



## INTERNATIONAL PRESENCE PROGRAM APPLICATION PACKAGE

Please read the guidelines and eligibility criteria before completing this package. Submit completed application packages to the Ministry of Tourism, Arts and Culture by 12:00pm on March 5<sup>th</sup>, 2018 by email: [artsandculture@gov.bc.ca](mailto:artsandculture@gov.bc.ca).

### APPLICATION FORM

#### Contact and Organizational Information

<b>Legal name of Organization or Business</b>	
<b>Mailing Address</b>	
<b>Contact Name and Title</b>	
<b>Phone Number</b>	
<b>Email</b>	
<b>Society Act or Business Number</b>	
<b>Date Registered</b>	

#### Project Information

<b>Project Title</b>	
<b>Project Description (Complete the sentence – maximum 25 words)</b>	<b>Funding is requested to assist with...</b>
<b>Project Start Date</b>	
<b>Project End Date</b>	
<b>Grant Amount Requested</b>	
<b>Total Project Budget</b>	

Please use the assessment criteria for (choose one):

International Arts Promotion, Representation and Exposure/Incoming Presenters and Curators

Cultural Exchanges



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**Declaration - Sign only ONE declaration as applicable to this project.**

INDIVIDUAL APPLICANT

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. I consent to this information being disclosed to assessors in order to adjudicate this application, and for my name, location, project description and award amount to be made publicly available in the case my application successfully is awarded funding. 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

-----OR-----

BUSINESS OR ORGANIZATION APPLICANT

I DO SOLEMNLY DECLARE:

- (a) that, to the best of my knowledge, the information given in this application is complete and true in every respect,
- (b) that the society has complied with all requirements of the criminal records review act and the society act in every respect applicable to the society,
- (c) that this application has been approved by the board of directors of the society, and
- (d) I am aware that any personal information collected on this form 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: program adjudication, processing results and payment, program evaluation, outreach and development.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



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**PROJECT PROPOSAL**

Strategic Alignment: Describe how this project aligns with the strategic objectives of the applicant and of any partners.

Project Description: Describe the project including how it will be overseen and managed.



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Participating Partners: Outline the participating partners and their roles.

Partner 1	
Name of individual or organization	
Website address	
Role within the project  <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>	
Contribution to the project  <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>	

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<b>Partner 2</b>	
Name of individual or organization	
Website address	
<p>Role within the project</p> <p><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></p>	
<p>Contribution to the project</p> <p><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></p>	

If there are more than two additional partners please attach a further listing of participating partners to your application with the same information as above.



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Key Markets: The project creates linkages with the following markets:

China

South Korea

Japan

United States

Southeast Asia

India

Australia

Mexico

Europe

Other:

International representatives/events: List the international representatives, organizations or events that this project will engage. It is not necessary to include applicant or partners listed previously. Bios or event descriptions can be included as an attachment.



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B.C. artists and organizations impacted: List the B.C. artists and arts organizations directly impacted by the project. It is not necessary to include applicant or partners listed previously. Bios or a description of the organization can be included as an attachment.



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International experience: Describe applicants' experience working internationally. Include examples.

A large, empty rectangular box intended for applicants to describe their international work experience.





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Impacts: Describe the impacts and potential outcomes of the project. Refer to the assessment criteria.

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**Project Timeline:** Fill in timeframes that are relevant to the project. Include specific dates if they are available.

	<b>March-June 2018</b>	<b>July-September 2018</b>	<b>September-December 2018</b>	<b>January to March 2019</b>	<b>March-June 2019</b>
<b>Key Activities</b>  In point form and by timeframe, describe the key activities.					
<b>Project Deliverables and Milestones</b>  In point form and by time frame, outline the project deliverables and milestones.					



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<p><b>Critical Success Factors</b></p> <p>In point form and by time frame, describe the critical success factors that must be achieved to make the project feasible and ensure its success.</p>					
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**Project Budget**

REVENUES			EXPENDITURES		
Source of Revenue	Amount	Notes	Expense	Amount	Notes
<b>TOTAL REVENUE</b>			<b>TOTAL EXPENSES</b>		



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### Budget Notes:

- Administrative costs cannot exceed 10% of the total budget.
- 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.
- In the notes section identify if revenue is in-kind.
- Omit cents.

**Note: In addition to this application package submit letters of support from partners.**