

## PROJECT ASSISTANCE: Community Arts Organizations Application Checklist

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

### Before you apply:

- Read through the program guidelines and application preview.
- Call or e-mail the Program Advisor if you need to confirm eligibility or if you have questions.
- New applicants: Register in the BC Arts Council online system to gain access to the online application. **Registration requests can take up to 5 business days to process.**
- Proofread (or have someone else proofread) your application before you submit it.
- Plan to submit your complete application at least two days before the deadline to avoid any last-minute technological issues.

### In your Organization Profile on the BC Arts Council online grant system:

- Update your mailing address and other contact information.
- Ensure signed financial statements, as detailed above, have been uploaded.
- Update your Board list and Staff list.
- Ensure your organization's certified constitution (for not-for-profits) or statement of purpose (for all other organizations) has been uploaded. Do not include by-laws.
- Complete/update the Designated Priority Groups Questionnaire.
- Complete/update the Equity Data Tool (to be considered for funding prioritization).

### In your Application:

- Include a project start date and end date that is after the application submission deadline. Note: Notification of results is generally 16 weeks after the application submission deadline so plan accordingly if your project is dependent on this grant funding.
- Make sure the amount entered in the request amount field in the application matches the request amount entered in your Budget Table.
- Include precise descriptions of your organization's activities and practices, the project, the participants or specific communities and your relationship with them, the creation process, and the intended impacts of the project.
- Include a project timeline or workplan beginning after the application submission deadline.
- Make sure to complete the pop-out forms in the application: project team with biographies and the budget table, including details to explain the amounts in the notes fields.

### Documents to Upload:

#### All Applicants:

- Letters from up to two partners or collaborators, if applicable, confirming the nature of their participation (maximum two letters, one page each). Do not include general letters of support.
- For applicants that have **not previously received funding through this program**, two PDF letters of reference from established arts and cultural practitioners familiar with the applicant's work.
- Support material as listed in the guidelines.