



Aboriginal Arts Development Awards

Application Form for Sharing Traditional Arts across Generations

Please type or print clearly in black ink – 10-point font or larger

Section 1: Applicant and Contact Information (You must complete each section)	
APPLICANT/ ORGANIZATION or COLLECTIVE:	PROJECT CONTACT PERSON & TITLE:
MAILING ADDRESS:	CITY:
POSTAL CODE:	EMAIL:
TELEPHONE:	ALTERNATE/FAX:
ARTIST/MENTOR'S NAME (if different than contact person):	ARTIST/MENTOR'S PHONE NUMBER:
What is the applicant's First Nation affiliation or Indigenous heritage (First Nations, Métis or Inuit)?	What is the artist/mentor's First Nation affiliation or Indigenous heritage (First Nations, Métis or Inuit)?
Previous AADA or BC Arts Council Grant? <input type="checkbox"/> Yes <input type="checkbox"/> No Grant Amount: _____ Year: _____ Final Report Submitted: <input type="checkbox"/> Yes <input type="checkbox"/> No If you've had previous AADA (First Peoples' Cultural Council) support, please provide a brief description of that earlier project, so the committee can see how this project will be different. (Attach one separate page if needed) _____ _____	

Section 2: Project Summary (To ensure your application will be assessed, you are REQUIRED to provide a brief description of your project – maximum 25 words)	
PROJECT START DATE:	PROJECT END DATE:
TOTAL PROJECT BUDGET:	This AADA request:

Section 3: Community Engagement	
How many artists will be served by this project:	How many communities will be involved with this project:
Please list the communities that will be served and/or involved with this project:	
How many workshop will you provide during this project:	
Where will you provide these workshops (cities/towns):	



Artistic Disciplines (Please check all those that will be included in the project):

- Visual Visual-Textiles Visual-Carving Music Dance Storytelling/Writing Film/Media
- Theatre Multiple-Disciplines (Please list all): _____

Region(s) where the project will take place (Please indicate if the project will take place in another region):

- North Coast (including Haida Gwaii) Lower Mainland (including Fraser Valley)
- Central Coast (including West Coast and North end of Vancouver Island)
- North Interior (Prince George & North) South & Central Interior
- South Vancouver Island (Nanaimo & South) Other _____

Section 4: Personal & Art Form Assessment

This information assists FPCC with planning and improving our services and programs

*Complete this section to the best of your ability, when possible ask the lead artist or mentor to answer arts specific questions.

1. When did you start your relationship with First Peoples' Cultural Council's (FPCC) AADA Program?
Approximate date: _____
2. How did your relationship with the FPCC's Aboriginal Arts Development Awards program begin, or how did you hear about us? Check all that apply.
 - Previous contact through someone else's funded project
 - Word of mouth
 - Social media
 - Website
 - Radio ad
 - Met an FPCC employee at an event or workshop _____
 - Other _____
3. Have you received a grant from FPCC or any other organization before? Yes No
If yes, who was the funding organization(s): _____
4. If you have received a grant before, how has it affected the management of your arts practice?
 - Increased confidence and skills in your arts practice
 - Increased your network/connections
 - Started applying for more/other grants
 - Inspired other people/groups/organizations to begin applying for grants
 - Not applicable
 - Other _____
5. Do you engage in your art form for the benefit of your community? Yes No
6. If yes, why do you engage in your art form for the benefit of your community?
 - Recreation/personal enjoyment
 - Kinship
 - Community Development
 - Cultural Revitalization
 - Cultural Identity
 - Cultural Preservation
 - Other _____
7. Is your Indigenous language a part of the project you are proposing? Yes No
If yes, how is this incorporated into the project? _____
8. How familiar are you with your art form?
 - Extremely familiar
 - Moderately familiar
 - Somewhat familiar
 - Slightly familiar
 - Not at all familiar



9. How many people are you aware of who practice this art form?
- Many
 - Some
 - A few
 - None
 - Do not know
10. How would you rate your current skill level in the art form that is a part of this proposed project?
- Novice
 - Beginner
 - Intermediate
 - Advanced
 - Expert
11. How would you rate your current cultural arts knowledge?
- Novice
 - Beginner
 - Intermediate
 - Advanced
 - Expert
12. How many hours a week do you spend practicing the art form that is a part of this proposed project?
- Under 10 hours
 - 10- 19 hours
 - 20- 29 hours
 - Over 30 hours
 - Other, _____
13. What level of income from your art, allows you to be self-sustaining?
- No income (*you don't generate income from your art*)
 - Quarter income (*25% of your income comes from your art, and 75% other sources*)
 - Half income (*50% of your income comes from your art, and 50% other sources*)
 - Three-fourths income (*75% of your income comes from your art, and 25% other*)
 - Full income (*your art practice is your only source of income*)
14. What is your level of satisfaction with the income your art generates?
- Very satisfied
 - Somewhat satisfied
 - Neutral
 - Somewhat unsatisfied
 - Very unsatisfied
15. How would you rate your current level of business and marketing skills?
- Novice
 - Beginner
 - Intermediate
 - Advance
 - Expert
16. What is your level of satisfaction from being an artist?
- Very satisfied
 - Somewhat satisfied
 - Neutral
 - Somewhat unsatisfied
 - Very unsatisfied



Section 5: Project Information (Use the space below and attach additional information on separate pages if necessary)

A. Project Participants:

- Describe the **applicant's artistic history**, or **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 skills. Also attach a 'bio' and/or artist resume for each mentor/artist involved.
- Provide biographical information for the **artists/students** involved. If they have not all been identified, explain how will they be selected?



B. **Describe the project** for which funds are being requested. (Maximum 4 pages)

- Include a **timeline** describing the steps that will be taken, and who will be involved.
- Describe in detail the workshop or mentoring that will occur.
- Address **how the artist/mentor will be involved in defining the project** and ensuring it is compatible with the traditional activities, and with the needs of the artist/mentor. If you are working with traditional knowledge, please explain how you have addressed protocols.
- If you are proposing to create a specific new artwork, describe your vision for the project in the form of an outline (writing), treatment (for film), clear description or conceptual drawing (visual work).

Example of a detailed timeline template:

Date(s)	Learning Objectives / Project Goals	General Tasks/ Steps	Required Materials	Person(s) Involved	Estimated Expenses



Section 6: Project Outcomes (Use the space below and attach additional information on separate pages if necessary)

OUTCOME SUMMARIES (Please check all those that apply):

- increase training and artist participation enhance traditional arts activities
- advance the work of artists practicing traditional art forms
- support the transfer of artistic knowledge and skills between generations
- enhance the network of artists practicing traditional art forms
- Other _____

How will this project contribute to the practice and vitality of a traditionally based art form?
(Maximum 2 pages)



Section 7: Project Budget & Expenses

PROVIDE NAMES OF THOSE RECEIVING FEES	FPCC Funds AMOUNT	Other Funds AMOUNT
ARTISTS/MENTOR'S FEES/SALARIES (NAME)	\$	\$
OTHER ARTISTS' FEES/SALARIES (NAME)	\$	\$
TECHNICIANS' FEES/SALARIES (NAME)	\$	\$
OTHER FEES/SALARIES (DESCRIBE) (NAME)	\$	\$
MATERIALS AND RELATED COSTS (DESCRIBE/LIST)	\$	\$
TECHNICAL EXPENSES (DESCRIBE)	\$	\$
PRODUCTION SPACE RENTAL	\$	\$
ARTISTS' TRAVEL (DESCRIBE)	\$	\$
OTHER PRODUCTION EXPENSES (DESCRIBE)	\$	\$
IN-KIND CONTRIBUTIONS (DESCRIBE)	\$	\$
*FPCC (First Peoples' Cultural Council)	FPCC Funds TOTAL	Other Funds TOTAL
	\$	\$
EXPENSES SUBTOTAL	\$	

<u>ADMINISTRATION EXPENSES</u>	FPCC Funds AMOUNT	Other Funds AMOUNT
ADMINISTRATOR'S FEES/SALARIES (NAME)	\$	\$
OTHER FEES/SALARIES/EXPENSES (NAME)	\$	\$
OFFICE RENTAL	\$	\$
EQUIPMENT RENTAL (DESCRIBE)	\$	\$
OFFICE SUPPLIES (DESCRIBE)	\$	\$
ADMINISTRATION TRAVEL (DESCRIBE)	\$	\$
PROMOTION/ADVERTISING (DESCRIBE)	\$	\$
COMMUNICATIONS (PHONE, FAX, ETC)	\$	\$
	FPCC Funds TOTAL	Other Funds TOTAL
	\$	\$
ADMINISTRATIVE SUBTOTAL	\$	
TOTAL EXPENSES	\$	



REVENUES (if applicable)				
<u>GRANT REVENUES</u>	<u>CONFIRMED</u>	<u>UNCONFIRMED</u>	<u>DATE TO BE CONFIRMED</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 TO BE CONFIRMED</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 (DESCRIBE)	\$
ADMISSIONS (DESCRIBE)	\$
OTHER (DESCRIBE)	\$
TOTAL OTHER REVENUES	\$
-TOTAL EXPENSES	\$
= THIS GRANT REQUEST (AADA)	\$



Section 8: 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 (no pencil) and/or format your document to have font size 12**
- Print on only ONE SIDE of white 8½ x 11 inch paper
- A fully **completed and signed application form** (including this **checklist**)
- A detailed **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. Provide notification dates for unconfirmed resources.
- Examples of **previous or related work** for applicant and key participants and mentors, (Be selective and include a maximum of 20 images - in the form of a CD or USB of digital still images in jpg format or photographs - 10 minutes of video or audio recordings on CD, DVD, USB or 10 pages of writing). ***Do not send original artwork or your only existing copies.***
- A numbered list clearly identifying and describing the samples (date, title, materials, size, collaborators). This list should correspond with the numbers or names of your image files. In the case of collaborations and group performances, please identify the roles of participating artists in the work. Example: 1. Eagle, mask, alder wood, 2010, 1x2 feet
- Two current letters of support specifically for this applicant and proposal.** Also list these references below.
- A letter from the project mentor(s) and/or participants confirming and describing their participation.**

Project References Contact Information (Provide the names of two people who will provide relevant support letters that address such things as your artistic abilities, agreements to mentor or participate, protocols or the importance of this specific project.) *Could be the same as letters.*

NAME:	EXPERTISE OR RELATIONSHIP TO PROJECT:
PHONE#:	ADDRESS:
NAME:	EXPERTISE OR RELATIONSHIP TO PROJECT:
PHONE#:	ADDRESS:



Section 9: Declaration

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

Furthermore I 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 I agree to the following:

- Information included in this application will be shared in confidence with staff and members of the Aboriginal Arts Development Awards (AADA) decision committee for the purposes of adjudicating our request for an AADA grant.
- Contact information included in the application may be used by representatives of AADA or by the First Peoples' Cultural Council (FPCC) to communicate about this application, and if applicable, about the project and its results arising from the awarding of an AADA grant.
- Information included in this application may be used to acknowledge grant recipients in various communications and promotional vehicles, including but not limited to FPCC 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 AADA program for evaluation purposes. This will facilitate FPCC's 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.**

Only required for individuals who will accept the funding on behalf of a project or collective:

Print the name of the applicant: _____ SIN #: _____

Birth date (DD/MM/YYYY): _____ Registered Indian Status # (if applicable): _____

If your project will be completed on reserve, provide the on-reserve address where activities will be taking place:

REQUIRED:

Print the name of the applicant organization (if applicable): _____

I do solemnly declare that:

- A. to the best of my knowledge, all information given in this application is complete and true in every respect, and
- B. that the society (if a registered organization), has complied with all applicable requirements of the *Criminal Records Review Act* and the *BC Society Act*

Signature of applicant or contact person: _____ Date: _____

Print name: _____

Signature of Chair/President/Authority (if applicable): _____ Date: _____

Print name: _____

I consent to allowing FPCC to use photos and other documentation of my project for promotional purposes. Note: promotion of our work to funders and other stakeholders is important to the ongoing success of the program. Yes No _____ Initial



Guide to the AADA application form:

***You must provide answers to all questions asked, and sign the form.
Do not change the formatting of this application form***

Section 1 – Applicant and Contact Information (page 1)

- You must fill out this entire section. If any of the information provided in this section changes after you have submitted your application, please call the FPCC office immediately to update your file. We must be able to contact you in order to process your application, and contact you during/after your project.
- **Organizations, collectives, and societies MUST be First Nations or Aboriginal directed.**

Section 2 – Project Summary (page 1)

- In this section, you are required to provide one or two sentences that briefly describe your project. Within a maximum of 20 words, tell us about the essential elements of your project. A detailed description of your project will be provided in section 4.
- In the space provided indicate the dates you expect the project to begin and end. It will take up to 16 weeks to receive an answer to your application. Please take this into consideration when planning the timeline.
- In the spaces provided, indicate the amount of the total project budget, as well as the amount of funding you are requesting from the AADA. Please note: these amounts may be the same if your budget is small.

Section 3 – Community Engagement (page 1 & 2)

- In this section, you are required to list the number of artists and communities that will be involved and served by your project proposal.

Section 4- Personal & Art Form Assessment (pages 2 & 3)

- Please answer each question to the best of your ability. This information assists FPCC with planning and improving our Arts funding programs, and generating more funds to better serve our communities

Section 5 – Project Information (pages 4 & 5)

- Describe the **applicant's artistic history, or 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. Attach a resume, biography or artist's statement for all key participants.
- Describe what you plan to do, how you are going to do it and who will be involved. Attach a timeline and outline the steps that will be taken during the project.
- Be clear and concise, and clearly explain any acronyms used.
- **If you are working with traditional knowledge, explain how you have addressed cultural protocols and/or received permissions where required. Include one support letter that addresses this question.**

Section 6 – Project Outcomes (page 6)

- Check all of the outcome summaries listed that apply to your proposal
- Explain why you are doing this project, and how it will support the development of you, and/or other Aboriginal artists.



Guide to the AADA application form (CONT'D):

Section 7 – Project Budget (financial information) (page 7 & 8)

- List all of the project expenses. Include detailed descriptions where requested, and names of artists, mentors or assistants receiving fees from the project.
- Any major technical costs should be supported by at least one written estimate.
- Describe any other funding or contributions you're expecting and when you expect results from other fundraising efforts.
- Under "FPCC Funds," include those project expenses that will be covered by the grant requested in this proposal. Under "Other Funds," include project expenses that will be covered by other funding sources.

Section 8 – Application Checklist & Project References (page 9)

- **To be evaluated, all applications must include a completed checklist with their completed application.**
- Two support letters are REQUIRED, they should be current and specific to this project/proposal.
- It is best to find references who are not immediate family, unless family members are your only option and/or are recognized artists or cultural experts who can address specific aspects of your proposal.
- Provide contact information in this section for the people who have provided reference letters for your application.
- References can write about your artistic abilities, professional character and/or their willingness to participate in the project or act as your 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.
- It is important to include a list describing your samples of previous work. This list should include: title, year created, materials, and dimensions. If the work was collaborative please indicate what your role was in the creation of the work.

Section 9 – Declaration (page 10)

- Only include your social insurance number (SIN#), registered status number, birth date, and on-reserve address if **you will be accepting the funding** on behalf of a project or collective.
- If you have registered status number, and the project will be completed on-reserve, please provide your registration #. (This information will assist our financial department if your proposal is successful, and will be treated with the utmost confidentiality.)
- **The application form must be dated and signed.**
- **Sharing of project documentation** - please indicate whether or not you are willing to share documentation of your project with FPCC for the purposes of promoting and reporting on our programs. Note: promotion of our work to funders and other stakeholders is important to the ongoing success of the program. (page 10)

*For more in-depth guidelines, refer to the **Artist Grant Proposal Writing Handbook**:
<http://www.fpcc.ca/arts/toolkit/Grant-Writing-Handbook.aspx>

COMMITTED TO THE REVITALIZATION OF B.C.'S ABORIGINAL LANGUAGES, ARTS AND CULTURES