



Aboriginal Arts Development Awards

Application Form for Sharing Traditional Arts Across Generations

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: _____

ARTIST/MENTOR'S NAME (if different than contact person): _____

TELEPHONE: _____ ALTERNATE: _____

What is your organization or group's First Nation or Aboriginal affiliation(s)? _____

What is the artist/mentor'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: _____

Section 3 – References

Provide the names of two references who will write support letters for this specific project.

1) NAME _____ ADDRESS _____

PHONE# _____ EXPERTISE OR RELATIONSHIP TO PROJECT _____

2) NAME _____ ADDRESS _____

PHONE# _____ EXPERTISE OR RELATIONSHIP TO PROJECT _____

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

A. Project Participants:

- Describe the **organization or collective's history, mandate and philosophy**, as well as those activities that demonstrate a commitment to the arts and artists and the ability of your organization to deliver this project.
- Describe the artistic history of the **artist/mentor** who will share their knowledge and skill.
- Provide biographical information for the **artists/students** involved. If they have not all been identified, how will they be selected?

B. Project Description:

- **Describe the project** for which funds are being requested.
- **Attach a timeline** detailing the steps you will take and who will be involved at all stages.
- Address **how the artist/mentor will be involved in defining the project**, ensuring it is compatible with the traditional activities, and with the needs of the artist/mentor.
- As your project focuses on **traditional knowledge**, please explain how you have addressed relevant **protocols** and/or received permissions. Include **at least one letter** from a qualified expert referee.

Section 5 – Project Budget (Financial Information)

EXPENSES

<u>PROJECT EXPENSES</u>	<u>TOTAL COST</u>
PROVIDE NAMES OF THOSE RECEIVING FEES	
ARTISTS/MENTOR'S FEES/SALARIES _____	\$ _____
OTHER ARTISTS' FEES/SALARIES _____	\$ _____
TECHNICIAN OR ASSISTANTS' FEES/SALARIES _____	\$ _____
OTHER FEES/SALARIES (DESCRIBE) _____	\$ _____
_____	\$ _____
_____	\$ _____
MATERIALS AND RELATED COSTS (DESCRIBE) _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TECHNICAL EXPENSES (DESCRIBE) _____	\$ _____
_____	\$ _____
_____	\$ _____
SPACE RENTAL _____	\$ _____
ARTISTS' TRAVEL (DESCRIBE) _____	\$ _____
_____	\$ _____
OTHER PRODUCTION EXPENSES (DESCRIBE) _____	\$ _____
_____	\$ _____
_____	\$ _____
PROJECT SUBTOTAL	\$ _____

<u>ADMINISTRATIVE EXPENSES</u>	
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) _____	\$ _____

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

<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 support the continuation of this **art practice** and the activities of those **artists** who are involved?

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.

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. We must be able to contact you in order to process your application.
- Under normal circumstances, proposals will only be discussed with the named contact person.

Section 2 – Project Summary (page 1)

- **You must provide a maximum 20 word description of your project's essential elements. The detailed description will be within the pages of the proposal.**
- List the amount of the total project budget, and the amount you are asking for in this application. These amounts may be the same if your budget is small and uncomplicated.

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 the project you are proposing.

Section 4 – Project information (pages 2 and 3)

- A) Describe who your organization or group is. Attach resumes, biographies or artist's statements for the artist/mentor(s) and other 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.
- **You are working with traditional knowledge. Please explain how you have addressed cultural protocols and/or received permissions where required.**

Section 5 – Project Budget (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.
- **The maximum available for Sharing Traditional Arts Across Generations projects is \$12,000**

Section 6 – Project Outcomes (page 6)

- Explain why you want to do this project.
- How will these activities contribute to the revitalization and transmission of this art practice and related knowledge and skills?
- What will be created during the project and how will this be shared?
- What other results do you expect from the project?

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 contact person and chair or other person of authority.**