



Aboriginal Arts Development Awards

Application Form for Arts Administrator and Cultural Manager Internship

Please type or print clearly in black ink.

Section 1 – Applicant and contact information

FPHLCC file # _____

INTERN NAME: _____

ADDRESS: _____

CITY: _____ POSTAL CODE: _____ EMAIL: _____

TELEPHONE: _____ ALTERNATE: _____ FAX: _____

PLACEMENT or HOST ORGANIZATION NAME: _____

MENTOR/CONTACT PERSON: _____ TITLE: _____

ADDRESS: _____

CITY: _____ POSTAL CODE: _____ EMAIL: _____

TELEPHONE: _____ ALTERNATE: _____ FAX: _____

What is the applicant intern's First Nation or Aboriginal affiliation(s)? _____

What is the applicant placement or organization's First Nation or Aboriginal affiliation(s)? _____

Previous AADA or BC Arts Council grants?: Yes / No Amount: _____ Year: _____ Final report submitted: Yes / No

Previous AADA or BC Arts Council grants?: Yes / No Amount: _____ Year: _____ Final report submitted: Yes / No

Section 2 – Project Summary

**To ensure your application will be assessed, you are REQUIRED to provide a brief description of your project – maximum 20 words*

Total project budget: _____

This AADA request: _____

Section 3 – Provide the names of two references who will provide support letters for this specific project

1) NAME _____ ADDRESS _____

PHONE# _____ ASSOCIATION TO APPLICANT OR PROJECT _____

2) NAME _____ ADDRESS _____

PHONE# _____ ASSOCIATION TO APPLICANT OR PROJECT _____

Section 4 – Internship details – Additional information can be attached to your application form

- A.** Describe the **intern’s and mentor’s histories, as well as the host organization’s history, mandate and philosophy.** Please describe those activities that demonstrate commitment to the arts and artists.

B. Describe the internship/mentorship focus and activities

- **Attach a learning plan and timeline** describing the internship, and who will be involved
- **If you are working with traditional knowledge**, please explain how you have addressed protocols. Include at least one letter from a qualified expert referee.

Section 5 – Project Budget (Financial Information)

EXPENSES

<u>PROJECT EXPENSE DESCRIPTION</u>	<u>TOTAL COST</u>
<u>*PROVIDE NAMES OF THOSE RECEIVING FEES*</u>	
INTERN STIPEND _____	\$ _____
MENTORS' FEE (IF NOT EMPLOYED BY HOST) _____	\$ _____
<u>INTERNSHIP ENHANCEMENT ACTIVITIES (DESCRIBE)</u>	
TRAVEL _____	\$ _____
TRAINING _____	
RESEARCH _____	\$ _____
MENTOR TRAVEL (IF DISTANCE MENTORSHIP) _____	\$ _____
OTHER PROJECT EXPENSES (DESCRIBE) _____	\$ _____
_____	\$ _____
PROJECT SUBTOTAL	\$ _____

<u>DESCRIBE COST OF INTERNSHIP TO HOST ORGANIZATION</u>	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
COSTS TO HOST SUBTOTAL	\$ _____

TOTAL EXPENSES	\$ _____
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REVENUES (if applicable)

<u>GRANT REVENUES</u>	<u>CONFIRMED</u>	<u>UNCONFIRMED</u>	<u>DATE</u>	<u>AMOUNT</u>
PROVINCIAL GOVERNMENT (DESCRIBE) _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____
FEDERAL GOVERNMENT ((DESCRIBE) _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____
LOCAL GOVERNMENT (DESCRIBE) _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____
OTHER (DESCRIBE) _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____

<u>PRIVATE REVENUES</u>	<u>CONFIRMED</u>	<u>UNCONFIRMED</u>	<u>DATE</u>	<u>AMOUNT</u>
FUNDRAISING (DESCRIBE) _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____
CORPORATE (DESCRIBE) _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____
SPONSORS (DESCRIBE) _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____
INDIVIDUALS (DESCRIBE) _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____
IN-KIND CONTRIBUTIONS (DESCRIBE) _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____
OTHER (DESCRIBE) _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____

<u>SUMMARY OF REVENUES</u>	
OTHER GRANT, PRIVATE AND EARNED REVENUES	\$ _____
THIS AADA REQUEST (required)	\$ _____
TOTAL REVENUES	\$ _____

Section 6 – Project Outcomes

- How will this project contribute to the professional development of the intern?
- What lasting benefits will the internship bring to Aboriginal artists and arts professionals?
- How will the project contribute to arts infrastructure or capacity in your community or region?

Number of people that will be served by the project: _____

Section 7 – Application Checklist

A completed checklist must be included with your completed application.

- Please check the boxes below to confirm that you have completed all parts of the application form and have attached the required support material.
- Type or word-process all documents, using black ink.
- Print on only one side of white 8½ x 11 inch paper.

- A fully **completed and signed application form** (including this **checklist**).
- A **timeline and learning plan** describing all project activities and who will be involved.
- CVs, resumes and/or biographies **of the intern and mentor**.
- Background information for **host organization**.
- A **project budget** which details all anticipated expenses and revenues from **all** sources.
- The most recent **financial statements** of your organization (if a registered organization).
- Two letters of support** for the applicant and the proposed project.
- Examples of previous or related work for the intern, mentor and host organization**, (up to 10 pages of writing, 20 images in the form of slides, photos or digital still images on one CD-ROM or DVD-ROM, or 10 minutes of large-format VHS video or audiotape, etc.). If you are submitting digital still images, please ensure that your images are in **jpg format**. *Do not send your only existing copies of support materials.
- A list identifying and describing these samples of work.

Section 8 – Declaration

By signing this form, we do solemnly declare that, to the best of our knowledge, the information given in our application is complete and true in every respect.

Furthermore we acknowledge that the collection, use and disclosure of any personal information provided here is subject to the British Columbia Personal Information Protection Act and that by signing this form we agree to the following:

- Information included in this application will be shared in confidence with staff and members of the Aboriginal Arts Development Awards decision committee for the purposes of adjudicating our request for an Aboriginal Arts Development Awards grant.
- Contact information included in the application may be used by representatives of Aboriginal Arts Development Awards funders or by the First Peoples' Heritage, Language and Culture Council to communicate about this application, and if applicable, about the project and its results arising from the awarding of an Aboriginal Arts Development Awards grant.
- Information included in this application may be used to acknowledge grant recipients in various communications and promotional vehicles, including but not limited to the First Peoples' Heritage, Language and Culture Council and BC Arts Council websites and annual reports. These reports communicate the value and successes of the program to the public.
- Finally, contact information included in this application may be provided to an affiliated researcher or consultant for the purposes of obtaining information on the Aboriginal Arts Development Awards program for evaluation purposes. This will facilitate our commitment to self evaluation and program improvement.
- **Personal and contact information included in your application will not be shared with general mailing lists, private companies or commercial solicitors.**

Print the name of the applicant or primary contact person _____

I do solemnly declare:

(A) that, to the best of my knowledge, all information given in this application is complete and true in every respect, and

(B) that the society has complied with all applicable requirements of the Criminal Records Review Act & the BC Society Act (for organizations).

Signature of applicant or contact person: _____ Date: _____

Signature of organization Chair/President/Authority: _____ Date: _____

Signature of mentor (if different): _____ Date: _____



Aboriginal Arts Development Awards – *Guide to application form*

You must provide answers to all questions asked, and sign the form.

Section 1 – Applicant and contact information (page 1)

- You must fill out this entire section (except the FPHLCC file #). If any of this information changes after you have applied, call the First Peoples' Council office immediately and provide up-to-date information for your file so we can contact you.
- Under normal circumstances, proposals will only be discussed with the applicant and named contact person.

Section 2 – Project Summary (page 1)

- **You must provide one or two lines that briefly describe your project. In a maximum of 20 words tell us what the essential elements of your project are. The detailed description will be within the pages of the proposal.**
- List the amount of the total project budget, and the amount you're asking for in this application. These amounts may be the same if your budget is small.
- The maximum available for Aboriginal Arts Administrator and Cultural Manager Internships is \$32,500.

Section 3 – References (page 1)

- Letters can have great impact and provide clarity. Referees can write about the intern's, mentor's or host organization's merit and commitment to the arts. You may want to include a letter that supports the value of the project itself or confirms you have addressed specific protocols and permissions.
- The contact information in the 'Reference' section will be for the same people who provide the letters. Be selective and send two quality letters that speak specifically about the project you are proposing to the AADA program.

Section 4 – Project information (pages 2 and 3)

- A) Describe who the intern, mentor and organization are. Attach resumes, biographies, or any relevant background information for all key participants.
- B) Describe what you plan to do, how you are going to do it, and who will be involved. Attach a learning plan and timeline that outlines steps that will be taken during the project.
- **If you are working with traditional knowledge, explain how you have addressed cultural protocols and/or received permissions where required.**

Section 5 – Project Financial Information (pages 4 and 5)

- List all foreseeable project expenses, and include names and descriptions of costs where requested. The expenses listed in the budget should relate directly to the description of the internship.
- List any other funding, in-kind contributions, or support you're expecting.
- Indicate which funds are confirmed, and when you expect results from other fundraising efforts.

Section 6 – Project Outcomes (page 6)

- Explain why you want to do this project, and how it will support the intern's development as an arts administrator.
- Explain how the internship will provide lasting benefits, or contribute to ongoing support for Aboriginal arts.

Section 7 – Application Checklist (page 7)

- To be evaluated, all applications must include a completed checklist with their complete application.

Section 8 – Declaration (page 8)

- **The application form must be signed and dated by the intern, mentor and the host organization's chair or other person of authority.**