

2025/26 Early Career Development - Checklist for Organizations - Basic Training

Before you apply:

- ❑ Plan to submit your complete application at least two days before the deadline to avoid last-minute technological issues.
- ❑ **New BC Arts Council clients:** Register in the [BC Arts Council online system](#) to gain access to the online application. We recommend you register at least two weeks before the application closing date. Additional information may be required to process your registration. It may take up to five business days to process your registration after we receive all required documents.
- ❑ **All BC Arts Council clients:** Complete all required updates to your Organizational profile:
 - ❑ Update your mailing address and other contact information.
 - ❑ Upload your most recent signed financial statements. See Financial Statements Requirements section of guidelines.
 - ❑ Update your Board list and Staff list.
 - ❑ Upload your organization's certified constitution (for not-for-profits) or statement of purpose (for all other organizations). Do not include by-laws.
 - ❑ Complete the Designated Priority Group section (required for funding prioritization).
 - ❑ Complete the Equity Data Tool (required for funding prioritization).
 - ❑ Ensure you have completed and submitted any overdue final reports for previous BC Arts Council grants. An overdue final report will block your application from being submitted.
 - ❑ Review the Program Guidelines and Application Preview on the [BC Arts Council website](#) for specific requirements for this program.

In your application:

- ❑ Read and respond to all information in the grey text boxes on the online application.
- ❑ Complete each section and answer all questions that are applicable to your project. Questions with the **red *** are mandatory. Be sure your responses indicate your project's alignment with the program's intentions and the assessment criteria. Refer to the [Scoring Guide](#) for support.
- ❑ Ensure your Project Start Date is after the intake closing; include a realistic Project End Date.
- ❑ Complete the relevant training and experience tables and the work plan table by clicking on the "+" to add a new line for each entry.

Budget:

- ❑ Read the preamble at the top of the pop-out budget form.
- ❑ Include all relevant expenses and revenues for activities described in the application.
- ❑ Include detailed notes for each expense.
- ❑ Be clear which expenses are covered by the request to this program.
- ❑ Ensure any ineligible expenses are covered by other revenue sources.
- ❑ Indicate whether revenues are confirmed or pending.
- ❑ Be sure your budget is balanced, and balance in-kind revenues with in-kind expenses.
- ❑ Make sure Amount Requested in the application matches the requested amount in the Budget.

Material to upload:

- ❑ A statement from the Early Arts Practitioner responding to the questions in the application (PDF, maximum 800 words).
- ❑ Letters from Mentors confirming their qualifications, capacity, and the nature of their participation (PDF, maximum two letters, one page each).
- ❑ Make sure your uploaded material is in the correct format per directions in the guidelines.
- ❑ 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.

Before you submit your application:

- ❑ Review and proofread your application.
- ❑ Ask a friend or trusted colleague to review your application for clarity, omissions, errors, etc.

And then:

- ❑ Complete the Access Support tab (as applicable).
- ❑ Share your feedback in the Feedback tab (optional).
- ❑ Read the Declaration tab and complete the acknowledgement.

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 intake closing date.
- ❑ Keep your mailing address up to date in your online Organization Profile. Grant payments will be mailed to this address (unless you have registered for Direct Deposit).
- ❑ Once you've received notification of results, contact a Program Advisor for feedback on the assessment of your application.