

## Project Assistance: Professional Performing Arts Organizations - Application Checklist

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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.
- Contact the Program Advisor to address concerns or review questions about eligibility.
- 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 last-minute technological issues.
- Ensure you have completed and submitted any overdue final reports on previous BC Arts Council grants.

Organizations: In your Organization Profile on the BC Arts Council online grant system:

- Update your mailing address and other contact information.
- Upload your most recent signed financial statements. See Financial Statement Requirements section of guidelines.
- Update your Board list and Staff list.
- Upload your organization's constitution (for not-for-profits) or statement of purpose (for all other organizations). Do not include by-laws.
- Complete the Designated Priority Group section (required for funding prioritization).
- Complete the Equity Data Tool (required for funding prioritization).

Collectives: In your Organization Profile on the BC Arts Council online grant system:

- Update your mailing address and primary contact information.
- Include your shared purpose, creative goal, or mandate of your collective.
- Update your Collective Member List.
- Complete the Designated Priority Group section (required for funding prioritization).
- Complete the Equity Data Tool (required for funding prioritization).

In your application:

- Include a Project Start Date after the intake closing date (May 23, 2024) and a realistic Project End Date  
Note: Notification of results is generally 16 weeks after the intake closing date so plan accordingly if your project is dependent on this grant funding.
- Make sure your Amount Requested in the application matches the request amount in your Project Budget Table.
- Include detailed descriptions of your organization's activities and practices, the project, the participants or specific communities, the creation process, and the intended impacts of the project.
- Upload a detailed project timeline or work plan beginning after intake closing date.

Pop-out forms to complete in the application:

- Project Team Table with biographies
- Project Budget Table with notes explaining amounts

Support material to upload:

- ❑ Letters from up to two partners or collaborators, if applicable, confirming the nature of their participation (maximum two PDF letters, one page each). Do not include general letters of support.
- ❑ Examples of work related to the proposed project, up to the maximums listed in the guidelines.  
Note: Complete the Inventory Table to provide details about uploaded support material.
- ❑ For applicants that have **not previously received funding through this grant program**: upload two PDF letters of reference from established arts and cultural practitioners familiar with the applicant's work.
- ❑ An operating budget for the fiscal year in which your proposed project takes place (PDF format preferred) - Organizations only; not applicable to collectives.

After you submit your application:

- ❑ Add [NoReply@BCArtsCouncil.ca](mailto: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 your online Organization Profile (or Personal Profile for Collectives). 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.