

Individual Arts Grants: Creative Writers – Application Checklist

Be sure you have provided or completed the following before you submit your application. Review the program guidelines and the application for specific requirements.

Before you start:

- Review the program guidelines and application preview.
- Contact the Program Advisor to address concerns or review questions about eligibility.

In your profile on the BC Arts Council online grant system:

- update your address and other contact information.
- complete the Designated Priority Group Questionnaire (required for strategic funding).
- complete the Voluntary Self-Identification section (optional).

Text boxes in application:

- all mandatory text-based questions have been answered.
- all non-mandatory text-based questions that are relevant to your project have been answered.

Pop-out forms:

- summary of eligible expenses with notes for each expense (the budget) has been completed.

Uploaded documents:

- up to 20 pages of sample writing has been uploaded, and a clear statement that provides context for the sample work has been provided.
- up to 5 minutes of audio or video sample has been uploaded (spoken word artists only)
- your curriculum vitae (CV) has been uploaded.
- your publishing history (if not included in the CV) has been uploaded.
- letters from partners or collaborators, if applicable, have been uploaded.

And then:

- complete the Access Support tab (as applicable).
- share your feedback in the Feedback tab (optional).

And finally:

- review the Assessment Criteria to be sure your answers address the priorities for this program.
- ask a friend or trusted advisor to review your application for clarity, omissions, errors, etc.
- read the Declaration tab and complete the acknowledgement.
- submit your application!**