

# BC Arts Council Individual Artist Grants: Creative Writers

# Application Preview

Updated: August 20, 2025

## Overview

This is a sample of the application for BC Arts Council’s **Individual Artist Grants: Creative Writers**.

This sample will be updated if the application is updated or changed after the program launch, with changes highlighted in yellow and marked as “Updated”. Check back to make sure you have the most current version.

Please select “Web Layout” from the “View” menu in MS Word to correctly view this document. “Navigation Pane” may also be selected in the “View” menu to display sections and subsections.

Applications must be completed on the online system, which requires you to set up a profile in advance.

Applications submitted in a Word document via email will not be accepted.

As a sample of the application, this document may not include all application content scenarios.

#### If you are D/deaf or have a disability and require support to access the online system or make your application, contact an Accessibility Coordinator:

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

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

#### If you have any questions about the program or application, contact the Program Advisor:

#### Michelle Benjamin – 236 478-2582 | [michelle.benjamin@gov.bc.ca](file:///\\SFP.idir.bcgov\S173\S7305\BCAC\@ops\80000%20-%20PROGRAM%20GUIDELINES\25%20-%20GUIDELINE%20DEVELOPMENT\FY2020-21\202005%20-%20Spring%20Individual%20Arts%20Awards\Sarah.Todd@gov.bc.ca)

The most recent program guidelines are posted on the relevant program page on the [BC Arts Council website](https://www.bcartscouncil.ca/program/creative-writers/).

Be sure you meet all of the eligibility criteria for this program and confirm that your profile – including your mailing address and other contact information – is up to date before submitting this application.

Your application will automatically save in the online Grant Management System every 5 minutes. We encourage you to continue to click SAVE DRAFT regularly to ensure that current content is safe.

* ***Applications may only be edited by one user in one browser tab at a time***. If the application is opened in another browser tab or another browser or by another user at the same time, those additional application views will be “read only”.
* Click the down arrow at the front of a section title to contract or expand that section. Three dots under a title indicates the section is collapsed and should be expanded to complete.
* Find "Jump To" menu (middle right) and click the section names to navigate between sections within an application.
* Click and drag hash marks in bottom right of text boxes to contract or expand the box.
* You will not be able to submit the application if you have not completed all mandatory sections or if you have an overdue final report.
* Info boxes, such as this one, can be collapsed (minus sign) or expanded (plus sign) by clicking the small grey box in their top right corner.

## Profile Details

An asterisk (\* ) indicates the field is mandatory

Information on this tab is connected to your applicant profile and includes basic details related to applicant eligibility across BC Arts Council programs. Your applicant profile can be updated at anytime but should be reviewed for changes prior to submitting this application.

### Registration Profile Summary

(System Generated Content)

Name:

Municipality:

Province:

Pronouns:

**If the Profile Summary above is not correct**, go to your Personal profile and update it before completing the application.

**To access your Personal profile**: click 'Home' (top right). From your home page click 'Personal Profile' (crowd icon).

Changes to address information must be submitted by email to: [bcartscouncil@gov.bc.ca](mailto:bcartscouncil@gov.bc.ca).

### Designated Priority Groups (\*)

The BC Arts Council administers supports for [*designated priority groups*](https://www.bcartscouncil.ca/priorities/priority-groups/).

The BC Arts Council's designated priority groups include applicants and arts and cultural practitioners who are:

* Indigenous (First Nations, Métis, and/or Inuit) Peoples;
* Deaf or experience disability;
* Black or people of colour;
* Located in regional areas (outside greater Vancouver or the capital region).

Complete the Designated Priority Groups section in your Personal Profile prior to submitting the application.

Once you have completed this section, the information will remain in your Personal Profile. You will not need to provide the information again unless there are changes.

All applicants are also encouraged to complete the Voluntary Self-ID information for statistical and research purposes.

#### \* I have reviewed the Designated Priority Groups and Voluntary Self-ID sections on the Personal Profile

(check box)

## Applicant Details

An asterix (\*) indicates the field is mandatory.

Information on this tab provides an overview of the applicant’s history and experience in their field of practice.

This includes official residence, the genre of work for which you are applying, and additional information for self-published writers.

Be sure you have reviewed the guidelines for Individual Arts Grants: Creative Writers [*here*](https://www.bcartscouncil.ca/program/creative-writers/) prior to completing this section. *Be sure you have reviewed the guidelines for Individual Arts Grants: Creative Writers prior to completing this section.*

#### \* Criminal Records Review Act

Check this box to confirm the applicant adheres to 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.

(check box)

#### \* British Columbia Resident Acknowledgement

For information on B.C. Residency requirements, please see [www.bcartscouncil.ca/determining-b-c-residency](http://www.bcartscouncil.ca/determining-b-c-residency).

#### I am a Resident of B.C. and I have lived in B.C. for at least one year immediately prior to this application.

(check box)

#### If requested, I can produce proof of residency including one or more of the following: A valid BC ID card, BC Driver's license, or BC Services Card.

(check box)

#### \* Resident of B.C. since

(Year-Month-day)

#### For self-published writers only: Describe your publication history. This must include book titles, dates published, publishing services engaged (if any), sales platform and history (how many copies sold), and other relevant details to confirm your eligibility.

(200 words maximum)

#### For self-published writers only: List any professional writers organizations of which you are a member (for example, The Writers Union of Canada). Indicate your level of membership and when you became a member.

(200 words maximum)

## Project Information

An asterix (\*) indicates the field is mandatory.

Information on this tab provides details about the project for which you are seeking funding. Answers to the following questions should clearly express what the project is, who is involved, who benefits, and how the project will happen.

Be sure you have reviewed the guidelines for Individual Arts Grants: Creative Writers [*here*](https://www.bcartscouncil.ca/program/creative-writers/) prior to completing this section.

Consider the following when completing your application:

* Assessors may not be familiar with your work, specific practice/s, community/ies, or culture/s. Provide the information they need to understand your project.
* Specific identity factors noted on your system profile are not provided to assessors. If identity factors are an important consideration or context of your artistic practice, consider referencing them within your application responses.
* The use of short, clear sentences or point form is encouraged, but your answers should still fully respond to each question.
* Avoid specialized terms, academic language, or expressions that may be difficult to understand. If specialized terms must be included, include a brief definition or description of their meaning.
* Word counts indicate the maximum accepted words per question. You are not required to write to the word limit.

#### \* What level are you applying to? (select one)

See Program Guidelines to determine which level you are eligible to apply to.

* Level 1 – up to $7,500
* Level 2 – up to $15,000

#### \* Amount Requested:

(Number field with no decimal places)

#### \* Genre of work for which you are applying (select one)

* Fiction
* Graphic Novel
* Kids/Juvenile
* Non-fiction
* Poetry
* Literary Performance
* Hybrid

#### If this is a hybrid work that includes writing in multiple genres, indicate the genre in which you would like the work to be assessed:

(text box)

#### \* Project Start Date:

(Year-Month-Day)

#### \* Project End Date:

(Year-Month-Day)

#### \* Describe your project in 1-2 brief sentences, including title if applicable/determined.

Note: This description may be used to describe your project publicly.

(30 words maximum)

## Artistic Contribution and Significance

This set of questions refers to the significance of the proposed project. Your answers should reflect and respond to the **Artistic Contribution and Significance** section of the assessment criteria in the program guidelines.

As part of our commitment to accessibility, the BC Arts Council is accepting parts of applications in audio and ASL formats.

There are two options for submitting responses to the following questions. Select only one option for your response.

**Option 1: Use text box below for written answer.**

#### \* Summarize your project and describe your vision, intentions, and inspiration.

Consider responding to these questions in your description:

* **Why this project?** For example, why is this project important or meaningful or necessary?
* **Why you?** For example, why are you the right person to create this work? Why is this project right for you?
* **Why now?** For example, why is this the right time in your career for you to create this work? Why is this work necessary at this moment in your practice? In your community? In the world? Why is this the right time for this specific work to be created?

(400 words maximum)

**Option 2: Upload a verbal or sign language response**

File(s) must be no longer than 6 minutes, not exceed 50MB, and must use a supported file extension (click upload button for allowable file types).

The content of the response will be considered against the assessment criteria within the program guidelines and not on format, design, or production quality of the uploaded file.

(Upload Drag and Drop Box)

* Your submission must only record your verbal answer to the specific question.
* Do not add any additional sound, design, or production features.
* ASL or Sign Language Submissions may be uploaded as video content. Please ensure you have captioned or translated the Sign Language into spoken or written English. For support doing this, please enquire about [Application Assistance](https://www.bcartscouncil.ca/program/application-assistance/).

File(s) must not exceed 50MB and must use one of these supported file extensions:

* AUDIO: .flac, .mid, .midi, .mp3, .ogg, .ra, .rm, wma, .wav
* VIDEO: .asf, .avi, .flv, .mkv, .mov, .mpeg, .mpg, .mp2, .mp4, m4v, .ogv, .rm, .rmvb, .webm, .wmv

#### \* How does your work reflect integrity and respect for cultural protocols? Provide specific examples.

*Consider whose perspectives you are presenting, which cultures or communities you are including, and the connections you have to the lands, cultures, or communities represented. This includes but is not limited to Indigenous cultural and intellectual property (including languages).*

(200 words maximum)

#### If this is a collaborative application, provide the name of the other applicant(s). Describe the nature of your collaboration and your individual roles and contributions.

(100 words maximum)

#### \* Have you applied for and/or received funding for any aspect or phase of this project from the BC Arts Council or First Peoples Cultural Council, including for previous versions or earlier stages? If yes, in what year and for which aspect of the project?

(50 words maximum)

#### \* Are you attending a residency? Please Select:

* Yes
* No

#### If yes:

#### Why have you chosen this particular residency?

(50 words maximum)

#### How will it contribute to the successful completion of your project.

(50 words maximum)

#### Describe the registration and selection process and confirm whether or not you have been officially accepted.

(50 words maximum)

## Impact on the Applicant and the Community

The answers to the next set of questions should reflect and respond to the **Impact on the Applicant and the Community** section of the assessment criteria in the program guidelines.

#### \* How will this project contribute to or have an impact on you and your artistic practice and development? Consider artistic risk, challenges, exploration, innovation, exposure, barriers faced, and professional growth. You may address the context in which you work including identity, location, lived experience, and anything else that might help assessors understand your approach to the work. .

(300 words maximum)

#### \* What is your relationship to the cultures or communities represented in your work? How will you and this project engage with, contribute to, or have an impact on these communities?

### *This could mean any or all of your artistic, cultural, geographic, or other communities. Consider both immediate and long-term impacts.*

(300 words maximum)

#### \* If not addressed above, describe how this project andyour artistic practice align with BCAC's priorities of Reconciliation, Equity, Diversity, Inclusion, and Access?

(300 words maximum)

#### \* Explain how you will pay people fairly.

(200 words maximum)

#### Resources:

#### The First Peoples’ Culture Council's [Working with Elders document](https://fpcc.ca/resource/working-with-elders/) is a free resource to support anyone interested in engaging with Elders and Knowledge Keepers.

## Examples of Industry Standards:

## CARFAC (Canadian Artists’ Representation / Le Front des artistes canadiens) <https://www.carfac.ca/>

## CAEA (Canadian Actors Equity Association) <https://www.caea.com/>

## CFM (Canadian Federation of Musicians) <https://cfmusicians.afm.org/>

## CADA (Canadian Alliance of Dance Artists) <https://cadawest.org/>

## IMAA (Independent Media Arts Alliance) <https://www.imaa.ca/>

## IATSE (International Alliance of Theatrical Stage Employees) <https://iatse.net/>

## UBCP-ACTRA (Union of BC Performers) <https://ubcpactra.ca/>

## Applicant Readiness

The answers to the next set of questions should reflect and respond to the **Applicant Readiness** section of the assessment criteria in the program guidelines.

#### \* At what stage is the work—for example, an idea, first draft, final draft? What stage do you want to reach with the support of this funding?

(100 words maximum)

#### \* What is the workplan, timeline, or schedule?

**Include key steps and the proposed dates for completion.**

For example:

* September 2024 - Start second draft of manuscript
* January 2025 - Review second draft with editor
* January 2025 to April 2025 - Revise second draft using feedback from editor
* September 2025 - complete manuscript

(100 words maximum)

#### \* Briefly describe two past achievements that support the likely success of the proposed project.

(100 words maximum)

## Budget

The Expense Summary should include eligible expenses related to the project as described in the Project Information tab. Only include expenses for which you are requesting support – we only want to know how you are spending BC Arts Council funding. Do not include other revenues or expenses that are not eligible or do not relate to the project. Review the program guidelines for a list of eligible expenses.

The total request should match the request amount on the Project Information tab.

Click the Expense Summary button to complete or view the form.

Button: click here to enter or view Expense Summary

(Expense Form Pop-Out Window)

All applicants must complete this expense summary.

* Maximum request is $7500 (Level 1) or $15,000 (Level 2). Only include expenses for which you are requesting support.
* It is not necessary to complete each line. You can leave an expense field blank as appropriate.
* Provide notes for each included expense.
* Dollar values should be entered in numeric format only - no special characters, e.g., $, etc.
* Subsistence maximum is $750 per week. This includes housing costs, food, and local transportation.
* Examples of "Eligible Fees or Honouraria" include fees paid to literary professionals to help complete the project (for example, an editororsensitivity reader), fees to Elders or Knowledge Keepers, or residency fees.

Table Format: Category (listed below), Project Forecast (Numeric Input Box), Notes (Text box)

#### Expenses:

* **Subsistence** (see above for maximum per week, prorated for part-time activities).
* **Travel and related expenses** (for example, travel, accommodation, and meals for activities directly related to your project that take place outside of your region. The maximum meal per diem is $65 per day. Details must be provided in the Notes section.)
* **Supplies** (for example, consumable supplies, equipment rental, reference material directly related to the research, development, and creation of the project, and purchase of directly related equipment up to $2,500. Details must be provided in the Notes section.)
* **Eligible Fees or Honouraria** (Details must be provided in the Notes section.)
* **Production/Exhibition/Program/Rehearsal Space and Venue Rental** (Details must be provided in the Notes section.)

Total Expenses: (Auto-added total)

This total must match the total request on the Project Information tab.

## Support Material

**Do not submit material beyond what is requested.** Excess material, including multiple links to materials within a single uploaded document, will not be reviewed. You are encouraged to test all materials before submitting your application.

### Artistic Samples

You may provide uploads or links to external sites (such as Vimeo or YouTube). Include any passwords to external sites in the inventory. Do not use Google Docs or Dropbox links.

*Excess materials will not be reviewed.*Check all samples (links and/or uploads) to ensure they are working properly prior to submitting your application.

In this section, provide the following:

**Fiction, nonfiction, poetry, drama, and children’s books:**

* maximum 20 pages (or equivalent word count) in readable manuscript format.
* PDF files only. Combine multiple documents into a single PDF, if possible.
* Use a minimum 11-point serif font, reasonable margins, not single spaced.
* Include your name and the title of the work/s on the first page.
* A two-page spread from a previously published work counts as two pages.

**This sample MUST include both:**

* writing from the proposed project. If complete or final work is not available, provide a detailed outline or overview, table of contents, or other material that clearly demonstrates the content, style, voice, language, and quality of the proposed project; and
* previously published, curated, or produced work that demonstrates your writing ability in the proposed genre.

**Graphic novel and comic artists MUST provide illustrations within the 20-page sample.**

Spoken word artists **must also provide up to 5 minutes of recorded performance documentation in audio or video format.**

It is important to submit material that demonstrates your ability to carry out the project you are proposing.

If your project is in a genre that is different from what you have previously published, include sample material that demonstrates your ability, style, voice, etc. in the new genre.

Assessors are required to read numerous applications. Pay attention to the readability of the work you submit.

#### ****\* Inventory of submitted files (click button to complete or view contents):****

The Inventory For Audio and Video Submissions section of the form can be used to list information about uploaded files, or to provide URL links to samples of audio/video works on external sites.

The Inventory For Text and Image Submissions should provide details about any text or image samples uploaded as support materials.

Button: Click here to enter/view detailed portfolio inventory of submitted files):

In pop out window:

Complete the form below for portfolio works accompanying this application. Portfolio materials may be provided as uploads or as links (for large videos) to external sites (ex. Vimeo etc.)

Please review the portfolio requirements checklist document prior to uploading your materials.

*Under "Description of Work" including context for sample within overall project (e.g., first chapter, outline, etc.).*

##### Inventory For Audio and Video Submissions

* **Item Number** (insert text)
* **Title/Name of Recording** (insert text)
* **Performance/Creation Date** (Year-Month-day)
* **Timecode(s) to watch** (insert text)
* **URL (if not uploading directly)** (insert text)
* **URL password if applicable (please set password to BCAC 2023)** (insert text)
* **Your role(s) or credit(s) (as applicable)** (insert text)

Click on the “+” button to enter additional lines

##### Inventory For Text and Image Submission

* **Item Number (or page # within PDF)** (insert text)
* **Title/Name of Piece** (insert text)
* **Creation/Publication Date** (insert text)
* **Description of Work** (insert text)
* **Dimensions and Materials (as applicable)** (insert text)
* **Your role (s) / credit (s) (if collaborative work)** (insert text)
* **Captions (for photography work)** (insert text)

Click on the “+” button to enter additional lines

Button: Save

#### Portfolio Materials - Upload media files here

Use the following naming convention for the file name of each submitted digital file**: Surname, Given Name, File Order Number, Title of Work** (.jpg, .mp3, etc.)

* Ensure the file extension is included in the file name
* The order number will ensure the works are presented chronologically. Ensure the first nine (9) file order numbers begin with a zero so that they follow your image list.
* Do not include any special characters or symbols or quotation marks (e.g. #?\_”&|…) in the file name.
* File Naming Example: SmithSara01Painting.jpg

Summary of recommended maximums per file and format:

* Video: 500 MB; mp4, mov, and avi formats
* Audio: 100 MB; mp3, wav, and aif/aiff formats
* Image: 10 MB; jpg/jpeg, gif, png, and bmp formats
* Videos may take a few minutes before they become accessible while they are copied to a media server.
* The preview thumbnail will appear as 3 dots until this is completed. If you see 3 dots and your file is listed, you can still complete and submit your application. If you are having difficulty with your upload, call (250) 356-1718 or BCArtsCouncil@gov.bc.ca during business hours for assistance.

(Upload Button)

#### Portfolio Materials - Upload PDF files here

Use the following naming convention for the file name of each submitted digital file: **Surname, Given Name, File Order Number, Title of Work** to upload your .pdf

* Ensure the file extension is included in the file name
* The order number will ensure the works are presented chronologically. Ensure the first nine (9) file order numbers begin with a zero so that they follow your image list.
* Do not include any special characters or symbols or quotation marks (e.g. #?\_”&|…) in the file name.
* File Naming Example: SmithSara01PaintingEssay.pdf

Summary of recommended maximums per file and format:

* Written: .pdf format

(Upload Button)

#### \* How does the support material relate to and support the proposed project?

It is important to submit material that demonstrates your ability to carry out the project you are proposing.

(100 words maximum)

#### \* Upload your Curriculum Vitae (CV) that includes professional training, related artistic activities, and a detailed publication/exhibition/production history including titles and dates.

(3 page maximum, PDF)

(Upload Button)

#### Upload your publication history, including titles, publishers, dates of publication. This is only required if this information is not included in the CV.

(3 page maximum, PDF)

(Upload Button)

#### Upload partnership letters from up to two partners or collaborators, if applicable, confirming the nature of their participation. Do not include general letters of support.

(maximum two letters, one page each, PDF).

(Upload Button)

## Access Support

The [*Access Support*](https://www.bcartscouncil.ca/program/access-support/)program provides an additional contribution towards costs for specific accessibility services, rental equipment and other supports required to carry out a project funded by the BC Arts Council.

Access Support requests are available to:

* Individual artists or arts and culture practitioners who self-identify as Deaf or have a disability.

**OR**

* Collectives led by individual artists or arts and culture practitioners who self-identify as Deaf or have a disability

**OR**

* Organizations with a primary purpose to support practitioners who are Deaf or have a disability, as specified in the organization’s constitution.

#### \* Are you eligible for access support (as an Individual artist or arts and culture practitioner who self-identifies as Deaf or having a disability)?

* Yes
* No

#### \* Will you be applying for Access Support?

* Yes, with my project application (option 1)
* Yes, after I receive my project funding results (option 2)
* No

#### Access Support Application:

#### \* Type of Access

(check boxes – select any that apply)

* Sign Language Interpretation
* Captioning/CART
* Transcriber/Editor
* Visual describer/assistant
* Project Coordinator/assistant
* Support Worker
* Accessibility Software or App Subscription
* Rental Equipment
* Travel for Service Providers
* Other

##### If “other” please specify

(100 words maximum).

#### \* Access Support Detailed Costs – Table format

Below, provide a breakdown of Access Support costs for barriers encountered, services, supports and/or solutions.

Table Fields:

* **Description of barriers and supports:** Include specifics on the barriers (for instance communication, mobility, comprehension, physical, technological, visual, etc.), individuals requiring supports, and solutions provided.
* **Cost Breakdown:** Include numbers of staffing positions, providers (when known), rates, numbers of days or hours to clarify how you came to your total number.
* **Total:** Whole numbers only

Use the '+' to add additional lines. Your total should match the amount requested in the field below.

#### \* Total Request (enter total from table above):

(Number Field)

#### Have you or will you apply for the same Access Supports from the Canada Council for the Arts or other funders?

* Yes
* No

#### Access Support Revenues – Table Format

Enter any Access Support funding from other sources, if applicable. Describe the supports or solutions being provided by the Access Support revenues from other sources

Table fields:

* Source
* Description
* Amount

Use the '+' to add additional lines. Your total should match the amount requested in the field below.

#### Anything else we should know?

(150 words maximum)

## Feedback

We are always looking for ways to improve how we communicate with the arts and culture sector in B.C. This section is optional, and is not part of the application process, but your answers will help us improve the services we provide.

### How did you learn about the intake for this program?

Please Select:

* BC Arts Council Website
* BC Arts Council Social Media
* Direct email from BC Arts Council
* Workshop or Presentation featuring BC Arts Council Staff
* BC Arts Council Program Advisor
* Another agency, including newsletter or social media
* Word of mouth, including past applicants
* Traditional media including newspapers or radio

#### If applicable, the agency (see question above):

### In the future, how would you like to be informed about our programs?

Please Select:

* Direct Email, featuring a summary of upcoming arts council programs
* BC Arts Council social media
* BC Arts Council website
* Through communications from other agencies (for example, through professional associations, arts service organizations or collectives)

### Is this your first application to BCAC?

Please Select

* Yes
* No

### Have you ever received BCAC funding?

Please Select

* Yes
* No
* I don’t know

### How long did this application take you to complete (hours)?

(number field)

### Would you like to offer any additional feedback on the application process?

(text field)

## Declaration

An asterisk (\* ) indicates the field is mandatory

The applicant is responsible for the application content. When application assistance has been provided, the applicant must review application content, complete the acknowledgement of declaration content (check box), and submit the application (press the submit button).

### Declaration and Consent

In submitting this application, I declare that, to the best of my knowledge and belief:

* I/we meet all of the eligibility criteria for this program;
* the information provided in this application is complete and true in every respect;
* I/we abide by all applicable laws;
* I am/we are committed to providing safe and respectful working conditions and to fostering a workplace free from discrimination, harassment and sexual misconduct; and
* any personal information submitted with this application has been submitted with the authorization of the individual(s) concerned and such individual(s), and I, consent (effective as of the date of submission of this application) to the disclosure of this personal information outside of Canada, including by way of the Internet, for public reporting and promotional purposes relating to this program.

### Personal Information

The personal information on this application is collected in accordance with Section 26 (c) and (e) of the Freedom of Information and Protection of Privacy Act and will be used for the following purposes: determining suitability for and awarding of funding, tracking and distributing funding, program development and evaluation, and communication and outreach.

Personal information collected through the application process may be disclosed to external peer assessors in order to adjudicate this application. If successful, an individual recipient’s Social Insurance Number may be disclosed to the Canada Revenue Agency through the issuance of T4As.

In addition, the applicant’s name, location, funded activity and award amount may be made publicly available, including worldwide by way of the Internet, should funding be awarded.

If you have questions about the collection, use or disclosure of personal information, please contact:

Director, BC Arts Council Programs

800 Johnson Street, Victoria, BC, V8W 9W3

Phone: 250-356-1718

### \* Acknowledgement

I understand and agree to the terms and conditions stated above.

(check box)