

# BC Arts Council Early Career Development: Organizations Basic Training Pilot for Regional Communities (Internship and Cohort) Application Preview

Updated: June 10, 2024

## Overview

This is a sample of the BC Arts Council Early Career Development Application for Organizations applying for the Basic Training Pilot for Regional Communities (Internship or Cohort). 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.

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 Advisors to discuss:

* **Performing Arts:** Breanna Fabbro – 604-558-9360– [Breanna.](mailto:Erin.Macklem@gov.bc.ca)Fabbro@gov.bc.ca
* **Studio Arts:** Michelle Benjamin - 236-478-2582 - [Michelle.Benjamin@gov.bc.ca](mailto:Michelle.Benjamin@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.

## 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)

* Registration type: (organizations only)
* 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)

If member is retired, list expertise or knowledge area.

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

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)

## Applicant Details

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

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 have reviewed the Early Career Development Guidelines [*here*](https://www.bcartscouncil.ca/app/uploads/sites/508/2024/05/FY2024-25-ECD-Organizations-Guidelines-FINAL.pdf) prior to completing this section.

Consider the following when completing your application:

* Assessors may not be familiar with your work, specific practice/s, community/ies, or culture/s. Provide the information they need to understand your project.
* *Specific identity factors noted on your system profile are not provided to assessors. If identity factors are an important consideration/context of your artistic practice, please consider referencing them within your application responses.*
* Use of short, clear sentences or point form is encouraged, but should still provide answers fully responding to each question.
* *Avoid specialized terms, academic language, or expressions that may be difficult to understand. If specialized terms must be included, include a brief definition or description of their meaning.*
* Word counts indicate the maximum accepted words per question. You are not required to write to the word count 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:

(no word limit)

#### \*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 creation, development, production, or dissemination within your field of arts practice in British Columbia.

(500 words maximum)

#### \*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)

#### If operating expenses are expected to change significantly between the completed and current fiscal year, explain why.

(150 words maximum)

## Project Information

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

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

Ensure you have reviewed the Early Career Development Guidelines [*here*](https://www.bcartscouncil.ca/app/uploads/sites/508/2024/05/FY2024-25-ECD-Organizations-Guidelines-FINAL.pdf) prior to completing this section.

Consider the following when completing your application:

* Assessors may not be familiar with your work, specific practice/s, community/ies, or culture/s. Provide the information they need to understand your project.
* *Specific identity factors noted on your system profile are not provided to assessors. If identity factors are an important consideration/context of your artistic practice, please consider referencing them within your application responses.*
* Use of short, clear sentences or point form is encouraged, but should still provide answers fully responding to each question.
* *Avoid specialized terms, academic language, or expressions that may be difficult to understand. If specialized terms must be included, include a brief definition or description of their meaning.*
* Word counts indicate the maximum accepted words per question. You are not required to write to the word count limit.

#### \* What component are you applying to? Please select

Answers to this question may change application content.

* Basic Training: Internship
* Basic Training: Cohort

Maximum request is $30,000.

The amount entered in the Amount Requested field must match the request amount in the project budget form.

#### \*Amount Requested

(numeric field)

#### \*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)

#### \*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)

### Project Overview

In your answers below, provide information about the proposed project. Complete all that are relevant.

#### \* Job Title

(100 words maximum)

#### \* Duration in Weeks

Numbers only (minimum of eight weeks and a maximum of 52 weeks)

(numeric field)

#### \* Total Number of Hours Per Week

Numbers only

(numeric field)

#### \* Hourly Wage

Numbers only

(numeric field)

#### \* Provide a statement to contextualize the proposed rate of pay in relation to comparable pay levels within the organization, hours worked, and the living wage in your area and sector.

(100 words maximum)

#### \* Location of Project (Name of Community)

(100 characters maximum)

#### If the Early Career Practitioner/Arts Trainee does not normally reside in the community in which the project takes place, provide usual community of residence (for cohort provide name and community).

(20 words maximum)

### Impact on the Early Career Practitioner/Arts Trainee

The answers to these questions should respond to the Impact on the Early Career Practitioner/Arts Trainee section of the assessment criteria in the program guidelines.

#### \* Early Career Practitioner/Arts Trainee's name (for cohorts list one name per line)

(text field)

#### \* Primary Residence of Early Career Practitioner/Arts Trainee

Eligible Early Career Practitioners/Arts Trainees must be legally allowed to work in Canada as a citizen, a Permanent Resident, or hold a work permit. They must also be residents of British Columbia who have lived in British Columbia for at least twelve months immediately prior to this application being submitted, and ordinarily live in B.C.

Early Career Practitioners/Arts Trainees who have resided outside the province within the last twelve months must be able to demonstrate that their absence was temporary (for example, for educational opportunities) in order to be eligible for support. B.C. residents should have a B.C. Personal Health Number and/or a B.C. driver’s licence/ID, and should have filed an income tax return for the most recent calendar year to Canada Revenue Agency as a British Columbia resident.

The Early Career Practitioner(s)/Arts Trainee(s) are residents of British Columbia and will provide proof of residency or a work permit if requested.

(Check Box)

#### \* Relevant Education and Training

Table Format:

The table has the following five columns to complete for each entry.

1. Name (text field)
2. Most recent relevant basic training: (select one)

* High School Diploma
* Apprenticeship
* Certificate
* Diploma
* Undergraduate Degree
* Graduate Degree
* Mentorship
* Traditional Knowledge Transfer
* Other

1. Focus of training or name of program (text field)
2. Name of institution, traditional knowledge keeper / mentor, etc. (text field)
3. Month and year completed (text field)

Click on the "+" button to enter the name(s) and details for each Early Career Practitioner.

(+ Button)

#### \* Describe up to five recent training, activities, experiences, or achievements indicating relevance to the proposed project.

Examples include courses, significant projects, awards, exceptional opportunities, volunteer or paid work in the sector, etc. Include dates, level, location, area of study, etc. **For cohorts, enter each practitioner's name followed by their highlights**. Maximum 250 words per practitioner. Point form or paragraph accepted.

Click on the "+" button to enter the name(s) and details for each Early Career Practitioner/Arts Trainee.

(+ Button)

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 biographical statement. Select only one option for your response.

Option 1: Use text box below for written answer.

#### \* Upload a biographical statement prepared by each Early Career Practitioner/Arts Trainee addressing each question below. You can submit the statement in one of two formats (but not both).

1. Briefly describe your current practice.
2. What are your artistic, learning, and/or career development goals as they relate   
   to this project? Be specific and provide examples.
3. How will working with this organization and mentor have an impact on your artistic and/or professional practice? What will you learn? Be specific.
4. How will that impact be measured? How will you know you have achieved your learning goals?
5. How will this project have an impact on future opportunities and your long-term career trajectory?
6. Why is this the right time for you to engage in this activity?
7. What artistic, cultural, geographic, or other communities do you engage with,   
   and how will this project have an impact on these communities?
8. Have you agreed to the terms of employment (length of project, hours, rate of pay) as described by the host organization?

(Option 1 Upload Drag and Drop Box)

Option 2: Upload a verbal or sign language response and write 'verbal option' in the text box.

* Your submission must only record your verbal answer to the specific question.
* Do not add any additional sound, design or production features.
* ASL or Sign Language Submissions may be uploaded as video content. Please ensure you have captioned or translated the Sign Language into spoken or written English. For support doing this, please enquireabout[*Application Assistance*](https://www.bcartscouncil.ca/program/application-assistance/)*.*
* Your verbal/signed answer must be no longer than 6 minutes total.

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 (see upload box below 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 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 Drag and Drop Box)

#### \* Why have you selected this specific Early Career Practitioner/Arts Trainee? What important qualifications, skills, and experience do they bring to the project?

(100 words maximum)

#### \* Name of mentor within your organization

(text field)

#### \* Title of mentor within your organization

(text field)

#### \* How will your organization and the identified mentor support the Early Career Practitioner/Arts Trainee to achieve their goals and learning objectives as outlined in their biographical statement?

(200 words maximum)

\* Is the Early Career Practitioner/Arts Trainee(s) currently employed or engaged at your organization, or have they been previously employed or engaged? Please select:

* Yes, currently
* Yes, previously
* No

##### If yes, what was their job title or position?

(text field)

#### Explain clearly how the proposed position is significantly different from the previous role, and how the learning and career development opportunities are new, supplemental, and will provide meaningful learning opportunities. Remember that this program is not intended to support ongoing staff positions.

(200 words maximum)

### Impact on the Community and Arts Sector

The answers to these questions should respond to the Impact on the Community and the Arts Sector section of the assessment criteria in the program guidelines**. *In your answers, we want you to consider how this project and/or your artistic practice align with BCAC's priorities of Reconciliation, Equity, Diversity, Inclusion, and Access.***

#### \* Discuss any challenges you have faced working with and or engaging with emerging artists due to your location or in the specific context(s) of your community.

(200 words maximum)

#### \* Anticipated impact on and benefits for the organization and mentor(s), and opportunities for reciprocal learning.

(100 words maximum)

#### \* If you are working with individuals or materials from historically underserved communities, or communities outside your own – including but not only First Nations and Indigenous communities -- describe:

1. the context of these relationships
2. how your work is influenced by these relationships.
3. the steps you have taken to collaborate, respect protocols, and work equitably and ethically.
4. the project’s meaningful benefits to these communities

(400 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)

### Feasibility

The assessment panel will evaluate the project’s feasibility based on the Feasibility section of the Program Guidelines.

#### \* Upload a detailed work plan including a schedule or timeline appropriate to the learning opportunities and projected outcomes. Include specific milestones and describe the activities the Early Career Practitioner/Arts Trainee(s) will be engaged in, with whom, where, and when. (maximum: 1 file, 2 pages, PDF)

Upload Button

#### \* Describe the organization’s current artistic programming and upcoming activities relevant to the proposed position. Discuss two recent achievements that support the likelihood of success of the proposed project.

(200 words maximum)

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

CARFAC (Canadian Artists’ Representation / Le Front des artistes canadiens) [*https://www.carfac.ca/*](https://www.carfac.ca/)  
CAEA (Canadian Actors Equity Association) [*https://www.caea.com/*](https://www.caea.com/)  
CFM (Canadian Federation of Musicians) [*https://cfmusicians.afm.org/*](https://cfmusicians.afm.org/)  
CADA (Canadian Alliance of Dance Artists) [*https://cadawest.org/*](https://cadawest.org/)IMAA (Independent Media Arts Alliance) [*https://www.imaa.ca/*](https://www.imaa.ca/)

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?

(The First Peoples’ Culture Council's [*Working with Elders document*](https://fpcc.ca/resource/working-with-elders/)is a free resource to support anyone interested in engaging with Elders and Knowledge Keepers.)

Please select:

* Yes
* No
* Not Applicable

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

(200 words maximum)

#### **\* How does the organization foster a healthy, safe, and respectful workplace? Briefly describe the organizational and/or human resource practices and policies related to equitable employment, cultural competency and safety,** **anti-harassment, etc.**

(200 words maximum)

#### \* Provide an overview of the organization’s capacity and human resource expertise to manage the position(s), including addressing how the intern’s capacity and workload will be managed.

(200 words maximum)

#### \*Describe measures you have in place to ensure a culturally safe environment for all participants.

(150 words maximum)

#### Describe any accessibility challenges your project may present and how you plan to address them. Consider physical spaces, affordability, and support for those who experience barriers or disability.

(150 words maximum)

## Budget

Button: \* Click here to enter or view the budget

(Expense Form Pop-Out Window)

All applicants must complete the budget form. Provide detailed notes throughout.

* Maximum request is $30,000.
* 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.
* Projected revenues must equal projected expenses.
* Update program staff if the status of pending funding changes.
* Individuals who self-identify as being Deaf or having a disability 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.
* Provide specifics in Notes section.
* Dollar values must be in numeric format only with no special characters, e.g. $ , £, etc.

### Expenses

The following categories in the budget have two input fields each: numeric inputs for Project Forecast amounts, and text inputs for Notes: Provide details for all relevant revenues and expenses.

#### 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)

#### Project Expenses

* Intern Salary
* Cohort Compensation
* Mandatory Employment Related Costs and Related Benefits
* Fees Paid to Mentors and Other Professional Fees
* Eligible Travel Expenses
* Elders and Honoraria
* Materials and Supplies
* Production/Exhibition/Program/Rehearsal Space and Venue Rentals
* Other Project Expenses

Total Project Expenses (Auto-added total)

Total Expenses (Auto-added total)

### 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:

* numeric inputs for Project Forecast amounts
* drop down select menus for Status that include:
  + Confirmed
  + Pending
* text inputs for Notes: Provide details for all relevant revenue and expenses

#### 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, Contributed and Private Sector Revenues

* Applicant cash contribution
* Foundations
* Other Private Sector

Total Earned, Contributed and Private Sector Revenues (Auto-added total)

#### Public Sector Revenues

* BC Arts Council: This request
* Government of BC: Community Gaming Grants
* Government of BC: Other
* Canada Council: Project
* Government of Canada: Dept. of Canadian Heritage
* Other Federal
* Local Government (incl. Municipal and Regional Governments, Trusts, Band Councils, Regional Districts)
* Employment Programs
* Public Post-Secondary Institutions
* Other Public Sector

Total Public Sector 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

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

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

(Upload Drag and Drop Box)

#### \* Mentor Letter: Upload one signed letter from the mentor confirming their participation in the project. (PDF, two pages maximum)

The letter must include a:

* Statement indicating their specific experience and qualifications to provide training, mentorship, and/or knowledge transfer that will respond directly to the articulated learning goals.
* Confirmation of their capacity to carry out the mentorship;
* Commitment to providing a physically and culturally safe work environment, and describing their practices and values that support this.
* Statement about the potential reciprocal impacts of the project on the mentor, the organization, and the community of practice.
* Confirmation of the structure and format of the mentorship

(Upload Drag and Drop Box)

## 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)

#### Did you read the grant program guidelines before you applied?

Please Select

* Yes
* No

##### If Yes: Is the new Table of Contents structure helpful?

(100 words maximum)

##### If Yes: Is the information in the guidelines generally presented in a clear and logical way? If not, please describe how we can improve?

(100 words maximum)

##### Is Yes: Are the sections of the guidelines clear and informative? If not, please describe how we can improve.

(100 words maximum)

##### If Yes: Please provide any other constructive feedback related to our guidelines and the information presented in them. Your honest answers can help us improve our documents in the future.

(100 words maximum)

##### If No: If you did not read the program guidelines before applying, why not? Your honest answers can help us improve our documents in the future.

(100 words maximum)

#### Did you use the Application Checklist?

Please Select

* Yes
* No

#### Was it a useful tool for preparing your application? Please explain why or why not.

(100 words maximum)

## 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)