

Organization and Collective Additional Materials to submit

Requirements depend on organization type (both registration category and incorporation/type within the category).

Once your organization registration is submitted, email materials to BCArtsCouncil@gov.bc.ca within forty-eight (48) hours of submitting the registration request.

PDFs are preferred.

Registration Category:

Arts and Culture Organization OR Non-profit Community Service Organization

For a Non-profit Society Registered in B.C.

- Organization's certified Constitution
- List of public arts and cultural programming
- Current list of the organization's board of directors and their community of primary residence
- Signed financial statements for the most recently completed fiscal year (signed by 2 Directors and the person who prepared the statements)

For an Extra-Provincial Non-share Corporation (also registered in B.C. as an Extraprovincial Society)

- Organization's official Certificate of Incorporation
- List of public arts and cultural programming
- Current list of the organization's board of directors and their community of primary residence
- Signed financial statements for the most recently completed fiscal year (signed by 2 Directors and the person who prepared the statements)

For a Community Service Cooperative Association Registered in B.C.

- Your organization's certified Memorandum of Association and bylaws
- List of public arts and cultural programming
- Current list of the organization's board of directors and their community of primary residence
- Signed financial statements for the most recently completed fiscal year (signed by 2 Directors and the person who prepared the statements)

For a For-profit Book Publisher

- A statement of the primary purpose of the organization
- Current list of the organization's staff
- A list of owners and shareholders indicating percentage of shares and their community of primary residence
- BC Business Registration number
- List of publications including title, author/s, year of publication
- Catalogue or full list of books in print (with above info)
- Signed financial statements for the most recently completed fiscal year (signed by 2 Directors and the person who prepared the statements)

For a professional arts organization, professional publisher, museum, or Indigenous cultural centre operated by a local government OR public post-secondary institution in B.C.

- A list of public arts and cultural programming
- Current list of dedicated staff in artistic, curatorial, or administrative leadership positions responsible for programming and engagement
- Signed financial statements of the institution and separate financial records for operations for the most recently completed fiscal year (signed by 2 Directors and the person who prepared the statements)
- Description of dedicated programming space
- For organizations embedded within local governments: the current list of independent advisory board members

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Registration Category:
Arts or Curatorial Collective

For a Collective:

CV/Resumes (PDFs preferred) of at least three of the members that have been noted as part of the collective that include:

- Current place of residence (province and community)
- A list of previous training, education, apprenticeship, or mentorship activities relevant to the artistic craft, discipline, or practice
- List of related artistic activities, exhibitions, performances, publications, residencies or other awards or achievements
- Evidence of minimum two years paid work in your field following basic training
- All listed training or artistic activities should:
 - Indicate the dates and locations of the activities
 - Include the names of artists/curators/hosts/organizations/publishers/mentors as applicable
 - Indicate which exhibitions, performances, publications, or presentations you received fees for (for example: include "Paid Fee" next to the activity).
 - Include the work that the collective has done to this point.

Registration Category:
First Nations Band Councils and Indigenous Community Organizations

For an Indigenous Community Organization (without an arts-specific mandate):

- Provide a list of public arts and culture programming (or service provided to the arts and culture sector) in B.C., as a primary activity over the past year(s). Note: programs must benefit the community at-large.
- Organization's certified Constitution (if Non-profit Society) OR certified Memorandum of Association and bylaws (if Community Service Cooperative Association) OR official Certificate of Incorporation (if Extra-Provincial Non-share Corporation)

For a First Nations Band Council/Indigenous (First Nations, Métis, or Inuit) government:

- Provide a list of regular arts and culture activities.