

# Individual Arts Grants: MEDIA ARTISTS

## Program Guidelines 2024/25

### Acknowledgement

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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 ləkʷəŋən (Lekwungen) people, known today as the Songhees and Esquimalt Nations, on whose lands we operate our main offices.

### Table of Contents

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<b>ABOUT INDIVIDUAL ARTS GRANTS: MEDIA ARTISTS .....</b>	<b>3</b>
Examples of Eligible Projects .....	3
Required artist fees and compensation within project activities .....	3
Eligible Expenses.....	4
Exclusions - What Will Not Be Funded .....	4
<b>GRANT AMOUNTS .....</b>	<b>5</b>
<b>WHEN AND HOW TO APPLY .....</b>	<b>6</b>
Accessibility Support.....	6
<b>WHO CAN APPLY .....</b>	<b>7</b>
Designated Priority Groups .....	7
Applicant Eligibility.....	7
<b>WHAT IS NEEDED FOR THE APPLICATION .....</b>	<b>8</b>
<b>REQUIRED SUPPORT MATERIAL .....</b>	<b>9</b>
<b>ASSESSMENT CRITERIA - HOW DECISIONS ARE MADE .....</b>	<b>10</b>

Assessment Process ..... 11

**NOTIFICATION OF RESULTS..... 11**

Feedback..... 11

Payment of Grants ..... 11

Final Reports..... 12

Recognition of Assistance ..... 12

Confidentiality of Information ..... 12

**CONTACT US. WE ARE HERE TO HELP..... 12**

**ABOUT THE BC ARTS COUNCIL ..... 13**

**APPLICATION CHECKLIST: INDIVIDUAL ARTS GRANTS: MEDIA ARTISTS..... 14**

**Program guidelines are reviewed and updated regularly.**

Be sure you are working with the most current guidelines for each intake.

Any changes to the guidelines made after the original posting will be clearly highlighted.

## About Individual Arts Grants: Media Artists

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**Individual Arts Grants: Media Artists** assists independent media artists with the creation of specific projects. Projects and works must be independent of commercial industries for film, video, and gaming.

BC Arts Council supports independent digital and media arts practices in the following areas:

- **Moving images** (film and video practices, including narrative, experimental, expanded cinema, and installation-based works);
- **Audio/sound art** (including sound sculptures and installations, sound walks, or other use of sound and listening as the foundation of artistic expression, generally for presentation in gallery spaces); or
- **New media and digital arts** (including interactive installation, immersive and interactive environments, web-based art, or other information and communications technologies used for artistic expression).

Grants are available to support the creation of new works. For film, this may include the production and/or post-production phase. The artist (for film projects, the director) holds complete creative control over the final work and throughout all production stages.

This program does not support projects intended for commercial creative industries (films intended for commercial distribution, television programming, or streaming services; video games, etc.). Critics and curators of Media Art may apply to **Individual Arts Grants: Visual Artists** for assistance with independent critical writing or curatorial projects.

This program provides one-time grants for specific projects. Applicants may combine funding from other sources to realize their project but must ensure the independence of the work from any rights restrictions that might come from other funding sources.

## Examples of Eligible Projects

We encourage you to contact the Program Advisor to discuss the eligibility of your project before applying.

### Examples of eligible projects include, but are not limited to:

- A film director seeking production funds for an independent, small-budget short documentary film.
- A multimedia artist seeking funds to pay collaborating artists for a creation workshop for a sound-based work in their community.
- A new media artist seeking funds to pay for creative consultation, space rental, and fabrication costs associated with a new installation work.
- A film director seeking post-production funds for a small-scale narrative film to hire editors, colorists, as well as equipment and space rental.

## Required artist fees and compensation within project activities

Eligible projects must include appropriate payment to the artists, arts and cultural practitioners, and other members of the project team engaged in the proposed activities. At a minimum,

payments to artists should be at the 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 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.

**RESOURCES:** The [CARFAC-RAAV Minimum Recommended Fee Schedule](#) (Canadian Artists' Representation / Le Front des artistes canadiens) provides guidelines on what visual and media artists should be paid for their copyright and other professional services.

The First Peoples' Culture Council [Working with Elders](#) document was developed as a free resource to support anyone interested in engaging with Elders and Knowledge Keepers.

## Eligible Expenses

### Grants are available to support:

- Subsistence costs of up to \$750 per week up to a maximum of \$15,000. Subsistence expenses are in lieu of an artist fee and support living costs while undertaking the research and creation portion of a project or activity. These include housing costs/rent, food, and local transportation. If you receive the grant, you are expected to devote most of your time to your practice for the period of time specified in your application. Preparatory time for production, excluding pre-production for film, can be included in your subsistence request.
- Costs of materials directly related to the project.
- Rental of equipment or space when directly relevant to the project.
- Fees paid to other professionals to help complete the project, for example, crew, technicians, editor, or sensitivity reader.
- Production and post-production costs.
- Travel expenses directly related to completing the project.
- Accessibility costs related to the project that are not eligible for the Access Support program.

## Exclusions - What Will Not Be Funded

### Grants are not available to support:

- Project phases or activities that begin before the application closing date.
- Project deficits, budget deficits or contingency funds.
- [Capital expenses](#) (for example, 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.
- Projects or activities that do not involve or benefit artists or arts and cultural practitioners.

- Activities that require payment from artists to participate; fundraising activities; conferences and conventions; family, religious, anniversary, or community celebrations.
- Contests and competitions, except if competition is integral to the art form or cultural practice.
- Costs of producing commercial recordings or demo reels.
- Curriculum-based activities or projects related to continuing education or post-secondary programs.
- Projects or activities that are primarily intended for or focused within creative industries or the commercial sector (with the exception of book publishers), including architecture, commercial fashion design, commercial film and television, culinary arts, games, sports, recreation, mass media, journalism, podcasts, graphic design.
- Works intended for the commercial media arts industry (for example, television or film for theatrical release or prime-time broadcast, animation, video games).
- Works created primarily for distribution through social media channels or streaming platforms.
- Pilots for commercial or educational television, industrials, or promotional films.
- Podcasts and radio programming that are not embedded within established artistic practice or specifically dedicated to the dissemination of artistic works.
- Documentation and recording of works rooted within disciplines other than media arts for archival or promotional purposes.
- Instructional, sponsored, or commissioned works.
- Music recording projects or music videos.
- Creation or writing of screenplays.
- Promotion or distribution expenses, including additional release prints or attendance at screenings or markets.
- Touring expenses.
- Amateur, pre-professional or student productions or projects.
- Projects or activities already funded through other BC Arts Council grant programs.
- Projects or activities funded with BC Arts Council funds delivered through third-party delivery partners: ArtStarts, First Peoples' Cultural Council, BC Touring Council, or Creative BC.

## Grant Amounts

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**\*\*NEW this year: Maximum request amount is \$25,000.\*\***

You may request up to 100% of the eligible project expenses.

Your subsistence request may be up to \$750/week to a maximum of \$15,000.

We encourage you to submit a realistic budget outlining the funds required to feasibly carry out the project.

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

BC Arts Council grant 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 Grant Recipients](#) page to review a list of previously successful applicants.

## When and How to Apply

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

**Applications – Open:** May 8 | **Close:** June 25 | **Results:** October 2024

**Applications will be accepted until 11:59 p.m. (Pacific Time) on Tuesday, June 25, 2024.**

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

This grant program is expected to open again in Spring 2025. 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 5 business days to process your registration request.**
- Additional information may be requested to inform general eligibility and process registration requests. Register early to avoid delays.
- 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:

- Once you are registered in the online system, you will be able to access the online application. We encourage you to read through these guidelines, or talk with a program advisor, to make sure your proposed project is eligible before you apply.

**Registration questions?** Contact [BCArtsCouncil@gov.bc.ca](mailto:BCArtsCouncil@gov.bc.ca) or 250-356-1718 for registration assistance. The BC Arts Council office hours are 8:30 a.m. to 4:30 p.m., Monday to Friday.

## Accessibility Support

If you self-identify as D/deaf or having a disability, you are eligible for the BC Arts Council's accessibility support 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 of 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:

**Nicola Dunne, Accessibility Coordinator at 778-405-4007 or [Nicola.Dunne@gov.bc.ca](mailto:Nicola.Dunne@gov.bc.ca)**

Find out more about accessibility supports online at [BCArtsCouncil.ca/accessibility](https://BCArtsCouncil.ca/accessibility).

## Who Can Apply

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You are encouraged to discuss your eligibility with the Program Advisor before applying. Ineligible applications will not be forwarded for assessment.

For collaborative applications, each participant in the collaboration must meet the eligibility criteria, as demonstrated by their CV in the application support material.

## Designated Priority Groups

The BC Arts Council has committed to targeted investment in underserved and equity-deserving groups 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
- Located in areas outside [greater Vancouver or the capital region](#)

Applicants who would like to identify as part of a designated priority group must complete the Designated Priority Groups section in their online Personal Profile. All applicants are encouraged to also complete the Voluntary Self-Identification section, but it is not mandatory.

## Applicant Eligibility

### To be eligible, you must:

- Be a Canadian citizen or Permanent Resident of Canada.
- Be a B.C. resident who ordinarily resides in B.C. and has lived in B.C. for at least 12 continuous months immediately prior to the application closing date.
  - For more information, review our [Determining B.C. Residency page](#).
  - You must be prepared to provide documentation to support your residency status (if requested).
- Be an independent media artist, who has completed all basic training (not necessarily in academic institutions).
- Be recognized as professional by other practitioners working in a similar artistic practice.
- Be committed to working full-time at your practice when financially possible.
- Demonstrate professional status by submitting a CV or resume that demonstrates you have the following:
  - Completed appropriate and relevant training that has prepared you to work in your field of practice. Training may be through post-secondary institutions, traditional knowledge transfer, or apprenticeship with a qualified practitioner.
  - A minimum two years of professional practice in your field following basic training.
  - As a professional independent media artist, have created and completed at least one project that has been professionally presented as part of a public program for which a professional fee was received (CARFAC, IMAA, or equivalent). **Eligible activities may include** exhibition in a professionally curated exhibition for which you received

professional fees as described above or having your work screened at a professional film festival at which a professional fee was received.

**OR**

- **For Indigenous Media Artists:** Received at least one grant to assist with the creation of media art through the First Peoples' Cultural Council Indigenous Arts Program.
- Have final creative control over the proposed work (for example, director's credit).
- 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](#).
- Have completed and submitted any overdue final reports on previous BC Arts Council grants by the application closing date for this grant program.

Note: Commercial activities, works resulting from commissions or pay-to-play activities do not contribute towards establishing eligibility.

### What is Needed for the Application

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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 included at the end of these guidelines.

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

**All applicants:** Update your online Personal Profile (including mailing address and Designated Priority Group and Voluntary Self-Identification sections) before submitting your application.

**A complete online application must include:**

- Details outlining the proposed project including:
  - Summary of the proposed project, including rationale, objectives, and outcomes.
  - Detailed project timeline or work plan, starting after the application closing date.

**Note: Notification of results is generally 16 weeks after the application closing date so plan accordingly if your project is dependent on this grant funding.**

  - Complete Project Team Table, including name, responsibility, current location, confirmation of participation, and 100-word biography for each member of the project's team.
- Balanced project budget. Be sure to:
  - Use the Project Budget Table provided in the application.
  - Include detailed notes on the budget.
  - Indicate whether revenues are confirmed or pending (as applicable).
  - Balance in-kind revenues with in-kind expenses.



- Make sure Amount Requested in the application matches the request amount in the Project Budget Table.
- All required support material as listed below.

### Required Support Material

Review and follow the [Upload Requirements for Support Material](#) before uploading support material to your online application.

Only submit support material that is related to your proposed project. Do not submit any additional support material outside what is described 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.

Please test all materials before submitting your application.

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

#### Required support material for this application includes:

- Curriculum Vitae (CV) with professional training and related artistic activities (maximum 3 pages) with paid professional media arts presentations clearly indicated. For collaborative applications, any collaborator that shares creative control must also include their CV.
- Letters from up to two partners or collaborators (as applicable) confirming the nature of their participation in the proposed activities (maximum 2 letters, one page each). **Do not include general letters of support.**
- Examples of previous work relevant to the proposed project in which the applicant had full creative control, **up to a maximum of:**
  - **5 images**OR
  - **5 minutes total of video or audio**, note timecodes of specific excerpts to be viewed (if applicable)
- A maximum 20-page sample of **ONE** of the following, as appropriate:
  - Script
  - Storyboard
  - Treatment
  - Synopsis
  - Exhibition/installation plan
  - Prototype outline

**NOTE:** You may submit a combination of the above types of examples to best serve your application. Total examples must not exceed the maximum amount allowed in a single format (for example, 3 images and 2 minutes of video may be submitted). Contact a Program Advisor if you have questions about the maximum amount of relevant support material.

- Completed Inventory Form (available in the online application). Use this form to list information about the image, video, audio, or text files you are uploading.

#### How to name your support material files:

Name your files beginning with your Last Name, First Name - Support Material Type, followed by any additional info such as Image Title, Viewing Order, or Project Partner name. For example:

- Smithers, Nelson – CV.doc
- Smithers, Nelson – image title 1.doc
- Smithers, Nelson – reference letter partner 2.doc

### Assessment Criteria - How Decisions Are Made

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

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.

Keep these criteria in mind as you complete your application. Some of the specific points listed below may not apply to your proposed project. However, your application should clearly explain how the proposed project generally addresses each area of assessment.

**Your application will be evaluated by a peer assessment panel based on the following criteria:**

#### ARTISTIC CONTRIBUTION AND SIGNIFICANCE (40%)

The assessment panel will evaluate the project's overall artistic contribution and significance by considering the:

- Level of artistry, originality, and overall contribution to the artistic practice.
- Integrity of the creative processes including ethical approaches to:
  - Research methods
  - Use of source and physical materials
  - Equitable collaboration processes
  - Matters of cultural appropriation and representation
  - Appropriate cultural protocols and practices
- Meaningful contribution to equity-deserving and under-represented artistic practices, arts practitioners, and cultural communities.

#### IMPACT ON THE APPLICANT AND COMMUNITY (40%)

When considering the impacts of the project, the assessment panel will assess the:

- Potential benefits to the development of the applicant's practice, the applicant's own identified communities, and the arts community in B.C.
- The significance of the project relative to BC Arts Council priorities of reconciliation, equity, diversity, inclusion, and access.
- The level at which the project will advance opportunities for and services to equity-deserving and under-represented communities.

- The level of accessibility and safety of engagement, including but not limited to physical spaces, intellectual accessibility, cultural and emotional safety, affordability, and support for those who experience barriers or disability.

### FEASIBILITY (20%)

The assessment panel will evaluate the project's feasibility based on:

- Achievability of the project as determined by sound budgets, planning, and resource allocation (as applicable).
- The applicant's experience in realizing comparable projects.
- Clarity of the work plan or timeline.

### 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 artistic 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 and any conditions on payment of grants.
- Funding prioritization may be applied to applicants considered part of a designated priority group.
- 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 Results

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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 application closing date.

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.

### Feedback

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

### Payment of Grants

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.

You cannot submit future applications to BC Arts Council grant programs if reporting requirements are not met.

### Recognition of Assistance

In recognition of grant funding, the support of the BC Arts Council and the Province of British Columbia should be acknowledged in all 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.

### 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.

### Contact us. We are here to help.

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If you have questions after you have reviewed these program guidelines and the [Frequently Asked Questions](#) on the BC Arts Council website, contact the Program Advisor.

**Paneet Singh** – Program Advisor, Media Artists  
778-572-6567 | [Paneet.Singh@gov.bc.ca](mailto:Paneet.Singh@gov.bc.ca)

For general information, contact:  
250-356-1718 | [BCArtsCouncil@gov.bc.ca](mailto:BCArtsCouncil@gov.bc.ca)

## About the BC Arts Council

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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 Council conducts its own 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.

## Application Checklist: Individual Arts Grants: Media Artists

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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.
- 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 June 25, 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.

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.
- 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.
- A project timeline or workplan beginning after the application closing date of June 25, 2024 (Uploaded under the Project Information tab).

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](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 Personal Profile. Grant payments will be mailed to this address.
- ❑ Contact the Program Advisor for feedback on the assessment of your application after you have received notification of the results.