

What is Needed for the Application: **Application Checklist**

Be sure you have included or completed the following before you submit your application. You will not be contacted to address errors or missing requirements. Applications are assessed as submitted.

Before you start:

- Review the application preview and program guidelines for specific requirements.
- Call a Program Advisor if you need to confirm eligibility or if you have questions.
- New applicants: Register in the BC Arts Council online system.
- Add NoReply@BCArtsCouncil.ca to your safe senders list.
- Complete and submit any overdue final reports on previous BC Arts Council grants.
- Update your online Organization or Collective Profile on the BC Arts Council online grant system. See details in the program guidelines above.

Application Responses:

- Indicate how your organization or collective is eligible for the Accelerate program.
- Complete the Organization Information and Accelerate Community sections.
- Enter your Accelerate start date and the funding amount you are requesting.
- Answer all mandatory text-based questions, including:
 - A description of your eligible Accelerate Community (Regional Area or Equity-deserving group(s)).
 - The Accelerate Details section related to the impact on your eligible Accelerate Community, and its reflection in your organization, activities and programming.
 - Descriptions of accessible and equitable approaches to your work environment, practice, activities, or engagements (as required).
- Complete the Budget Form including notes to explain your expenses and revenues; or, for current BCAC Operating Assistance recipients, update your CADAC financials.

Uploaded documents:

- Upload at least one piece of support material that relates to your programming or services (up to three pieces maximum).
- Provide at least one URL weblink to publicly available information on your organization or collective (up to three URL weblinks maximum).
- Describe why you chose the support material pieces and how to view them.
- Optional: Upload up to three pages of policy or procedure documents (if referenced in your application).
- Upload a one-page Job Description (if applicable).

And finally:

- Share your feedback in the Feedback tab (optional).
- Review the Assessment Criteria to be sure your answers address the program priorities.
- 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!**