PROJECT ASSISTANCE: Community Arts Festivals

Application Checklist 2025/26

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 early in the BC Arts Council online system to gain access to the online application. **Check When and How to Apply for registration approval timeframes.**
- ☐ **All applicants:** Complete required updates to your Organization Profile.
- ☐ Completed and submit any overdue final reports for previously completed BC Arts Council grants.
- ☐ Review the Program Guidelines and Application Preview on the BC Arts Council website for specific requirements for this program.

Organization Profile Updates in the BC Arts Council online grant system:
- ☐ Update your mailing address and other contact information.
- ☐ Ensure signed financial statements have been uploaded, as detailed in Guidelines.
- ☐ Update your Board list and Staff list. Enter the date the update is done.
- ☐ Ensure your organization's certified constitution (for not-for-profits) or statement of purpose (for all other organizations) has been uploaded. Do not include by-laws.
- ☐ Complete/update the Designated Priority Groups Questionnaire.
- ☐ Complete/update the Equity Data Tool (to be considered for funding prioritization).

In your application:

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.
- ☐ Ensure your Project Start Date is after the intake closing date; include a realistic Project End Date.
- ☐ Cleary describe your project, including who is involved, how it will impact your organization and the arts sector, and how it will happen.
- ☐ 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.

Pop-out forms and tables to complete in the application:

Make sure you open and complete the pop-up forms within the application.
- ☐ List of confirmed or proposed B.C. and Canadian professional artists, technicians, Elders and Knowledge Keepers to demonstrate total request up to $6,000. **If only a proposed list**

is available, also provide the actual list from last year's festival, including actual fees each were paid, up to the $6,000 grant limit.
- ☐ Project Budget (see below for details).

Budget pop-out:

Use the Project Budget Table provided in the application to submit a balanced budget.
- ☐ Include all festival expenses and revenues (as described within the Project Information tab).
- ☐ Include detailed notes for each expense. **It should be clear which eligible expenses are covered by the request to this program.** Break down any large expenses, where possible.
- ☐ Ensure any ineligible expenses are covered by other revenue sources.
- ☐ 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 **Project Assistance: Community Arts Festivals funding request** in the application **matches** the requested amount in the Project Budget Table.

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: **One PDF copy (or URL link) of the most recent community art festival brochure or program schedule.** If this material **does not** contain a programming schedule, upload an additional PDF that details the full schedule of artistic and cultural activities and programming that was presented at the festival.
- ☐ Letters from partners or collaborators, if applicable, confirming the nature of their participation (maximum two letters, one page each – as applicable). Do not include general letters of support.

Before you submit your application

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.

- ☐ Review and proofread your application.
- ☐ Make sure you have uploaded all support material and test that all videos, audio clips and links are working.
- ☐ Ask a friend or trusted advisor to review your application for clarity, omissions, errors, etc.

After you submit your application:

- ☐ Be sure that NoReply@BCArtsCouncil.ca is included in your safe senders list. Notification of results come from this system email roughly 16 weeks after the intake closing date.
- ☐ Keep your mailing address up to date in your online Organization Profile. Grant payments will be mailed to this address.