

# BC Arts Council Arts-Based Community Development and Leon and Thea Koerner Award Application Preview

Updated: April 2, 2025

## Overview

This is a sample of the BC Arts Council Project Assistance: Visual Arts Organizations 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:

* 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:

* Clayton Baraniuk – 250-978-9839 – [Clayton.Baraniuk@gov.bc.ca](mailto:Clayton.Baraniuk@gov.bc.ca)
* Krista Patterson – 236-478-2550 – [Krista.Patterson@gov.bc.ca](mailto:Krista.Patterson@gov.bc.ca)

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

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.

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 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' and changes will not be saved.
* 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.
* Question mark icon next to a field indicates when additional support text is available. Hover mouse pointer over the icon and the text in this section will appear.

## 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
* 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.

#### \***Button: click here: Board Member List** (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 a member is retired, list expertise of knowledge area.

Use the '+' to add additional lines.

Button: +

#### \*Button: click here: Staff Member List (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

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.

#### \*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 [*Program Guidelines*](https://www.bcartscouncil.ca/program/arts-based-community-development/) 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.

#### \*Briefly describe the applicant's main goals, primary activities, and priority work.

(200 words total)

#### \*Tell us about the applicant's cultural and geographical context, and/or field of practice. Highlight any culturally specific practices or protocols regularly used in the work or service.

(200 words total)

#### \*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)

#### \*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.

For example: increasing staff, adding a new program, rental increases, renovations or capital projects.

(150 words total)

## Project Information

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

Consider the following when completing your application:

* Assessors may not be familiar with your work, specific practice/s, community/ies, or culture/s. Provide the information they need to understand your project.
* 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.

A-BCD Amount requested cannot exceed:

* 50% of the total eligible project budget,

or

* 65% of the total eligible project budget for organizations aligned with a [designated priority group](https://www.bcartscouncil.ca/priorities/priority-groups/).

**New this year: Maximum A-BCD Request: $25,000**

#### \*Amount Requested

(Number field with no decimal places)

The amount requested in the Amount Requested field above must only contain the amount requested through A-BCD.LTK Award request amount will be entered in the LTK Award Tab. If you are only applying to the LTK Award, put zero in this box.

#### \*Project Start Date

(Year-Month-Day)

#### \*Project End Date

(Year-Month-Day)

#### What is the primary practice for this project?

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:

(text Box)

#### \*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)

#### \*Which category are you applying to? (select one)

Response will change available application content.

* Category 1: New Work by Community Participants
* Category 2: Training for ABCD Practitioners

#### If this application is for a phase of the project, indicate which phase (please select)

Maximum three phases eligible for BCAC Support.

* Phase 1
* Phase 2
* Phase 3

##### If a phase selected: Please provide a brief overview of the entire project (all phases) so the assessors understand the general context of the current phase you are requesting support for.

Note: The rest of your responses in this application should only focus on the phase you are requesting this grant for.

(300 words total)

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

(400 words total)

### 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.

#### \*Explain your project: what are you doing and how will you do it?

(300 words total)

#### \*What are the primary or overarching reasons and goals for doing this project? (Include any intended impacts on participants, intended community or societal transformation, and, if appropriate, post-project follow-up.)

(300 words total)

Option 2: Upload below for 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 enquire about [Application Assistance](https://www.bcartscouncil.ca/program/application-assistance/).
* **Your verbal/signed answer must be no longer than 5 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 5 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

#### \*Project Team

Button: Click here to fill out the Project Team table

In pop out window:

Provide the names and contributions of the primary creative team, project participants, and contributors, according to area of responsibility.

The list should include, for example, artists, writers, curators, cultural practitioners, producers, discipline professionals, staff, editorial board etc. Indicate whether the participation is confirmed or proposed.

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

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

#### If the organization and/or project leader(s) is working with individuals or materials from communities outside their own, particularly those that have been historically underserved, describe the steps taken to collaborate with these communities, respect protocols and integrate an equitable and ethical approach in the work.

(250 words total)

#### \*Outline an example of the professional artists’ and/or social service professionals’ past arts-based community development work relevant to this project, providing context for the information in the Professional Artist and/or Social Service Forms, as applicable.

Applicants to the LTK Award MUST include the details of both the artists' and the social service professionals' past work.

Applicants must also include a [Professional Artist Information Form](https://bcac.smartsimple.ca/files/640927/f122358/FY2025-26-ABCD-LTK-Professional-Artist-Information-Form-fillable-FINAL.pdf) and [Social Service Lead Form](https://bcac.smartsimple.ca/files/640927/f122358/FY2025-26-ABCD-LTK-Professional-Social-Service-Lead-Form-fillable-FINAL.pdf) (if applicable) that have been completed by the practitioner(s) in the support material section.

(500 words total)

### Artistic and Cultural Contribution, Engagement, and Impact

The following section has specific questions which appear based on the category you are applying to.

#### \*Category 1 New Work by Community Participants: Describe the specific community(ies) you are in collaboration with on this project. How do you intend to attract them to participate in the project? Include specifics on existing relationships and any plans for outreach or engagement.

(300 words total)

#### \*Category 1: New Work by Community Participants: Why has this specific community has been selected as collaborators for this project?

(200 words total)

#### \*Category 1 New Work by Community Participants: Describe what Arts-based Community Development principals are being embodied in this project. Describe how the project idea was developed and how participants will have creative input as collaborators?

(300 words total)

#### \*Category 2: Training for A-BCD Practitioners: Describe who you will be teaching, sharing skills or transferring knowledge to, and why they have been selected.

(150 words total)

#### \*Category 2 Training for A-BCD Practitioners: Describe what Arts-based Community development skills or knowledge will be taught, shared or transferred, and how.

(300 words total)

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

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

Greater Vancouver: Municipalities of  [*Metro Vancouver Regional District*](https://metrovancouver.org/about-us/governance-structure) excluding Bowen Island.  
Capital Region: Municipalities of the [*Capital Regional District*](https://www.crd.bc.ca/about/what-is-crd/about-the-region)excluding Sooke, Metchosin, the Gulf Islands, or the Juan de Fuca electoral area.

Please select:

* Yes
* No

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

Response will change available application content.

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

Please select:

* Yes
* No

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

(200 words maximum)

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

(200 words maximum)

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

Tell us how your location, capacity, community served, organization size, and purpose/mandate influence your approach.

(300 words maximum)

#### \*Does this project have potential for advancing reconciliation with Indigenous peoples of BC or Canada? Please select:

* Yes
* No

##### \*If Yes, How?

(200 words total)

##### If Yes, 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 total)

#### \*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 total)

How will this project intersect with the policies, practices, and protocols that have been developed in your organization to eliminate cultural appropriation, support meaningful representation, and ensure appropriate research methods and approaches are used for source or physical materials?

(200 words total)

#### \* How will you address any accessibility challenges, barriers or safety risks for collaborators, participants or audiences? (for example: physical, cultural, intellectual, psychological, sensorial, financial, technological, etc.)

(no word count limit)

### 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 Drag and Drop Box

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

(100 words maximum)

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

(200 word maximum)

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

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

(100 words maximum)

### Professional Artist Information

All applications must include the following information and upload the Professional Artist Information Form completed by the lead artist(s). At least one and up to three forms can be uploaded.

For a definition of what is considered a Professional Artist in this program, please refer to the [*Program Guidelines*](https://www.bcartscouncil.ca/program/arts-based-community-development/).

#### \*Name of Lead Artist(s)

(25 words total)

#### \*Main Artistic Discipline (check boxes)

* Academic & research
* Community Arts
* Dance
* Fundraising & development
* Media arts
* Production
* Technical
* Arts Administration
* Creation
* Deaf and/or Disability Arts
* Indigenous arts (traditional)
* Museums
* Programming
* Theatre
* Collections management
* Cultural management
* Distribution
* Indigenous arts (contemporary)
* Music
* Publishing
* Visual arts
* Communications & marketing
* Curatorial practice
* Education & outreach
* Literary
* Performance art/spoken word
* Regional arts
* Other

## Leon and Thea Koerner Award Request

#### Check here to apply for the LTK Award Program. Ensure you have provided your Registered Charity number in your registration profile.

LTK Award applicants MUST be a Federally Registered Charity or other “Eligible Donee” (such as a First Nations Band Council or Indigenous Friendship Centre), and the project must use professional arts-based activity in collaboration with a confirmed social-service agency. LTK Award applicants may request a minimum award of $25,000 through the Leon and Thea Koerner Award Program. This request is in addition to your A-BCD request.  
More information about the Foundation can be found here: [Leon and Thea Koerner](https://ltkaward.com/) Foundation

* Yes, we are applying for LTK support (Check Box)

#### \*LTK Award Amount Requested ($25,000 minimum)

(Numeric input box)

#### \*How will this funding enhance, expand, support or further the impact of your project?

(300 words)

#### \*LTK Award Budget (proposed expenses only)

In addition to the A-BCD proposed project budget supplied separately, indicate what you would use the minimum $25,000 for over the duration of your project. Use the '+' to add additional budget lines. Your total should match the amount requested.

Table Format: for each budget line, fill in the following columns:

* Expense description
* Amount Budgeted

#### If you are not a Social Service organization and are applying for the LTK award, upload a PDF letter confirming the partnership with a social service organization.

Note: A [*Professional Social Service Lead form*](https://bcac.smartsimple.ca/files/640927/f122358/FY2025-26-ABCD-LTK-Professional-Social-Service-Lead-Form-fillable-FINAL.pdf) is also required in the support materials tab. All Applicants must also include a *[Professional Artist Information form](https://bcac.smartsimple.ca/files/640927/f122358/FY2025-26-ABCD-LTK-Professional-Artist-Information-Form-fillable-FINAL.pdf)* in the Support Materials section.

Upload Drag and Drop box

## Budget

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

Complete the budget form below for Arts Based Community Development.DO NOT include your LTK Award request or associated expenses in the budget form below (LTK Award expenses are filled in on the LTK Award Tab).

**Do not complete this section if you are ONLY applying for the LTK Award.**

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. NEW: a section for In-Kind Expenses follows Administrative Expenses within the project budget form.
* Projected revenues must equal projected expenses.
* Update program staff if the status of pending funding changes.
* 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.
* Provide specifics in Notes section.
* 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, Audio Description)
* Accessibility supports for Participants (for applicants not eligible for Access Support funding)
* Other Artistic, Exhibition, Presentation and Production Expenses (Specify in Notes)

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

#### Administrative Expenses

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

Total Earned and Contributed Revenues (Auto-added total)

#### Private Sector Revenues

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

Total Private Sector Revenues (Auto-added total)

#### Total Revenues

* Total 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.

**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.

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

#### \* Upload one to three Professional Artist Information Form(s)

[Professional Artist Information Form](https://bcac.smartsimple.ca/files/640927/f122358/FY2025-26-ABCD-LTK-Professional-Artist-Information-Form-fillable-FINAL.pdf)Minimum 1 form to be completed by lead artists and uploaded by all applicant organizations.   
(maximum 3)

Upload Drag and Drop Box

#### Upload one to three Professional Social Service Lead Form(s)

[Professional Social Service Lead Form](https://bcac.smartsimple.ca/files/640927/f122358/FY2025-26-ABCD-LTK-Professional-Social-Service-Lead-Form-fillable-FINAL.pdf)

* Required for all Leon and Thea Koerner Award requests: Minimum 1 form to be completed by professional social service lead and uploaded by applicant organization requesting LTK. (maximum 3)
* For A-BCD-only applicants, only include if applicable to your project.

Upload Drag and Drop Box

#### \*Community Support Letter Upload

A letter of support or interest from a community member from the identified community you are collaborating with or training. Letters of support from organizations or partners do not meet this requirement. The letter does not have to be a formal letter, it can be a PDF of an e-mail or a photo of a handwritten letter, for example.

Upload Drag and Drop Box

#### 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

#### (Optional) Upload support material documenting an example of the artists’ previous A-BCD work directly related to the project.

Applicants may provide up to 5 images, 5 minutes total of video/audio, or up to 3 pages of critical writing or documentation (no testimonials or reference letters) using the upload box below.

##### Upload media using the button below:

File naming conventions:  Applicant Name, File Order Number, Event or Activity title (.jpg, .mp3, etc.)

* Ensure the file extension is included in the file name
* Do not include any special characters or symbols or quotation marks (e.g. #?\_”&|…) in the file name.

Summary of recommended maximums per file and format:

* Video: 500 MB; mp4, mov, and avi formats
* Audio: 100 MB; mp3, wav, and aif/aiff formats
* Image: 10 MB; jpg/jpeg, gif, png, and bmp formats

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

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

Upload Drag and Drop Box

##### Upload optional PDFs using button below:

File naming conventions: Applicant Name, File Order Number, Event or Activity title (.pdf)

* Ensure the file extension is included in the file name
* Do not include any special characters or symbols or quotation marks (e.g. #?\_”&|…) in the file name.

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

Upload Drag and Drop Box

**\* 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)

## 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):

#### 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)