Individual Arts Grants: Visual Artists – **Application Checklist**

Be sure you have included or completed the following before you submit your application.

Before you start:
- ☐ Review the application preview and program guidelines for specific requirements.
- ☐ Call the Program Advisor if you need to confirm eligibility or if you have questions.
- ☐ New applicants: Register in the BC Arts Council online system
- ☐ Add NoReply@BCArtsCouncil.ca to your safe senders list
- ☐ Complete and submit any overdue final reports on previous BC Arts Council grants.

In your Personal Profile on the BC Arts Council online grant system:
- ☐ Update your mailing address and other contact information.
- ☐ Complete the Designated Priority Group section (required for funding prioritization).
- ☐ 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:
- ☐ Complete the Budget Form, including notes to explain your expenses and revenues
- ☐ Complete the Inventory of Support Materials Form, providing context for your support material submissions.

Uploaded documents:
- ☐ Up to 12 images or 3 published texts (maximum 20 pages), as applicable, OR
- ☐ Up to 5 minutes of audio or video samples
- ☐ Ensure clear statement that provides context for the sample work have been provided in the Inventory of Support Materials form.
- ☐ Your curriculum vitae (CV) and, for collaborative applications, the CVs of your collaborators.
- ☐ Letters from partners or collaborators, if applicable.

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 program priorities.
- ☐ 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!**