

Individual Arts Grants: Creative Writers – Application Checklist

Be sure you have provided or completed the following. Review the program guidelines and the application for specific requirements.

Before you start:

- 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.
- Review the program guidelines and application preview.
- Plan to submit your complete application at least two days before the deadline to avoid last-minute issues.
- Contact the Program Advisor to address concerns or review questions about eligibility.
- Complete and submit any overdue final reports on previous BC Arts Council grants.

In your profile on the BC Arts Council online grant system:

- update your address and other contact information.
- complete the Designated Priority Group Questionnaire (required for strategic funding).
- complete the Voluntary Self-Identification section (optional).

Text boxes and pop-out forms in the application:

- ensure that all mandatory text-based questions have been answered.
- ensure that all non-mandatory questions relevant to your project have been answered.
- ensure that the summary of expenses with notes for each expense is complete.

Documents to upload:

- up to 20 pages of sample writing, and a statement providing context for the sample work.
- up to 5 minutes of audio or video sample has been uploaded (spoken word artists only)
- your curriculum vitae (CV) and your publishing history (if not included in the CV).
- letters from partners or collaborators, if applicable.

And then:

- complete the Access Support tab (as applicable).
- share your feedback in the Feedback tab (optional).

Before you press SUBMIT:

- proofread your application for typos and complete answers to questions.
- cross-reference your answers against the assessment criteria.
- ask a friend or trusted advisor to review your application for clarity, omissions, errors, etc.
- read the Declaration tab and complete the acknowledgement.
- submit your application!

After you SUBMIT your application:

- Add **NoReply@BCArtsCouncil.ca** to your safe senders list. Notification of results will come from this system email approximately 16 weeks after the submission deadline.
- Keep your mailing address up to date in your 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.