

## Professional Development: Application Checklist

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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. Call a Program Advisor if you have any questions.

### **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 section

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

- Precise description of the project
- Up to three relevant career highlights from your professional practice that demonstrate your capacity and experience to undertake this project
- Detailed description of your specific learning or career goals and a summary of how this project will impact your professional practice and future opportunities.
- Workplan, timeline, itinerary, or schedule that includes significant milestones and/or benchmarks
- If your activity or learning will provide direct benefit to an organization you are employed by, a summary of how the organization is supporting the project
- Clear statement about compensation to every professional artist and practitioner participating in the project
- Statement describing how this project may benefit your identified communities (as applicable)
- Brief summaries of how this project or your practice align with BCAC's priorities of Reconciliation, Equity, Diversity, Inclusion, and Access

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

- Summary of eligible expenses with notes for each expense

### **Uploaded documents:**

- Your curriculum vitae (CV) or resume.

### **For Mentorship, Learning Residency, Courses, or Workshops:**

- Documentation from the institution, teacher, master, advisor, or mentor confirming specific financial and scheduling arrangements and agreements
- Resume or biographical statement for advisors or mentors

### **And finally:**

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