

COMMUNITY ARTS ORGANIZATIONS

Project Assistance Program Guidelines 2023/24

Acknowledgement

The BC Arts Council acknowledges it carries out its work on the land of Indigenous nations throughout British Columbia. We pay our respects to the Elders and Knowledge Keepers, past and present, descendants and custodians of these lands and waters. We are grateful for the continuing relationships with Indigenous people that develop through our work together. We acknowledge and raise our hands to the ɫə́kwəŋən (Lekwungen) people, known today as the Songhees and Esquimalt Nations, on whose ancestral lands we operate our main offices.

About the BC Arts Council

The BC Arts Council is an agency of the Province of British Columbia under the Arts Council Act, nurturing and supporting arts and cultural activity in communities across British Columbia. In the [Extending Foundations: Action Plan for 2022-2024](#), the BC Arts Council reaffirms its commitment to principles of reconciliation, equity, diversity, inclusion and access in all of its programs and processes.

The BC Arts Council conducts its operations and funding activities in accordance with legislation and other guiding documents such as the [BC Human Rights Code](#), [Accessible BC Act](#), [Accessible Canada Act](#), the [Declaration on the Rights of Indigenous Peoples Act](#) and [Action Plan](#), and the [United Nations Declaration on the Rights of Indigenous Peoples](#), as well as the [Calls to Action of the Truth and Reconciliation Commission](#).

For more information about the BC Arts Council's mandate, vision, values, and strategic directions, visit the [About](#) and [Priorities](#) sections on the BC Arts Council website.

Designated Priority Groups

The BC Arts Council has committed to targeted investment in underserved and equity-deserving organizations and the development of equity support initiatives, including a policy to support [designated priority groups](#). These identified groups will be the focus of BC Arts Council strategic measures, through dedicated programs, funding prioritization processes, partnerships, and outreach.

The BC Arts Council's designated priority groups include applicants and arts and cultural practitioners who are:

- Indigenous (First Nations, Métis, or Inuit) Peoples;
- Deaf or experience disability;
- Black or people of colour; or
- Located in areas outside [greater Vancouver or the capital region](#).

Identifying as a designated priority group means the majority of your activities, programming, and financial and human resources are dedicated to one of the groups listed above. This may be

demonstrated in one or more of the following areas: purpose statement, practices, practitioners, staffing, leadership, and engagement.

If your organization would like to be considered for strategic measures including priority funding under the Designated Priority Groups policy, you must complete the Designated Priority Groups and Equity Data Tool sections in your online Organizational Profile.

About Project Assistance: Community Arts Organizations

Project Assistance: Community Arts Organizations supports the development of community-based arts through the creation or presentation of public programming initiatives that provide engagement between artists, participants, and communities, and reduces or eliminates barriers to public participation in the arts.

Activities may include performances, exhibitions, documentation, circulation and presentation projects, creation of new works, collaborative arts activities, artists' residencies, exploration and presentation of traditional, new or diverse art forms, and artistic or organizational development projects.

See **Examples of Eligible Projects** below for more information and examples of projects this grant program intends to support.

When and How to Apply

Submit your application through the [online grant system](#).

Intake – Open: September 1 | **Close:** October 17 | **Results:** February 2024

Applications will be accepted until 11:59 pm on Tuesday October 17, 2023.

Organizations may submit only one application to this grant program per intake.

This grant program is expected to open again in 2024. A [Grant Program Calendar](#) showing our annual grant program cycle is available on our website.

New applicants: [Register and create a profile](#) in the online system. **It may take up to five business days to process your registration request.** You will receive an email when your registration request is approved. Once approved, you will be able to access the online application. Add the email address **NoReply@BCArtsCouncil.ca** to your safe senders list and check your spam folders.

All applicants: Update your online Organizational Profile (including mailing address and new Designated Priority Group section) before submitting your application.

Questions? Contact a Program Advisor for this grant program. We are here to help. The BC Arts Council office hours are 8:30 a.m. to 4:30 p.m., Monday to Friday.

Accessibility

Organizations with a primary purpose to serve D/deaf or disability arts practices may be eligible for the BC Arts Council's accessibility programs.

Application Assistance pays for support services for creating and submitting grant applications.

Access Support provides funding to support access costs associated with a project funded by a BC Arts Council grant.

These programs do not provide funding for audience accessibility or day-to-day access costs outside the scope of a project.

Accessibility requests are confidential and will not be part of the assessment panel's evaluation of a grant application.

For more information or to request assistance, contact:

Clayton Baraniuk, Accessibility Coordinator at 250-978-9839 or Clayton.Baraniuk@gov.bc.ca

Find out more about accessibility supports online at BCArtsCouncil.ca/accessibility.

Who Can Apply

All applicants are encouraged to confirm their eligibility with the Program Advisor prior to applying. Applications from organizations that do not meet current eligibility criteria within these guidelines will not be forwarded for assessment.

To be eligible, organizations must either be:

- A **Community Arts Organization**, registered and in good standing as a non-profit society or community service co-op in B.C. for at least one fiscal year prior to application with:
 - The majority of key staff (paid or volunteer) and board members based in B.C.;
 - Creative control and decision making for programming and engagement primarily maintained within the organization and by leadership based in B.C.; and
 - A purpose or mandate dedicated to arts and culture programming and activities; or
 - A purpose or mandate to provide services to the arts and culture sector in B.C.; and
 - Operations and activities that reflect this dedicated purpose or mandate.

NOTE: For the purposes of eligibility for this grant program, [Community Arts Organizations](#) are non-profit:

- Community arts councils;
- Community driven, generally non-professional, volunteer-managed arts and culture organizations; or
- Community-based arts and cultural centres, whose primary purpose is community centered engagement and access to the arts.

Community Arts Organizations offer a range of programming focused on enriching a specified community through a variety of arts disciplines and experiences, using a grassroots approach

to providing wider service to the community beyond their membership. Although generally community-led, community arts organizations may also engage and collaborate with professional artists, arts and cultural practitioners, arts administrators, Elders or Knowledge Keepers.

OR

- An **Indigenous (First Nations, Métis, Inuit) community organization** registered and in good standing as a non-profit society or community service co-op in B.C. for at least one fiscal year prior to application with:
 - The majority of key staff (paid or volunteer) and board members based in B.C.; and
 - A commitment to offering regular arts and culture activities.

OR

- An **Indigenous (First Nations, Métis, Inuit) government** in B.C. that offers regular arts and culture activities.

An eligible organization must also:

- Provide public arts and culture programming and engagement (or service to the arts and culture sector) in B.C. as a primary activity, and have done so for a minimum of one year prior to the application submission deadline;
- Engage community-based board leadership and, if applicable, skilled artistic or administrative leadership (paid or volunteer);
- Fairly compensate artists, arts and cultural practitioners, technicians, Elders, and Knowledge Keepers. Compensation must align with project and community contexts and industry standards within the field of practice;
- Follow international intellectual property rights standards and cultural ownership protocols.
- Follow the [Criminal Records Review Act](#) which requires that people who work with or may have unsupervised access to children or vulnerable adults must undergo a criminal record check by the [Criminal Records Review Program](#);
- Not currently receive Operating Assistance from the BC Arts Council;
- Have completed and submitted any overdue final reports on previous BC Arts Council grants by the application submission deadline for this program; and
- Provide programs that benefit the community at-large and not solely the interests of its non-profit society members.

Examples of Eligible Projects

Applicants are encouraged to confirm the eligibility of their project with a Program Advisor prior to applying. Applications for projects that do not meet eligibility criteria outlined in these guidelines will not be forwarded for assessment.

BC Arts Council project assistance grant programs provide one-time grants for specific projects. Project grants are not meant to cover operating or ongoing expenses.

Grants are available in this program to support specific projects for the development, enrichment, and creation of new or unique public programming and community engagement initiatives focused on community-based arts.

Examples of eligible activities include but are not limited to:

- Developing and presenting a group art exhibition, artist's talks, and community art workshops, focused on a theme, and coordinated and curated by a team of local artists.
- A collaborative exploration of the culture of a specified community through dance, music, visual art and craft, or storytelling, led by members of that community.
- Research, co-creation, and performances of a community-led theatre project that includes aspects of mentorship and skills training from professionals.
- Indigenous artists, youth and Elders promoting Indigenous learning, mentorship and apprenticeship through the creation and presentation of new art works.
- An artist development series for emerging artists to support skills development and foster peer connection with mentorship from established artists.
- A series of multi-disciplinary arts gatherings including artist talks, readings from writers, live music, slam poetry, non-commercial film screenings and digital art, within a defined time period.

Examples of activities that are not eligible for support in this program:

- A professional arts organization offering a community-engaged arts project.
- A community art club holding an art sale, where there is no engagement with professionals, and there is no set payment of fair compensation to artists.
- A community performing arts organization offering a performance where there is no engagement with professionals, and there is no set payment of fair compensation to artists.
- Ongoing multi-day festivals and projects embedded within ongoing multi-day festivals, and other activities eligible within the Project Assistance: Community Arts Festivals or Professional Arts Festivals programs.
- Support for an organization's entire season of performances or artistic programming.
- Literacy programs or projects focused on curriculum delivery.
- Projects or activities that do not involve or benefit artists, arts and cultural practitioners, Elders, or Knowledge Keepers.
- Projects or activities that do not have a clearly defined arts and culture focus.

Required compensation within project activities:

Eligible projects must include appropriate payment to the artists, arts and cultural practitioners engaged in the proposed activities. At a minimum, payments to artists should align with project and community contexts and/or industry standards as applicable (for example, recommended rates set by the arts service organization, professional association, or established practitioners within the field of practice). Payment structures that are not guaranteed, or that risk low or non-payment to artists and other arts and cultural practitioners do not meet this compensation requirement (for example, commission-based sales of artworks, percentage of door sales).

Applicants can determine compensation to Elders and Knowledge Keepers according to community context and appropriate protocols. Applicants should describe the approach used to determine the fair rate in their application.

Exclusions

Grants are not available to support:

- Arts and cultural organizations eligible within BC Arts Council professional programs.
- Festivals eligible within the BC Arts Council's [Project Assistance: Community Arts Festivals](#) program.
- Operating expenses.
- Project phases or activities that have begun prior to the application submission deadline.
- Project or budget deficits or contingency funds.
- [Capital expenses](#) (construction, renovation, or purchase of property or equipment).
- Feasibility studies, start-up costs, or seed money.
- Projects or activities that are not based upon artistic or curatorial decision making, or where arts and culture is not the primary focus, including: fundraising activities; competitions; conferences and conventions; family, religious, anniversary or community celebrations.
- Community-based, user-pay arts groups focused on engaging members through a single discipline (for example, community choirs, bands, theatre or dance groups, art and craft clubs) unless the project supports artistic fees of:
 - Commissioning new work from professional B.C. artists or Knowledge Keepers.
 - A performance or exhibition engaging professional B.C. or Canadian artists or Knowledge Keepers, with priority on presentations of contemporary work.
 - Engaging a guest clinician, artist, or Knowledge Keeper for the development of artistic skills with a clear statement about the need and rationale for the selected guest.
- Community choirs that are attached to, or affiliated with, educational, religious, or military institutions.
- Subsistence for artists or arts and cultural practitioners.
- Costs of producing commercial music recordings or demo reels.
- Member-funded societies.
- Industrial, archaeological or heritage sites, historic places or organizations dedicated to archives.
- Curriculum-based activities or projects, including those related to continuing education or post-secondary programs.
- Cultural organizations without a specific arts mandate and established arts programming.
- Social service organizations.
- Projects where art-therapy, health, or therapeutic work is the primary project focus or outcome.
- Projects or activities that are primarily intended for or focused within creative industries or commercial sectors (with the exception of book publishers), including: architecture, fashion, commercial film and television, culinary arts, games, sports, recreation, mass media, journalism, graphic design.
- Podcasts and radio programming that are not embedded within established artistic practice or specifically dedicated to the dissemination of artistic works. Activities based within journalism, broadcasting, creative industry, or for general interest or commercial purposes are not eligible for support.
- Projects or activities funded through other BC Arts Council grant programs.
- Projects or activities funded with BC Arts Council funds received through third-party delivery partners: ArtStarts, First Peoples' Cultural Council, BC Touring Council, or Creative BC.

Grant Amounts

Applicants may request:

- a grant amount for up to 50% of the total eligible project budget; or
- a grant amount for up to 65% of the total eligible project budget from applicants that are considered part of the BC Arts Council's designated priority groups as described on page one.

Applicant contributions to the project budget can be composed of both cash and in-kind contributions. NOTE: The project budget must balance in-kind revenues with in-kind expenses.

Grants typically range from \$5,000 to \$20,000, with a maximum grant amount of \$25,000.

Applicants are encouraged to submit realistic proposals for the funds required to feasibly carry out the project.

BC Arts Council intends to support successful applications at 100% of the request; however, grants may be awarded for less than requested.

BC Arts Council programs are highly competitive, and support is not available for all eligible projects. Success rates in BC Arts Council grant programs are generally between 20% to 40%. Visit the [BC Arts Council Grants Recipients](#) page to review a list of previously successful applicants and the range of previous grants for this program.

What is Needed for the Application

You are responsible for submitting a complete application. You will not be contacted to address errors or missing requirements. Eligible applications are assessed as submitted.

An application checklist is also included at the end of these guidelines for your convenience.

A complete application must include:

- Details outlining the proposed project including:
 - A summary of the proposed project, including rationale, objectives, and outcomes.
 - Project timeline or work plan.
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.
 - A completed Project Team Table, including name, responsibility, place of residence, confirmation of participation, and 100-word biography for each member of the project's team.
- A balanced project budget. Be sure to:
 - Use the Budget Table provided in the online application.
 - Include notes on the budget and indicate whether revenues are confirmed or pending.
 - Balance in-kind revenues with in-kind expenses.
- All required support material as listed below.

As part of our commitment to accessibility, the BC Arts Council is now accepting parts of applications in audio and video formats. See instructions within the application.

Required Support Material

Applicants should review and follow the [Upload Requirements for Support Material](#) before uploading their support material to the online application.

Do not submit any additional support materials outside of what is required below. Excess support material, including multiple links to materials within a single uploaded document, will not be reviewed and may negatively impact the assessment of your application.

If you have any questions about support material, contact a Program Advisor.

Required support material for this application includes:

- Letters from project partners or collaborators (as applicable) confirming the nature of their participation in the proposed project (maximum two letters, one page each). **Do not include general letters of support.**
- Examples of work related to the proposed project, **up to a maximum of:**
 - **5 images**
OR
 - **5 minutes total of video or audio** (may include a single file or a number of shorter files up to a total of 5 minutes).
OR
 - **3 pages of critical writing or documentation.** Do not submit testimonials or reference letters.

Applicants who have not previously received funding through this program must also submit:

- Two letters of reference from established arts and cultural practitioners familiar with the applicant's work.

Additional Information Required from Organizations

Before you apply, you must update your online Organizational Profile with the following:

- Current list of the organization's board of directors, editorial advisory board, trustees, or board of management, including their board position, occupation/expertise and start date, and place of residence.
- Current list of administrative, artistic or editorial staff and significant contractors, including name, position, place of residence, and employment status (for example, permanent or part-time).
- Copy of the organization's constitution if the applicant is a not-for-profit organization OR a statement of the primary purpose of the organization for all other applicants. Do not include by-laws.
- Completed Designated Priority Groups information section.
- Answers in the Equity Data Tool that are relevant to your organization. You are not required to answer every question.
- Signed financial statements for the two most recently completed fiscal years. See details below.

Financial Statement Requirements

All organizations must upload to their online profile signed financial statements for their two most recently completed fiscal years. Following standard accounting formatting, financial statements should include comparative information for the prior fiscal year. If a comparative year is not included within a single set of statements, then ensure a set of financial statements for each year has been uploaded to your profile.

All not-for-profit organization's financial statements, including those internally prepared, must include:

- A balance sheet, income statement, and notes following standard accounting formatting.
- An itemized list of grants identified by funder, included either in the income statement or in an attached schedule.
- A breakdown of operating net assets, distinguishing between unrestricted net and capital assets.
- Signatures of the preparer and two board members affirming board approval.

For applicants operating under the umbrella of a local government, an Indigenous government, or a post-secondary institution, financial statements must include:

- A statement of income and expenses for the applicant's activities alone.
- A signature of the umbrella organization's financial officer.
- Notes indicating if the applicant entity may accrue assets, surpluses, or deficits from one year to the next.
- An itemized list of grants received that are related to the applicant, not the entire umbrella organization, and identified by funder, either in the income statement or attached schedule.

The type of financial statements that are required are outlined in the chart below.

NOTE: Type of Financial Statements required are based on the single largest BC Arts Council grant received in the organization's previous two fiscal years, not including Resilience Supplements, Pivot Program grants, Arts Impact Grants, or Arts Infrastructure Program grants.

If you did not receive an applicable grant in the previous two fiscal years, internally prepared financial statements are acceptable.

BC Arts Council reserves the right to request audited financial statements if deemed appropriate, regardless of the amount of the applicant's previous funding.

Previous BC Arts Council Grant Received (as per above)	Type of Financial Statements Required
\$0 to \$15,000	Internally prepared financial statements
\$15,001 - \$40,000	Independently prepared financial statements: Notice to Reader/Compilation Engagement Report
\$40,001 - \$100,000	Independently prepared financial statements: Review Engagement
Greater than \$100,000	Independently prepared financial statements: Audit

How Applications Will Be Assessed

The [Extending Foundations: Action Plan for 2022-2024](#) includes the BC Arts Council's commitment to placing reconciliation, equity, diversity, inclusion and access at the centre of its activities with the intention to address historic funding inequities. Equity considerations are embedded throughout the assessment criteria and the assessment process. Funding prioritization may be applied to organizations considered designated priority groups as outlined on page one.

Assessment criteria are designed to encourage applicants to speak to their diverse and relevant achievements and contributions, and to the various ways their activities align with the priorities of the BC Arts Council.

The assessment criteria are also the primary lens through which the assessment panel will review and score your application.

The areas of assessment for this grant program are outlined below along with their relative scoring percentage. Keep these criteria in mind as you complete your application. While your submission should discuss how the project fulfils each area of assessment, your application may expect to be stronger in some areas than in others.

RECONCILIATION, EQUITY, DIVERSITY, INCLUSION AND ACCESS (20%)

The assessment panel will evaluate the project's alignment with the priorities of BC Arts Council as outlined in the [Extending Foundations Action Plan](#) by considering:

- The level at which the project will advance opportunities for and service to equity-deserving and under-represented communities.
- The contribution to communities located outside major urban centres (as applicable).
- The project's potential for advancing reconciliation (as applicable).
- The significance of the project in pursuing equity, diversity, inclusion, and access as relative to the applicant's context, including its region, capacity, community served, available resources, purpose, and mandate.

ARTISTIC AND CULTURAL CONTRIBUTION, ENGAGEMENT AND IMPACT (50%)

The assessment panel will evaluate the project's overall artistic and cultural contribution, engagement, and impact by considering:

- How well the applicant can identify the communities it serves.
- The relevance of the project to the communities the applicant serves, as demonstrated through programming, audience development, outreach, editorial, or curatorial choices.
- How the project will contribute to the development of community-engaged arts, or art form(s) and cultural practices in B.C.
- The level of community engagement, risk, and originality achieved.
- The impact on and contribution to the development of B.C. artists, arts and cultural practitioners, and communities (as applicable).
- Integrity of the project including ethical approaches to:
 - Research, collaborative processes, source materials, cultural considerations, and protocols;
 - Following appropriate practices and protocols to eliminate cultural appropriation;

- Engagement with Indigenous people, communities, practices, materials, beliefs; and
- Meaningful contribution to equity-deserving and under-represented artistic practices, arts practitioners, and cultural communities.
- The level of accessibility, including but not limited to physical spaces, affordability, and support for those who experience barriers or disability.

FEASIBILITY (30%)

The assessment panel will evaluate the project's feasibility by considering the:

- Achievability of the proposed activities as determined by sound budgets, planning, resource allocation, and the applicant's overall financial health and capacity.
- Role of leadership, including artistic leadership, management, and the board, in fostering a healthy, sustainable work environment.
- Level of experience in realizing comparable projects at a professional standard.
- Rigour of human resources practices related to providing fair remuneration, equitable employment, cultural competency, cultural safety, and safe and respectful work environment.

Assessment Process

The following process is used to evaluate every application to this grant program:

- The BC Arts Council receives applications and reviews each one for eligibility.
- Eligible applications are forwarded to independent assessment panels. Assessment panels include individuals with broad professional knowledge, experience, geographical representation, and diverse aesthetic, institutional, and cultural viewpoints, including those from Indigenous perspectives.
- Assessment panels evaluate eligible applications using the assessment criteria above and determine the level of funding or conditions on payment of grants.
- The BC Arts Council informs each applicant of the assessment panel's decision in writing.
- Applicants may check the status of their application at any time through the online system.
- All results are final.

Notification of Grants and Feedback

The BC Arts Council's commitment is to inform each applicant of the results of the assessment process no later than 16 weeks after the submission deadline.

Notification is sent by email to the primary contact linked to the application.

Emails are sent through the online system. Be sure the email address **NoReply@BCArtsCouncil.ca** is on your safe sender list.

Results will not be shared before the official notification letters are sent.

Contact a Program Advisor for feedback on the assessment of your application after you have received notification of the results.

Payment of Grants

All grant payments are subject to an authorizing appropriation under the *Financial Administration Act*.

The BC Arts Council reserves the right to redistribute, delay, or suspend payments if the recipient:

- Does not carry out its planned program of activities.
- Makes major changes in artistic or administrative direction.
- Does not meet its obligations as a grant recipient, including submission of final reports.
- Fails to comply with legal obligations.
- Fails to respect the commitment to provide a safe and respectful workplace free from harassment, discrimination, and sexual misconduct.

Grants will be paid by cheque and sent to the mailing address listed in the individual or organization profile in the online system unless the applicant is registered for direct deposit.

Grants are taxable income and must be reported. Individuals receiving grants on their own behalf or on behalf of a collective are issued T4As for the year the grant payment is processed.

Final Reports

Grant recipients must submit a final report of the completed project to the BC Arts Council within 30 days of the Project End Date stated in the application. Final Reports must be submitted through the online system.

Future applications from the applicant to BC Arts Council programs will not be accepted if reporting requirements are not met.

Confidentiality of Information

The collection, use, and disclosure of personal information are subject to the privacy provisions of the Freedom of Information and Protection of Privacy Act. The applicant's information will be shared in confidence with members of the assessment panel. The names and locations of successful grant recipients may be published, along with the amount of the grant, in the Annual Report of the BC Arts Council as well as in various communications and promotional vehicles of the BC Arts Council and Province of British Columbia. Social Insurance Numbers are provided to Canada Revenue Agency through the issuance of T4As.

Recognition of Grants

In recognition of grant funding, the support of the BC Arts Council and the Province of British Columbia should be acknowledged in applicant's promotional materials, both print and online. The approved BC Arts Council and provincial logo and graphics standards are available [online](#) in a variety of ready-to-use digital formats.

Grant recipients with a website are encouraged to add a link to the [BC Arts Council](#) website.

Call us! We are here to help.

If you have questions after you have reviewed these Program Guidelines and the [Frequently Asked Questions](#) on the BC Arts Council web page, please contact a Program Advisor.

Krista Patterson – Program Advisor, Community Arts Organizations

236-478-2550 | Krista.Patterson@gov.bc.ca

For general information, contact:

250-356-1718 | BCArtsCouncil@gov.bc.ca

**Program guidelines are reviewed and updated annually.
Be sure you are working with the most current guidelines for each intake.
Updates to guidelines made after the original posting will be highlighted.**

PROJECT ASSISTANCE: Community Arts Organizations Application Checklist

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 a 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 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.