

BC Arts Council Project Assistance: Professional Arts Training Application Preview

Updated: April 7 2025

Overview

This is a sample of the BC Arts Council Project Assistance: Professional Arts Training 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.

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

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

- Nicola Dunne- 778-405-4007 – Nicola.Dunne@gov.bc.ca

The most recent program guidelines are posted on the relevant program page on the [BC Arts Council website](#).

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.

An asterisk () indicates the field is mandatory. 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. 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.
- 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. You can update your applicant profile at anytime and you should review it for accuracy prior to submitting this application.

Registration Profile Summary

(System Generated Content)

- Registration type: (organizations only)
- Name:
- Address:
- Municipality:
- Province:
- Postal Code:
- Phone:
- Website:
- Purpose: (organizations only)

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

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

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](#).

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.

***I have reviewed the 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 [Project Assistance: Professional Arts Training Program Guidelines](#) 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 the creation, development, production, or dissemination within your field of arts practice in British Columbia.

(500 words maximum)

***How does the applicant's leadership, management, and/or board foster a healthy and respectful workplace, cultural safety, and equitable human resource practices? Provide 2-3 examples.**

(200 words maximum)

***How does the applicant's leadership, management, and/or board foster right relations with the communities it engages and/or serves? Provide 1-2 examples of current policies or practices.**

Fostering right relations means actively developing and maintaining respectful relationships that are mutually beneficial.

Answers to this question should speak to recent or current activities, engagements, hires, or ongoing relationships with individuals or communities.

(200 words 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 more than 25% between the most recently completed and current fiscal year (either positively or negatively), explain why. (150 words maximum)

*** Operating Budget**

Upload an operating budget for the fiscal year in which your proposed project takes place (PDF format preferred).

Maximum file size: 50 MB | Maximum number of files: 2

(Upload Drag and Drop Box)

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 [Project Assistance: Professional Arts Training Program Guidelines](#) 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.

Note: *Amount Requested Maximum*

Maximum Request amount is \$25,000.

The following maximums as a percentage of project budget: Amount requested cannot exceed:

- 50% of the total eligible project budget, or
- 65% of the total eligible project budget for organizations aligned with a [designated priority group](#).

***Amount Requested**

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

(Number field with no decimal places)

***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 Description

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

As part of our commitment to accessibility, the BC Arts Council is 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.

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

(300 words maximum)

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

(500 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](#)
- Your verbal/signed answer must be no longer than 6 minutes total.

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

The content of the response will be considered against the assessment criteria within the program guidelines and not on format, design, or production quality of the uploaded file.

(Upload Drag and Drop Box)

Maximum file size: 50MB | Allowed file types: MP3, FLAC, WMA, WAV, RA, RM, MID, MIDI, OGG, MP4, MOV, FLV, OGV, WEBM, WMV, MKV, AVI, RM, ASF, RMVB, MPG, MPEG, MPG, MP2, M4V

***Training Instructors**

Button: [Click here to fill in the Training Instructors Table](#)

In pop out window:

Provide the names and contributions of the team responsible for training or curriculum delivery. The list should include, for example, instructors, faculty, teachers and mentors. Indicate whether the participation is confirmed (C) or proposed (P).

Table format: The following fields are required to be completed, adding rows for each person listed using the + button:

- Name
- Responsibility
- C (Confirmed) or P (Proposed)
- Biography/statement of qualifications, practice and teaching experience (up to 100 words)

Use the '+' to add additional lines.

Button: +

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

(400 words maximum)

Artistic and Cultural Contribution, Engagement, and Impact

The assessment panel will evaluate the project's overall artistic and cultural contribution, engagement, and impact by considering:

- *How clearly the applicant can identify the communities it serves.*
- *The relevance of the project to the communities the applicant serves, as demonstrated through programming, audience development, outreach, editorial, or curatorial choices.*
- *How the project will contribute to the development of the art form(s) and cultural practices in B.C.*
- *How instructor's qualifications and experience support learning outcomes, and how curriculum and program design contribute to participants' professional readiness or development.*
- *The impact on, and contribution to, the development of B.C. artists, arts and cultural practitioners, and artistic communities (as applicable).*
- *Integrity of the project including ethical approaches to:*
 - *Research, collaborative processes, source materials, cultural considerations, and protocols.*
 - *Engagement with Indigenous people, communities, practices, materials, beliefs.*
 - *Meaningful contribution to equity-deserving and under-represented artistic practices, arts practitioners, and cultural communities.*
 - *Following appropriate practices and protocols to eliminate cultural appropriation.*

*** Describe how this project will contribute to the development of the art form(s) and cultural practices in B.C. Include 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.**

(300 words maximum)

*** Describe the communities or audience(s) or participants you intend to engage.**

(150 words maximum)

***Describe how you are involving, seeking input from, collaborating with, or partnering with these groups for this project, as applicable.**

(150 words maximum)

(200 words maximum)

What policies, practices, and/or protocols is your organization guided by to eliminate cultural appropriation, support meaningful representation, and ensure appropriate research methods?

(200 words maximum)

Reconciliation, Equity, Diversity, Inclusion and Access

The assessment panel will evaluate how the project aligns with the priorities of the BC Arts Council as outlined in the [Extending Foundations Action Plan](#) by considering:

- The level at which the project will advance opportunities for and service to equity-deserving and under-represented communities.*
- The contribution to communities located outside major urban centres (as applicable).*
- The project's potential for advancing reconciliation (as applicable).*
- The significance of the project in pursuing equity, diversity, inclusion, and access, relative to the applicant's context, including its region, capacity, community served, available resources, purpose, and mandate.*
- The level of accessibility and safety of engagement, including but not limited to physical spaces, intellectual accessibility, cultural and emotional safety, affordability, and support for those who experience barriers or disability.*

*** Is your project located outside Greater Vancouver or the Capital Region?**

*Greater Vancouver: Municipalities of Metro Vancouver Regional District excluding Bowen Island.
Capital Region: Municipalities of the Capital Regional District excluding Sooke, Metchosin, the Gulf Islands, or the Juan de Fuca electoral area.*

Please select:

- ☐ Yes
- ☐ No

If Yes: *Assessors may not be familiar with the community or region where your project is happening. What would you like assessors to know about this place that can help them better understand your project.

(200 words maximum)

*** Through this project, what action(s) is the organization taking to support equity, diversity, inclusion and access?**

How is the project relevant to equity-deserving artists and communities? How are you involving, seeking input from, collaborating with, or partnering with these groups, as applicable.

(300 words maximum)

Does this project have the potential for advancing reconciliation with Indigenous peoples of B.C. or Canada?

Please select:

- Yes
- No

***If Yes, how**

(200 words maximum)

Optional: Outside of the project, does your organization engage in activities related to Reconciliation with Indigenous People of B.C. or Canada in any other ways?

For example: Highlight any relationships with local First Nations, Indigenous artists, or Elders (beyond territorial acknowledgements). Does your organization have Indigenous representation in your staff or Board? You can also describe engagement through programming, complimentary ticket or discount programs, as well as any staff learning opportunities.

(200 words maximum)

*** If No: Does your organization engage in activities related to Reconciliation with Indigenous peoples of B.C. or Canada in any other ways?**

For example: Highlight any relationships with local First Nations, Indigenous artists, or Elders (beyond territorial acknowledgements). Does your organization have Indigenous representation in your staff or Board? You can also describe engagement through programming, complimentary ticket or discount programs, as well as any staff learning opportunities.

(200 words maximum)

*** Describe plans to address accessibility and safety of engagement, including but not limited to physical spaces, intellectual and emotional accessibility, cultural and emotional safety, affordability, and support for those who experience barriers or disability.**

(no word count limit)

Feasibility

The assessment panel will evaluate the project's feasibility based on the:

- *Achievability of the proposed activities as determined by sound budgets, planning, resource allocation, and the applicant's overall financial health and capacity.*
- *Role of leadership, including artistic leadership, management, and the board (as applicable) in fostering a healthy, sustainable work environment.*
- *The applicant's level of experience in realizing comparable projects.*
- *Rigour of human resources practices related to providing fair pay, equitable employment, cultural competency, cultural safety, and a safe and respectful work environment.*

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

(E.g. necessary staff members, contractors, and their roles)

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 Drag and Drop Box)

*** Briefly describe two past achievements that support the likely success of success of the project.**

(100 words maximum)

*** When hiring artists, cultural workers, or technicians, explain how you determine the fees to be paid. This should align with industry standards in your field of practice (e.g., CARFAC, CAEA, CFM, CADA, IMAA etc.)**

CARFAC (Canadian Artists' Representation / Le Front des artistes canadiens) <https://www.carfac.ca/>

CAEA (Canadian Actors Equity Association) <https://www.caea.com/>

CFM (Canadian Federation of Musicians) <https://cfmusicians.afm.org/>

CADA (Canadian Alliance of Dance Artists) <https://cadawest.org/>

IMAA (Independent Media Arts Alliance) <https://www.imaa.ca/>

(200 words maximum)

***Describe how Elders and/or Traditional Knowledge Keepers involved with this project will be compensated fairly according to community context?**

(The First Peoples' Culture Council's [Working with Elders document](#) is a free resource to support anyone interested in engaging with Elders and Knowledge Keepers.)

(100 words maximum)

Is there is anything that has not been asked that is essential to understanding your application?

This might include, for example, specific information about your artistic practice or the regional context in which you work.

Do not use this space to provide additional information related to earlier questions.

(200 words maximum)

Budget

An Asterix () indicates the field is mandatory.*

The Project Budget should include all the expenses and revenues related to the project described within the Project Information tab. It should be clear which expenses are covered by the request to this

program. Ensure any ineligible expenses listed within program guidelines are covered by other revenue sources. Do not include financial information that does not relate to the project. Click the Project Budget Table button to complete or view contents.

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

In pop out window:

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

- See program guidelines for a list of ineligible expenses. Ineligible expenses can be included in the budget but must be covered by non-BCAC revenues and identified in notes.*
- All in-kind revenue contributions must include a corresponding in-kind expense.*
- Total revenues must equal total expenses. There should be no budget surplus or deficit at the bottom of the form.*
- Use the drop-down menu to show which revenues are confirmed and which are pending. Update program staff if the status of pending funding changes.*
- Ensure that you have entered the request amount to the BC Arts Council in the budget form.*
- Organizations with a primary mandate to support Deaf and disability arts are invited to apply separately for artist-related access support costs on the Access Support tab. Do not include these expenses and revenues in the budget below.*
- Dollar values must be in numeric format only with no special characters, e.g. \$, £, etc.*
- In 'Notes' field do not use the characters for "less than" and "greater than".*

Applicant: (auto-generated field)

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.)*

Artistic and Production/Creation Expenses

- Salaries: Artistic, Design, Curatorial, Editorial and Production Staff (organizations only)
- Salaries: Project Management/ Coordination Staff (organizations only)
- Contract Fees: Project Management/ Coordination
- Contract Fees: Contributors; Artistic, Design, Editorial and Curatorial Personnel
- Contract Fees: Technicians and Production Personnel
- Contract fees: Stage Management (as applicable)
- Commissioning fees
- Employee Benefits, Contributions and Dues (including MERCs) (organizations only)
- Indigenous Elders and/or Knowledge Keepers (compensation and honoraria)
- Indigenous Protocol and Indigenous Hospitality Expenses
- General Hospitality Expenses
- Materials and Supplies (Specify in Notes)
- Technical Expenses

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

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

Administrative Expenses

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.

- Salaries: Administrative Staff (if volunteers or in-kind list in section below)
- Salaries: Marketing and Development Staff (if volunteers or in-kind list in section below)
- Contract Fees: Administrative Staff (if volunteers or in-kind list in section below)
- Contract Fees: Marketing and Development Staff (if volunteers or in-kind list in section below)
- Benefits, Contributions and Dues (including MERCs)
- Office Rent or Mortgage
- Office Supplies
- Office Equipment Rental
- Accounting/Legal Fees
- Travel and Transportation (Administrative Personnel Only)
- Per Diem and Accommodations (specify, hotel, etc.)
- Promotional, Marketing and Communication Costs
- Advertising Costs
- Insurance
- Fundraising Costs
- Other (Specify in Notes/Description)

Total Administrative Expenses (Auto-added total)

In-Kind Expenses

- In-kind Expenses (specify)

- In-kind Expenses (specify)
- In-kind Expenses (specify)

Total In-Kind Expenses (This total must equal In-kind Revenue) (Auto-added total)

Total Expenses (Auto-added total)

Revenue

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.)

Public Sector Revenues

- BC Arts Council: This request (must be same amount entered in Amount Requested field; Add notes to indicate what requested funds are being allocated to)
- Government of BC: Community Gaming Grants (specify)
- Government of BC: Other (Specify)
- Canada Council (specify)
- Government of Canada: Dept. of Canadian Heritage (Specify)
- Other Federal (Specify)
- Local Government (incl. Municipal and Regional Governments, Trusts, Band Councils) (Specify)
- Employment Programs (Specify)
- Public Post-Secondary Institutions (Specify)
- Other Public Sector (Specify)

Total Public Sector Revenues (Auto-added total)

In-kind Revenues

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

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

Earned and Contributed Revenues

- Applicant cash contribution
- Admissions
- Subscriptions and other Publication Revenue
- Guarantees/Royalties/Fees (Specify)
- Concessions/Shop/Merchandise (Specify)
- Co-production fees

- Commissioning fees (Specify)
- Advertising
- Workshop fees, tuition, etc. (Specify)
- Other Earned Revenue (Specify)

Total Earned and Contributed Revenues (Auto-added total)

Private Sector Revenues

- Individual donations
- Corporate donations and sponsorship
- Special Events fundraising
- Foundations (Specify)
- Other Private Sector (Specify)

Total Private Sector Revenues (Auto-added total)

Total Revenues

- Total Revenues (Auto-added total)

Summary

- Total Revenues (Auto-added total)
- Total Expenses (Auto-added total)
- Surplus/(Deficit) – Budget must balance.

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. Support letters contribute towards demonstrating feasibility and support for the project. Previous work samples are an opportunity to highlight successful projects, works, engagement activities, skills, etc. that would demonstrate the contribution, impact and feasibility to create and deliver the proposed project activities. Refer to program guidelines to see the maximum amount and types of support materials requested for this application

Note: *Do not submit material beyond what is requested. Excess material, including multiple links to materials within a single uploaded document, will not be reviewed and may negatively impact the assessment of your application.*

You are encouraged to test all materials before submitting your application.

* Syllabus, outlining specific curriculum and professional standards of instruction

Maximum file size: 2GB | Maximum number of files: 1

(Upload Drag and Drop Box)

URLs for the most recent course calendar or brochure, as applicable

Table format: click "+" to add up to 3 URLs

- URL (Text Field)
- URL (Text Field)
- URL (Text Field)

Partnership Letters:

Upload PDF partnership letters from up to two partners or collaborators, if applicable, confirming the nature of their participation. Do not include general letters of support.

Maximum file size: 50 MB | Maximum number of files: 2 | Allowed file types: PDF

(Upload Drag and Drop Box)

Reference Letters:

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

Maximum file size: 50 MB | Maximum number of files: 2 | Allowed file types: PDF

(Upload Drag and Drop Box)

Access Support

The [Access Support](#) program provides an additional contribution towards costs for specific accessibility services, rental equipment and other supports required to carry out a project funded by the BC Arts Council.

Access Support requests are available to:

- *Individual artists or arts and culture practitioners who self-identify as Deaf or have a disability.*
OR
- *Collectives led by individual artists or arts and culture practitioners who self-identify as Deaf or have a disability. OR*
- *Organizations with a primary purpose to support practitioners who are Deaf or have a disability, as specified in the organization's constitution.*

* Does your organization have a primary purpose, as specified in your constitution, to support practitioners who are Deaf or have a disability?

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.

You responses are not seen by assessors and will not be used in the assessment of your application.

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)