

## Arts Circulation and Touring: Application Checklist (For Organizations and Collectives)

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

### Before you apply:

- ☐ Review the application preview and program guidelines for specific requirements.
- ☐ Call a Program Advisor if you need to discuss eligibility or if you have questions.
- ☐ 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.**
- ☐ Plan to proofread your application before you submit it.
- ☐ Plan to submit your complete application at least two days before the deadline to avoid any last-minute technological issues.
- ☐ Ensure you have completed and submitted any overdue final reports on previous BC Arts Council grants.

### In your Personal Profile on the BC Arts Council online grant system:

- ☐ Update your address and other contact information
- ☐ Upload your most recent signed financial statements (*organizations only*)
- ☐ Update your Board list and Staff list (*organizations only*)
- ☐ Upload your organization's constitution (*organizations only*)
- ☐ Complete the Designated Priority Group Questionnaire (required for funding prioritization)
- ☐ Complete the Equity Data Tool (required for funding prioritization)

### In your application:

- ☐ Include a Project Start Date (after the application submission date) and a realistic Project End Date.
- ☐ Make sure your Amount Requested in the application matches the request amount in your Project Budget Table.
- ☐ Include a detailed project description that clearly describes what the project is, who is involved in the project, who benefits from the project, and how the project will happen.

### Pop-out forms to complete in the application:

- ☐ Project Team Table with biographies
- ☐ Project Budget Table with a balanced budget and notes explaining amounts
- ☐ Portfolio Inventory Form on the Support Material tab

### Support Material to Upload:

#### • Outbound Activities:

- ☐ **For Circulation and touring activities:** Written confirmation(s) from a hosting organization(s) and/or venue(s) that list the dates and compensation (including in-kind contributions like travel, accommodations, or other benefits).
- ☐ **For Single Artistic touring or travel activities:** written confirmation or invitation from a hosting organization or proof of registration.

- ☐ **For promotion and planning activities:** written confirmation or invitation from a hosting organization or proof of registration
- ☐ **For all outbound activities:**
  - ☐ An itinerary or timeline and workplan of activities, engagements and/or meetings with dates, locations, times and who is involved.
  - ☐ Audience and/or market development plans, or public programming/outreach plans (as applicable)
- **Inbound Activities:**
  - ☐ **For Hosting, presentation and circulation activities:** Written confirmation(s) from the artist(s) or organization(s) engaged for the inbound activity that lists the dates, fees, activities, and terms of the project.
  - ☐ **For applicants planning touring projects:** written confirmation or letter(s) of intent from participants.
  - ☐ **For all inbound activities:**
    - ☐ An itinerary or timeline and workplan of activities, engagements and/or meetings with dates, locations, times and who is involved.
    - ☐ Audience and/or market development plans, or public programming/outreach plans (as applicable)

#### All Categories

- ☐ Letters from partners or collaborators, if applicable, confirming the nature of their participation (maximum two letters, one page each – as applicable)
- ☐ Examples of work relevant to the proposed project, to demonstrate the scale and scope of the work to be circulated or toured (see 'Required support materials' section within guidelines for maximum submission amounts)

#### After you submit your application:

- ☐ Add [NoReply@BCArtsCouncil.ca](mailto:NoReply@BCArtsCouncil.ca) to your safe senders list if you haven't already done so. Notification of results will come from this system email roughly 16 weeks after the submission deadline.
- ☐ Keep your mailing address up to date in your online Personal Profile. Grant payments will be mailed to this address.
- ☐ Contact a Program Advisor for feedback on the assessment of your application after you have received notification of the results.