants: Creative Writers [here](https://www.bcartscouncil.ca/program/creative-writers/) 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 or context of your artistic practice, consider referencing them within your application responses.
* The use of short, clear sentences or point form is encouraged, but your answers should still fully respond 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.

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

### \* What category/level are you applying to? (select one)

* Category/Level 1 – up to $7,500
* Category/Level 2 – up to $15,000

### \*Amount Requested:

(number field)

### **\* 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. Your answers should reflect and respond to the **Artistic Contribution and Significance** section of the assessment criteria in the program guidelines.

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

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

Option 1: Use text box below for written answer.

### **\* Provide a detailed description of the project including** your artistic vision, research methods, work plan, and your general approach to the work.

Consider responding to these questions in your description:

* Why this project? For example, why is this project important or meaningful or exciting or necessary?
* Why you? For example, why are you the best or right or only person to create this work?
* Why now? For example, why is this the best time in your career for you to write this work? Why is this particular work necessary at this moment in your practice? Or in your community? Or in the world? Why is this the right time for this specific work to be created?

(700 words maximum)

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.

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, provide the name of the other applicant/s. Describe the nature of your collaboration and your individual roles and contributions.

(200 words maximum)

### \* Have you applied for and/or received funding for any aspect or phase of this project from the BC Arts Council or First Peoples Cultural Council, including for previous versions or earlier stages? If yes, in what year and for which aspect of the project?

(100 words maximum)

## Impact on Applicant and Community

The answers to the next set of questions should reflect and respond to the **Impact on the Applicant and Community** section of the assessment criteria in the program guidelines.

### *\** Describe how a grant will have an impact on you, your practice, and/or the project.

(200 words maximum)

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

(200 words maximum)

### \*How will this activity have an impact on your community or communities? This could mean any or all of your artistic, cultural, geographic, or other communities. Consider both immediate and long-term impacts.

(100 words maximum)

### \*Is your work influenced by, or does it involve or reflect cultures or communities outside of your own? Please Select:

* yes
* no

#### *If yes:* **Describe steps taken to respectfully reflect and collaborate with these communities and integrate an equitable and ethical approach in your work.**

(150 words maximum)

### **\* Does your project engage with First Nations, Metis, or Inuit Peoples, communities, or content?** Please **Select**:

* yes
* no

#### *If yes:* **Provide context to your relationship and describe plans to ensure a respectful, ethical, and culturally safe engagement.**

(150 words maximum)

### \* Does your project present any accessibility challenges, e.g., physical, financial, technological, etc.? Please select:

* yes
* no

#### *If yes:* How do you plan to address those challenges and remove barriers to access?

(150 words maximum)

### \* 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

The answers to the next set of questions should reflect and respond to the **Feasibility** section of the assessment criteria in the program guidelines.

### \* What is the workplan, timeline, or schedule? Include milestones, benchmarks, and/or specific dates and times.

For example:

* September 2024 - Start second draft of manuscript
* January 2025 - Review second draft with editor
* January 2025 to April 2025 - Revise second draft using feedback from editor
* September 2025 - complete manuscript

(100 words maximum)

### \* Briefly describe two past achievements that support 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

#### *If Yes:* Explain how fair compensation will be 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

#### *If Yes:* Explain how a fair compensation level was determined:

(200 words maximum)

## Budget

The Expense Summary should include eligible expenses related to the project as described in the Project Information tab. Only include expenses for which you are requesting support – we only want to know how you are spending BC Arts Council funding. Do not include other revenues or expenses that are not eligible or do not relate to the project. Review the program guidelines for a list of eligible expenses.

The total request should match the request amount on the Project Information tab.

Click the Expense Summary button to complete or view the form.

Button: click here to enter or view Expense Summary

(Expense Form Pop-Out Window)

All applicants must complete this expense summary.

* Maximum request is $7500 (Level 1) or $15,000 (Level 2). Only include expenses for which you are requesting support.
* It is not necessary to complete each line. You can leave an expense field blank as appropriate.
* Provide notes for each included expense.
* Dollar values should be entered in numeric format only - no special characters, e.g., $, etc.
* Subsistence maximum is $750 per week.
* Examples of "Eligible Fees or Honouraria" include fees paid to literary professionals to help complete the project (editor, dramaturge, sensitivity reader), fees to Elders or Knowledge Keepers, or residency fees.

Table Format: Category (listed below), Project Forecast (Numeric Input Box), Notes (Text box)

### Expenses:

* **Subsistence** (see above for maximum per week, prorated for part-time activities).
* **Travel and related expenses** (for example, travel, accommodation, and meals for activities directly related to your project that take place outside of your region. The maximum meal per diem is $65 per day. Details must be provided in the Notes section.)
* **Supplies** (for example, consumable supplies, equipment rental, or reference material directly related to the research, development, and creation of the project. Details must be provided in the Notes section.)
* **Eligible Fees or Honouraria** (Details must be provided in the Notes section.)
* Production/Exhibition/Program/Rehearsal Space and Venue Rental (Details must be provided in the Notes section.)

Total Expenses: (Auto-added total)

This total must match the total request on the Project Information tab.

## Support Material

**Do not submit material beyond what is requested.** Excess material, including multiple links to materials within a single uploaded document, will not be reviewed.

### Artistic Samples

You may provide uploads or links to external sites (such as Vimeo or Youtube). Include any passwords to external sites in the inventory. Do not use Google Docs or Dropbox links.

Check all samples (links and/or uploads) to ensure they are working properly prior to submitting your application.

In this section, provide the following:

* **Fiction, nonfiction, poetry, drama, and children’s books:** maximum 20 pages (or equivalent word count) of recent work in readable manuscript format. For example, use a minimum 10-point serif font, reasonable margins, not single spaced. Include your name and the title of the work/s on the sample pages. Assessors are required to read numerous applications; a difficult reading experience will not serve your application well. **This sample must include both:**
  + **writing from the proposed project.** If completed or final work is not available, provide a detailed outline or overview, table of contents, or other material that clearly demonstrates the content, style, and quality of the proposed project; and
  + **previously published, curated, or produced work** that demonstrates your writing ability in the proposed genre.
* **Spoken word artists** may also include up to 5 minutes of recorded performance documentation in audio or video format.

It is important to submit material that demonstrates your ability to carry out the project you are proposing.

Button: Click here to enter your detailed portfolio inventory.

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

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):

In pop out window:

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)
* **Timecode(s) to watch** (insert text)
* **URL (if not uploading directly)** (insert text)
* **URL password if applicable (please set password to BCAC 2023)** (insert text)
* **Your role(s) or credit(s) (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 (s) / credit (s) (if collaborative work)** (insert text)
* **Captions (for photography work)** (insert text)

Click on the “+” button to enter additional lines

Button: Save

#### Portfolio Materials - Upload media files here

Use the following naming convention for the file name of each submitted digital file**: Surname, Given Name, File Order Number, Title of Work** (.jpg, .mp3, etc.)

* Ensure the file extension is included in the file name
* The order number will ensure the works are presented chronologically. Ensure the first nine (9) file order numbers begin with a zero so that they follow your image list.
* Do not include any special characters or symbols or quotation marks (e.g. #?\_”&|…) in the file name.
* File Naming Example: SmithSara01Painting.jpg

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
* 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 see 3 dots and your file is listed, you can still complete and submit your application. If you are having difficulty with your upload, call (250) 356-1718 or BCArtsCouncil@gov.bc.ca during business hours for assistance.

(Upload Button)

#### Portfolio Materials - Upload PDF files here

Use the following naming convention for the file name of each submitted digital file: **Surname, Given Name, File Order Number, Title of Work** to upload your .pdf

* Ensure the file extension is included in the file name
* The order number will ensure the works are presented chronologically. Ensure the first nine (9) file order numbers begin with a zero so that they follow your image list.
* Do not include any special characters or symbols or quotation marks (e.g. #?\_”&|…) in the file name.
* File Naming Example: SmithSara01PaintingEssay.pdf

Summary of recommended maximums per file and format:

* Written: .pdf format

(Upload Button)

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

It is important to submit material that demonstrates your ability to carry out the project you are proposing.

(100 words maximum)

#### \* 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)

#### 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)

#### Publication history, including titles, publishers, dates of publication. This is only required if this information is not included in the CV.

(Upload Button)

## Access Support

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.

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

* Yes
* No

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

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

### Access Support Application:

#### \* Type of Access

(check boxes – select any that apply)

* Sign Language Interpretation
* Captioning/CART
* Transcriber/Editor
* Visual describer/assistant
* Project Coordinator/assistant
* Support Worker
* Accessibility Software or App Subscription
* 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 of barriers and supports:** 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.

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

(Number Field)

#### 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

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

#### 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)?

(number 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

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

(check box)