

PROJECT ASSISTANCE: Community Arts Festivals Application Checklist

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

Before you apply:

- Read through the program guidelines and application preview for specific requirements.
- Call or e-mail the Program Advisor if you need to discuss 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.
- Ensure you have completed and submitted any overdue final reports on previous BC Arts Council grants.
- 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 amounts entered in the request amount fields in the application matches the request amounts 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.

Pop-out forms to complete in the application:

- Project Team Table with biographies
- List of confirmed or proposed B.C. and Canadian professional artists, technicians, Elders and Traditional Knowledge Keepers sufficient to demonstrate total request of up to \$6,000. Include names, the fees they are to be paid, and their biographies.

Project Budget Table with notes explaining amounts

Documents to Upload:

- One PDF copy (scanned/electronic) of the most recent community art festival brochure or program schedule, or a URL link to the brochure/program, if not including an uploaded copy above.** Note: If the festival brochure (or the URL link supplied

below) does not contain a programming schedule, upload an additional PDF that details the full schedule of artistic and cultural activities and programming that was presented at the festival.

- ❑ 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.