

## Early Career Development: Application Checklist (for Organizations)

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Be sure you have included or completed the following before you submit your application. Review the program guidelines and the application for specific requirements:

### **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 Statements Requirements section of guidelines.
- Update your Board list and Staff list.
- Upload your organization's certified 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).

### **Text boxes in application:**

- Project start and end dates are confirmed. Project does not start before the application deadline (July 10, 2024).
- All mandatory text-based questions have been answered.
- All non-mandatory text-based questions that are relevant to your project have been answered.
- Request amount that matches the request amount in your budget form.

### **Pop-out forms:**

- Budget table with notes explaining request amounts.

### **Uploaded documents:**

- Biographical statement (in text or audio/ASL format) for each Early Career Practitioner outlining their learning goals and the impact this project will have on them and any communities they engage with.
- Detailed work plan including a schedule or timeline.
- Up to five current planning and/or policy documents and/or documents that address your organization's approach to equity, diversity, and inclusion.
- Letters from up to two partners or collaborators confirming the nature of their participation (if applicable).
- One-page biographical statement from the designated mentor(s) within the organization.

### **And then:**

- Complete the Access Support tab (as applicable).
- Share your feedback in the Feedback tab (optional).
- Read the Declaration tab and complete the acknowledgement.

### **And finally:**

- Ask a friend or trusted advisor to review your application for clarity, omissions, or errors.
- Submit your application!