

# BC Arts Council Arts Circulation and Touring Application Preview for Organizations and Collectives

Updated: July 15, 2024

## Overview

This is a sample of the BC Arts Council Arts Infrastructure Program Application. This sample will be updated if the application is updated or changed in any way, 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 a Program Advisor to discuss:

* Performing Arts Organizations, Collectives, (Theatre, Multi-disciplinary, Other)
	+ Justine Shore – 250- 940-8538| Justine.Shore@gov.bc.ca
* Performing Arts Organizations, Collectives, (Music, Dance)
	+ Kaitlyn Reining- 778-405-3973| Kaitlyn.Reining@gov.bc.ca
* Museums, Indigenous Cultural Centres
	+ Anissa Paulsen – 236-478-2560 | Anissa.Paulsen@gov.bc.ca
* Literary Arts Organizations, Collectives
	+ Michelle Benjamin – 236-478-2582 | Michelle.Benjamin@gov.bc.ca
* Community Arts Organizations
	+ Krista Patterson – 236-478-2550 | Krisa.Patterson@gov.bc.ca
* Visual Arts Organizations, Collectives
	+ Breanna Fabbro– 604-558-9360| Breanna.Fabbro@gov.bc.ca
* Media Arts Organizations, Collectives
	+ Paneet Singh – 778-572-6567|Paneet.Singh@gov.bc.ca

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

Please ensure that you meet all of the eligibility criteria for this program and confirm that your Organizational Profile —including your most current Financial Statements— is up to date before submitting this application.

Your application will automatically save in the online grant management system every 5 minutes. We encourage you to continue to click Save Draft regularly to ensure content is safe.

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

## Profile Details

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

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

### **Registration Profile Summary**

(System Generated Content)

* 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 (For Collectives):

The following section is for Collectives only.

**NEW:** Ensure new fields (added September 2022) have been completed on the collective’s profile.

Updates to the list of members must be made prior to submitting an application.

Entries and changes made in the pop out table(s) below will be saved to the collective's registration profile and made available on future applications.

Any updates to the Constitution / Statement of Purpose text field are required prior to submitting this application.

Button: click here to enter and view Collective Member List

#### Collective Member List (Pop out form)

* Member start date is earliest start date (not start of most recent term, if applicable).

 Table Format: The following fields are required to be completed:

* Name
* Member Since (YYYY)
* Provide one example of presentation or recognition of practice/works for which an artist fee/payment/compensation was received
* Has completed a minimum of two years professional practice following basic training? (Please Select: Yes/No)
* Is a Canadian citizen or Permanent Resident (Please Select: Yes/No)
* Resident of B.C. for at least 12 months immediately prior to the application deadline (Please Select: Yes/No)

Use the '+' to add additional lines.

Button: +

### Required Profile Updates (for Organizations only)

The following section is for Organizations only.

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)

Use the '+' to add additional lines.

Button: +

#### \*Staff List Button (Pop out form)

Table Format: The following fields are required to be completed:

* Name
* Position
* Permanent/Seasonal
* Full-Time/Part-Time
* Province (or place) of Residence
* Notes (optional)

Click on the "+" button to add a Staff member's information. You can delete lines if that person is no longer employed by the organization. This list should be updated at least once per year and include a current list of administrative and artistic/editorial staff or significant contractors, including name, position, and employment status (e.g., permanent; part-time).

Use the '+' to add additional lines.

Button: +

#### \*Financial Statement Verification

I confirm that signed financial statements for the two most recently completed fiscal years have been uploaded to the organization profile.

(check box)

#### \*Update your profile with your organization's Constitution / Statement of Purpose

Any updates to the Constitution / Statement of Purpose text field are required prior to submitting this application

I confirm that the Constitution/Statement of Purpose has been completed on the Organization Profile and, for not-for profits only, the certified constitution purpose from BC Registry has been uploaded.

(check box)

#### \*Date the Society Annual Report was last filed with the Registrar of Companies (not-for-profit organizations only; ensure the correct year is displayed below)

(Year-Month-Day)

### Designated Priority Groups

The BC Arts Council administers supports for [*designated priority groups*](https://www.bcartscouncil.ca/priorities/priority-groups/).
Supports for designated priority groups may include funding prioritization, dedicated programs, partnerships, outreach, statistics, and reporting on progress.

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

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

Complete the Designated Priority Groups Information section and Equity Data Tool in the Profile prior to submitting the application.

All organizations and collectives are encouraged to fill out the Equity Data Tool for statistical and research purposes. Organizations and collectives who would like to identify as belonging to a designated priority group, must complete these sections to receive supports.

Once these sections are completed, the organization or collective does not need to provide it again unless there are changes to the information.

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

#### \*I have reviewed the new Designated Priority Groups and Equity Data Tool tabs on the Organizational Profile.

(check box)

## Applicant Details

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

Information on this tab provides an overview of the applicant’s general operations and activities. Answers to the following questions should provide the bigger picture of the history, policies, and activities that inform the proposed project.

Ensure you have reviewed the Program Guidelines on the [*Grant Programs*](https://www.bcartscouncil.ca/program/arts-circulation-and-touring/) page 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 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 or collective’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)

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

#### Organizations only: \*Enter the Actual total operating expenses from the most recently Completed fiscal year.

(Number field)

#### Organizations only:\* Enter the Projected total operating expenses from the Current fiscal year.

(Number Field)

**Collectives Only: A professional independent collective must provide the name of an individual member of the collective for payment purposes.**

If the application is successful, this person will receive payment of the award on behalf of the collective. They will also bear the income tax implications associated with any payment and a T4A will be issued to them.

#### Collectives only:\* Name of the member of the collective designated to receive payment on behalf of the collective and be issued a T4 (tax form) if application is successful.

(Text box)

#### Collectives only:\* Provide Email for Account:

**IMPORTANT**: This person must also register in the BC Arts Council Online System separately under an “Individual” registration type.

(text box)

## 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.
* Use of short, clear sentences or point form is encouraged, but should still provide answers fully responding to each question.
* Word counts indicate the maximum accepted words per question. You are not required to write to the word count limit.

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

Answers to this question may change application content.

Please Select:

* Category 1 – Outbound Activity
* Category 2 – Inbound Activity
* Category 3 – Digitization or Translation

#### Type of Activity:

##### \*For Category 1: Type of Outbound Activity (select primary)

Please Select:

* Outbound circulation and touring of artistic and cultural works both inside and outside of the province
* Single Artistic touring or travel opportunities
* Participation in events focused on the promotion, planning or networking development of work for the purposes of future circulation and touring opportunities

##### \*For Category 2: Type of Inbound Activity (select primary)

Please Select:

* Hosting, presentation, and circulation of artistic and cultural performances, exhibitions, and works from all disciplines within British Columbia
* Bringing in Artists or Artistic Leadership for the purpose of planning for the presentation or hosting of work, including research into and development of possible tours/circulation engagements
* Bringing in Artists or Artistic Leadership for the purpose of Networking development opportunities related to the presentation/hosting of work

##### \*For Category 3: Type of Digitization or Translation Activity (select primary)

Please Select:

* Digitization of artistic works for the purposes of dissemination to and access by the identified communities the applicant serves or by the general public
* Translation of literary, dramatic, or other written artistic works for the purposes of publication or presentation

#### \*Amount Requested : (Maximum amount requested cannot exceed $25,000)

(Number field with no decimal places)

#### \*Project Start Date

Note that the project cannot start before the submission date of this application.

(Year-Month-Day)

#### \*Project End Date

(Year-Month-Day)

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

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

(30 words maximum)

### Artistic and Cultural Contribution and Engagement

#### \* Explain your project: give a brief description of the activities you are planning, where and when.

(200 words total)

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

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

Option 1: Use text box below for written answer. OR

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

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

Option 1: Use text boxes below for written answers.

#### \* Describe how this project will contribute to the development of the art form(s) and cultural practices in B.C., including opportunities for reclamation, preservation, and/or innovation of the art form or practice.

(500 words total)

Option 2: Upload below for verbal or Sign Language response

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

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

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

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

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. Also include the location of where they are based or where they are coming from to participate in the project.

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

Use the '+' to add additional lines.

Button: +

(200 words total)

####

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

(300 words total)

#### Engagement Information

Table Format: The following categories for information inputs are required to be completed:

* Venue/Host/Artists/Exhibition/Programming/Individual Engaged (Category C) (Text box)
* Location (Text box)
* Start Date (Year-Month-Day)
* End Date (Year-Month-Day)
* Guaranteed Fees ($ Amount)
* Pending/Confirmed (Select one)

Click on the "+" button to enter the details for each engagement activity.

* For Category 1, please list all destination venues or events, location, dates, fees or guarantees you will be receiving and whether the engagement is pending or confirmed.
* For Category 2, please list all incoming works or exhibitions, location the works are coming from, dates , fees or guarantees being paid and whether the engagement is pending or confirmed
* For Category 3, please list the name of the individual engaged for the digitization or translation of work, their location, the start and end date of their contract, what fees they will be paid and whether their engagement is pending or confirmed.

Button: +

### Impact on the Applicant and Community

#### \* Describe the significance or unique nature of the opportunity presented by the proposed activities. What will be the impact on the organization/collectives/ artists involved.

#### If your project involves working with individuals or materials from communities outside your own, particularly those that have been historically underserved, describe the steps you are taking to collaborate with these communities, respect protocols and integrate an equitable and ethical approach in your work.

(250 words maximum)

#### How are these steps providing sustainable benefits to these communities and their artistic practices?

(200 words maximum)

#### \* Provide plans to address accessibility and safety of engagement, including but not limited to physical spaces, cultural safety, affordability, and supports for diverse participants.

(no word count limit)

#### \* How does this project intersect with BC Arts Council’s priorities of Reconciliation, Equity, Diversity, Inclusion and Access?

(200 words total)

### 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. If your project involves multiple phases, indicate which activities are intended for this application.

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.

Button: Click here to upload timeline/work plan

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

(100 words maximum)

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

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/>

Please select:

* Yes
* No
* Not Applicable

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

(200 word maximum)

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

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

Please select:

* Yes
* No
* Not Applicable

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

(200 words maximum)

## 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:

* 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)
* Royalties, Copyright, Reproduction Fees
* Remount Costs
* Travel Visas
* Agents/Representation/Tour Manager

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 the 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 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

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.

You are encouraged to test all materials before submitting your application

#### Upload letters from any partners or collaborators, if applicable, confirming the nature of their participation.

(maximum two letters, one page each). Do not include general letters of support.

Maximum file size:50 MB Allowed File Types PDF

(Upload drag and drop box)

***Category 1 & 2: Outbound and Inbound Activity***

* *An itinerary of touring or circulation activities*
* *Written confirmations of engagement from hosting organizations, including fees/guarantees, dates, or other information about venues (if applicable to the project)*
* *An audience and/or market development plan, and specific circulation strategy or public programming or outreach plan*

Maximum file size: 2 GB Maximum number of files:3, Allowed File Types PDF

(Upload drag and drop box)

***Category 1: Single Artistic touring or travel opportunities or the Participation in events focused on the promotion, planning or networking development.***

* *Written confirmation of invitation or confirmation of registration along with any additional benefits provided such as festival passes, workshops, or in-kind contributions.*
* *An itinerary and timeline of networking opportunities scheduled meetings or outreach plans.*

Maximum file size: 2 GB, Maximum number of files:2, Allowed File Types PDF

(Upload drag and drop box)

#### Category 3 Only: Digitization and Translations

In PDF format,
•Written confirmation from the individual(s) engaged for the digitization or translation including the timeframe, scope of work, and compensation.
•A résumé of the individual engaged for the digitization or translation of work.
•10 page sample of the work(s) to be translated

Maximum file size:50 MB, Maximum number of files:3, Allowed File Types PDF

(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**; or**
* Sample of scrip, score (samples up to 10 pages, PDF), or examples of preliminary movement research (up to 3 minutes of video).

#### \*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 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 or image samples uploaded as support materials.

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

Pop-out window:

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

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

Please review the 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 (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 for media files)

## 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

### If Option 1: Access Support Application

#### \* Type of Access

(check boxes – select any that apply)

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

##### If “other” please specify

(100 words maximum)

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

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

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

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

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

Button: +

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

(Number Field)

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

Please Select

* Yes
* No

#### Access Support Revenues – Table Format

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

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

* Source
* Description
* Amount

Use the '+' to add additional lines.

Button: +

#### Anything else we should know?

(150 words maximum)

## Feedback

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

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

Please Select:

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

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

(text box)

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

Please Select:

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

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

Please Select

* Yes
* No

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

Please Select

* Yes
* No

#### Have you ever received BCAC funding?

Please Select

* Yes
* No

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

#### (number field)

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

Please Select

* Yes
* No

#### 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:

##### For Organizations:

* 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.

##### For Collectives:

* 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)