

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.