Project Assistance: Museums and Indigenous Cultural Centres – Application Checklist

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

Before you start:

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

Organizations: In your Organization Profile on the BC Arts Council online grant system:

- ☐ Update your mailing address and other contact information.
- ☐ Upload your most recent signed financial statements. See Financial Statement Requirements section of guidelines.
- ☐ Update your Board list and Staff list.
- ☐ Upload your organization's certified constitution (for not-for-profits) or statement of purpose (for all other organizations). Do not include by-laws.
- ☐ Complete the Designated Priority Group section (required for funding prioritization).
- ☐ Complete the Equity Data Tool (required for funding prioritization).

Collectives: In your Organization Profile on the BC Arts Council online grant system:

- ☐ Update your mailing address and primary contact information.
- ☐ Include your shared purpose, creative goal, or mandate of your collective.
- ☐ Update your Collective Member List.
- ☐ Complete the Designated Priority Group section (required for funding prioritization).
- ☐ Complete the Equity Data Tool (required for funding prioritization).

In your application:

- ☐ Make sure your Amount Requested in the application matches the request amount in your Project Budget Table.
- ☐ Include a Project Start Date after the application closing date and a realistic Project End Date. Note: Notification of results is generally 16 weeks after the application closing date so plan accordingly if your project is dependent on this grant funding.
- ☐ 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.
- ☐ Upload a detailed project timeline or work plan beginning after the application closing date.

Pop-out forms to complete in the application:

- ☐ Project Team Table with biographies.
- ☐ Project Budget Table with notes explaining amounts.
- ☐ Inventory Form listing information about the support materials you are uploading.

Support Material to Upload:

☐ Letters from up to two partners or collaborators, if applicable, confirming the nature of their participation (maximum two PDF letters, one page each). Do not include general letters of support.

☐ Examples of work related to the proposed project, up to the maximums listed in the guidelines.

☐ For applicants that have **not previously received funding through this grant program**: upload two PDF letters of reference from established arts and culture practitioners familiar with the applicant's work.

After you submit your application:

☐ Add 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 Organization Profile (or Personal Profile for the designated Collective Payee). 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.