

## Scholarship application checklist

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It is important to follow all steps in this checklist.

### Before you apply:

- Read and review the Scholarship program guidelines.
- Make sure you are eligible. See [Who Can Apply – Applicant Eligibility](#).
- Make sure your program of study is eligible. See [Who Can Apply – Program Eligibility](#).
- Call the Program Advisor if you need to discuss your eligibility or if you have any questions about the Scholarship program or application process.
- New applicants:** Register and create a personal profile in the BC Arts Council Grant Management online system to access the online application. We recommend you register at least 2 weeks before the application deadline. Registration requests can take up to 5 business days to process once all required documents have been received. See [When and How to Apply](#).
- Add [NoReply@BCArtsCouncil.ca](mailto:NoReply@BCArtsCouncil.ca) to your safe senders list to ensure you receive approval of your registration request and other important notifications related to your application.
- For applicants who identify as D/deaf or disabled:** Consider applying for Application Assistance which pays for support services for creating and submitting a Scholarship application. Find out more at: [BCArtsCouncil.ca/accessibility](http://BCArtsCouncil.ca/accessibility).
- Complete and submit any overdue final reports on previous BC Arts Council grants (if applicable).

### Update your Personal Profile in the BC Arts Council [online grant system](#):

- Update your mailing address and other contact information.
- Complete the Designated Priority Group section (required for funding prioritization).
- Complete the Voluntary Self-identification section (optional).

### Prepare your scholarship application:

- Plan to submit your application at least two days before the April 29<sup>th</sup> deadline to avoid any last-minute technological issues.
- Understand the assessment process and criteria that will be used to score your application during assessment. See [How Decisions Are Made](#).
- Review the [Scholarship application preview](#). You may use this tool to prepare your answers and artistic samples before you begin your online application.
- Once you start the online application you can save a draft and continue to work on it. Your draft will be saved in the Draft Applications bucket on your online system dashboard.
- You are responsible for submitting a complete application. We will not contact you to address errors or missing materials. Eligible applications are assessed as submitted.

- ❑ A complete online application includes:
  - An Artist Statement describing your creative process in connection with your artistic samples.
  - As part of our commitment to accessibility, you may choose to submit a written artistic statement or a verbal or ASL statement. Options are outlined in the application.
  - Information about the art program you will be enrolled in during Summer 2026, Fall 2026 or Spring 2027. Be prepared to explain why you chose this particular program and how the program will help you develop your artistic practice.
  - A PDF of your resume or curriculum vitae (CV), up to 2 pages, detailing your educational and training history, awards, achievements, and community involvement as related to your artistic practice. A sample resume and CV can be found on the [Scholarship program](#) webpage, under “Resources.”
  - Samples of recent artistic work. See the [Appendix: Artistic Sample Instructions and Requirements](#) in the Scholarship guidelines for details on the type and number of samples required for your field of practice. Do not submit more than what is required.
  - Descriptions of your artistic samples (use the inventory form within the application)
  - Reference letters are not required and should not be submitted.
  - Share your feedback about the process and program in the Feedback tab of the application (optional).
  - Read the Declaration tab and complete the acknowledgement.
  - Parent or guardian consent is required for applicants under the age of 19.
- ❑ Proofread your application before you submit it.
- ❑ Submit your application!

**After you submit your application:**

- ❑ Add [NoReply@BCArtsCouncil.ca](mailto:NoReply@BCArtsCouncil.ca) to your safe senders’ list. Notification of results will come from this system email in mid-August 2026, approximately 16 weeks after the application closing date.
- ❑ Keep your mailing address up to date in your online Personal Profile. Scholarship payments and T4As 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.