Application Checklist: Individual Arts Grants: Performing Artists

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 your or your project's eligibility, or if you have questions.
- ☐ New applicants: Register in the BC Arts Council online system to access to the online application. **Registration requests can take up to 5 business days to process.**
- ☐ Plan to submit your complete application at least two days before the deadline to avoid last-minute technological issues.
- ☐ 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 address and other contact information.
- ☐ Complete the Designated Priority Group section (required for funding prioritization).
- ☐ Complete the Voluntary Self-Identification form.

In your application:

- ☐ A project start date and end date (start date must be after application closing date of May 30, 2024).
- ☐ A request amount that matches the request amount in your Budget form.
- ☐ Descriptions of your project, the participants or specific communities, the creation process, and the intended impacts of the project.
- ☐ A project timeline or workplan beginning after the application closing date of May 30, 2024.

Pop-out forms to complete in the application:

- ☐ Project Team with biographies.
- ☐ Budget Form with notes explaining amounts.

Documents to Upload:

- ☐ Your CV or Resume, outlining your relevant basic training and work experience.
- ☐ PDF 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.
- ☐ Examples of previous work related to the proposed project as listed in the guidelines.
- ☐ Test your support materials to make sure they link to the right place, open and display properly, and for videos clearly note sections you want the assessors to watch.

Before you press submit:

- ☐ Proofread your application for typos and complete answers to questions.
- ☐ Cross reference your answers against the assessment criteria.
- ☐ Ask someone else to read through it for clarity.

After you submit your application:

- ☐ Add NoReply@BCArtsCouncil.ca to your safe senders list if you haven't already done so. Notification of results will come from this system email roughly 16 weeks after the submission deadline.
- ☐ Keep your mailing address up to date in Personal Profile. Grant payments will be mailed to this address.
- ☐ Contact a Program Advisor for feedback on the assessment of your application after you have received notification of the results.