

Professional Development: Application Checklist

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.