

Individual Arts Grants: CREATIVE WRITERS

Program Guidelines 2025/26

Grant Program Summary

Applications – Open: August 21 | **Close:** October 22 | **Results:** Early February 2026

Who Can Apply: B.C.-based individuals with an established creative writing practice. Applicants must meet the eligibility criteria detailed in the [Who Can Apply](#) section below.

Program Purpose: To support B.C.-based writers and literary artists in the creation of new literary projects for book-length publication or public performance. Eligible genres include non-fiction, fiction, graphic novels, comic arts, fiction and non-fiction for children, poetry, spoken word, dub and sound poetry, and storytelling.

Maximum funding amount: Level One: \$7,500 | Level Two: \$15,000

Next Intake: This program is expected to open again in August 2026. A [Grant Program Calendar](#) showing the annual program schedule is available on the BC Arts Council website.

New applicants: We encourage you to discuss eligibility with a Program Advisor before applying. Applications that do not meet the eligibility criteria will not be forwarded for assessment.

Acknowledgement

The BC Arts Council acknowledges it carries out its work on the land of Indigenous nations throughout British Columbia. We pay our respects to the Elders and Knowledge Keepers, past and present, descendants and custodians of these lands and waters. We are grateful for the continuing relationships with Indigenous people that develop through our work together. We acknowledge and raise our hands to the ləkʷəŋən (Lekwungen) people, known today as the Songhees and Esquimalt Nations, on whose lands we operate our main offices.

Contact us. We are here to help.

If you have questions after you have reviewed these program guidelines and the [Frequently Asked Questions](#) on the BC Arts Council website, contact the Program Advisor.

Michelle Benjamin – Program Advisor

236-478-2582 | Michelle.Benjamin@gov.bc.ca

For general information, contact:

250-356-1718 | BCArtsCouncil@gov.bc.ca

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Program guidelines are reviewed and updated annually.

Be sure you are working with the most current guidelines for each intake.

Updates to the guidelines made after the grant program opens will be highlighted.

About Individual Arts Grants: Creative Writers

Individual Arts Grants: Creative Writers supports B.C.-based writers and literary artists in the creation of new literary projects for book-length publication or public performance. Eligible genres include non-fiction, fiction, graphic novels, comic arts, fiction and non-fiction for children, poetry, spoken word, dub and sound poetry, and storytelling.

Applications for drama- or theatre-related projects are no longer accepted through the Individual Arts Grants: Creative Writers program. Applications for drama will be assessed through the [**Individual Arts Grants: Performing Arts**](#) program.

Applications may be submitted by individuals or on behalf of a collaboration of two or more eligible artists sharing creative control of a project.

When and How to Apply

Submit your application through the [online grant system](#).

Applications – Open: August 21 | **Close:** **October 22** | **Results:** Early February 2026

Applications will be accepted until 11:59 p.m. (Pacific Time) on Wednesday, **October 22, 2025.**

You may submit only one application to this grant program per intake.

New applicants:

- Register and create a profile in the online system to access the online application. Instructions are on our website: [How to Apply Online](#).
- We recommend you register at least 2 weeks before the application closing date.
- **Additional information may be requested to process registration requests. Register early to avoid delays.**
- It may take up to 5 business days to process your registration request after we have received all required documents.
- Add the email address **NoReply@BCArtsCouncil.ca** to your safe senders list and check your spam folders.
- You will receive an email when your registration request is approved. Once approved, you will be able to create your profile and access the online application.

All applicants:

- Once you are registered in the online system, you will be able to access the online application.
- Closely review these guidelines to make sure you and your activities are eligible.

Registration questions? Contact BCArtsCouncil@gov.bc.ca or 250-356-1718 for registration assistance. The BC Arts Council office hours are 8:30 a.m. to 4:30 p.m., Monday to Friday.

Accessibility Support

If you self-identify as D/deaf or having a disability, you are eligible for the BC Arts Council's accessibility support programs.

Application Assistance pays for support services for creating and submitting grant applications.

Access Support provides funding to support access costs associated with a project funded by a BC Arts Council grant.

These programs do not provide funding for audience accessibility or day-to-day access costs outside of the scope of a project. Accessibility requests are confidential and will not be part of the assessment panel's evaluation of a grant application.

For more information or to request assistance, contact:

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

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

Who Can Apply

We encourage you to discuss your eligibility with the Program Advisor before applying. Ineligible applications will not be forwarded for assessment.

For collaborative applications, each participant in the collaboration must meet the eligibility criteria.

Applicant Eligibility

To be eligible, you must:

- Be a Canadian citizen or Permanent Resident of Canada.
- Be a B.C. resident who ordinarily resides in B.C. and has lived in B.C. for at least 12 continuous months immediately prior to the application closing date. For more information, review our [Determining B.C. Residency](#) page. You must be prepared to provide documentation to support your residency status (if requested).
- Be an independent creative writer who has completed appropriate and relevant training in the discipline. Training may include education through post-secondary institutions, traditional knowledge transfer, or apprenticeship with a qualified practitioner.
- Work at a level that is recognized as professional by other practitioners in a similar discipline and by organizations in the discipline, including professional book publishers, literary magazines, recognized literary associations, and specialized presenters such as literary festivals and fairs.
- Have a demonstrated body of work that meets the eligibility requirements as outlined below.
- Have final creative control over the proposed work.
- Fairly compensate artists, arts and culture practitioners, technicians, Elders, and Knowledge Keepers. Compensation must align with project and community contexts and industry standards within the field of practice.
- Follow international intellectual property rights standards and cultural ownership protocols.
- Follow 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](#).
- Have completed and submitted any overdue final reports on previous BC Arts Council grants by the submission deadline for this grant program.
- Be applying for either the first or second time with a project; if you have applied twice unsuccessfully for the same project, the proposal must be substantively changed.

OR

- First Nations, Inuit, and Métis applicants who do not meet the above criteria but have received at least one grant from the First Peoples' Cultural Council's Arts Programs are eligible.

Level One Eligibility

To be eligible for a Level One grant, you must have at least one eligible book (see **Exclusions** section, below) published by a professional literary or trade book publisher engaging an editorial selection process, and for which you have a publishing contract and receive royalties, OR an equivalent defined as:

- **Fiction and non-fiction, including fiction or non-fiction for children:** a minimum of 120 pages (estimated 250 words per page) published in professional print or online literary magazines or periodicals, or anthologies published by recognized professional publishing houses, and for which you have received payment.
- **Poetry:** a minimum of 80 pages of poetry published in professional print or online literary magazines or periodicals, or anthologies published by recognized professional publishing houses, and for which you have received payment.
- **Spoken word and literary performance:** professional history of recent public performances of your original work in dub, sound, or performance poetry, storytelling, or other performance literature forms for which you have received payment on at least three separate occasions.
- **Children's picture books:** no equivalent. Must have at least one book (minimum 24 pages) published by a professional literary or trade book publisher engaging an editorial selection process, and for which you have a publishing contract and receive royalties.
- **Graphic novels and comic arts:** a minimum of 120 pages published in professional literary magazines or periodicals, or anthologies published by recognized professional publishing houses, and for which you have received payment. Both or either the writer or artist may apply if they meet the eligibility criteria for this program.
- **Plays and other dramatic works are no longer eligible in this program.** However, a playwright transitioning to an eligible form may apply at Level One if you have a minimum of two short works or one full-length work professionally produced, published, or publicly workshopped, and for which you have received payment.

Level Two Eligibility

To be eligible for a Level Two grant, you must be recognized as a senior writer in your genre/s and professional communities, and must have:

- **Fiction, nonfiction, poetry, graphic novel, comic arts, children's picture books:** at least three eligible books (see **Exclusions** section, below) published by a professional literary or trade publisher, and for which you have publishing contracts and receive royalties.
- **Spoken word and literary performance:** a significant body of professionally recognized work in dub, sound, or performance poetry, storytelling, or other performance-based literary forms for which you have received payment on at least five separate occasions.

- **Plays and other dramatic works are no longer eligible in this program.** However, a playwright transitioning to an eligible form may apply at Level Two if you have a minimum of two full-length works professionally produced or published, and for which you have received payment.

Self-published Authors – Level One

To be eligible at **Level One**, a self-published author must meet all the criteria as above for a professional creative writer except that your demonstrated body of work must include:

- Sales of more than 400 copies of at least two self-published and eligible works of prose, children's picture books, or graphic novels with the most recent work having been published within 24 months of the application date. BC Arts Council may request sales records. Sales of electronic, online, and print books are recognized equally. See the **Exclusions** section for a list of ineligible books.
- Sales of more than 200 copies of at least two self-published works of poetry with the most recent work having been published within 24 months of the application date. BC Arts Council may request official sales records. Sales of e-books, online books, and print books are recognized equally.

OR

- Voting membership in a recognized professional writers' association including but not limited to the Canadian Authors' Association (professional members only), League of Canadian Poets (full members only), and The Writers' Union of Canada. Full voting membership in other professional writers' associations may be recognized at the BC Arts Council's discretion. Recognized professional writers' associations must be incorporated as non-profit organizations and have published membership criteria that are compatible with the BC Arts Council's criteria.

Self-published Authors – Level Two

To be eligible at **Level Two**, a self-published author must meet all of the criteria as above for a professional creative writer except that your demonstrated body of work must include:

- Sales of more than 400 copies for at least three self-published and eligible works of prose, children's picture books, or graphic novels with the most recent work having been published within 24 months of the application date. BC Arts Council may request sales records. Sales of electronic, online, and print books are recognized equally. See the **Exclusions** section for a list of ineligible books.

OR

- Sales of more than 200 copies of at least three self-published works of poetry with the most recent work having been published within 24 months of the application date. BC Arts Council may request official sales records. Sales of e-books, online books, and print books are recognized equally. See the **Exclusions** section for a list of ineligible books.

General Eligibility Notes

The book criteria in the Exclusions section below also applies to books and other work used to establish eligibility.

Student or academic publications including scholarly monographs, articles published in peer-reviewed academic journals, or work produced to satisfy academic requirements may not be used to establish eligibility.

The work of a co-author is considered in proportion to the shared authorship. For example, a book co-authored with two other authors is considered as one-third of a book.

Eligible graphic projects include works that are visual in nature; unified in narrative, style, theme, or concept; and intended for professional publication as a book or book-length comic. Most projects will include text and visual elements. Wordless projects intended for publication with a strong sequential structure or narrative direction are eligible. If your previously published work is not in the same genre as your proposed project, your support material should confirm your ability to work in the new form.

Eligible Expenses

Grants are available to support:

- [Subsistence costs](#) up to \$750 per week., prorated for part-time weeks. This includes living costs incurred while undertaking a project or activity, and can include housing costs, food, and local transportation.
- Costs of materials directly related to the research, development, and creation of the project.
- Purchase of equipment up to \$2,500. Equipment must be directly related to the project.
- Rental of equipment or space when directly related to the project.
- Fees paid to literary professionals to help complete the project, for example, an editor or sensitivity reader. This does not include fees paid to illustrators or writers who do not also meet the eligibility criteria for this program.
- Travel expenses directly related to completing the project.

Required artist compensation within project activities

Eligible projects must include appropriate payment to the artists, arts and culture practitioners, and other members of the project team engaged in the proposed activities. At a minimum, payments to artists should be consistent with the recommended rates set by an arts service organization, professional association, or by established practitioners within the field of practice. Payment structures that are not guaranteed, or that risk low or non-payment to artists do not meet this compensation requirement (for example, honoraria, commission-based sales, cut of door sales).

RESOURCE: The [CARFAC-RAAV Minimum Recommended Fee Schedule](#) (Canadian Artists' Representation / Le Front des artistes canadiens) provides guidelines on what artists should be paid for their copyright and other professional services.

Compensation to Elders and Knowledge Keepers

Applicants should determine compensation to Elders and Knowledge Keepers according to community context and appropriate protocols. Applicants should describe the approach used to determine the fair rate in their application.

RESOURCE: The First Peoples' Culture Council Working with Elders document was developed as a free resource to support anyone interested in engaging with Elders and Knowledge Keepers.

Exclusions - What Will Not Be Funded

Ineligible book projects—these do not count towards determining eligibility and grants are not available to support:

- Prose books shorter than 120 pages, poetry books shorter than 80 pages, children's picture books shorter than 24 pages, and e-books shorter than 16,000 words.
- Works with minimal original, creative, or critical content such as indices and bibliographies; instructional or technical books including textbooks and cookbooks; exhibition catalogues; activity books (for example, trivia, quizzes, puzzles, colouring books); guidebooks; and non-graphic books with minimal written content (for example, calendars, agendas, almanacs).
- Books written primarily for an educational or scholarly market, or that are part of educational or academic programs.
- Testimonials, personal growth, or self-help books or manuals, including those of a religious, devotional, or spiritual nature.
- Sponsored or commissioned works such as business histories or commissioned biographies.
- Screenplays or scripts for film, radio, television, theatre, interactive digital media, or any commercial media arts.
- Anthologies or compilations.
- Projects for which the author and/or illustrator do not own the intellectual property rights to their characters and/or narrative

Ineligible activities and expenses:

- Project phases or activities that began before the application closing date.
- Equipment or supplies purchases over \$2,500
- Expenses related to publication including rights, royalties, design, production, and printing.
- Promotion, marketing, distribution, or touring expenses.
- Activities that require payment from artists to participate.
- Projects where arts therapy, health, or therapeutic work is the primary focus or outcome.
- Fundraising activities; conferences and conventions; or family, religious, anniversary, or community celebrations.
- Contests and competitions, except if competition is integral to the art form or cultural practice.
- Projects or activities that are primarily intended for or focused within creative industries or the commercial sector (except for book publishers), including architecture, commercial fashion design, commercial television or film for theatrical release or prime-time broadcast, animation, culinary arts, video games, mass media, journalism, podcasts, graphic design.
- Works created primarily for distribution through social media channels or streaming platforms.
- Podcasts and radio programming that are not embedded within established artistic practice or specifically dedicated to the dissemination of artistic works.
- Project deficits or contingency funds.
- Projects or activities previously funded through this or other BC Arts Council programs. You can receive BC Arts Council funding only once for a creation project.
- Projects or activities previously funded with BC Arts Council funds received through third-party delivery partners: ArtStarts, First Peoples' Cultural Council, BC Live Performance Network, or Creative BC.

Grant Amounts

You may request up to 100% of the eligible project expenses.

You should apply to the appropriate level based on the eligibility requirements above.

Level 1: Grants up to \$7,500 | **Level 2:** Grants up to \$15,000

We encourage you to submit a realistic request for funds required to carry out the project.

BC Arts Council intends to support successful applications at 100% of the request. However, in some cases, grants may be awarded for less than requested.

BC Arts Council grant programs are highly competitive, and we cannot support all eligible projects. We generally fund 20%-40% of the total amount requested in a program intake. Visit the [BC Arts Council Grant Recipients](#) page to review a list of previously successful applicants.

What is Needed for the Application

You are responsible for submitting a complete application. You will not be contacted to address errors or missing requirements. Eligible applications are assessed as submitted.

An application checklist is included at the end of these guidelines.

As part of our commitment to accessibility, the BC Arts Council is accepting parts of applications in audio and sign language formats. See instructions within the application.

All applicants: Update your online Personal Profile including mailing address and Designated Priority Group and Voluntary Self-Identification sections before submitting your application.

A complete application must include:

- A description of the project (up to 400 words) summarizing your vision, intentions, and inspirations. In this description consider responding to these questions: *Why This Project? Why You? Why Now?*
- A project timeline including an indication of the current state of the project.
- Responses to questions about equitable and ethical approaches in your project and practice.
- A detailed expense form.
- All required support material as per the list below.

See the Application Preview document to review all application questions and requirements.

Required Support Material

Applicants should review and follow the [Upload Requirements for Support Material](#).

Do not submit any additional support materials outside of what is required below. Excess support material, including multiple links to materials within a single uploaded document, will not be reviewed and may negatively impact the assessment of your application.

If you have any questions about support material, contact the Program Advisor.

Required support material for this application includes:

- A maximum 20 pages (or equivalent word count) of recent work in readable manuscript format. Follow these guidelines for the sample pages:
 - 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.
 - Submit PDF files only. Combine multiple documents into a single PDF, if possible.

Assessors will consider both your work-in-progress (the project for which you are applying) and your previously published or produced work. Choose sample work that displays your artistic vision and aligns with your project description. This sample must include both:

1. **work from the proposed project.** If completed or final work is not available, provide a detailed outline or overview, table of contents, or other material that demonstrates the content, style, voice, language, and quality of the proposed project.
 2. **previously published, curated, or produced work** that demonstrates your writing ability *in the proposed genre*.
 - **Spoken word and literary performance artists MUST** include up to 5 minutes of recorded performance documentation in audio or video format as well as a written sample.
 - **Applications for graphic novels and comics MUST** include illustrations in the sample pages.
- A description of your sample material that provides context and explains how the material relates to the project.
 - Your curriculum vitae (CV) with professional training and related artistic activities and achievements (maximum 3 pages per artist, PDF).
 - A complete publication history including titles, publishers, and publication dates (maximum 2 pages per artist, PDF). **This is not required if the information is included in the CV.**
 - Letters from partners or collaborators, if applicable, confirming the nature of their participation. **These must not be general reference or support letters.**

How to name your support material files:

Name your files beginning with your Last Name, First Name - Support Material Type, followed by any additional info such as Image Title, Viewing Order, or Project Partner name. For example:

- Smithers, Nelson – CV.PDF
- Smithers, Nelson – sample writing.PDF
- Smithers, Nelson – partner letter.PDF

How Decisions Are Made

Assessment Process

The following process is used to evaluate every application to this grant program:

- The BC Arts Council receives applications and reviews each one for eligibility.
- Eligible applications are forwarded to independent peer assessment panels.
- Assessment panels include individuals with broad artistic knowledge, experience, geographical representation, and diverse aesthetic, institutional, and cultural viewpoints, including those from Indigenous perspectives.
- Assessment panels evaluate eligible applications using the assessment criteria below and determine the level of funding and any conditions on payment of grants.
- Funding prioritization may be applied to applicants considered part of a [Designated Priority Group](#).

- The BC Arts Council informs each applicant of the assessment panel's decision in writing.
- Applicants may check the status of their application at any time through the online system.
- All results are final.

Assessment Criteria

The assessment criteria are the primary lens through which the assessment panel will review and score your application.

The [Extending Foundations: Action Plan for 2022-2024](#) includes the BC Arts Council's commitment to placing reconciliation, equity, diversity, inclusion, and access at the centre of its activities with the intention to address historic funding inequities. Equity considerations are embedded throughout the assessment criteria and the assessment process.

Keep these criteria in mind as you complete your application. Some of the specific points listed below may not apply to your proposed project. However, your application should clearly explain how the proposed project addresses each area of assessment.

Your application will be evaluated by a peer assessment panel based on the following criteria:

ARTISTIC CONTRIBUTION AND SIGNIFICANCE (40%)

- Quality of the proposed project, including level of artistry, originality, and contribution to the artistic practice.
- Integrity of the creative processes including ethical approaches and consideration given to:
 - Research methods and use of source material.
 - Equitable collaboration.
 - Protocols and practices that demonstrate ethical representation and awareness of cultural appropriation.

IMPACT ON THE APPLICANT AND COMMUNITY (40%)

- Impact or benefits to the applicant's artistic or professional practice, including the timeliness, urgency, and relevance of the activities for the applicant's career and professional growth.
- Alignment with the BC Arts Council's priorities of reconciliation, equity, diversity, inclusion, and access.
- Benefits to the applicant's identified communities and the arts community in B.C.
- Accessibility and safety of engagement, including but not limited to physical spaces, intellectual accessibility, cultural and emotional safety, affordability, and support for those who experience barriers or disability.

APPLICANT READINESS (20%)

- Experience in realizing comparable projects at a professional standard.
- Clarity of the work plan or timeline.

Designated Priority Groups

The BC Arts Council has committed to targeted investment in underserved and equity-deserving groups and the development of equity support initiatives, including a policy to support [designated](#)

[priority groups](#). These identified groups will be the focus of BC Arts Council strategic measures, through dedicated programs, funding prioritization processes, partnerships, and outreach.

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

- Indigenous (First Nations, Métis, or Inuit) Peoples
- Deaf or experience disability
- Black or people of colour
- Located in areas outside [greater Vancouver or the capital region](#)

Applicants who would like to identify as part of a designated priority group must complete the Designated Priority Groups section in their online Personal Profile. All applicants are encouraged to also complete the Voluntary Self-Identification section, but it is not mandatory.

Notification of Results

The BC Arts Council strives to inform applicants of the assessment results within 16 weeks of the submission deadline. Notification is sent by email to the primary contact linked to the application.

Emails are sent through the online system. Be sure the email address **NoReply@BCArtsCouncil.ca** is on your safe sender list.

Results will not be shared before the official notification letters are sent.

Feedback

Contact the Program Advisor for feedback on the assessment of your application after you have received notification of the results.

Payment of Grants and Reporting Requirements

Grant payments are subject to an authorizing appropriation under the *Financial Administration Act*.

The BC Arts Council reserves the right to redistribute, delay, or suspend payments if the recipient:

- Does not carry out its planned program of activities.
- Makes major changes in artistic or administrative direction.
- Does not meet its obligations as a grant recipient, including submission of final reports.
- Fails to comply with legal obligations.
- Fails to respect the commitment to provide a safe and respectful workplace free from harassment, discrimination, and sexual misconduct.

Grants will be paid by cheque sent to the mailing address listed in the individual or organization profile in the online system unless the applicant is registered for direct deposit.

Grants are taxable income and must be reported. Individuals receiving grants on their own behalf or on behalf of a collective are issued T4As for the year the grant payment is processed.

Final Reports

Grant recipients must submit a final report on the completed project to the BC Arts Council within 30 days of the Project End Date in the application.

Final Reports must be submitted through the online system.

Future applications from the applicant to BC Arts Council grant programs will not be accepted if reporting requirements are not met.

Recognition of Grants

In recognition of grant funding, BC Arts Council and the Province of British Columbia's support should be acknowledged in all promotional materials, both print and online. The approved BC Arts Council logo and Province of British Columbia logo is available as a join file in a single download in a variety of ready-to-use digital formats. Find logo downloads and accompanying graphics standards and usage guidelines [online](#).

Grant recipients with a website are encouraged to add a link to the [BC Arts Council](#) website.

Confidentiality of Information

The collection, use, and disclosure of personal information are subject to the privacy provisions of the Freedom of Information and Protection of Privacy Act. The applicant's information will be shared in confidence with members of the assessment panel. The names and locations of successful grant recipients may be published, along with the amount of the grant, in the Annual Report of the BC Arts Council as well as in various communications and promotional vehicles of the BC Arts Council and Province of British Columbia. Social Insurance Numbers are provided to Canada Revenue Agency through the issuance of T4As.

About the BC Arts Council

The BC Arts Council is an agency of the Province of British Columbia under the Arts Council Act, nurturing and supporting arts and culture activity in communities across British Columbia. In the [Extending Foundations: Action Plan for 2022-2024](#), the BC Arts Council reaffirms its commitment to principles of reconciliation, equity, diversity, inclusion, and access in all of its programs and processes.

The Council conducts its own operations and funding activities in accordance with legislation and other guiding documents such as the [BC Human Rights Code](#), [Accessible BC Act](#), [Accessible Canada Act](#), the [Declaration on the Rights of Indigenous Peoples Act](#) and [Action Plan](#), and the [United Nations Declaration on the Rights of Indigenous Peoples](#), as well as the [Calls to Action of the Truth and Reconciliation Commission](#).

For more information about the BC Arts Council's mandate, vision, values, and strategic directions, visit the [About](#) and [Priorities](#) sections on the BC Arts Council website.

Individual Arts Grants: Creative Writers – Application Checklist

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.