

## Arts Infrastructure Program: Application Checklist

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

### Before you apply:

Plan to submit your complete application at least two days before the deadline to avoid last-minute technological issues.

- ❑ **New applicants:** Register in the BC Arts Council online system to access to the online application. **Registration requests can take up to 5 business days to process.**
- ❑ **Existing applicants:** [Complete all required updates to your Organization profile.](#)
- ❑ Ensure you have completed and submitted any overdue final reports on previous BC Arts Council grants.
- ❑ Review the Program Guidelines and Application Preview on the [BC Arts Council website](#) for specific requirements for this program.
- ❑ Discuss your application with the Program Advisor to confirm the eligibility of your organization and project.

### In your application:

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Be sure to read all information outlined in the grey text boxes on the online application, which includes instructions, suggestions, and criteria considerations.

- ❑ Complete each section and answer all questions that are applicable to your project. Questions with the **red \*** are mandatory.
- ❑ Include a Project Start Date after the application deadline (November 6, 2025) and a realistic Project End Date **before December 31, 2028.**
- ❑ Include detailed descriptions of your organization's history, mandate, workplace practices, vision and programming, the project, the participants or specific communities, the creation process, and the intended impacts of the project.
- ❑ Try to be as clear as possible and fully respond to each question. Use of short, clear sentences, or point form is encouraged.
- ❑ Upload a detailed project timeline or work plan that includes significant milestones and/or benchmarks. Add details wherever possible and identify which activities will be covered under this grant if there are multiple phases.
- ❑ Describe alignment with [CleanBC Better Buildings programs](#) as applicable; for example, strategies for achieving greenhouse gas emissions reductions and energy efficiency improvements.

### Budget pop-out:

Use the Project Budget Table provided in the application to submit a balanced budget.

- ❑ Include all expenses and revenues described within the Project Information tab.
- ❑ Include detailed notes for each expense. It should be clear which expenses are covered by the request to this program. Break down any large expenses, where possible.
- ❑ Indicate whether revenues are confirmed or pending. For pending revenues, note if you have previously received this funding in the past.
- ❑ Balance in-kind revenues with in-kind expenses.

- ❑ Make sure the Amount Requested in the application matches the requested amount in the Project Budget Table.
- ❑ Ensure expenses in following categories are no more than the maximum percentages allowed in this program:
  - **Administrative expenses** – Maximum **10%** of total budget
  - **Contingency** – Maximum **10%** of total budget
  - **In-Kind expenses** – Maximum **25%** of total budget

### Support material to upload:

Information and materials included on the Support Material tab should directly relate to and support the project for which you are seeking funding.

#### **\*Required support material for Category 1: Planning & Consultation:**

- ❑ Detailed project timeline or work plan of the current project stage.
- ❑ List of external contractors or vendors with biographies or profiles as applicable.
- ❑ One recent (within past year) quote from a prospective vendor or contractor for proposed planning or consultation services.

#### **\*Required support material for Category 2: Capital Improvements:**

- ❑ Detailed project timeline or work plan of the current project stage.
- ❑ If the land or facility is owned by the applicant - Proof of ownership (for example, certificate of title or most recent BC Property Assessment)
- ❑ If the land or facility is leased to the applicant - Signed copy of relevant operational/legal agreements, and/or leases between the organization and the facility owners/landlords and other tenant.
- ❑ If the land or facility is leased to the applicant - Signed recent document of permission for the project to proceed from the owner of the land or facility.
- ❑ Two competitive and recent (within past year) quotes from prospective vendors or contractors for proposed capital improvement(s). (If a service can only be supplied by one provider, written justification should be provided along with the quote.)
- ❑ Photos or floorplans related to the proposed project, **up to a maximum of 5 images**.
- ❑ **For projects requesting over \$75,000:**
  - All relevant planning documents, such as architectural drawings, feasibility studies, community consultation, accessibility assessments.

#### **\*Required support material for Category 3: Specialized Equipment Acquisition:**

- ❑ Detailed project timeline or work plan of the current project stage.
- ❑ One recent (within past year) quote from a prospective vendor or contractor for proposed equipment purchase(s).

#### **Additional support material for all applicants includes:**

- ❑ Letters from any partners, if applicable, confirming the nature of their participation (maximum one page each). Do not include general letters of support.
- ❑ List of any approvals and permits required to complete work on the project and a description of the phase of approvals the project is at or the steps the applicant plans to take to obtain approvals and permits.

- ❑ Photos or floorplans related to the proposed project, as applicable, **up to a maximum of 5 images.**

### Before you submit your application

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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.

- ❑ Review and proofread your application.
- ❑ Cross reference your answers against the assessment criteria.
- ❑ Make sure you have uploaded all required support material.
- ❑ Ask a friend or trusted advisor to review your application for clarity, omissions, errors, etc.

### After you submit your application:

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- ❑ Be sure that [NoReply@BCArtsCouncil.ca](mailto:NoReply@BCArtsCouncil.ca) is included in your safe senders list. Notification of results will come from this system email roughly 16 weeks after the application closing date.
- ❑ Keep your mailing address up to date in your online Organization Profile. Grant payments will be mailed to this address.
- ❑ Once you've received notification of results, contact a Program Advisor for feedback on the assessment of your application.