

# BC Arts Council Project Assistance: Community Arts Organizations - Application Preview

Updated: August 31, 2023

## Overview

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

Applications must be completed on the online grant management system (GMS), which requires a profile to be set up (see BC Arts Council [***How to Apply Online***](https://www.bcartscouncil.ca/how-to-apply-online/), for more information). The online application is organized by tabs that are navigated by a horizontal tab menu. Each tab page contains information and questions that are organized by sections.

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

* Krista Patterson – 236-478-2550 – [Krista.Patterson@gov.bc.ca](mailto:Krista.Patterson@gov.bc.ca)

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

Please ensure that you meet all 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'.
* 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.
* Info boxes, such as this one, can be collapsed (minus sign) or expanded (plus sign) by clicking the small grey box in their top right corner.

## Profile Details Tab

An asterisk (\*) indicates the field is mandatory

(System Generated Content)

Name:

Address:

Municipality:

Province:

Postal Code:

Phone:

Website:

Purpose:

If the Profile Summary above is not correct, go to the applicant profile and update it before completing the application. Changes to address information must be submitted by email to: bcartscouncil@gov.bc.ca.

To access profile information: click 'Home' (top right). From your home page click 'Organization Profile' (building icon).

### Section: Required Profile Updates

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

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

Table Format: The following columns are required to be completed for each Board Member:

* Name
* Board Position
* Occupation/Expertise
* Start Date
* Province (or Place) of Residence
* Notes (optional)

Click on the “+” button to add lines.

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

Table Format: The following columns are required to be completed for each Staff Member:

* Name
* Position
* Permanent/Seasonal
* Full-Time/Part-Time
* Province (or Place) of Residence
* Notes (optional)

Click on the “+” button to add lines.

#### \*Financial Statement Verification (Select one)

* (check box) I confirm that signed financial statements for the two most recently completed fiscal years have been uploaded to the organization profile.
* (check box) I confirm that the most recently completed signed financial statements detailing two fiscal years of activity have been uploaded to the organization profile related to this application (as outlined in the program guidelines)

Update your profile with your organization's STATEMENT OF PURPOSE.

* This is required prior to submitting this application.
* For non-profits, this is a direct copy from the organization's constitution.
* Navigation: From your system Home page, select Organization Profile. Under the Additional Information tab, scroll half way down to the Purpose text field.

#### \*Organization's Statement of Purpose Verification

I confirm that the Constitution / Statement of Purpose has been completed on the Organization Profile and, for non-profits only, the certified constitution purpose from BC Registry has been uploaded.

(check box)

#### \*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)

### Section: 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.

Once these sections are completed, the organization or collective does not need to provide it again unless there are changes to the information.

**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.

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

(check box)

## Applicant Details Tab

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 review Program Guidelines available on the [Grants Program page](https://www.bcartscouncil.ca/program) 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.

#### \*What is the applicant's Primary field of practice?

Please Select:

* Community-Based Arts Practice
* Dance
* Deaf, Disability and Mad Arts
* Indigenous Cultural Centre
* Literary
* Media Arts
* Theatre
* Museums
* Music
* Visual Arts
* Interdisciplinary/Multidisciplinary
* Other

##### \*If other, describe:

#### \*Criminal Record Review Act

Check 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.

(check box)

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

(400 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, engagements, hires, or ongoing relationships with individuals or communities.

(200 words total)

#### \*Enter the ACTUAL total operating expenses from the most recently COMPLETED fiscal year.

(Number field)

#### \*Enter the PROJECTED total operating expenses from the CURRENT fiscal year.

(Number Field)

## Project Information Tab

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.

Note: Amount Requested Maximum

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)

Amount requested cannot exceed 50% of the total project expenses.

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)

#### \*Summarize 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)

### Section: Project Description

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

As part of our commitment to accessibility, the BC Arts Council is now accepting parts of applications in audio and ASL formats.  
There are two options for submitting responses to the following two questions. Select only one option for your response.

Option 1: Use the text box for a written response.

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

(300 words total)

#### \* Describe the rationale, vision, objectives, and projected outcomes underlying the project.

(500 words total)

Option 2: Upload below for verbal or Sign Language response

* 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 be no longer than 6 minutes, not exceed 50MB, and must use a supported file extension (click upload button for allowable file types).

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 be no longer than 5 minutes, 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: Project Vision Option 2: Click here to upload audio and ASL formats.

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

Button: Click here: Project Team table (pop out window)

Provide the names and contributions of the primary creative team, project participants, and contributors, according to area of responsibility. Also include the location of where they are based or where they are coming from to participate in the project.

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 format: fields to complete, adding rows for each person listed using the + button:

* Name
* Responsibility
* Location
* C (Confirmed) or P (Proposed)
* Biography/statement of training, experience, practice relevant to the project (up to 100 words)

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

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

Please Select

* Yes
* No

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

Response will change available application content.  
For a definition of Equity-Deserving Groups visit the [*BC Arts Council's Glossary*](https://www.bcartscouncil.ca/accessibility/glossary/)

Please Select

* Yes
* No

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

(200 words total)

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

(200 words total)

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

(300 words total)

#### How does this project have the potential for advancing reconciliation, if applicable?

(200 words total)

If applicable to your project, describe the policies, practices, and protocols that have been developed in your organization to eliminate cultural appropriation, support meaningful representation, and ensure appropriate research methods and approaches when using source or physical materials?

(200 words total)

### Section: 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)

#### 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)

#### \* 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)

#### \* 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)

### Section: Feasibility

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

(upload button)

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

(100 words total)

#### \*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 was determined within the project and/or community context:**

(200 word total)

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

Please Select

* Yes
* No
* Not Applicable

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

(200 words total)

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

(400 words total)

## Budget Tab

Button: Project Budget Form

(Budget Form Pop-Out Window)

All applicants must complete the budget form. Provide detailed notes throughout. This form is used across several programs: only complete the fields that are relevant to your application and program.

* See program guidelines for a list of ineligible expenses. Ineligible expenses can be included in the budget but must be covered by non-BCAC revenues and identified in notes.
* All in-kind revenue contributions must include a corresponding in-kind expense within the identified sections of the project budget form.
* Projected revenues must equal projected 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 the 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)

### Section: Expenses

Table format: The following categories in the budget have two input fields each:

* numeric inputs for Project Forecast amounts
* text inputs for Notes: Provide details for all relevant revenues and expenses.

#### Artistic and Production Expenses

* Salaries: Artistic, Design, Curatorial, Editorial and Production Staff
* Salaries: Project Management/ Coordination Staff
* 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 honouraria)
* Indigenous Protocol and Indigenous Hospitality Expenses
* General Hospitality Expenses
* Materials and Supplies (Specify in Notes)
* Technical Expenses
* Equipment Rental (related to project)
* Production/Exhibition/Program/Rehearsal Space and Off-site Venue Rentals (specify ownership of space/venue in notes)
* Box office/ Ticketing /Admissions Expenses
* Concessions/Shop/Merchandise Expenses
* Shipping, Freight, Production Transport (Specify in Notes)
* Travel and Transportation (specify)
* Per Diem and Accommodations (specify, hotel, etc)
* Co-production expenses, as applicable
* Distribution expenses (mailing/shipping, distributor fees)
* Accessibility support for Audiences (ex. Sign Language Interpretation; Captioning/CART; Live/Audio Description)
* Accessibility supports for Participants (for applicants not eligible for Access Support funding)
* Other Artistic, Exhibition, Presentation and Production Expenses (Specify in Notes)

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

#### Administrative Expenses

* 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)

### Section: Revenue

The following categories in the budget (Earned and Contributed Revenues, Private Sector Revenues and Public Sector Revenues) have three input fields each expense line:

1. numeric inputs for Project Forecast amounts
2. drop down select menus for Status that include:
   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, Regional Districts (Specify)
* Employment Programs (Specify)
* Public Post-Secondary Institutions (Specify)
* Other Public Sector (Specify)

Total Public Sector Revenues (Auto-added total)

#### **In-kind Revenues**

* In-kind Revenues (Specify)
* In-kind Revenues (Specify)
* In-kind Revenues (Specify)

Total In-kind Revenues (This amount must equal in-kind expenses) (auto-added total)

#### Earned and Contributed Revenues

* Applicant cash contribution
* Admissions
* Subscriptions and other Publication Revenue
* Guarantees/Royalties/Fees (Specify)
* Concessions/Shop/Merchandise (Specify)
* Co-production fees
* Commissioning fees (Specify)
* Advertising
* Workshop fees, tuition, etc. (Specify)
* Other Earned Revenue (Specify in Notes)

Total Earned and Contributed Revenues (Auto-added total)

#### Private Sector Revenues

* Individual donations
* Corporate donations and sponsorship
* Special Events fundraising
* Foundations (Specify)
* Other Private Sector (Specify in Notes)

Total Private Sector Revenues (Auto-added total)

Total Revenues (Auto-added total)

Summary

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

Button: Save

Button: Close

## Support Material Tab

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.

#### 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)

#### For applicants that have not previously received funding through this program, upload two letters of reference from established arts and cultural practitioners familiar with the applicant’s work.

(Upload Button)

### Section: Examples of Previous Work

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

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

**Do not submit any additional support materials outside of what is required.** Excess support material, including multiple links to materials within a single uploaded document, will not be reviewed and may negatively impact the assessment of your application.

#### Upload media files here:

Use the following naming convention for the file name of each submitted digital file: ***Organization, 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.
* Do not include any special characters or symbols or quotation marks (e.g. #?\_”&|…) in the file name.
* File Naming Example: BCAC01Event.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

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

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

(Upload Button)

#### Upload Text Based files here:

Use the following naming convention for the file name of each submitted digital file: Organization, 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.
* Do not include any special characters or symbols or quotation marks (e.g. #?\_”&|…) in the file name.
* File Naming Example: BCAC01Event.jpg
* Written: .pdf format only

(Upload Button)

## Access Support Tab

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

An Access Support Request can be made the following ways:

* Option 1: Complete and submit alongside this project grant application on or before the grant application deadline using the form that appears if Option 1 is selected. This will expedite results of the Access Support request alongside funding approval, or
* Option 2: Once project funding approval is received (via award letter), come back here to submit your Access Support request. You have up to 90 days after project grant approval to submit an Access Support request.

Should you foresee your Access Support request exceeding the expected maximum of $7,500, you are encouraged to [contact the Accessibility Coordinator](https://www.bcartscouncil.ca/about/staff-directory/) to discuss as soon as possible. Larger requests may be considered based on available funding at the time of the request.

Clayton Baraniuk, Program Advisor & Accessibility Coordinator (Organizations)

* [Clayton.Baraniuk@gov.bc.ca](mailto:Clayton.Baraniuk@gov.bc.ca)
* 250-978-9839

Access Support information will not be available to peer assessors or impact the assessment of the project grant application.

### Section: Access Support Application (Option 1)

#### \* Type of Access

(check boxes – select any that apply)

* 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 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 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.

#### Anything else we should know?

(150 words total)

## Feedback Tab

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

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

Please Select:

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

##### If applicable, the agency (see question above):

(text field)

#### 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)?

(number field)

## Declaration Tab

### Section: Declaration and Consent

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

* the applicant organization meets all of the eligibility criteria for this program;
* the information provided in this application is complete and true in every respect;
* the applicant organization abides by all applicable laws;
* this application has been approved by the board of directors or other governing body for the applicant organization;
* the applicant organization is committed to providing safe and respectful working conditions and to fostering a workplace free from discrimination, harassment, and sexual misconduct; and
* any personal information submitted with this application has been submitted with the authorization of the individual(s) concerned and such individual(s), and I, consent (effective as of the date of submission of this application) to the disclosure of this personal information outside of Canada, including by way of the Internet, for public reporting and promotional purposes relating to this program.

### Section: 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

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

(check box)