

CPYE is a program of the BC Arts Council in partnership with the BC Touring Council.

# COMMUNITY PRESENTER YOUTH **ENGAGEMENT** PROGRAM CPYE #5

**2017-18 Application Form** (Events between July 1, 2017 – June 30, 2018 )

## ORGANIZATION INFORMATION (you must be a registered BC Society in good standing)

Name of Organization \_\_\_\_\_

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

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

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

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

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

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

## SUBMITTING OFFICERS

**Declaration** (Both signatures are required)

**NOTE:** One of the officers MUST be the **Chair/President** or **Treasurer**.

The Primary Submitting Officer could be a board member, staff, artistic or executive director, etc.

We Do Solemnly Declare that this application for funding is approved by our board of directors, and, to the best of our knowledge, the information given in this application is complete and true in every respect and that the Society has complied with requirements of the Criminal Review Act in every respect applicable to the Society.

**Primary Submitting Officer**  
(Person completing form / main contact)

**Secondary Submitting Officer**

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

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

Title \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

AMOUNT REQUESTED \$ \_\_\_\_\_ (max. \$10,000)

Deadline  
MAY 10, 2017

**IMPORTANT**  
**USE ADOBE READER**  
**to complete this form.**

Though Reader may ask you to "submit" it, you don't have to. Simply complete it, save it, print it, sign it and then attach it along with the list of support materials requested on the next page.

ADOBE READER  
is available free at  
[get.adobe.com/reader](http://get.adobe.com/reader)



**First Time**  
**Applying for CPYE?**

Contact Program Coordinator  
before completing  
your application

**John McLachlan**  
**Program Coordinator**  
**Toll Free 1 877 664-2999**  
[john@bctouring.org](mailto:john@bctouring.org)

# Application Requirements

COMMUNITY PRESENTER  
YOUTH **ENGAGEMENT** PROGRAM

**PRIOR TO PREPARING THE FOLLOWING LIST OF DOCUMENTS THAT ARE PART OF YOUR APPLICATION BE SURE TO READ THE FULL GUIDELINES DOCUMENT.**

Applicants must provide a signed, completed Application Form and all requested information.

All applications must be post-marked by the deadline (**May 10, 2017**) and include the following:

- A written statement of no more than three pages, font size 11 or larger on single-sided white paper without staples. This is the most important part of your application. See the Guidelines for how the applications are assessed before writing your written statement.
- A detailed project budget showing all revenues and expenses associated with the project.
- A list of the organization's current board of directors.
- A list of administrative and artistic/curatorial staff or significant contractors, giving name and title or responsibility (indicate if permanent/seasonal and full-time/part-time).
- Biographies of lead participating artists (max. 250 words). Please do not submit CVs.
- Letters from any partnering organizations, if applicable, confirming the nature of their participation.
- One copy of the organization's most recent Financial Statements (see guidelines).
- One copy of a publication or brochure created by your organization or other documentation showing the current or last year's presentation series/season.

If you are planning to apply for funding in the next round of grants from the BC Arts Council-delivered Youth Engagement Program, consider carefully, as you can not receive funding from both programs. If you are successful with our application, you will not be eligible to apply to their program. Call us with any questions before starting your application.

**The application should be printed on standard letter-sized white paper and submitted unbound and without staples. NOTE-NEW: IF YOU ARE ABLE TO SCAN ALL PAGES INCLUDING THE SIGNED COVER PAGE, YOU CAN SUBMIT AS A PDF (not JPEGs or other formats) VIA EMAIL INSTEAD OF MAILING.**

Select support material will be circulated to the jury only at the time of the adjudication meeting (Support material will not be returned).

## QUESTIONS?

You shouldn't hesitate to ask the Program Coordinator any questions.

He is here to help you prepare the best application you can to be put to the Review Jury.

John McLachlan – Program Coordinator Toll Free 1 877 664-2999

[john@bctouring.org](mailto:john@bctouring.org)

MAIL YOUR  
APPLICATION BY  
MAY 10, 2017  
and email us to let us  
know it's coming:  
[john@bctouring.org](mailto:john@bctouring.org)

OR

You can email  
a scanned PDF  
of all pages to  
[john@bctouring.org](mailto:john@bctouring.org)

Deadline For Applying:  
**May 10, 2017**

MAIL DIRECTLY TO PROGRAM COORDINATOR:

**CPYE c/o John McLachlan  
4000 Parnell Rd  
Hornby Island, BC V0R 1Z0**