

Professional Development: Application Checklist

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

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 form.

Text boxes in application:

- precise description of the project.
- up to three relevant career highlights from your professional practice that demonstrate your capacity and experience to undertake this project.
- detailed description of your specific learning or career goals and a summary of how this project will impact your professional practice and/or future opportunities.
- workplan, timeline, itinerary, or schedule that includes significant milestones and/or benchmarks.
- if your activity or learning will provide direct benefit to an organization you are employed by, a summary of how the organization is supporting the project.
- clear statement about compensation to every professional artist and practitioner participating in the project.
- statement describing how this project may benefit your identified communities, as applicable.
- brief summaries of how this project and/or your practice align with BCAC's priorities of Reconciliation, Equity, Diversity, Inclusion, and Access.

Pop-out forms:

- summary of eligible expenses with notes for each expense.

Uploaded documents:

- your curriculum vitae (CV) or resume.

For Mentorship, Learning Residency, Courses, or Workshops:

- documentation from the institution, teacher, master, advisor, or mentor confirming specific financial and scheduling arrangements and agreements.
- a resume or biographical statement for advisors or mentors.

And finally:

- ask a friend or trusted advisor to review your application for clarity, omissions, errors, etc.