

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 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.