

Arts Impact Grant: Transformation and Sustainability

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.
- Contact the Program Advisor if you need to confirm eligibility or if you have questions.
- New applicants:** Register in the BC Arts Council online grant system to access the application. **Registration requests received within five business days of the application closing date will not be processed until after the program intake has closed.**
- Check that you do not have any overdue final reports on previous BC Arts Council grants.
- Plan to submit your complete application at least two days before the deadline to avoid last-minute technical issues.
- Proofread your application before you submit it.

Organizations: In your 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 other official documents as listed in the **Online Profile Update** section of the guidelines (for all other organizations).
- Complete the Designated Priority Group section (required for funding prioritization).
- Complete the Equity Data Tool (required for funding prioritization).

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

- Update your mailing address and primary contact information
- Update 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 that Amount Requested in the application matches the request amount in your Project Budget Table
- Include a Project Start Date after the intake closing date and a realistic Project End Date.
- Include detailed descriptions of your organization's goals and priorities, workplace practices, the project you are applying for, and the intended impacts of the project.
- Answer all questions on each tab of the application. Use the [Scoring Guide](#) and refer to the Assessment Criteria in the program guidelines for direction.
- Upload a project timeline of activities, with dates, locations, and who is involved.

Pop-out forms to complete in the application:

- Project Team Table with biographies.
- Project Budget Table with notes explaining amounts.

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.**
- ❑ For projects hiring new staff, a maximum one-page job description for the position(s).
- ❑ Other materials directly related to the proposed project, up to the maximums listed in the guidelines.

After you submit your application:

- ❑ Be sure that NoReply@BCArtsCouncil.ca is in 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 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.