

# BC Arts Council Accelerate Program – Application Preview

Updated: November 15, 2024

## Overview

This is a sample of the BC Arts Council Accelerate Program Application. This sample will be updated if the application is changed in any way after launch. Changes will be 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)
* Anissa Paulsen, 236-478-2560, [anissa.paulsen@gov.bc.ca](mailto:anissa.paulsen@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 eligibility criteria for this program and confirm that your Organizational Profile —including your most current Financial Statement— is up to date before submitting this application.

*An asterisk (\*) indicates the field is mandatory. You will not be able to submit the application if you have not completed all mandatory sections or if you have an overdue final report.* Your application will automatically save in the online Grant Management System every 5 minutes. We encourage you to continue to click SAVE DRAFT regularly to ensure 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.
* 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.

#### Applicants that receive Operating Assistance less than $30,000 annually can skip to the Accelerate Details section (page 11) and check the box to identify as a recipient of Operating Assistance.

## Profile Details

An asterisk (\*) indicates the field is mandatory

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

### **Registration Profile Summary**

(System Generated Content)

* Registration type: (organizations only)
* Name:
* Address:
* Municipality:
* Province:
* Postal Code:
* Phone:
* Website:
* Purpose: (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](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 (for Collectives only):

The following section is for Collectives only.

Ensure fields 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.

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)
* If member is retired, list expertise or knowledge area

Use the '+' to add additional lines.

Button: +

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

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

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

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

Use the '+' to add additional lines.

Button: +

#### \*Financial Statement Verification

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

(check box)

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

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)

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

#### \*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 with exclusions. Hover cursor over question mark icon for definitions and exclusions).

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

All organizations and collectives applying for the Accelerate Program are **required to fill out the Equity Data Tool for determining eligibility,** statistical, and research purposes.

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

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

(check box)

## Organization Information

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 work.  
•**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.

Unless otherwise noted, the term organization generally refers to all applicants, including Societies, Collectives, Nations, Local Governments and Municipalities.

#### \*What is your primary field of practice?

Please Select:

* Community-Based Arts Practice
* Dance
* Deaf, Disability and Mad Arts
* Indigenous Cultural Centre
* Interdisciplinary/Multidisciplinary
* Literary
* Media Arts
* Museums
* Music
* Theatre
* Visual Arts
* Other

##### \*If other, describe:

(10 words maximum)

#### How many years has your organization or collective been operating?

(Number field)

#### How many board or collective members do you have?

(Number field)

#### How many regular staff members do you have that are not board or collective members (paid or volunteer)?

(Number field)

#### Approximately how many artists or arts and culture workers do you engage annually.

(Number field)

#### Do you have regular access to a physical space or spaces for activities (for example, a facility, office, regular space-sharing arrangement, etc.)? Please Select.

* Yes
* No

##### If yes: Provide some details on the space you have access to.

For example: Describe the kind of space and what it provides for you; how often you use it; if you rent, own, share it, or it is through a partnership or an in-kind donation; how long you have been using it.

(100 words maximum)

#### \*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)

#### Organizations only (not collectives): \* Enter the Actual total operating expenses from the most recently Completed fiscal year.

(Number field)

#### Organizations only (not collectives): \* Enter the Projected total operating expenses from the Current fiscal year.

(Number Field)

**Organizations only (not collectives): If Operating expenses are expected to change significantly between the completed and current fiscal year, explain why.**

(150 words)

#### \*Collectives Only: Collectives Verification

Check this box to indicate that this application is being submitted on behalf of an Arts or Curatorial Collective (or an unincorporated ensemble)

(check box)

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 Payee Account:

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

(text box)

## Accelerate Program:

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 organization.   
•**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.

**To note for Accelerate:**

* In your responses, focus on the specific region or equity-deserving group(s) you identify with or serve, not the broader community or general public.
* The term community refers to the regional location or equity-deserving group(s) you identify with or serve.

#### Applicant Type (Please Select):

Answers to this question will impact the visibility of following questions within this section.

* I am an existing Operating Assistance recipient
* I do not receive Operating Assistance from the BC Arts Council

The request below represents a single year of funding. The maximum grant amount is $30,000 per year over two years.

Organizations that currently receive BC Arts Council Operating Assistance can apply for Accelerate funding to a combined maximum of $30,000 per year between the two grant programs *(based on the 2023/24 (S-2024) Operating Assistance grant amount received)*.

#### \*Amount Requested

(Number field with no decimal places)

Amount Requested should be for ONE year of the two years. Maximum request per year is $30,000.

**For Applicants that currently receive BCAC Operating Assistance Grants ONLY:** *The following question is the only requirement of this section, and for the remainder of the application. You are not required to complete a budget form or provide support materials.*

#### For BCAC Operating Assistance recipients ONLY: Describe what you plan to use this multi-year funding for, and what it will allow you to accomplish.

(700 words total)

**For applicants who are not currently receiving BCAC Operating Assistance Grants:** Please complete the following questions and sections, including the budget form and support materials section.

#### \*Accelerate Year 1 Start Date

Note: The start date is when you plan to start using the requested funding. This date must begin after program intake closes. Results from this program will be available in April 2025.

(Year-Month-Day)

#### Describe your organization's history and main activities.

* Include how your organization formed, your purpose and what kinds of things you do.
* Provide examples of your past activities or programming.

(700 words total)

In your response, you may want to consider the following assessment criteria from the program guidelines:

Reconciliation, Equity, Diversity, Inclusion And Access

* How your organization’s programming or services align with these BC Arts Council priorities.
* The opportunities you can offer to equity-deserving or under-represented communities.
* How you support truth and reconciliation with, serve, or include Indigenous peoples of Canada.

Organizational And Community Impact

* How your history, official purpose(s) and public presence impact your community or inform your direction.

Contribution To Arts And Culture Practices And Practitioners

* How significant or relevant your public presence, programming or services are to practitioners in your community and B.C.
* The quality and scope of your activities, and how they reflect your community.

Organizational Readiness

* Your previous success doing similar activities in the past.
* Your connection to existing and potential partners and supporters.

#### How does the region and/or equity deserving group(s) you serve show up in your organizational structure, hiring, or decision making?

* For example: within the board, advisory group, staff, membership, or volunteers, artistic leadership, artists or arts and culture practitioners you hire, how decisions are made, or plans developed.

(400 words total)

In your response, you may want to consider the following assessment criteria from the program guidelines:

Reconciliation, Equity, Diversity, Inclusion And Access

* How diverse and inclusive your leadership, human resources and outreach activities are.
* The opportunities you can offer to equity-deserving or under-represented communities.

Organizational And Community Impact

* How your board of directors, staff, membership and/or volunteers reflect your community.
* How your artistic and cultural leaders, or the contracted arts and cultural practitioners you hire reflect your community.

Contribution To Arts And Culture Practices And Practitioners

* How significant or relevant your public presence, programming, or services are to practitioners in your community and B.C.

#### Provide up to three examples of how your artistic or cultural activities contribute to the region or equity-deserving communities.

* Provide recent examples from the last two years.
* Examples of contributions can include cultural, social, economic, or other ways you positively impact your community through your activities.
* This can include specific artistic practices, content, or people involved.
* Describe how these are significant and relevant.

(500 words)

In your response, you may want to consider the following assessment criteria from the program guidelines:

Reconciliation, Equity, Diversity, Inclusion And Access

* The opportunities you can offer to equity-deserving or under-represented communities.
* Your policies or practices for accessibility and cultural integrity.

Organizational And Community Impact

* *What you plan to do with the funding and how it will reach and impact your community.*
* How your history, official purpose(s) and public presence impact your community and your direction.

Contribution To Arts And Culture Practices And Practitioners

* How your activities support, promote or benefit the artistic or cultural practices of your community.
* How significant or relevant your public presence, programming or services are to practitioners in your community and B.C.
* The quality and scope of your activities, and how they reflect your community.

Organizational Readiness

* Your previous success doing similar activities in the past.
* Your connection to existing and potential partners and supporters.

As part of our commitment to accessibility, the BC Arts Council is now 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 each text box for a written response. OR  
Option 2: Upload a verbal or sign language response (at the bottom of this section).  
•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.  
•Add 'see upload' to text boxes.

**Option 1: Use text boxes below for written answers.**

#### What would be possible to achieve with multi-year Accelerate funding?

* Describe how the funds would be spent, the activities you are requesting support for, and what you could end up with after two years.
* Describe the opportunities that might be missed if you do not receive these funds.

(700 words total)

In your response, you may want to consider the following assessment criteria from the program guidelines:

Reconciliation, Equity, Diversity, Inclusion And Access

* How your organization’s programming or services align with these BC Arts Council priorities.
* The opportunities you can offer to equity-deserving or under-represented communities.

Organizational And Community Impact

* How this multi-year funding will increase your capacity, stability, or success.
* What you plan to do with the funding and how it will reach and impact your community.

Contribution To Arts And Culture Practices And Practitioners

* How significant or relevant your public presence, programming or services are to practitioners in your community and B.C.
* The quality and scope of your activities, and how they reflect your community.

Organizational Readiness

* Your connection to existing and potential partners and supporters.

**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 (see upload box below for allowable file types).  
The content of the response will be considered against the assessment criteria within the program guidelines and not on format, design, or production quality of the uploaded file.

(Upload Drag and Drop Box)

#### How does your organization create a safe, respectful work environment that supports accessibility and cultural integrity?

* This can include practices, protocols, or policies you use.
* Examples of accessibility can include cultural, physical, intellectual, linguistic, financial, psychological, sensorial, technological, etc.
* Cultural integrity is the practice of acknowledging, honouring the ownership of, and respecting materials, practices, traditions, and knowledge that originate from a particular culture or community.

(300 words maximum)

In your response, you may want to consider the following assessment criteria from the program guidelines:

Reconciliation, Equity, Diversity, Inclusion And Access

* Your policies or practices for accessibility and cultural integrity.
* The opportunities you offer to equity-deserving or under-represented communities.
* How diverse and inclusive your leadership, human resources and outreach activities are.

Organizational Readiness

* Your previous success doing similar activities in the past.
* Your practices for fair payment, equitable opportunities, and a safe work environment.

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

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

*IATSE (International Alliance of Theatrical Stage Employees)* [*https://iatse.net/*](https://iatse.net/)

(100 words maximum)

In your response, you may want to consider the following assessment criteria from the program guidelines:

Organizational And Community Impact

* What you plan to do with the funding and how it will reach and impact your community.

Organizational Readiness

* Your practices for fair payment, equitable opportunities, and a safe work environment.

#### Describe how Elders and/or Knowledge Keepers involved with your organization will 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.)

(100 words maximum)

In your response, you may want to consider the following assessment criteria from the program guidelines:

Reconciliation, Equity, Diversity, Inclusion And Access

* Your policies or practices for accessibility and cultural integrity.
* How you support truth and reconciliation with, serve, or include Indigenous peoples of Canada.

Organizational Readiness

* Your previous success doing similar activities in the past.
* Your practices for fair payment, equitable opportunities, and a safe work environment.

## Budget

Complete a budget for the first year of your funding. (To support preparation, an excel template of the budget table is available on the program landing page).

The budget should:

* Include all your activities, revenues, and expenses for *that year (in which the first installment of funding would be applied)*.
* Highlight in the notes where you plan to spend the Accelerate funding you have requested.

#### \*Is the Accelerate funding your only source of funding at the moment? Please select:

* Yes
* No

##### Describe any other resources (volunteer, in-kind donations of supplies, space) you might access to support your plans or activities.

(100 word maximum)

Button: \*Budget Form (Pop out form)

*In pop out window:*

All applicants that are not recipients of Operating Assistance must complete the budget form. This form is used across several programs: only complete the fields that are relevant to your application and program.

* Complete the budget form to represent one year of the two year request, including the one year of Accelerate funding.
* See program guidelines for a list of ineligible expenses. Ineligible expenses can be included in the budget but must be covered by non-BCAC revenues and identified in notes.
* All in-kind revenue contributions must include a corresponding in-kind expense.
* Total revenues must equal total expenses. There should be no budget surplus or deficit at the bottom of the form.
* *Use the drop-down menu to show which revenues are confirmed and which are pending.* Update program staff if the status of pending funding changes.
* Ensure that you have entered the request amount to the BC Arts Council in the budget form.
* Organizations with a primary mandate to support Deaf and disability arts are invited to apply separately for artist-related access support costs on the Access Support tab. Do not include these expenses and revenues in the budget below.
* 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, Live/Audio Description)
* Accessibility supports for Participants (for applicants not eligible for Access Support funding)
* Other Artistic, Exhibition, Presentation and Production Expenses (Specify in Notes)

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

#### Administrative Expenses

* 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 (specify)
* Office Equipment Rental
* Accounting/Legal Fees
* Travel and Transportation (Administrative Personnel Only)
* Per Diem and Accommodations (specify, hotel, etc.)
* Promotional, Marketing and Communication Costs
* Advertising Costs
* Insurance
* Fundraising Costs
* Other (Specify in Notes/Description)

Total Administrative Expenses (Auto-added total)

#### In-Kind Expenses

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

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

Total Expenses (Auto-added total)

### Revenue

Table Format: The following categories in the budget have three input fields each line:

* Project Forecast amounts (number box)
* Status (Please select)
  + Confirmed
  + Pending
* Notes (Provide details for all relevant revenues and expenses.)

#### Public Sector Revenues

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

Total Public Sector Revenues (Auto-added total)

#### In-kind Revenues

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

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

#### Earned and Contributed Revenues

* Applicant cash contribution
* Admissions
* Subscriptions and other Publication Revenue
* Guarantees/Royalties/Fees (Specify)
* Concessions/Shop/Merchandise (Specify)
* Co-production fees
* Commissioning fees (Specify)
* Advertising
* Workshop fees, tuition, etc. (Specify)
* Other Earned Revenue (Specify)

Total Earned and Contributed Revenues (Auto-added total)

#### Private Sector Revenues

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

Total Private Sector Revenues (Auto-added total)

#### Total Revenues

* Total Revenues (Auto-added total)

### Summary

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

Button: Save

Button: Close

## Support Materials

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. NOTE: Excess support material, including multiple links to materials within a single uploaded document, will not be reviewed.

#### \*Upload at least one piece of support material that relates to your public arts and culture programming, services or public presence as an organization or collective.

* For example: images, audio, video, marketing materials, newsletters, brochures, posters, writing or testimonials.
* Up to three pieces of support material maximum.
* Do not include more than one testimonial.
* No more than three minutes of audio or video or six pages of written material total.

##### Document Attachments (PDF)

(Upload Drag and Drop Box)

##### Media Attachments (Images, Video, Audio)

(Upload Drag and Drop Box)

#### \*In the table below, provide at least one URL (web) link to publicly available information on your arts and culture programming or services, or public presence.

* This can include links to your webpage(s), social media, event listings, articles or reviews about you or your work.
* Please specify what you want assessors to view on these pages (if unclear).
* Up to three URL (web) links maximum.

(URL FIELD) – (VIEWING NOTES)

#### Why did you choose these support materials?

* Provide context to why you think they are important, or demonstrate who you are, what you do, and how you impact and contribute to your community.

(100 words maximum)

#### Optional: Upload up to three pages of policy or procedures documents if you have referenced them in your application.

(upload drag and drop box)

#### If you are using this funding to create and hire a new position in your organization, please upload a 1-page job description.

(Upload drag and drop box)

## 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.

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

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

Please Select:

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

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

(text box)

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

Please Select:

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

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

Please Select

* Yes
* No

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

Please Select

* Yes
* No

#### Have you ever received BCAC funding?

Please Select

* Yes
* No
* I don’t know

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

(100 words maximum)

#### Did you use the Application Checklist?

Please Select

* Yes
* No

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

(100 words maximum)

## Declaration

#### Declaration and Consent

In submitting this application, I declare that, to the best of my knowledge and belief:

##### 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)