

# BC Arts Council Individual Arts Grants: Performing Artists Application Preview

Updated: May 6, 2024

## Overview

This is a sample of the BC Arts Council Individual Arts Grants: Professional Performing Artists Application. This sample will be updated if the application is updated or changed in any way after launch, with changes highlighted in yellow and marked as "Updated:". Check back to make sure you have the most current version.

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

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

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

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

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

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

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

* Erin Macklem – Program Advisor - 778-698-1416 - Erin.Macklem@gov.bc.ca

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

Please ensure that you meet all of the eligibility criteria for this program and confirm that your Profile – including your mailing address and other contact information - is up to date before submitting this application.

Your application will automatically save in the online Grant Management System every 5 minutes. We encourage you to continue to click SAVE DRAFT regularly to ensure that current content is safe.

* ***Applications may only be edited by one user in one browser tab at a time***. If the application is opened in another browser tab or another browser or by another user at the same time, those additional application views will be 'read only'.
* Click the down arrow at the front of a section title to contract or expand that section. Three dots under a title indicates the section is collapsed and should be expanded to complete.
* Find "Jump To" menu (middle right) and click the section names to navigate between sections within an application.
* Click and drag hash marks in bottom right of text boxes to contract or expand the box.
* You will not be able to submit the application if you have not completed all mandatory sections or if you have an overdue final report.
* Info boxes, such as this one, can be collapsed (minus sign) or expanded (plus sign) by clicking the small grey box in their top right corner.

## Profile Details

An asterisk (\*) indicates the field is mandatory

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

### **Registration Profile Summary**

(System Generated Content)

* Name:
* Municipality:
* Province:
* Pronouns:

**If the Profile Summary above is not correct**, go to your Personal profile and update it before completing the application.

**To access your Personal profile**: click 'Home' (top right). From your home page click 'Personal Profile' (crowd icon).

Changes to address information must be submitted by email to: bcartscouncil@gov.bc.ca.

### Designated Priority Groups

The BC Arts Council administers supports for [*designated priority groups*](https://www.bcartscouncil.ca/priorities/priority-groups/).

The BC Arts Council's designated priority groups include applicants and arts and cultural practitioners who are:

* Indigenous (First Nations, Métis, and/or Inuit) Peoples;
* Deaf or experience disability;
* Black or people of colour;
* Located in regional areas (outside greater Vancouver or the capital region).

Complete the Designated Priority Groups section in your Personal Profile prior to submitting the application.

Once you have completed this section, the information will remain in your Personal Profile. You will not need to provide the information again unless there are changes.

All applicants are also encouraged to complete the Voluntary Self-ID information for statistical and research purposes.

**NEW:** Updated information is requested from all applicants. On the Organization Profile, click the Designated Priority Groups tab and look for the headline labelled ‘NEW' to submit this additional information.

#### \*I have reviewed the new Designated Priority Groups and Voluntary Self-ID sections on the Personal Profile.

(check box)

## Applicant Details

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

Information on this tab provides an overview of the applicant’s history and experience in their field of practice.

Review the guidelines for [Individual Arts Grants: Professional Performing Artists](https://www.bcartscouncil.ca/app/uploads/sites/508/2024/04/FY2024-25-IAG-Guidelines-for-PERFORMING-ARTISTS-FINAL.pdf) before completing this application.

Consider the following when completing your application:

* Assessors may not be familiar with your work, specific practice/s, community/ies, or culture/s. Provide the information they need to understand your project.
* Specific identity factors noted on your system profile are not provided to assessors. If identity factors are an important consideration/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,* please specify:

(text box)

#### \*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)

#### \* British Columbia Resident Acknowledgement

For information on B.C. Residency requirements, please see [www.bcartscouncil.ca/determining-b-c-residency](http://www.bcartscouncil.ca/determining-b-c-residency).

##### I am a Resident of B.C. and I have lived in B.C. for at least one year immediately prior to this application.

(check box)

##### If requested, I can produce proof of residency including one or more of the following: A valid BC ID card, BC Driver’s license, or BC Services Card.

(check box)

#### \* Resident of B.C. since

(Year-Month-day)

\***Provide a summary of the applicant’s history in the creation, development, production, or dissemination within your field of arts practice in British Columbia.**

(400 words total)

## Project Information

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

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

Review the guidelines for [Individual Arts Grants: Professional Performing Artists](https://www.bcartscouncil.ca/app/uploads/sites/508/2024/04/FY2024-25-IAG-Guidelines-for-PERFORMING-ARTISTS-FINAL.pdf) before completing this application.

Consider the following when completing your application:

* Assessors may not be familiar with your work, specific practice/s, community/ies, or culture/s. Provide the information they need to understand your project.
* Specific identity factors noted on your system profile are not provided to assessors. If identity factors are an important consideration/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.

Request levels:

\*\*NEW this year: Maximum Request amount is $25,000.\*\*

You may request up to 100% of the eligible project expenses.

This amount must match the amount entered in the "BC Arts Council: This Request" field in the Project Budget Table's Revenues section.

#### \*Amount Requested

(Number field with no decimal places)

#### \*Project Start Date

Project Activity must not begin before the application deadline.

(Year-Month-Day)

#### \*Project End Date

(Year-Month-Day)

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

This information may alter the questions available on this form. See guidelines for more information.

Please Select:

* Creation & Development
* Production & Realization
* Both

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

Please Select:

* Music
* Theatre
* Dance
* Multidisciplinary
* Other

#### \*Summarize your project in 1-2 brief sentences, including title if applicable/determined.

Note: This description may be used to describe your project publicly.

(30 words maximum)

**Artistic Contribution and Significance**

*The next set of questions refer to the proposed project. Your answers should reflect and respond to the* ***Artistic Contribution and Significance*** *section of the assessment criteria in the program guidelines.*

As part of our commitment to accessibility, the BC Arts Council is accepting parts of applications in audio and ASL formats.

There are two options for submitting responses to the following questions. Select only one option for your response.

Option 1: Use text box below for written answer.

#### \* Provide a summary of the project, including title if applicable/determined.

(300 words total)

#### \* Describe the rationale and artistic vision for the proposed project, as well as your role in the project. Consider the following questions in your answer: “Why this project? Why you? Why now?”

(500 words total)

Option 2: Upload a verbal or sign language response and

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

File(s) must not exceed 50MB and must use one of these supported file extensions:

* AUDIO: .flac, .mid, .midi, .mp3, .ogg, .ra, .rm, wma, .wav
* VIDEO: .asf, .avi, .flv, .mkv, .mov, .mpeg, .mpg, .mp2, .mp4, m4v, .ogv, .rm, .rmvb, .webm, .wmv

Option 2: Upload below for verbal or Sign Language response

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

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

(Upload 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 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)

#### \* Is your project 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

##### \*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)

#### \* Describe the project's relevance to the community.

(200 words maximum)

#### Describe the project's relevance to, or intersection with equity-deserving communities.

(200 word 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)

#### \* How will this project impact, benefit and engage with these groups, especially if they have been historically underserved?

(200 words maximum)

**Impact on Applicant and Community**

The answers to the next set of questions should reflect and respond to **the Impact on the Applicant** **and Community** section of the assessment criteria in the program guidelines.

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

(200 words maximum)

**\* Describe 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)

#### \* How does this project and/or your artistic practice align with BCAC's priorities of Reconciliation, Equity, Diversity, Inclusion, and Access?

(200 words maximum)

### Feasibility

The answers to the next set of questions should reflect and respond to the **Feasibility** section of the assessment criteria in the program guidelines.

#### \* Upload a timeline and/or work plan for the project. Include dates, 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 coordinator, 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)

#### \* Will artists, arts and cultural practitioners, and technicians involved with this project be paid in alignment with industry standards within the field of practice?

CARFAC (Canadian Artists’ Representation / Le Front des artistes canadiens) [https://www.carfac.ca/](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.carfac.ca%2F&data=05%7C02%7CBreanna.Fabbro%40gov.bc.ca%7C1b38c06c2b0f49a36cb408dc599c2b2c%7C6fdb52003d0d4a8ab036d3685e359adc%7C0%7C0%7C638483774465874610%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=X%2FpAgvUCDmTVI03Godur2TS1jsxd0zmiqU3QD4MqJdE%3D&reserved=0)CAEA (Canadian Actors Equity Association) [https://www.caea.com/](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.caea.com%2F&data=05%7C02%7CBreanna.Fabbro%40gov.bc.ca%7C1b38c06c2b0f49a36cb408dc599c2b2c%7C6fdb52003d0d4a8ab036d3685e359adc%7C0%7C0%7C638483774465881282%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=f3OKwbH0rtTOctrzMjibIL88qxYjT7LsZSsZQzvnYE8%3D&reserved=0)CFM (Canadian Federation of Musicians) [https://cfmusicians.afm.org/](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcfmusicians.afm.org%2F&data=05%7C02%7CBreanna.Fabbro%40gov.bc.ca%7C1b38c06c2b0f49a36cb408dc599c2b2c%7C6fdb52003d0d4a8ab036d3685e359adc%7C0%7C0%7C638483774465887714%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=c95J04b8r7IAMTVwQQE9rdrsQ85cocSa4t423cpfw9k%3D&reserved=0)CADA (Canadian Alliance of Dance Artists) [https://cadawest.org/](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcadawest.org%2F&data=05%7C02%7CBreanna.Fabbro%40gov.bc.ca%7C1b38c06c2b0f49a36cb408dc599c2b2c%7C6fdb52003d0d4a8ab036d3685e359adc%7C0%7C0%7C638483774465894144%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=ZRzEFU19Y8e1%2BnMBzyvTngmSygQ9zUBKADlPYW780XU%3D&reserved=0)IMAA (Independent Media Arts Alliance) [https://www.imaa.ca/](https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.imaa.ca%2F&data=05%7C02%7CBreanna.Fabbro%40gov.bc.ca%7C1b38c06c2b0f49a36cb408dc599c2b2c%7C6fdb52003d0d4a8ab036d3685e359adc%7C0%7C0%7C638483774465900651%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=iQ7%2Bz5do%2FynUi2iga4jya3%2BNUa%2Bhm5kpc9qOYfxI9kE%3D&reserved=0)

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 a fair compensation level was determined:

(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. 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, as well as additional instructions for applicants in a third column. The two fields for applicant inputs are:

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

#### Subsistence

* Subsistence Amount (Applicants may request up to $750/week to a total of $15,000)

#### Artistic and Production/Creation Expenses

* Salaries: Artistic, Design, Curatorial, Editorial and Production Staff (organizations and collectives only)
* Salaries: Project Management/ Coordination Staff (organizations and collectives 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 and collectives 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) (organizations and collectives only)
* Salaries: Marketing and Development Staff (if volunteers or in-kind list in section below) (organizations and collectives only)
* 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) (organizations and collectives only)
* 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) (organizations and collectives only)
* Public Post-Secondary Institutions (Specify) (organizations and collectives only)
* 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 (organizations and collectives only)
* 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) (organizations and collectives only)
* 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.

Information and materials included on this tab should directly relate to and support the project for which you are seeking funding. Previous work samples are an opportunity to highlight successful projects, works, engagement activities, skills, etc. that would demonstrate the contribution, impact and feasibility to create and deliver the proposed project activities. Refer to program guidelines to see the maximum amount and types of support materials requested for this application.

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

#### \* 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)

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

(Upload Drag and Drop Box)

#### Partnership Letters

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

(Upload Drag and Drop Box)

#### Reference Letters

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

(Upload Drag and Drop Box)

### **Examples of Previous Work**

Use this section to provide examples of previous work relevant to the proposed project, up to a maximum of:

* 5 images or 5 minutes total of video or audio, with identified excerpts to be viewed;
* Sample of script, score (samples up to 10 pages, PDF), or examples of preliminary movement research (up to 3 minutes of video)

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

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

The Inventory For Audio and Video Submissions section of the form can be used to list information about uploaded media files, or to provide URL links to samples of audio/video works on external sites. The Inventory For Text and Image Submissions should provide details about any text-based samples and PDFs uploaded as support materials.

Button: Inventory Form (click button to complete or view contents)

*In pop out window:*

Complete the form below for portfolio works accompanying this application. Portfolio materials may be provided as uploads or as links (for large videos) to external sites (ex. Vimeo etc.)

Please review portfolio requirements checklist document prior to uploading your materials.

##### Inventory For Audio and Video Submissions

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

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

Click on the “+” button to enter additional lines

Button: “+”

##### Inventory For Text and Image Submission

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

* Item Number (or page # within PDF) (insert text)
* Title/Name of Piece (insert text)
* Creation/Publication Date (insert text)
* Description of Work (insert text)
* Dimensions and Materials (as applicable) (insert text)
* Your role(s) or credit(s) (if collaborative work) (insert text)
* Captions/Credit (for photography work) (insert text)

Click on the “+” button to enter additional lines

Button: “+”

#### 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)

## Access Support

The [*Access Support*](https://www.bcartscouncil.ca/program/access-support/) program provides an additional contribution towards costs for specific accessibility services, rental equipment and other supports required to carry out a project funded by the BC Arts Council.

Access Support requests are available to:

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

#### \* Will you be applying for Access Support?

Please Select

* Yes, with my project application (option 1)
* Yes, after I receive my project funding results (option 2)
* No

### Access Support Application

#### \* Type of Access

(check boxes – select any that apply)

* Sign Language Interpretation
* Captioning/CART
* Transcriber/Editor
* Visual Describer
* Project Coordinator/Assistant
* Support Worker
* Accessibility Software or App Subscriptions
* Rental Equipment
* Travel for Service Providers
* Other

##### If “other” please specify

(100 words maximum)

#### \* Access Support Detailed Costs – Table format

Below, provide a breakdown of Access Support costs for barriers encountered, services, supports and/or solutions.

Table format: The following categories are required to be completed for each line or entry:

* Description of barriers/supports: Include specifics on the barriers (for instance communication, mobility, comprehension, physical, technological, visual, etc.), individuals requiring supports, and solutions provided.
* Cost Breakdown: Include numbers of staffing positions, providers (when known), rates, numbers of days or hours to clarify how you came to your total number.
* Total: Whole numbers only

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

Button: +

#### \* Total Request (enter total from table above):

(Number Field)

#### Have you or will you apply for the same Access Supports from the Canada Council for the Arts or other funders?

Please Select

* Yes
* No

#### Access Support Revenues – Table Format

Enter any Access Support funding from other sources, if applicable. Describe the supports or solutions being provided by the Access Support revenues from other sources.

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

* Source
* Description
* Amount

Use the '+' to add additional lines.

Button: +

#### Anything else we should know?

(150 words maximum)

## Feedback

We are always looking for ways to improve how we communicate with the arts and culture sector in B.C. This section is optional, and is not part of the application process, but your answers will help us improve the services we provide.

#### How did you learn about the intake for this program?

Please Select:

* BC Arts Council Website
* BC Arts Council Social Media
* Direct email from BC Arts Council
* Workshop or Presentation featuring BC Arts Council Staff
* BC Arts Council Program Officer
* Another agency, including newsletter or social media
* Word of mouth, including past applicants
* Traditional media including newspapers or radio

##### If applicable, the agency (see question above):

#### In the future, how would you like to be informed about our programs?

Please Select:

* Direct Email, featuring a summary of upcoming arts council programs
* BC Arts Council social media
* BC Arts Council website
* Through communications from other agencies (for example, through professional associations, arts service organizations or collectives)

#### Is this your first application to BCAC?

Please Select

* Yes
* No

#### Did you attend an Information Session prior to completing your application?

Please Select

* Yes
* No

#### Have you ever received BCAC funding?

Please Select

* Yes
* No

#### How long did this application take you to complete (hours)?

(number field)

#### 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)

##### If 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 not, 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:

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

#### Personal Information

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

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

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

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

Senior Director, BC Arts Council Programs

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

#### \*Acknowledgement

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

(check box)