

# BC Arts Council Arts Infrastructure Program Application Preview

Updated: September 28, 2023

## Overview

This is a sample of the BC Arts Council Arts Infrastructure Program 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.

Please select “Web Layout” from the “View” menu in MS Word to correctly view this document. “Navigation Pane” may also be selected in the “View” menu to display sections and subsections.

Applications must be completed on the online system, which requires you to set up a profile in advance.

Applications submitted in a Word document via email will not be accepted.

#### If you are D/deaf or have a disability and require support to access the online system or make your application – contact an Accessibility Coordinator to discuss:

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

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

* Nadine Carew – 778-698-3288 – [Nadine.Carew@gov.bc.ca](mailto:Nadine.Carew@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 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 content is safe.

* ***Applications may only be edited by one user in one browser tab at a time***. If the application is opened in another browser tab or another browser or by another user at the same time, those additional application views will be 'read only'.
* 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.

Before submitting an application, ensure that you meet all of the following eligibility criteria and have reviewed the program guidelines for this program in full (available at <https://www.bcartscouncil.ca/program/arts-infrastructure-program/> ).

#### To be eligible, an applicant must:

* Provide public arts and culture programming and engagement, or service to the arts and culture sector in B.C., and have done so for a minimum of two years.
* Engage professional or community-based artistic, curatorial, administrative or project leadership, as appropriate to the organization.
* Fairly compensate artists, arts and cultural practitioners, technicians, Elders, and Knowledge Keepers. Compensation must align with project and community contexts and industry standards within the field of practice, including adhering to international intellectual property rights standards and cultural ownership protocols.
* Adhere 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.
* Have completed and submitted any overdue final reports on previous BC Arts Council grants by the submission deadline for this program.
* Provide programs that benefit the community and not solely its members’ interests.

#### Organizational applicants must also:

* Be registered and in good standing as a non-profit society or community service co-op in B.C. for at least two fiscal years prior to application with:
  + The majority of key staff and members based in B.C.; and
  + A dedicated arts and culture purpose/mandate; or
  + A purpose/mandate to provide services to the arts and culture sector in B.C.

OR

* Be an Indigenous (First Nations, Métis, Inuit) community organization or Indigenous government in B.C., offering dedicated arts and culture activities.

OR

* Be operated by a local government or public post-secondary institution in B.C. for at least two fiscal years prior to application, with a community-based board of management that sets policy for the organization’s programs and services, and that offers public programming by professional arts and cultural practitioners.

OR

* Be a book publisher that meets the eligibility requirements for either the Project Assistance or Operating Assistance for Book Publishers program.

## Profile Details

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

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

### **Registration Profile Summary**

(System Generated Content)

* Name:
* Address:
* Municipality:
* Province:
* Postal Code:
* Phone:
* Website:
* Purpose:

**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](mailto:bcartscouncil@gov.bc.ca).

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

### 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.

Click button to complete, update or view lists.

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

Table Format: The following fields are required to be completed:

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

Click on the "+" button to add a Board member's information. You can delete lines if that person is no longer serving on the Board. This list should be updated at least once per year.

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

Use the '+' to add additional lines.

Button: +

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

Table Format: The following fields are required to be completed:

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

Click on the "+" button to add a Staff member's information. You can delete lines if that person is no longer employed by the organization. This list should be updated at least once per year and include a current list of administrative and artistic/editorial staff or significant contractors, including name, position, and employment status (e.g., permanent; part-time).

Use the '+' to add additional lines.

Button: +

#### \*Financial Statement Verification

I confirm that signed financial statements for the two most recently completed fiscal years have been uploaded to the organization profile.

(check box)

Update your profile with your organization's Constitution / 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.

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

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

I confirm that the Constitution/Statement of Purpose has been completed on the Organization Profile and, for not-for 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)

### 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 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 new Designated Priority Groups and Equity Data Tool tabs on the Organizational Profile.

(check box)

## Organization Information

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

Consider the following when completing your application:

* Assessors may not be familiar with your work, specific practice/s, community/ies, or culture/s. Provide the information they need to understand your project.
* Use of short, clear sentences or point form is encouraged, but should still provide answers fully responding to each question.
* Word counts indicate the maximum accepted words per question. You are not required to write to the word count limit.

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

(500 words maximum)

#### \*Financial position: Describe your organization’s current financial position in relation to the achievability of the . Address any existing or projected deficit or surplus, and related plans to eliminate the deficit or to use accumulated surpluses or reserved funds.

(200 words maximum)

#### \*Organization structure: Outline your organization's artistic/curatorial/editorial leadership, management, board/governance, and staff structure.

(400 words maximum)

#### \*Facilities: Describe how each of your facilities (administrative, storage, programming, exhibition, etc.) is held and managed (own, rent, lease). What challenges and opportunities are provided by your facilities?

(400 words maximum)

#### \*What percentage of activities in your facilities are primarily arts and culture activities?

(50 words maximum)

## Project Information

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

#### \*What category are you applying to?

**Category 1.** Planning & Consultation Planning processes, and research to support the acquisition, development or enhancement of arts and cultural facilities up to $25,000.

**Category 2.** Capital Improvements Building-based projects involving the purchase, construction, renovation, or expansion of an arts and cultural facility up to $250,000.

**Category 3.** Specialized Equipment Acquisition Projects focused solely on the purchase of specialized equipment for longterm use and associated installation expenses may request assistance from this program up to $40,000.

Please Select:

* Category 1. Planning and Consultation, requests up to $25,000.
* Category 2. Capital Improvements, requests up to $250,000.
* Category 3. Specialized Equipment Acquisition Projects, requests up to $40,000.

#### \*Amount Requested

(Number field with no decimal places)

#### \*Community engagement: Describe the community(ies) your organization serves and how you engage them.

(300 words maximum)

#### \*Project Start Date

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

(Year-Month-Day)

#### \*Project End Date

(Year-Month-Day)

#### \*Are you requesting 75% or 90% of project costs?

Please Select:

* 75%
* 90%

#### \*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 maximum)

#### \*Provide a detailed description of the proposed project.

Include rationale and objectives underlying the project, overview of the key stages in the timeline and/or work plan, and what stage have you reached in planning your proposed project.

(300 words maximum)

### Availability and Quality of Spaces

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 two questions. Select only one option for your response.

Option 1: Use text box below for written answer.

#### \*How will the project improve conditions for artistic creation, production and/or presentation, or for the exhibition and preservation of cultural collections?

This could include how accessibility, technological, environmental, and/or safety features provide opportunities for participation for audiences, staff and arts and cultural practitioners.

(300 words maximum)

Option 2: Upload a verbal or sign language response and

* 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 4 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

Option 2: Upload below for verbal or Sign Language response

File(s) must be no longer than 6 minutes, not exceed 50MB, and must use 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.

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

#### For capital improvements, if applicable, indicate how this project will add to the inventory of arts and cultural spaces and/or capacity of arts and cultural space at the local, regional and/or national level.

(100 words maximum)

#### \*How will this project impact the quality of working spaces for artists staff and other users?

(100 words maximum)

#### \*Explain how you have included appropriate cultural protocols within your project.

(200 words maximum)

#### For planning and consultation projects, indicate how you or your consultant will be integrating appropriate research and engagement methods.

(200 words maximum)

#### What are the potential energy efficiency improvements, including but not limited to, reduction of green house gasses (GHGs) in alignment with CleanBC?

(100 words maximum)

### Access to Arts and Cultural Experiences

#### \*Which specific organizations, groups and/or communities will directly benefit from this project?

(200 words maximum)

#### \*Describe how your project enhances access for underserved communities and/or underrepresented arts and cultural practices.

Consider impacts to physical, social and/or cultural accessibility and the capacity of artists’ and cultural practitioners’ to engage with communities.

(300 words maximum)

### Feasibility

#### \*Who will lead the project?

Describe the role of personnel from your organization and/or external consultants, contractors and/or community participants, knowledge keepers and subject matter experts. Outline compensation structure for everyone involved in the project.

(200 words maximum)

#### In cases where operating costs would increase as a result of this project, what plans and resources are in place to address this situation? This may not be applicable to all projects.

(200 words maximum)

#### For capital improvements, discuss approvals and permits required to complete work on the project and the steps your organization plans to take to obtain them. If permits or approvals are not required, explain why.

Upload the full list of approvals and permits in the Support Materials section.

(200 words maximum)

#### For specialized equipment, provide a list of equipment you wish to acquire including the specific type/make/model, projected cost, and a brief description of its use or purpose.

(200 words maximum)

#### \*How will the project consider long-term environmental stewardship and climate impact in its process and outcome?

(200 words maximum)

#### Explain how you have addressed the provision of culturally safe and respectful work environments.

(200 words maximum)

## Budget

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

Button: \*Project Budget Form (Pop out form)

*In 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 listed as revenue must appear as a corresponding expense item.
* Provide detailed notes, if needed, under Item Description.
* Projected revenues should be equal to projected expenses; if not, please provide a detailed explanation.
* Indicate whether revenues are confirmed or pending.

Please note: Dollar values to be entered in numeric format only, no special characters. Example: $ , £, etc.

Applicant: (auto-generated field)

### Expenses

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

* Item Description. Provide details for all relevant revenues and expenses (text box).
* Project Forecast amounts (number box)

#### Fees and Honoraria (EXTERNAL)

* Project Manager (external/contract-based)
* Architects / Engineers
* Consultants / Technical or other specialists
* Elders and Honoraria
* Feasibility Study
* Other Fees and Honoraria (specify)
* Other Fees and Honoraria (specify)
* Other Fees and Honoraria (specify)

Sub-Total (auto-generated field)

#### Capital Expenses

* Site preparation / Property costs
* Materials
* Labour
* Acquisition of specialized equipment
* Installation of specialized equipment
* Permits / Approvals
* Insurance
* Other Capital Expenses (specify)
* Other Capital Expenses (specify)
* Other Capital Expenses (specify)

Sub-Total (auto-generated field)

#### Administrative Expenses (INTERNAL, Maximum 10% of budget)

* Staff (internal: support staff, leadership)
* Office Supplies
* Accounting / Legal Fees
* Other Admin Expenses (specify)
* Other Admin Expenses (specify)
* Other Admin Expenses (specify)

Sub-Total (auto-generated field)

#### Contingency (Maximum 10% of budget)

* Contingency for project expense overruns

Sub-Total (auto-generated field)

#### In-Kind Expenses (Maximum 25% of budget)

* In-Kind Expenses (specify)
* In-Kind Expenses (specify)
* In-Kind Expenses (specify)

Sub-Total (This amount must equal In-Kind Revenue)

Total Expenses (auto-generated field)

### Revenues:

Table Format: The following categories in the budget have three input fields each line:

* Item Description. Provide details for all relevant revenues and expenses (text box).
* Project Forecast amounts (number box)
* Status (Please select)
  + Confirmed
  + Pending

#### Earned and Contributed

* Application Cash Contribution
* Other Earned Revenue (specify)
* Other Earned Revenue (specify)
* Other Earned Revenue (specify)

Sub-Total (auto-generated field)

#### Private Sector Revenues

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

Sub-Total (auto-generated field)

#### Public Sector Revenues (See Grant-stacking Rules in guidelines)

* BC Arts Council: Project (amount requested in this application)
* Government of BC: Community Gaming Grants
* Government of BC: Past BCAC Arts Infrastructure Support or Other
* Canada Council for the Arts
* Government of Canada: Dept of Cdn. Heritage
* Government of Canada: Other
* Local Government (incl. Municipal and Regional Governments, Trusts, Band Councils)
* CleanBC
* Other Public Sector (specify)
* Other Public Sector (specify)
* Other Public Sector (specify)

Sub-Total (auto-generated field)

#### In-kind Revenues (Maximum 25% of budget)

* In-Kind Revenue (specify)
* In-Kind Revenue (specify)
* In-Kind Revenue (specify)

Sub-Total (This amount must equal In-Kind expenses)

### Summary

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

Button: Save

Button: Close

## Support Material

#### \*Provide a detailed project timeline, including start and completion dates, dependencies or relationships between project tasks, and dates for major milestones

(upload button)

#### Provide competitive quote(s):

\*Provide one competitive quote for equipment purchase(s)

\*Provide one competitive quote for proposed capital improvement(s) and planning.

(upload button)

#### Upload letters from any partners or collaborators, if applicable, confirming the nature of their participation.

(upload button)

#### For capital improvements, provide proof of facility ownership or relevant operational agreements and/or leases between the organization and the facility owners/landlords and other tenants.

(upload button)

#### For capital improvements, provide any pre-existing planning documents, energy studies or feasibility studies related to the project, if applicable.

Mandatory for requests over $75,000

(upload button)

#### Upload a list of any approvals and permits required to complete work on the project and, if available, copies of any permits already obtained.

(upload button)

#### For Planning & Consultation: List external contractors/vendors with biographies and/or profiles.

(Click '+' to add lines. Biography/Profile box can be expanded by dragging out bottom right corner)

Table Format: the following categories are required to be completed for each entry:

* Contract/Vendor
* Biography/Profile

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

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.
* Collectives led by individual artists or arts and culture practitioners who self-identify as Deaf or have a disability.
* 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 of have a disability?

Please Select

* Yes
* No

#### \* 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

### Access Support Application

#### \* Type of Access

(check boxes – select any that apply)

* Sign Language Interpretation
* Captioning/CART
* Transcriber/Editor
* Visual Describer
* 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 format: The following categories are required to be completed for each line or entry:

* Description of barriers/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.

Button: +

#### \* 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?

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 format: The following categories are available to completed for each line or entry:

* Source
* Description
* Amount

Use the '+' to add additional lines.

Button: +

#### 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 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 box)

#### 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

#### 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.

#### 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)