

**Please read the guidelines and eligibility criteria before completing this package**

Submit completed application packages to the Ministry of Tourism, Arts and Culture by February 22<sup>nd</sup> at 4PM, to the email: [artsandculture@gov.bc.ca](mailto:artsandculture@gov.bc.ca) with the subject line "IP Application Submission"

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**APPLICATION FORM CONTENTS:**

- Applicant Information
  - Assessment Criteria Selection
  - Declaration of Applicant
  - Section 1: Applicant and Partner Capacity
  - Section 2: Impact
  - Section 3: Project Feasibility
  - Application Checklist
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**APPLICANT INFORMATION** | Please fill out only fields that apply

Applicant Information	
Organization Name (Legal)	
Contact Name & Title	
Address	
City/Town	
Postal Code	
Telephone	
Email	
BC Society Act # or Business #	
Project Information	
Project Start Date	
Project End Date	
Amount Requested (this grant)	
Total Project Budget	
Brief (one sentence) description of your proposed project.	

**ASSESSMENT CRITERIA** | Select the assessment criteria under which to review project (*choose only one*)

International Arts Promotion, Representation and Exposure

Incoming Presenters and Curators

Artistic and Cultural Exchange

**DECLARATION OF APPLICANT**INDIVIDUAL APPLICANT

By entering my name and date into the fields below, I acknowledge that the personal information provided on this application is being collected in accordance with Section 26(c) of the Freedom of Information and Protection of Privacy Act. By signing this form, I consent to its use for the following purposes: program adjudication, processing results and payment, program evaluation, outreach and development. Any other personal information will be kept confidential and used for internal analytic purposes only; any findings that are made publicly available will be in aggregate form. Social Insurance Numbers will be disclosed to Canada Revenue Agency through the issuance of T4As.

**Full Name (please type):****Date:****OR**BUSINESS OR ORGANIZATION APPLICANT

In submitting this application, we the undersigned hereby declare that:

- a. the applicant meets all of the criteria of fundamental eligibility for this program;
- b. this application has been approved by the board of directors of the society;
- c. to the best of our knowledge and belief the information provided in this application is complete and true in every respect;
- d. the society abides by all applicable municipal, provincial or territorial employment legislation, including but not limited to that relating to employment standards, occupational health and safety, and human rights;
- e. the society is committed to providing safe and respectful working conditions and to fostering a workplace free from discrimination, harassment and sexual misconduct; and
- f. any personal information submitted with this application has been done so with authorization from the individual(s) concerned.

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

**Full Name (please type):****Date:**

**SECTION 1: APPLICANT AND PARTNER CAPACITY****1. Project Description**

Please provide a brief project description. (Maximum 4,000 characters)

**2. Strategic Alignment**

Describe how this project aligns with the strategic objectives of the applicant and of any partners.  
(Maximum 4,000 characters)

### 3. Participating Partners

Please provide the following information for all partners involved in the project. If there are more than 2 partners, please provide the information as an attachment.

<b>Partner 1</b>	
Name of individual or organization	
Website address	
Role within the project (Maximum 2,000 characters) <ul style="list-style-type: none"> <li>• <i>What is the role of this partner and how does it contribute to the success of the project? Describe unique capabilities, capacity or experience that the partner is bringing to the project.</i></li> <li>• <i>Where is the partner located?</i></li> </ul>	
Contribution to the project (Maximum 2,000 characters) <ul style="list-style-type: none"> <li>• <i>Detail any in-kind or financial contributions. Reference any formal agreements that are in place amongst partners and details of the agreement that are relevant to the project.</i></li> </ul>	

<b>Partner 2</b>	
Name of individual or organization	
Website address	
Role within the project (Maximum 2,000 characters) <ul style="list-style-type: none"> <li>• <i>What is the role of this partner and how does it contribute to the success of the project? Describe unique capabilities, capacity or experience that the partner is bringing to the project.</i></li> <li>• <i>Where is the partner located?</i></li> </ul>	
Contribution to the project (Maximum 2,000 characters) <ul style="list-style-type: none"> <li>• <i>Detail any in-kind or financial contributions. Reference any formal agreements that are in place amongst partners and details of the agreement that are relevant to the project.</i></li> </ul>	

**4. Project Management**

Please describe how the Project will be overseen and managed. (Maximum 4,000 characters)

**5. International Experience**

Please describe applicant and partners experience working internationally, include examples.  
(Maximum 6,000 characters)

**SECTION 2: IMPACT****1. International Markets**

Please provide a list of international markets that this project will engage with. (Maximum 2,000 characters)

**2. International representatives and events or organizations involved in cultural exchange**

Please provide a list of international representatives, events or organizations that this project will engage with that are not one of the previously listed partner.  
Bios, event and organization descriptions can be included as an attachment. (Maximum 2,000 characters)

**3. B.C. Artists and Organizations Impacted**

Please list the B.C. artists and arts organizations directly impacted by the project. It is not necessary to include applicants or partners listed previously.  
Bios and organization descriptions can be included as an attachment. (Maximum 2,000 characters)

**4. Impacts**

Describe the impacts and potential outcomes of the project. Refer to the assessment criteria for guidance. (Maximum 8,000 characters)



**SECTION 3: PROJECT FEASIBILITY****1. Timeline**

Attach a timeline for the project that includes key activities, project milestones, deliverables and critical success factors (factors that must be achieved to make the project feasible and ensure its success).

**2. Project Budget**

Attach a project budget that includes revenues, expenses and notes. Please consider the following when presenting the budget:

- Administrative costs cannot exceed 10% of the total budget.
- Ongoing, operational business expenses such as website hosting, membership renewals, business cards and advertising are not eligible expenses.
- The budget must be balanced.
- Grant amounts must be within \$25K and \$100K and cannot exceed 75% of the budget.
- Applicant contribution is required.
- Identify if revenue is in-kind.
- Omit cents.

**APPLICATION PACKAGE CHECKLIST**

***Before you submit your application, ensure that you have completed and/or included the following:***

Completed Applicant Information

Executed Declaration

Completed Sections 1, 2 and 3 of the application form

Project Timeline

Project Budget

Letters of support from partners

For more information or further assistance, please contact

Nadine Carew | [Nadine.Carew@gov.bc.ca](mailto:Nadine.Carew@gov.bc.ca) | 778-698-3288

Maira Aurucci | [Maira.Aurucci@gov.bc.ca](mailto:Maira.Aurucci@gov.bc.ca) | 778-698-9881

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