

# Project Assistance: Professional Arts Training Organizations Program Guidelines 2026/27

## Grant Program Summary

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**Grant program purpose:** To support eligible organizations with specific projects that develop and deliver training and professional development to those working in the arts and culture sector.

**Maximum grant amount:** \$25,000

**Applications - Open:** April 8 | **Close:** May 20 | **Results expected:** late September 2026

**Next intake:** Spring 2027 (subject to change). You can find the [Grant Program Calendar](#) on the Funding section of our website.

**Who Can Apply:** Professional Arts Training Organizations, Professional Arts Organizations, Indigenous Community Organizations, and Indigenous Governments in B.C. Applicants must meet all relevant eligibility criteria listed in the [Who Can Apply](#) section.

**New applicants:** You must register in the online system to access the application. Before you register or begin your application, you are encouraged to talk with a Program Advisor and make sure **you are eligible** and **your proposed project is eligible**. Ineligible applications will not be forwarded for assessment.

## Contact us. We are here to help.

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Review these program guidelines and the [Frequently Asked Questions](#) on the BC Arts Council website before applying. Contact the Program Advisor if you have questions.

**Nicola Dunne** – Program Advisor, Professional Arts Training Organizations  
778-405-4007 | [Nicola.Dunne@gov.bc.ca](mailto:Nicola.Dunne@gov.bc.ca)

For general information, contact:  
250-356-1718 | [BCArtsCouncil@gov.bc.ca](mailto:BCArtsCouncil@gov.bc.ca)

BC Arts Council office hours are 8:30 a.m. to 4:30 p.m. (Pacific Time), Monday to Friday.

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**Guidelines are reviewed and updated before every intake.**

Be sure you are working with the most current version.

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

## Acknowledgement

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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 ɫəkwəŋən (Lekwungen) people, known today as the Songhees and Xwsepsum (Kosapsum) Esquimalt Nations, on whose lands we operate our main offices.

## About Project Assistance: Professional Arts Training Organizations

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**Project Assistance: Professional Arts Training Organizations** supports organizations in the development and delivery of professional training **through a specific project or component within the organization's overall activities**. Grants are not available through this program to support an arts training organization's general operating activities.

Eligible activities must be led by qualified and experienced instructors and either provide:

- Basic training that will prepare participants to work at a professional level upon completion
- or
- Professional development for professional artists and cultural workers

This program is **not** intended to support recreational or non-professional arts training, workshops, or courses.

See **What you can apply for section** below for more information and examples of projects this grant program intends to support.

### Grant amounts

**Maximum grant amount is \$25,000.**

Applicants may request:

- a grant for up to 50% of the total eligible project expenses
- or
- a grant for up to 65% of the total eligible project expenses from applicants that are considered part of the BC Arts Council's [designated priority groups](#).

Applicant contributions to the project budget can include both cash and in-kind contributions.

Submit a realistic and balanced budget that shows how much money you need to complete the project. BC Arts Council intends to support successful applications at 100% of their request.

However, in some cases, grants may be awarded for less than requested.

BC Arts Council grant programs are competitive. We are not able to support all eligible applications. We generally fund between 20% to 40% of eligible applications in a program intake. To see a list of previous grant recipients and the range of grants awarded, visit the [BC Arts Council Grant Recipients](#) webpage.

## Who can apply

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Before you begin your application, make sure **you are eligible** and **your proposed project is eligible**. Ineligible applications will not be forwarded for assessment. If you have questions about eligibility, contact the Program Advisor.

### Applicant eligibility

#### To be eligible, an organization must be:

- A **professional arts training organization** registered and in good standing as a non-profit society or community service co-op in B.C. for at least one fiscal year prior to application with:
  - The majority of key staff and board members based in B.C.
  - Creative control and decision making for programming and engagement primarily maintained within the organization and by leadership based in B.C.
  - A purpose or mandate to provide professional-level training for artists and cultural workers.
  - Operations and activities that reflect this purpose or mandate.

#### OR

- An **arts organization** registered and in good standing as a non-profit society or community service co-op in B.C. for at least one fiscal year prior to application with:
  - The majority of key staff and board members based in B.C.
  - Creative control and decision making for programming and engagement primarily maintained within the organization and by leadership based in B.C.
  - A purpose or mandate primarily dedicated to arts and culture programming and activities.or
  - A purpose or mandate to provide services to the arts and culture sector in B.C.
  - Operations and activities that reflect this purpose or mandate.
  - A demonstrated history of providing professional-level training for artists and cultural workers for a minimum of one year before the application closing date.

#### OR

- An **Indigenous (First Nations, Métis, Inuit) community organization** registered and in good standing as a non-profit society or community service co-op in B.C. for at least one fiscal year prior to application with:
  - The majority of key staff and board members based in B.C.
  - A commitment to offering regular arts and culture activities.

#### OR

- An **Indigenous (First Nations, Métis, Inuit) government** in B.C. that offers regular arts and culture activities.

#### An eligible organization must also:

- **Not currently receive Operating Assistance program grants from the BC Arts Council.**
- Provide public arts and culture programming (or service to the arts and culture sector) in B.C. as a primary activity and have done so for a minimum of one year before the application closing date.
- Provide programs that benefit the community at-large and not solely the interests of its nonprofit society members.
- Engage and compensate skilled artistic, curatorial, and administrative leadership for project or service delivery.
- Fairly compensate artists, arts and culture practitioners, technicians, Elders, and Knowledge Keepers. Compensation must align with project contexts and relevant industry standards.
- 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](#).
- Not have any overdue final reports on previous BC Arts Council grants.

### Ineligible applicants

The following organizations are **not** eligible to apply for this grant:

- Organizations currently receiving grants from BC Arts Council's Operating Assistance Program
- Arts and culture organizations eligible within BC Arts Council Community Arts Organization grant programs
- Private or for-profit entities
- Member-funded societies
- Social service organizations
- Industrial sites, archaeological sites, heritage sites, or historic places
- Organizations dedicated to archives
- Local governments
- Arts or curatorial collectives
- Educational institutions and schools
- Non-profit societies registered for less than one fiscal year

### What you can apply for

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Applicants are encouraged to discuss the eligibility of their project with the Program Advisor before applying. Ineligible applications will not be forwarded for assessment.

Grants in this program support specific projects that develop and deliver training and skill development to those working in the arts and culture sector and in traditional art practice. When participants complete this training, they should be able to work and earn money in their field of practice.

## Examples of eligible projects

### Examples of eligible activities include but are not limited to:

- Courses and classes (not offered through public post-secondary institutions)
- Professional development workshops
- Learning residencies
- Knowledge transfer and formal mentorship offered in a group setting

### Examples of activities that are not eligible for support in this program:

- Activities where learning or skill development is not the primary purpose
- Self-directed or self-led learning activities
- Projects with a sole or primary focus on the creation or commissioning of new work
- Community and recreational workshops or courses
- One-on-one knowledge transfer and mentorship (see the [Early Career Development](#) program or the [Professional Development](#) program)
- Activities that are eligible for Arts and Culture Organizations – Basic Training component of the [Early Career Development](#) program

If a previous application for the same project was unsuccessful, we recommend that you request feedback from the Program Advisor and address the concerns in your next application.

## Required artist payment in 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. Payments to artists should be consistent with recommended rates set by relevant arts service organizations, professional associations, or 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 of artworks, percentage of door sales).

## RESOURCES

Recommended Artist Fee Schedules (by discipline)

- **CARFAC** ([Canadian Artists' Representation / Le Front des artistes canadiens](#))
- **CAEA** ([Canadian Actors Equity Association](#))
- **CFM** ([Canadian Federation of Musicians](#))
- **CADA** ([Canadian Alliance of Dance Artists](#))
- **IMAA** ([Independent Media Arts Alliance](#))
- **IATSE** ([International Alliance of Theatrical Stage Employees](#))
- **UBCP-ACTRA** ([Union of BC Performers](#))

## Required payment to Elders and Knowledge Keepers in project activities

Applicants should pay Elders and Knowledge Keepers according to community context and appropriate protocols.

**RESOURCE:** The First Peoples' Cultural Council's [Working with Elders](#) document is a free resource to support those engaging with Elders and Knowledge Keepers.

### Exclusions - What will not be funded

#### Grants are not available to support the following expenses:

- General operating expenses
- Budget deficits or surpluses
- Contingency expenses
- Start-up costs or seed money
- [Subsistence](#) (living costs) paid to artists or arts and culture practitioners
- [Capital expenses](#) (for example, construction, renovation, or purchase of property)
- Equipment purchases over \$2,500 or any equipment purchases not directly related to the project.
- Touring or travel expenses for presentation or circulation of work

#### Grants are not available to support the following projects and activities:

- Project phases or activities that begin before the application closing date
- Projects or activities where arts and culture is not the primary focus
- Projects or activities that do not involve or benefit artists or arts and culture practitioners
- Projects or activities where there is no engagement with or payment to professional artists
- Activities that require payment from artists to participate without compensation
- Fundraising activities
- Contest and competitions
- Conferences and conventions
- Family, religious, anniversary, or community celebrations
- Podcasts and radio programming
- Costs of producing commercial recordings or demo reels.
- Projects where arts therapy, health or therapeutic work is the primary project focus
- Projects or activities that are primarily intended for or focussed within creative industries or the commercial sector including architecture, commercial fashion design, commercial film and television, commercial music activities, culinary arts, games, sports, recreation, mass media, journalism, podcasts, graphic design
- Project phases or activities previously funded through this grant program or other BC Arts Council grant programs
- Projects or activities funded with BC Arts Council funds received through third-party delivery partners: ArtStarts, First Peoples' Cultural Council, BC Live Performance Network, or Creative BC

## When and how to apply

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**Applications – Open:** April 8 | **Close:** May 20 | **Results:** late September 2026

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

**Applications will only be accepted until 11:59 p.m. (Pacific Time) on Wednesday, May 20, 2026.**

We will only accept one application per organization per intake.

### New applicants

- Closely review these guidelines to make sure your organization and proposed project are eligible.
- Register and create a profile in the BC Arts Council's online Grant Management System (GMS) to access the application. Instructions are on our website: [How to Apply Online](#).
- We recommend you register at least 2 weeks before the application closing date.
- New registrations go through a review. The review and approval process may take up to five business days after we have received all required documents. **Register early to avoid delays.**
- **Registration requests received within five business days of the application closing date will not be processed until after the grant program has closed.** You will not be able to submit an application if you are not registered.
- You will receive an automated email when your registration request is approved.
- Add the automated email address **NoReply@BCArtsCouncil.ca** to your safe senders list and check your spam folders.
- Once approved, you will be able to complete your Organization Profile and access the application.

### Returning applicants

- Closely review these guidelines to make sure your organization and proposed activities are eligible.
- Update your Organization Profile in the online system before starting the application.

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

### Accessibility support

Organizations with a primary purpose to serve D/deaf or disability arts practices may be eligible for the BC Arts Council's accessibility programs.

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

**Access Support** provides additional funding for access costs related to 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 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:

**Clayton Baraniuk, Accessibility Coordinator - 250-978-9839 - [BCACaccess@gov.bc.ca](mailto:BCACaccess@gov.bc.ca)**

Find out more about accessibility supports online at [BCArtsCouncil.ca/accessibility](http://BCArtsCouncil.ca/accessibility).

## What is needed for the application

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

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

**All applicants:** Update your online Organization Profile. See details below for updates and uploads that are required when you apply.

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

### A complete application must include:

- Details outlining the proposed project including:
  - Summary of the proposed project with rationale, objectives, and outcomes.
  - Project Start Date (which must be after the intake closing date) and a realistic Project End Date.
  - Detailed project timeline or work plan.

**Note: Notification of results is generally 16 weeks after the application submission deadline so plan accordingly if your project is dependent on this grant funding.**

  - Completed Training Instructors Table, including name, responsibility, confirmation of participation, and 100-word biography/statement of qualifications, practice, and teaching experience for each instructor.
- Balanced project budget. Be sure to:
  - Use the Project Budget Table provided in the application.
  - Include detailed notes on the budget.
  - Indicate whether revenues are confirmed or pending.
  - Balance in-kind revenues with in-kind expenses.
  - Make sure Amount Requested in the application matches the request amount in the Project Budget Table.
- All required support material as described below.

### Required support material

Review and follow the [Upload Requirements for Support Material](#) before uploading support material to your online application.

- **Only submit support material that is described below** and related to your proposed activities.

- **Do not submit any additional material.** Excess support material, including multiple links to materials within a single uploaded document, will not be reviewed.
- **Test your materials before submitting your application.** Make sure all support materials open properly and can be read or viewed clearly.

**Required support material for this application includes:**

- An operating budget for the applicant's fiscal year in which the proposed project takes place.
- Training syllabus outlining instructor name, course description, learning outcomes, and course structure.
- Organization's most recent course calendar or brochure. Include either a URL or upload a PDF, as applicable.
- Letters from up to two partners or collaborators (as applicable) confirming the nature of their participation in the proposed project (maximum two letters, one page each). **Do not include general letters of support.**

**Applicants who have not previously received funding through this grant program must also submit:**

- Two letters of reference from established arts and culture practitioners familiar with the applicant's work.

### Online profile updates required from organizations

**Before you apply, you must update your online organization profile with the following:**

- **Contact information:** Mailing address and other leadership contact information.
- **Board member list:** The organization's current board of directors, editorial advisory board, trustees, or board of management, including their board position, occupation/expertise, start date, and place of residence.
- **Staff member list:** Administrative, artistic, and editorial staff and significant contractors, including name, position, place of residence, and employment status (for example, permanent or part-time).
- **Constitution or statement of purpose:** Required upload(s):
  - **For non-profit societies:** PDF copy of the organization's certified constitution.
  - **For extraprovincial non-share corporations:** PDF copies of the organization's official Certificate of Incorporation under the Canada Not-for-profit Corporations Act, Form 4001 Articles of Incorporation, and bylaws.
  - **For community service cooperative associations:** PDF copy of the organization's certified Memorandum of Association and Rules.
  - **For all other applicants:** Statement of the primary purpose of the organization.
- Completed **Designated Priority Groups** information section (required for funding prioritization).
- Answers in the **Equity Data Tool** that are relevant to your organization (required for funding prioritization). You are not required to answer every question.

- **Financial statements:** Upload signed financial statements for your two most recent completed fiscal years. See details below.

### Financial statement requirements

All organizations (except collectives) must upload to their online profile signed financial statements for their two most recent completed fiscal years.

**Following standard accounting formatting, financial statements should include comparative information for the prior fiscal year.** If a comparative year is not included within a single set of statements, a set of financial statements for each year must be uploaded.

Balance sheets or ledgers alone are not considered complete financial statements.

**RESOURCE:** Samples of a Balance Sheet and Revenue and Expense Statement (Income Statement) are available through [Community Gaming Grants application resources](#), under Example Documents.

**Not-for-profit organization financial statements, including those internally prepared, must include:**

- A balance sheet, income statement, and notes following standard accounting formatting.
- An itemized list of grants identified by funder, included either in the income statement or in an attached schedule.
- A breakdown of operating net assets, distinguishing between unrestricted net and capital assets.
- Signatures of the preparer and **two** board members affirming board approval.

**For applicants operating under the umbrella of a local government, an Indigenous government, or a post-secondary institution,** financial statements must include:

- A statement of income and expenses for the applicant's activities alone.
- A signature of the umbrella organization's financial officer.
- Notes indicating if the applicant entity may accrue assets, surpluses, or deficits from one year to the next.
- An itemized list of grants received that are related to the applicant, not the entire umbrella organization, and identified by funder, either in the income statement or attached schedule.

**The type of financial statements required is based on the single largest BC Arts Council grant received in the organization's previous two fiscal years, not including Arts Impact grants, Accelerate grants or Arts Infrastructure Program grants. Refer to the chart below.**

If you did not receive an applicable grant in the previous two fiscal years, internally prepared financial statements are acceptable. The statements must include all information listed above.

BC Arts Council reserves the right to request audited financial statements, regardless of the amount of the applicant's previous funding.

Previous BC Arts Council Grant Received (as per above)	Type of Financial Statements Required
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\$0 to \$15,000	Internally prepared financial statements
\$15,001 - \$40,000	Independently prepared financial statements: <b>Notice to Reader/Compilation Engagement Report</b>
\$40,001 - \$100,000	Independently prepared financial statements: <b>Review Engagement</b>
Greater than \$100,000	Independently prepared financial statements: <b>Audit</b>

## How funding decisions are made

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### Peer assessment

The following process is used to evaluate applications to this grant program:

- The BC Arts Council reviews each application for eligibility.
- Eligible applications are forwarded to an independent peer assessment panel. Assessment panels include individuals (assessors) with broad artistic knowledge, experience, geographical representation, and diverse aesthetic, institutional, and cultural viewpoints, including those from Indigenous perspectives.
- Assessors read and score the applications using the assessment criteria below.
- The assessment panel discusses, then ranks the applications. Grants are awarded based on this ranking.
- Funding priority may be given to applicants considered part of a [designated priority group](#).
- The BC Arts Council informs each applicant of the peer assessment panel's decision approximately 16 weeks after the application closing date.
- Applicants may check the status of their application at any time through the online system.
- All results are final.

### Assessment criteria

**The assessment panel will read and evaluate your application based on the following criteria relative to the applicant's context (including region, capacity, community served, available resources, purpose, mandate).**

Each criteria category is assigned a percentage of your application's total score (out of 100). For example, a category weighted at 20% means you can score between 1 and 20 in that area. Compelling, detailed, and specific answers with strong evidence and clear alignment with the assessment criteria will score higher.

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

## ARTISTIC AND CULTURAL CONTRIBUTION, ENGAGEMENT, AND IMPACT (50%)

- Impact on the organization and the communities it serves.

- Contribution to the development of B.C. artists, cultural workers, the art form(s) and cultural practices.
- Support for learning outcomes, and contribution to participants' professional development, through skilled instruction and program design.
- Strength, clarity, and urgency of the proposed outcomes and objectives.
- Integrity of the project including:
  - Ethical approaches to research, collaboration, source materials, and other cultural considerations.
  - Respectful engagement with Indigenous people, communities, practices, materials, beliefs.
  - Policies and protocols to eliminate cultural appropriation.

### RECONCILIATION, EQUITY, DIVERSITY, INCLUSION AND ACCESS (20%)

- Opportunities provided for equity-deserving and under-represented communities.
- Contribution to communities located outside major urban centres. (as applicable)
- Support for truth and reconciliation; serves and includes Indigenous peoples of B.C. and Canada.
- Accessibility and safety, including but not limited to physical spaces, intellectual accessibility, cultural and emotional safety, affordability, and support for those who experience barriers or disability.

### FEASIBILITY (30%)

- A realistic and reasonable plan for using the money.
- Plans and processes that ensure a respectful, equitable, and safe work environment, including fair compensation.
- The applicant's experience in realizing comparable projects.
- Experience of partners, collaborators, and supporters, and the clear articulation of their contribution to the project.

### Designated Priority Groups

The BC Arts Council is committed to targeted investment in underserved and equity-deserving organizations. These [designated priority groups](#) are the focus of strategic measures, dedicated programs, funding prioritization processes, and other equity support initiatives.

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](#)

If the majority of your activities, programming, and resources are dedicated to one of the groups listed above, and if your organization would like to be considered for equity support measures including priority funding, you must complete the Designated Priority Groups and Equity Data Tool sections in your online Organization Profile.

### Notification of results and feedback

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The BC Arts Council intends to inform applicants of the assessment results approximately **16 weeks** after the application closing date.

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 official notification emails are sent.

### Feedback

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

### Payment of grants and reporting requirements

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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 and 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 for the completed project. Final reports must be submitted through the online system within 30 days of the project end date noted in the application.

You will not be able to submit future applications to the BC Arts Council if you have an overdue final report. If at any time, there are significant changes to your approved project or timeline, contact the program advisor associated with the program.

## 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 and Province of British Columbia logos and guidelines for use are available [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 BC Arts Council's Annual Report 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

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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. The BC Arts Council is actively committed to reconciliation, equity, diversity, inclusion, and access through our programs and processes.

The BC Arts Council conducts its 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 our website. The [What is the BC Arts Council?](#) video on our website includes ASL interpretation with voice over and captions.

## Project Assistance: Professional Arts Training Organizations - Application Checklist

Be sure you have included or completed the following before you submit your application. Review the program guidelines and application for specific requirements.

Before you apply:

- Read 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 gain access to the online application. **Registration requests received within five business days of the application closing date will not be processed until after the grant program has closed.**
- 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.

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).

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 (May 20, 2026) 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, artistic vision and programming, the project, the participants, or specific communities, and the intended impacts of the project.
- Upload a detailed project timeline or work plan beginning after intake closing date.

Pop-out forms to complete in the application:

- Training Instructors Table with biographies.

- ❑ Project Budget Table with notes explaining amounts.

Support material to upload:

- ❑ An operating budget for the fiscal year in which your proposed project takes place (PDF format preferred).
- ❑ Training syllabus outlining instructor name, course description, learning outcomes, and course structure.
- ❑ Course calendar or brochures.
- ❑ 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 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](mailto: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. 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.