

Individual Arts Grants: PROFESSIONAL PERFORMING ARTISTS

Program Guidelines 2025/26

Grant Program Summary

Applications – Open: April 16 | **Close:** May 28 | **Results Expected:** Last week of September 2025

Who Can Apply: Individuals with an established arts and culture practice. Applicants must meet eligibility criteria detailed in the [Who Can Apply](#) section below.

Program Purpose: Grants are intended to support development, creation, production, realization, dissemination, or live performance of classical, experimental, original, traditional, and contemporary performing art forms from all world cultures. Includes dance, music, theatre, multidisciplinary, or other performing arts practices such as circus arts and comedy.

Maximum funding amount: **Category 1:** up to \$15,000 | **Category 2 and 3:** up to \$25,000

Next Intake: This grant program is expected to open again in Spring 2026. A [Grant Program Calendar](#) showing our annual grant program schedule is available on our website.

New applicants are encouraged to discuss eligibility with a Program Advisor before applying. Applications for projects that do not meet the eligibility criteria in these guidelines will not be forwarded for assessment.

Acknowledgement

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

Contact us. We are here to help.

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

Theatre, Multidisciplinary and Other Performing Arts Practices:

Justine Shore – Program Advisor, Performing Arts
250-940-8538 | Justine.Shore@gov.bc.ca

Dance and Music:

Kaitlyn Reining – Program Advisor, Performing Arts
778-405-3973 | Kaitlyn.Reining@gov.bc.ca

For general information, contact:
250-356-1718 | BCArtsCouncil@gov.bc.ca

Table of Contents

ABOUT INDIVIDUAL ARTS GRANTS: PROFESSIONAL PERFORMING ARTISTS	3
Examples Of Eligible Projects	3
Eligible Expenses	3
Subsistence	4
Exclusions - What Will Not Be Funded.....	4
Grant Amounts	5
Required Artist Fees And Compensation Within Project Activities	5
Compensation To Elders And Knowledge Keepers	6
WHO CAN APPLY	6
Applicant Eligibility	6
WHEN AND HOW TO APPLY.....	7
Accessibility Support	8
WHAT IS NEEDED FOR THE APPLICATION	8
Required Support Material	9
HOW DECISIONS ARE MADE	10
Assessment Process.....	10
Assessment Criteria	10
Designated Priority Groups	11
NOTIFICATION OF RESULTS AND FEEDBACK	11
PAYMENT OF GRANTS AND REPORTING REQUIREMENTS	12
Final Reports	12
Recognition Of Grants	12
Confidentiality Of Information	12
ABOUT THE BC ARTS COUNCIL.....	12
APPLICATION CHECKLIST 2025/26.....	14

Program guidelines are reviewed and updated with each program intake.

Be sure you are working with the most current guidelines.

Any updates to guidelines made after the grant program opens will be highlighted

About Individual Arts Grants: Professional Performing Artists

Individual Arts Grants: Professional Performing Artists support initiatives in the development, creation, production, realization, dissemination, or live performance of classical, experimental, original, traditional, and contemporary performing art forms from all world cultures. Performing arts includes dance, music, theatre, multidisciplinary, or other performing arts practices such as circus arts and comedy.

Playwrights who were previously able to apply to **Individual Arts Grants: Creative Writers** are now eligible through this program. All drama-related projects, including playwrighting, workshops, and play development, are now funded exclusively through this program.

The program has three categories:

- **Category 1: Creation Phase** supports the initial stages of the creative process including research, project development, and early drafts of new work.
- **Category 2: Development Phase** supports projects engaging in creation-based residencies and workshops, staged readings, and presentations in development.
- **Category 3: Production and Realization Phase** supports the latter stages of project development, full production, remounts, post-production, and projects with a full range of activity from Creation to Production and Realization.

Examples of Eligible Projects

Individual Arts Grants programs provide one-time grants for specific projects or activities led by an individual. Some examples include:

- A theatre artist workshoping a solo show and holding a stage reading with audience feedback.
- A musician composing their own work and hiring additional artists to collaborate.
- An artist leading a collaborative, multidisciplinary piece, and workshoping the movement and spacing of the work-in-progress.
- A comedian embarking on a self-produced comedy tour.
- A playwright working on an early draft of a play, alongside a dramaturge.
- A dancer commissioning a choreographer and musician to create an original work.

Eligible Expenses

Grants are available to support:

- [Subsistence costs](#) up to \$750 per week, **to a maximum of \$15,000**. [See below](#) for more details.
- Costs of materials or supplies directly related to the project.
- Purchase of equipment up to \$2,500, if directly related to the project.
- Rental of equipment or space when directly related to the project.
- Fees paid to other professionals to help complete the project. For example, other artists, practitioners, technicians, an editor, or sensitivity reader.
- Travel expenses directly related to completing the project.
- Accessibility costs related to the project that are not eligible in the Access Support program.

Subsistence

You may request subsistence of up to \$750 per week, **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 project for the timeframe specified in your application. Preparatory time can be included in your subsistence request. You can also include an artist fee for yourself if you are involved in additional activities such as workshopping, rehearsing, or performing, but you cannot request both subsistence and a fee for the same time frame/activity.

Exclusions - What Will Not Be Funded

Grants are not available to support:

- Project phases or activities that begin before the application closing date.
- Projects or activities that are not based on artistic or curatorial decision making, or where arts and culture is not the primary focus.
- Projects that primarily focus on non-professional artist engagement such as amateur, pre-professional or student productions or projects, or non-audition-based community choirs.
- Research activities not directly connected to your artistic practice.
- 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. For example: hip-hop and street dance, rap battles, poetry slams, powwows.
- Projects or activities that are primarily intended for or focused within creative industries including architecture, commercial fashion design, commercial film and television, commercial music activities, culinary arts, games, sports, recreation, mass media, journalism, podcasts, graphic design. For example:
 - Creation or writing of screenplays or scripts for film, radio, television, or interactive digital media.
 - Creation, promotion, or distribution of works primarily intended for commercial release, such as recording projects, visual albums, demo reels or recordings, or music videos.
 - Music projects or activities eligible for funding through Creative BC programs, including the Career Development program. See the [Creative BC](#) webpage for funding opportunities in the commercial music industry.
 - Works created primarily for distribution through social media channels or streaming platforms.
 - Podcasts and radio programming that are not embedded within established artistic practice or specifically dedicated to the dissemination of artistic works.
- Projects where arts therapy, health or therapeutic work is the primary project focus or outcome.
- Instructional, sponsored, or commissioned works.

- Activities focused on promotion, or network development not related to the proposed activity, such as attendance at conferences or showcases. Funding for these activities may be available through the [Arts Circulation and Touring Grant](#).
- Projects or activities that will benefit a private or for-profit entity such as a registered sole proprietorship or business, or as part of an organization, rather than an individual artistic practitioner. (If you are affiliated with an organization, be clear how this application is supporting your practice as separate from the activities of your organization).
- Curriculum-based activities or projects related to continuing education, post-secondary programs at educational institutions or where artists are providing professional development or arts education outside of the creative process.
- Activities already funded through other BC Arts Council grant programs.
- Activities funded with BC Arts Council funds delivered through third-party delivery partners: ArtStarts, First Peoples' Cultural Council, BC Live Performance Network, or Creative BC.

Grants are also not available to support the following expenses:

- Operating or ongoing expenses.
- [Capital expenses](#) (for example, construction, renovation, or significant purchases of property).
- Equipment purchases over \$2,500.
- Feasibility studies, start-up costs or seed money.
- Project deficits, budget deficits or contingency funds.

Grant Amounts

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

****NEW this year: The maximum request amounts are:**

Category 1: up to \$15,000 | **Category 2 and 3:** up to \$25,000

You should apply for the appropriate amount based on the eligible activity above.

The purchase of equipment directly related to the project, up to \$2,500, is allowed.

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 we are not able to support all eligible projects. Success rates in BC Arts Council grant programs are generally between 20% - 40%. Visit the [BC Arts Council Grant Recipients](#) page to review a list of successful applicants and the range of previous grants for this grant program.

Required artist fees and compensation within project activities

Eligible projects must include appropriate payment to the artists, arts and culture practitioners, and other arts and culture workers engaged in the proposed activities. At a minimum, payments to artists should be at the recommended rates set by an arts service organization, professional association, or by 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, honoraria, commission-based sales of artworks, cut of door sales).

RESOURCE: Arts service organizations and professional associations set guidelines for minimum, recommended payment to performing artists for their professional services. See below for examples of discipline-specific fee schedules:

- [CARFAC](#) (Canadian Artists' Representation / Le Front des artistes canadiens)
- [CAEA](#) (Canadian Actors Equity Association)
- [CFM](#) (Canadian Federation of Musicians)
- [CADA](#) (Canadian Alliance of Dance Artists)
- [IATSE](#) (International Alliance of Theatrical Stage Employees)

Compensation to Elders and Knowledge Keepers

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.

RESOURCE: 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.

Who Can Apply

Applicant Eligibility

To be eligible, you must:

- Be an independent artist committed to working full-time within the performing arts when financially possible.
- Demonstrate you are an established performing artist or arts and culture practitioner in a CV or resume, by having:
 - **Completed appropriate and relevant training in your field of practice.** Training may include post-secondary institutions, traditional knowledge transfer, or a series of professional level workshops or apprenticeships with a qualified practitioner or mentor.
 - Worked at a level that is recognized as professional by other practitioners in a similar field or by organizations in the artistic practice.
 - Have a minimum of **two years** of actively working in your field after completing basic training, with at least two public presentations for which you have been paid a professional fee, as outlined in the discipline-specific criteria outlined below:
 - **Theatre Artists:** A minimum of two public presentations for which you have directed, or been contracted, presented, or held creative control on and for which you have been paid professional fees.
 - **Playwrights:** a minimum of two short works or one full-length work professionally produced, published, or publicly workshopped, and for which you have been paid professional fees.
 - **Music Artists:** A minimum of two public presentations in any music genre for which you have composed, or been contracted, presented, or held creative control on and for which you have been paid professional fees.
 - **Dance Artists:** A minimum of two public presentations in any dance genre for which you have choreographed, or been contracted, presented, or held creative control on and for which you have been paid professional fees.

- **Multi- and Interdisciplinary Performing Artists:** A minimum of two public presentations that integrates multiple fields of practice, for which you have been contracted, presented, or held creative control on and for which you have been paid professional fees.
- **Other Performing Artists: (i.e.: Comedy or Circus Arts)** A minimum of two public presentations for which you have been contracted, presented, or held creative control on and for which you have been paid professional fees.
- **D/deaf, Disability and Mad Arts:** A minimum of two public presentations across any performing arts practice for which you have received professional fees.
- **Community-Engaged Performing Artists:** Lead or facilitated two participatory performing arts projects in a community setting or learning environment for which you have received professional fees.

OR

- Have received at least one grant to assist with the creation of work through the First Peoples' Cultural Council arts program.

Culturally specific practices where compensation is not traditional may still be eligible. Contact a Program Advisor to discuss prior to applying.

To be eligible, all applicants must also:

- Be a Canadian citizen or Permanent Resident of Canada.
- Be a B.C. resident who ordinarily resides in B.C. and has lived in the province for at least 12 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).
- Have final creative control over the proposed work, for example: owning the copyright, publishing rights, or masters; receiving royalties on remounts or additional productions; having approval over the final artistic project.
- Fairly compensate artists, arts and culture practitioners, technicians, Elders, and Knowledge Keepers. Compensation must align with project and community contexts and industry standards within the field of practice.
- Engage skilled artistic, curatorial, editorial, and administrative leadership for project or service delivery.
- 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](#).
- Not have any overdue final reports on previous BC Arts Council grants.

When and How to Apply

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

Applications – Open: April 16 | **Close:** May 28 | **Results:** Last week of September 2025

Applications will be accepted until 11:59 p.m. (Pacific Time) on Wednesday, May 28, 2025.

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

New applicants:

- Register and create a profile in the online system to access the online application. Instructions are on our website: [How to Apply Online](#).
- We recommend you register at least 2 weeks before the application closing date.
- **Additional information may be requested in order to process registration requests. Register early to avoid delays.**
- It may take up to 5 business days to process your registration request after we have received all required documents.
- You will receive an email when your registration request is approved. Once approved, you will be able to create your profile and 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.
- Closely review these guidelines to ensure you and your activities are eligible.

Registration questions? Contact 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:

Erin Macklem, Accessibility Coordinator at 778-698-1416 or BCACaccess@gov.bc.ca

Find out more about accessibility supports at BCArtsCouncil.ca/accessibility.

What is Needed for the Application

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.

A complete online application must include:

- Details outlining the proposed project including:
 - Summary of the proposed project, including rationale, objectives, and outcomes.
 - Project Start Date (which must be after the application closing date) and a realistic Project End Date.
 - Detailed timeline or work plan.
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 person involved with the proposed activities.
- Balanced project budget.
- All required support material 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 activities. 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.

You are encouraged to test all materials before submitting your application.

Required support material for this application includes:

- Your Curriculum Vitae (CV) or resume that includes professional training and related paid professional artistic activities (PDF, maximum three pages).
- Letters from up to two partners or collaborators (as applicable) confirming the nature of their participation in the proposed activities (maximum two letters, one page each). **Do not include general letters of support.**
- Examples of previous work related to the proposed project, **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)
OR
 - **Sample of script or score** (up to 10 pages, PDF)
OR
 - **Examples of preliminary movement research** (up to 3 minutes of video)
- Completed Inventory of Support Materials. List your support materials and describe how they relate to the proposed project.

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).

How Decisions Are Made

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 peer 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 below 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.

Assessment Criteria

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 project. However, your application should clearly explain how the proposed project generally meets 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 contribution and significance by considering the:

- Quality and scope of the proposed project, including level of artistry, originality, and overall contribution to the artistic practice.
- Integrity of the creative processes including ethical approaches and consideration given to:
 - Research methods.
 - Use of source and physical materials.
 - Equitable collaboration processes.
 - Matters of cultural appropriation and representation.
 - Appropriate protocols and practices.
- Meaningful contribution to under-represented artistic practices.

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 professional arts community in B.C.
- Significance of the project relative to BC Arts Council's priorities of reconciliation, equity, diversity, inclusion, and access.
- Level at which the project will advance awareness of equity-deserving and under-represented communities.
- Level of accessibility and engagement, including but not limited to physical spaces, cultural safety, affordability, and support for diverse participants or those who experience barriers or disability.

FEASIBILITY (20%)

The assessment panel will evaluate the project's feasibility by considering the:

- Achievability of the project as demonstrated by a realistic budget and resource allocation.
- Level of experience in realizing comparable projects at a professional standard.
- Clarity of the work plan or timeline.

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 culture 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.

Notification of Results and Feedback

The BC Arts Council strives to inform each applicant of the results of the assessment process no later than **16 weeks after the intake 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. All results are final.

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

Payment of Grants and Reporting Requirements

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 profile in the online system unless 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 on 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 Grants

In recognition of grant funding, BC Arts Council and the Province of British Columbia's support should be acknowledged in all promotional materials, both print and online. The approved BC Arts Council logo and Province of British Columbia logo is available as a join file in a single download in a variety of ready-to-use digital formats. Find logo downloads and accompanying graphics standards and usage guidelines [online](#).

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.

About the BC Arts Council

The BC Arts Council is an agency of the Province of British Columbia under the Arts Council Act, nurturing and supporting arts and culture 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 BC Arts Council conducts its 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.

Individual Arts Grants: Professional Performing Artists

Application Checklist 2025/26

Be sure you have included or completed the following before you submit your application.

Before you apply:

Plan to submit your complete application at least two days before the deadline to avoid last-minute technological issues.

- ❑ **New applicants:** Register in the BC Arts Council online system to gain access to the online application. **Registration requests can take up to 5 business days to process.**
- ❑ **Existing applicants:** [Complete all required updates to your Personal Profile](#)
- ❑ Ensure you have completed and submitted any overdue final reports for previous BC Arts Council grants.
- ❑ Review the Program Guidelines and Application Preview on the [BC Arts Council website](#) for specific requirements for this program.

In your application:

Be sure to read all information outlined in the grey text boxes on the online application, which includes instructions, suggestions, and criteria considerations.

- ❑ Complete each section and answer all questions that are applicable to your project. Questions with the **red *** are mandatory.
- ❑ Ensure your Project Start Date is after the application closing date; include a realistic Project End Date.
- ❑ Clearly describe your project, including the participants or specific communities involved, the creation process, and the intended impacts of the project
- ❑ Try to be as clear as possible and fully respond to each question. Use of short, clear sentences, or point form is encouraged.
- ❑ Upload a detailed project timeline or work plan that includes significant milestones and/or benchmarks. Add details wherever possible and identify which activities will be covered under this grant if there are multiple phases.

Pop-out forms to complete in the application:

Make sure you open and complete the pop-up forms within the application.

- ❑ Project Team Table, including name, responsibility, current location, confirmation of participation, and 100-word biography for each member of the project's team.
- ❑ Project Budget (see below for details).
- ❑ Inventory Form on the Support Material tab, including details about the uploaded media files or URL links.

Budget pop-out:

Use the Project Budget Table provided in the application to submit a balanced budget.

- ❑ Include all expenses and revenues (as applicable) described within the Project Information tab.
- ❑ Include detailed notes for each expense. It should be clear which expenses are covered by the request to this program. Break down any large expenses, where possible.
- ❑ Ensure any ineligible expenses listed within program guidelines are covered by other revenue sources.

- ❑ Indicate whether revenues are confirmed or pending (as applicable). For pending revenues, note if you have previously received this funding in the past.
- ❑ Balance in-kind revenues with in-kind expenses.
- ❑ Make sure Amount Requested in the application matches the requested amount in the Project Budget Table.

Support material to upload:

Information and materials included on the Support Material tab should directly relate to and support the project for which you are seeking funding. The CV and letters contribute towards demonstrating feasibility and support for the project.

- ❑ CV or Resume outlining your relevant basic training and work experience.
- ❑ Letters from partners or collaborators, if applicable, confirming the nature of their participation (maximum two letters, one page each – as applicable).

Examples of previous work:

Previous work samples should highlight the contribution, impact, and feasibility of the proposed project.

- ❑ Upload examples of previous work relevant to the proposed project, up to the maximums listed in the guidelines and application form.
- ❑ Complete the Inventory Table to provide details 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

Before you submit your application

Ensure you have not submitted material beyond what is requested. Excess material, including multiple links to materials within a single uploaded document, will not be reviewed and may negatively impact the assessment of your application.

- ❑ Review and proofread your application.
- ❑ Cross reference your answers against the assessment criteria.
- ❑ Make sure you have uploaded all support material and test that all videos, audio clips and links are working.
- ❑ Ask a friend or trusted advisor to review your application for clarity, omissions, errors, etc.

After you submit your application:

- ❑ Be sure that NoReply@BCArtsCouncil.ca is included in your safe senders list. Notification of results will come from this system email roughly 16 weeks after the application closing date.
- ❑ Keep your mailing address up to date in your online Personal Profile. Grant payments will be mailed to this address.
- ❑ Once you've received notification of results, contact a Program Advisor for feedback on the assessment of your application.