

# BC Arts Council Individual Artist Grants: Visual Artists - Application Preview

Updated: November 1, 2023

## Overview

This is a sample of the BC Arts Council Individual Arts Grants: Visual Artists Application. This sample will be updated if the application is updated or changed in any way after launch, with changes highlighted in yellow and marked as "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.

As a sample of the application, this does not contain all application content scenarios.

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

#### If you 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:

* Nicola Dunne. Accessibility Coordinator (Individuals) – 778-405-4007 – Nicola.Dunne@gov.bc.ca

#### If you have questions about the program or application, contact the Program Advisors to discuss:

* Clayton Baraniuk, Program Advisor - 250-978-9839 - Clayton.Baraniuk @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).

Please ensure that 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.

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 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

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:
* 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). From your home page click 'Personal Profile' (crowd icon).

Changes to address information must be submitted by email to: 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;
* Located 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 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 Voluntary Self-ID sections on the Personal Profile.

(check box)

## Applicant Details

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

Review the guidelines for [Individual Arts Grants: Visual Artists](https://www.bcartscouncil.ca/program/visual-artists-crafts-artists-critics-curators/) before completing this application.

#### \*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)

#### \*Field of Practice?

Check Boxes:

* Craft
* Criticism/Curation
* Installation
* Mixed Media
* Multi Media
* Painting
* Photography
* Printmaking
* Sculpture
* Other (including Community-based art etc.)

##### *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)

#### \* How many years (number) have you been engaged professionally in your Primary practice (paid work)?

(number field)

#### \*When did you complete basic training?

(Month-Year)

#### \*Recent professional credits (click button to complete or view contents)

Button: click here: Recent professional credits table

In pop out window:

All applicants must complete a list recent professional credits to demonstrate eligibility to this program.

List recent professional credits as follows:

* + **For visual or craft artists:** Two professionally curated exhibitions for which you have received exhibition fees (CARFAC or equivalent).
	+ **For independent curator or critic:** Two exhibitions or professionally published works of critical writing for which you have received professional fees
	+ **For Indigenous Artists:** One grant to assist with the creation of work through the First Peoples’ Cultural Council Indigenous Arts Program.

Note: awards, commissions, sales and competitions are not eligible as professional credits.

**For collaborative applications**, please include credits from all collaborators who share creative control of the project.

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

* Artist Name (Applicant or Collaborators)
* Date of Credit (Month, Year)
* Location
* Name of Presenter, Exhibitor, Publisher, Curator or Funder (as applicable)
* Type (select one):
	+ Art Exhibition or Presentation
	+ Curatorial Work
	+ Published Critical Writing
	+ Indigenous Arts Grant
* Title of work/short description of the project
* Paid a Fee / Awarded an Indigenous Arts Grant (select one):
	+ Yes
	+ No

## Project Information

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

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

Review the guidelines for [Individual Arts Grants: Visual Artists](https://www.bcartscouncil.ca/program/visual-artists-crafts-artists-critics-curators/) before completing this application.

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 used, include a brief definition or description of their meaning.
* Word counts indicate the maximum accepted words per question. You are not required to write to the word limit.

Request levels:

This amount must match the request amount in the budget form.

The maximum request amount is $15,000. You may request up to 100% of the eligible project expenses.

#### \*Amount Requested

(Number field with no decimal places)

#### \*Project Start Date

Project Activity must not begin before the application deadline.

(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 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

* 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

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

#### 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 up to three aspects of the proposed project that will impact, strengthen, or contribute to the development of the applicant’s field of practice, B.C. artists, cultural practitioners, and/or arts communities.

(200 words maximum)

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

(300 words maximum)

#### \* 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, Métis, 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

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

For example:

September 2023

• Main activity, where taking place, who is involved ((i.e. project co-ordinator, curator, artist(s), writer(s), choreographer(s), performer(s), marketing team, audience, project partner(s) etc.)

• Other main activities, where taking place, who is involved

October 2023

• Main activity, where taking place, who is involved

• Etc.

Upload Button

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

(100 words maximum)

#### \* Will artists, arts and cultural practitioners, and technicians involved with this project be paid in alignment with industry standards within the field of practice (e.g., [CARFAC](https://www.carfac.ca/), [CAEA,](https://www.caea.com/)[CFM,](https://cfmusicians.afm.org/) [CADA](https://cadawest.org/) etc. when considering artist fees)?

Please select:

* Yes
* No
* Not Applicable

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

(200 word maximum)

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

Please select:

* Yes
* No
* Not Applicable

##### Explain how the compensation level was determined:

(200 words maximum)

## Budget

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

Button: \*Click Here to enter the budget

*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 contributions listed as revenue must appear as a corresponding expense.
* Provide detailed notes.
* Projected revenues should be equal to projected expenses.
* For collaborative applications:
	+ Subsistence per week must be for all collaborators that share creative control
	+ Clarify for who, weeks/days and amount per collaborator in the notes for Subsistence per week dollar amount.

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

### Subsistence Weeks

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

* Number (number box)
* Notes (text box)

#### Subsistence Weeks

* Subsistence: number of weeks. (For collaborative applications, indicate in the Notes for each collaborator: which time periods, and how much.)

### Project Expenses

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

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

#### Project Expenses

* Subsistence per week (maximum $750 per week, per person for collaborative applications, prorate the amount for part-time activities)
* Subsistence total
* Materials and supplies (not equipment or other capital purchases. Specify in notes)
* Equipment rental and space rental (Specify in notes)
* Fees/honoraria to other artists/creative/production/editorial professionals (technicians, crew, talent, etc. Details must be provided in notes)
* Project travel costs *(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.)*
* Accessibility Costs (please specify in Notes)
* Other (please specify in Notes)

Total Expenses (Auto-added total)

### Revenues

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

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

#### Revenues

* BC Arts Council: This request (must be same amount entered in Amount Requested field)
* Canada Council: Project (specify)
* Other Revenues (Specify)

Total Public Sector Revenues (Auto-added total)

### Summary

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

Button: Save

Button: Close

## Support Material

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

Information and materials included on this tab should directly relate to and support the project for which you are seeking funding. 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.

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

#### \* Your Curriculum Vitae (CV) that includes professional training, related artistic activities and achievements (maximum 3 pages per artist), with paid professional presentations clearly indicated, including dates, location, and names of organizations, publishers or curators.

(Upload Button)

#### For Collaborative Applications: The Curriculum Vitaes (CVs) of all collaborators with whom you share creative control, that includes professional training, related artistic activities, and achievements (maximum 3 pages per artist), with paid professional presentations clearly indicated, including dates, location, and names of organizations, publishers or curators.

(Upload Button)

#### Partnership Letters

Upload PDF letters from up to two partners or all collaborators, if applicable, confirming the nature of their participation (one page each). Do not include general letters of support.

(Upload Button)

### Support Materials

*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****.*

*Excess materials will not be reviewed. Check all samples (links and/or uploads) to ensure they are working properly prior to submitting your application.*

* **For Visual and Craft Artists:**
	+ Up to 12 images

Or

* + Up to 5 minutes of video documentation
* **For Independent Critics and Curators**:
	+ Up to three published texts, articles or catalogues (maximum 20 pages total)

Or

* Up to 12 images or up to 5 minutes of video documenting the work of the artist(s) who will be the focus of the research or project

Or

* Up to 12 images or up to 5 minutes of video documenting a previous exhibition.

Note: **Collaborative applicants must divide the support material uploads between collaborators** as they see fit, within the same limitations noted above (12 images, 5 minutes of video or 3 published works total for the application, not per collaborator).

Button: Click here to enter the inventory of support materials.

*In pop out window:*

#### Inventory Form (click button to complete or view contents)

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.)

##### Inventory For Audio and Video Submissions

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

* Item Number (insert text)
* Title/Name of Recording (insert text)
* Performance/Creation Date (Year-Month-day)
* Description of Work (insert text)
* Timecode(s) to watch (insert text)
* URL (if not uploading with application) (insert text)
* URL password, if applicable (please set password to BCAC\_2022) (insert text)
* Your role(s) or credit(s) (as applicable) (insert text)

Click on the “+” button to enter additional lines

Button: “+”

##### Inventory For Text and Image Submission

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

* 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) or credit(s) (if collaborative work) (insert text)
* Captions (for photography work) (insert text)

Click on the “+” button to enter additional lines

Button: “+”

#### Support Materials – Upload Media Files

Naming:

* Please label each file as with: SURNAME, GIVEN NAME, ORDER NUMBER, TITLE OF WORK.FILE EXTENSION (.jpg, .mp3, etc.)
* The ORDER NUMBER will ensure the works are presented chronologically. Do not put any special characters or symbols or quotation marks (e.g. #?\_”&|…) in the file name. Include the extension in the file name.
* File Naming Example: SmithSara01Painting.jpg

The following file extensions are supported:

* Audio: .mp3,.flac,.wma,.wav,.ra,.rm,.mid,.midi,.ogg
* Video:.mp4,.mov,.flv,.ogv,.webm,.wmv,.mkv,.avi,.mov,.rm,.asf,.rmvb,.mpg,.mpeg,.mpg,.mp2,.m4v
* Image: .jpeg,.jpg,.gif,.png,.bmp

(Videos may take a while 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 the three dots you can still submit your application.)

*(Upload Button)*

#### Support Materials - Upload Text-Based files here

Naming:

* Please label each file as with: SURNAME, GIVEN NAME, ORDER NUMBER, TITLE OF WORK.FILE EXTENSION (.pdf)
* The ORDER NUMBER will ensure the works are presented chronologically. Do not put any special characters or symbols or quotation marks (e.g. #?\_”&|…) in the file name. Include the extension in the file name.
* File Naming Example: SmithSara01CriticalEssay.pdf

*(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.*

(250 words maximum)

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

(No word count limit)

## 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.

#### \* 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):

#### 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:

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

#### Personal Information

The personal information on this application is collected in accordance with Section 26(c) and (e) of the Freedom of Information and Protection of Privacy Act and will be used for the following purposes: determining suitability for and awarding of funding, tracking and distributing funding, program development and evaluation, and communication and outreach.

Personal information collected through the application process may be disclosed to external peer assessors in order to adjudicate this application.

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

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

Senior Director, BC Arts Council Programs

800 Johnson Street, Victoria, BC, V8W 9W3 Phone: (250) 356-1718

#### \*Acknowledgement

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

(check box)