

**2009–10 Application**  
(JULY 1, 2009 – JUNE 30, 2010)



**ORGANIZATION INFORMATION** (you must be a registered B.C. Society in good standing)

Name of Organization (please print) ▲ \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Alt. Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_ Alt. Email Address \_\_\_\_\_

Web Address \_\_\_\_\_

BC Society Act# \_\_\_\_\_ Date Registered (dd/mm/yy) \_\_\_\_\_

Federal Charitable Tax# (if applicable) \_\_\_\_\_

When was your society's most recently completed fiscal year end? dd/mm/yy \_\_\_\_\_

**SUBMITTING OFFICERS** – **NOTE:** One of the submitting officers **MUST** be the Chair/President

Primary Officer  Ms.  Mr.

Name (please print) \_\_\_\_\_

Title \_\_\_\_\_ Home Phone (required) \_\_\_\_\_

Secondary Officer  Ms.  Mr.

Name (please print) \_\_\_\_\_

Title \_\_\_\_\_ Home Phone (required) \_\_\_\_\_

**Declaration** (Both signatures are required)

We Do Solemnly Declare:

A: That, to the best of our knowledge, the information given in this application is complete and true in every respect.

B: That the Society has complied with requirements of the Criminal Review Act in every respect applicable to the Society.

Signature of Submitting Officer (*representing the Board*) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Society Chair or Treasurer \_\_\_\_\_ Date \_\_\_\_\_

**COMPONENT & GRANT AMOUNT REQUESTED** (Complete one only)

**Community Presenter** \$ \_\_\_\_\_ (max. \$4,500)

**Key Presenter** \$ \_\_\_\_\_ (max. \$7,000)

**Diverse Collaborations** \$ \_\_\_\_\_ (max. \$5,000)

**Both Key & Diverse Collaborations Presenter** \$ \_\_\_\_\_ (max. combined \$10,000)

If you received a CPA grant before, what year did you receive it? \_\_\_\_\_

**ALL APPLICANTS MUST PROVIDE:**

- > Independently prepared annual financial statement or audit for the most recently completed year, signed by a board member.
- > Attach a list of board of directors' names and their contact information. Key Presenters, a list of staff, job titles.
- > A *Final Report* for the most recent CPA grant (does not apply to first-time applicants).  
You can find a blank *Final Report* form at [www.bctouring.org/presenter-assistance](http://www.bctouring.org/presenter-assistance)

NOTE:  
Professional arts organizations receiving annual operating assistance from the BC Arts Council are not eligible for CPA.



**John McLachlan**  
Program Coordinator  
T 604 254-2554  
F 604 909-1936  
[cpa@bctouring.org](mailto:cpa@bctouring.org)

Completed applications should be sent directly to:  
**BC Touring Council**  
PO Box 547  
Nelson, BC V1L 5R3



## Presentation Information

Your programmer / programming committee should respond to this section. The people choosing your presentations will use this page to speak directly to the adjudication committee and tell them what you have achieved or what you hope to achieve.

In about **750 words or less**, consider articulating what you learned from your last season including the challenges you faced as well as what challenges and opportunities you are looking at in the upcoming season, your audience makeup and how you meet their needs, how you reach out to expand your audience, or any other points that are important to you as a presenter. Put simply, this is your way of letting the adjudication committee know your organization and what it is about as it relates to presenting performing arts in your community. It is an important part of the adjudication process.

*NEW APPLICANTS must show at least one previous year of professional (not local/amateur) activity. Use this space to describe your previous year, the artists you presented and other details that may be informative.*

# Organization and Performance Statistics

(leave fields blank if not applicable)

## VENUES USED

Name of Venue: _____	# of Seats: _____
Name of Venue: _____	# of Seats: _____
Name of Venue: _____	# of Seats: _____
Name of Venue: _____	# of Seats: _____
Name of Venue: _____	# of Seats: _____

## ORGANIZATION

# Paid staff (full and part-time): \_\_\_\_\_ # Active volunteers: \_\_\_\_\_ # Society members: \_\_\_\_\_

## TICKET /ATTENDANCE INFORMATION – PROJECTED

Total Projected Attendance for upcoming season including paid and complimentary tickets: \_\_\_\_\_

### Single tickets to be sold

Qty: \_\_\_\_\_  
Total revenue: \_\_\_\_\_

### Series/subscriptions to be sold

Qty: \_\_\_\_\_  
Total revenue: \_\_\_\_\_  
# Performances in series: \_\_\_\_\_

### Complimentary tickets to be given

Qty: \_\_\_\_\_

## Proposed Series – July 1, 2009 – June 30, 2010

### BASIC REQUIREMENTS

- > Your season must have a minimum of **3** performances by touring artists if you are a Community Presenter, or **10** performances if you are a Key Presenter
- > For Community Presenters, only touring artists' fees are eligible for funding. Fees eligible are:  
50% for BC Artists and 30% for Canadian Artists to a maximum of \$2,000 per single performance.
- > Programming must show a balance and variety of artistic disciplines.

### EXCLUSIONS

**Non-Canadian events and artists and commercial/general entertainment artist/events.** You should list all such events but must show zero as the eligible funding in column. (For example, let's say you have four touring artists booked in your series, one from BC, one from Quebec, one from the USA and one from Korea. You meet the requirements of having three performances for your series but you would only be requesting funding for the two Canadian artists. You would still list all four artists above.)

Artists who **live in your community.**

Series/events exclusively for **young audiences** are not eligible.

**Choral and dance groups which do not pay their singer/dancers** are not eligible, they may be listed but you must show zero as the eligible funding.

**Festivals** are not eligible. Please see Guidelines for other exclusions and information.

**COMPLETE PROPOSED SERIES FORM ON NEXT PAGE...**



# Proposed 2009-10 Season Revenues and Expenses

- > Round all figures to dollar amounts. If entering data manually, check totals and addition carefully.
- > Do not add/change line items. Call the co-ordinator if you have questions about a revenue or expense item and where to place it.
- > Organizations receiving Operating Assistance from BC Arts Council are not eligible

## REVENUES

### EARNED REVENUES

Tickets – Single Admissions \_\_\_\_\_  
 Tickets – Subscriptions, Series/Season, Memberships \_\_\_\_\_  
 Concession / Catering \_\_\_\_\_  
 Program Advertising \_\_\_\_\_  
 Workshop Fees / Tuition, etc. \_\_\_\_\_  
 Interest – Bank \_\_\_\_\_  
 Other \_\_\_\_\_

### Total Earned Revenues

### PRIVATE SECTOR REVENUES

Fundraising – Corporations / Sponsors \_\_\_\_\_  
 Fundraising – Foundations \_\_\_\_\_  
 Fundraising – Individual Donors \_\_\_\_\_  
 Fundraising – Special Events \_\_\_\_\_  
 Endowment Income \_\_\_\_\_  
 Bingos / Raffles \_\_\_\_\_  
 Other (in-kind donations, etc.) \_\_\_\_\_

### Total Private Sector Revenues

### GRANT REVENUES

BC Arts Council (BCAC) – Operating Funds \_\_\_\_\_  
 BC Arts Council – CPA Funding Request \_\_\_\_\_  
 Direct Access to Gaming \_\_\_\_\_  
 Dance in BC – Dance on Tour \_\_\_\_\_  
 2010 Legacies Now / Arts Now \_\_\_\_\_  
 Canada Council (program) \_\_\_\_\_  
 Dept. of Can. Her. (program) \_\_\_\_\_  
 Federal Employment Programs \_\_\_\_\_  
 Local – Government (Municipal / Regional Dist) \_\_\_\_\_  
 Local – Arts Council \_\_\_\_\_  
 Local – Other \_\_\_\_\_  
 Other Grants \_\_\_\_\_

### Total Grant Revenues

### TOTAL ALL REVENUES

## EXPENSES

### PRESENTATION EXPENSES

Artists' Fees Total (from previous page) \_\_\_\_\_  
 Artists' Travel/Accommodation/Meals/Hospitality \_\_\_\_\_  
 Performance Salaries-Techs/Security/Custodians \_\_\_\_\_  
 Ticketing Costs – Surcharges/Printing/Fees \_\_\_\_\_  
 Materials – Programs \_\_\_\_\_  
 Technical Expenses – Equipment Rent/Purchase \_\_\_\_\_  
 Technical Expenses – Piano Maintenance/Tuning \_\_\_\_\_  
 Technical Expenses – Sound / Lighting/Other \_\_\_\_\_  
 Royalties – SOCAN, Other \_\_\_\_\_  
 Performance Facility Rental \_\_\_\_\_  
 Concession/Catering/Other Audience Services \_\_\_\_\_  
 Complimentary Tickets \_\_\_\_\_  
 Misc. Presentation Expenses \_\_\_\_\_  
 Other \_\_\_\_\_

### Total Presentation Expenses

### ADMINISTRATIVE EXPENSES

Salary – Administrator \_\_\_\_\_  
 Salaries – Support Staff \_\_\_\_\_  
 Office Rent \_\_\_\_\_  
 Office Supplies/Printing/Equip Rental \_\_\_\_\_  
 Bank Charges/Credit Card Fees \_\_\_\_\_  
 Legal / Society Reporting/Audit/Insurance Fees \_\_\_\_\_  
 Membership Fees/Dues \_\_\_\_\_  
 Travel/Conferences/Workshops (Admin only) \_\_\_\_\_  
 Promotion/Advertising \_\_\_\_\_  
 Campaigns – Subscription/Fundraising \_\_\_\_\_  
 Bursaries/Scholarships/Donations \_\_\_\_\_  
 Telecommunications – Phone/Fax/Internet \_\_\_\_\_  
 Misc Administration \_\_\_\_\_  
 Other (specify) \_\_\_\_\_  
 Other (specify) \_\_\_\_\_

### Total Administrative Expenses

### TOTAL EXPENSES

**TOTAL SURPLUS/DEFICIT (Revenues less Expenses)** \_\_\_\_\_

# Final Checklist and Supporting Document Requirements

## SUBMITTING YOUR APPLICATION

1. Save this PDF Application
2. Print a copy of this PDF application and have the officers listed on page one, sign and date it.
3. Mail the printed application to the address below with the following support documents:
  - > All three pages of your final report for presentations in 2008-09 (if applicable) completed and signed by an authorized officer
  - > Your Society's most recently completed year-end financial statements/audit/review complete with balance sheet
  - > The year-end statements must be signed by the treasurer or president if internally prepared
  - > A list of your board members and officers with contact information
  - > Short bios or web addresses of the artists that may not have performed in BC before.
4. FINALLY, email a copy of your completed PDF application to **cpa@bctouring.org** (you will receive an email confirmation).  
This last step is not mandatory, but it makes for simple, accurate data transfer and is appreciated.

## ADJUDICATION PROCESS & TIMELINE

Once your signed application and attachments are received, they will be reviewed by the program coordinator. A confirmation email and regular letter will be sent acknowledging receipt and will confirm the application is complete (ready to go to the Adjudication Committee) or if not, with questions seeking clarification. This will usually happen within three to four weeks of receiving the application in the mail. It will be important to respond to questions as quickly as possible so that the application can go to the Adjudication Committee in mid to late August. Incomplete applications will not be considered.

Once the Adjudication Committee meets, you will be notified as to whether your application was successful. If it was, you will also receive your grant cheque. This is expected to happen by late September 2009.

## QUESTIONS?

Don't hesitate to contact the program coordinator with any questions.

John McLachlan – Program Coordinator

T 604 254-2554      F 604 909-1936

**cpa@bctouring.org**

## MAIL TO:

**Presenters Assistance**

**c/o BC Touring Council**

**PO Box 547**

**Nelson, BC V1L 5R3**

**DEADLINE: POST YOUR APPLICATION BY JUNE 30, 2009**