

**Grant Application Checklist:**

Completed Cover Page

General Application Info

Project Title, 10 words or less

Project Summary, 150 words or less

Grant Information, up to 2 pages max (attach a word document if this form is not sufficient)

Projected Budget (final budget will be completed within the bv arts council website)

Attach any support materials you think are helpful (photos, work samples)

Email to [info@bvartscouncil.com](mailto:info@bvartscouncil.com) (preferred) or mail to BV Community Arts Council, Box 3971, Smithers BC, V0J 2N0

## Grant Application Cover Page:

Your Name/Organization:

Phone Number:

Email Address:

Mailing Address:

Physical Address (if different than Mailing Address):

**Project Title: (10 words or less)**

**Project Summary: (Summarize your project in 150 words or less)**

**Have you applied to the BVCAC for funding before?**

**YES NO**

**If YES,**

**What year did you apply?**

**What was the name/description of your project?**

**Did you submit a final report? Yes No**

(Note: Final reports were not required before August 2011. All grant applications submitted after August 2011, must submit a final report. New applications will not be reviewed until past final reports have been received).

### **Grant Information:**

**Please briefly tell us: (Attach a separate page, no more than 2 pages please)**

1. What are the details of your idea? Please describe the event, program or activity you would like to create.

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(1. ctd)

2. How will your idea benefit your community and/or local artists or art students? What are your anticipated results of the proposed project?
  
  
  
  
  
  
  
  
  
  
3. Please tell us a detailed schedule for the project. When will it start? When will it be completed?
  
  
  
  
  
  
  
  
  
  
4. Please provide a budget for your project. Use budget template that is attached.  
(The BVCAC is looking for the following information: What is the total cost? How exactly will the BVCAC money be spent? Do you have other sources of income besides the BVCAC?)
  
  
  
  
  
  
  
  
  
  
5. Please review the final report form *before* your submit your grant request. We ask that you keep track of certain statistics (number of people served by grant, number of people in audience, etc). You must be willing to track these things if funding is received.

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**BUDGET**

<p><b>Supply information pertaining only to your proposed project. Not all fields will apply to you. Please feel free to contact us if you are unsure how to create a budget.</b></p> <p><b>TYPE OF EXPENSE:</b></p>	<p><b>PROJECTED \$</b> (USE THIS COLUMN FOR GRANT APPLICATION)</p>	<p><b>ACTUAL \$</b> (COMPLETE ON WEBSITE AS PART OF FINAL REPORT)</p>
<p>A. Artist Fees (please describe below)</p> <p>B. Travel expenses</p> <p>D. Equipment rental, books, supplies</p> <p>E. Other Expense (Please describe below)</p> <p>F. Other Expense (Please describe below)</p> <p><b>TOTAL EXPENSE (ADD INCOME LINES A-?)</b></p>		

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<p><b>SOURCES OF INCOME</b></p> <p>A. Earned income (for example ticket or CD sales)</p> <p>B. Personal contribution</p> <p>C. Community Donation</p> <p>D. Other grant income (other than BVCAC request)</p> <p>E. Other income (please describe below)</p> <p>F. Other income (please describe below)</p> <p><b>? BV Community Arts Council (this request)</b></p> <p><b>TOTAL INCOME (ADD INCOME LINES A-?)</b></p>		
<p><b>SUBTRACT TOTAL EXPENSES FROM TOTAL INCOME (SHOULD EQUAL ZERO)</b></p>		