



# Aboriginal Arts Development Awards

## Application Form for Organizations and Groups

*Please type or print clearly in black ink.*

### Section 1 – Applicant and contact information

**FPHLCC file #** \_\_\_\_\_

**APPLICANT NAME:** \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ ALTERNATE: \_\_\_\_\_ FAX: \_\_\_\_\_

**What is your organization or group's First Nation or Aboriginal affiliation(s)?** \_\_\_\_\_

Previous AADA or BC Arts Council grant?: 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: \_\_\_\_\_

Type of project: *Please check one of the boxes below*

ARTISTIC PRODUCTION  ORGANIZATIONAL CAPACITY BUILDING  COMBINATION

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

1) NAME \_\_\_\_\_ EXPERTISE OR RELATIONSHIP TO PROJECT \_\_\_\_\_

PHONE# \_\_\_\_\_ ADDRESS \_\_\_\_\_

2) NAME \_\_\_\_\_ EXPERTISE OR RELATIONSHIP TO PROJECT \_\_\_\_\_

PHONE# \_\_\_\_\_ ADDRESS \_\_\_\_\_

**Section 4 – Project information – Additional information can be attached to your application form**

- A.** Describe your **organization’s history, mandate and philosophy**, and those activities that demonstrate a commitment to the arts and artists.

- B.** **Describe the project** for which funds are being requested. **Attach a timeline** describing the steps you will take 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.
  - **If you have received previous Capacity Building funds from the AADA**, describe those activities and how the proposed project will provide further development.

**Section 5 – Project Budget (Financial Information)**

**EXPENSES**

<b><u>PROJECT EXPENSES</u></b>	<b><u>TOTAL COST</u></b>
<b>*PROVIDE NAMES OF THOSE RECEIVING FEES*</b>	
ARTISTS' FEES/SALARIES _____	\$ _____
MENTORS' FEES/SALARIES _____	\$ _____
TECHNICIANS' FEES/SALARIES _____	\$ _____
OTHER FEES/SALARIES (DESCRIBE) _____	\$ _____
_____	\$ _____
_____	\$ _____
MATERIALS (DESCRIBE) _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TECHNICAL EXPENSES (DESCRIBE) _____	\$ _____
_____	\$ _____
_____	\$ _____
PRODUCTION SPACE RENTAL _____	\$ _____
ARTISTS' TRAVEL (DESCRIBE) _____	\$ _____
_____	\$ _____
OTHER PRODUCTION EXPENSES (DESCRIBE) _____	\$ _____
_____	\$ _____
_____	\$ _____
<b>PROJECT SUBTOTAL</b>	<b>\$ _____</b>
<b><u>ADMINISTRATIVE EXPENSES</u></b>	
ADMINISTRATOR'S FEES/SALARIES (NAME) _____	\$ _____
OTHER FEES/SALARIES (NAME) _____	\$ _____
OFFICE RENTAL _____	\$ _____
EQUIPMENT RENTAL (DESCRIBE) _____	\$ _____
OFFICE SUPPLIES _____	\$ _____
ADMINISTRATION TRAVEL (DESCRIBE) _____	\$ _____
PROMOTION/ADVERTISING _____	\$ _____
COMMUNICATIONS (PHONE, FAX, ETC) _____	\$ _____
OTHER EXPENSES (DESCRIBE) _____	\$ _____
_____	\$ _____
<b>ADMINISTRATIVE SUBTOTAL</b>	<b>\$ _____</b>
<b>TOTAL EXPENSES</b>	<b>\$ _____</b>

**REVENUES (if applicable)**

<b><u>GRANT REVENUES</u></b>	<b><u>CONFIRMED</u></b>	<b><u>UNCONFIRMED</u></b>	<b><u>DATE</u></b>	<b><u>AMOUNT</u></b>
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"/>	_____	\$ _____

<b><u>PRIVATE REVENUES</u></b>	<b><u>CONFIRMED</u></b>	<b><u>UNCONFIRMED</u></b>	<b><u>DATE</u></b>	<b><u>AMOUNT</u></b>
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"/>	_____	\$ _____

<b><u>EXPECTED EARNED REVENUES</u></b>	<b><u>AMOUNT</u></b>
FEES _____	\$ _____
ADMISSIONS _____	\$ _____
OTHER (DESCRIBE) _____ _____	\$ _____

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

**Section 6 – Project Outcomes**

How will this project contribute to the professional, artistic and creative development of the applicant or other emerging Aboriginal artists, or the building of Aboriginal arts infrastructure or capacity?

Number of artists 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** describing all project activities and who will be involved.
- CVs, resumes and/or biographies **of all key participants**.
- 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).
- Examples of previous or related work for applicant and key participants**, (up to 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, or 10 pages of writing, 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.
- Two letters of support** for the applicant and the proposed project.

## **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 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 Chair/President/Authority: \_\_\_\_\_ Date: \_\_\_\_\_



## Aboriginal Arts Development Awards – *Guide to application form*

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

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### **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 named contact person.

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### **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 an artistic production project is \$10,000.
- The maximum available for organizational capacity building projects is \$25,000.
- The maximum available for a proposal that is a combination of production and capacity building is \$25,000.

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### **Section 3 – References (page 1)**

- Letters can have great impact and provide clarity. Referees can write about your organization's artistic merit, professional character or their willingness to participate in the project or act as a mentor. 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 this project and your proposal to the AADA program.

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### **Section 4 – Project information (pages 2 and 3)**

- A) Describe who your organization or group is. Attach resumes, biographies, or artist's statements for key participants.
- B) Describe what you plan to do, how you are going to do it, and who will be involved. Attach a 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.**

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

- List all project expenses, and include descriptions of costs where requested, and names of artists, mentors or assistants receiving fees from the project. The expenses listed in the budget should relate directly to your project description.
- Any major technical costs should be supported by at least one written estimate.
- List any other funding or contributions you're expecting.
- **Indicate which funds are confirmed, and when you expect results from other fundraising efforts.**

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**Section 6 – Project Outcomes (page 6)**

- Explain why you want to do this project, and how it will support your development and the development of other Aboriginal artists.
- If this is a traditionally based art form, how will the project contribute to the revitalization and transmission of this practice and related knowledge and skills?
- If this is an Organizational Capacity Building project, what outcomes will result from the project?

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**Section 7 – Application Checklist (page 7)**

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

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**Section 8 – Declaration (page 8)**

- **The application form must be signed and dated by the contact person and chair or other person of authority.**