

## Individual Arts Grants: Creative Writers – **Application Checklist**

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Be sure you have provided or completed the following. Review the program guidelines and the application for specific requirements.

### **Before you start:**

- ☐ new applicants: Register in the BC Arts Council online system at least two weeks before the intake closing date. Registration requests can take up to 5 business days to process.
- ☐ review the program guidelines and application preview.
- ☐ plan to submit your complete application at least two days before the deadline to avoid last-minute issues.
- ☐ contact the Program Advisor to address concerns or review questions about eligibility.
- ☐ complete and submit any overdue final reports on previous BC Arts Council grants.

### **In your profile on the BC Arts Council online grant system:**

- ☐ review and update your address and other contact information.
- ☐ complete the Designated Priority Group Questionnaire (required for strategic funding).
- ☐ complete the Voluntary Self-Identification section (optional).

### **Text boxes and pop-out forms in the application:**

- ☐ ensure that all mandatory text-based questions have been answered.
- ☐ ensure that all non-mandatory questions relevant to your project have been answered.
- ☐ ensure that the summary of expenses with notes for each expense is complete.

### **Documents to upload:**

- ☐ up to 20 pages of sample work, and a statement providing context for the sample work.
- ☐ up to 5 minutes of audio or video sample (spoken word artists only)
- ☐ your curriculum vitae (CV) and—if not included in the CV—your publishing history.
- ☐ letters from partners or collaborators, if applicable.

### **And then:**

- ☐ complete the Access Support tab (as applicable).
- ☐ share your feedback in the Feedback tab (optional).

### **Before you press SUBMIT:**

- ☐ proofread your application for errors or missing information.
- ☐ cross-reference your answers against the assessment criteria.
- ☐ ask a friend or trusted advisor to review your application for clarity, omissions, errors, etc.
- ☐ read the Declaration tab and complete the acknowledgement.
- ☐ submit your application!

### **After you SUBMIT your application:**

- ☐ Add **NoReply@BCArtsCouncil.ca** to your safe senders list. Notification of results will come from this system email approximately 16 weeks after the submission deadline.
- ☐ Keep your mailing address up to date in your Personal Profile. Grant payments will be mailed to this address.
- ☐ Contact the Program Advisor for feedback on the assessment of your application after you have received notification of the results.