

2026/27 Early Career Development - Basic Training Checklist

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 issues.
- ❑ **New BC Arts Council clients:** [Register in the BC Arts Council online system to gain access to the online application](#). We recommend you register at least two weeks before the application closing date.
- ❑ **All BC Arts Council clients:** Complete all required updates to your Organizational profile:
 - ❑ Update your mailing address and other contact information.
 - ❑ Upload your most recent signed financial statements. See Financial Statements 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).
 - ❑ Ensure you have completed and submitted any overdue final reports for previous BC Arts Council grants. An overdue final report will block your application from being submitted.
 - ❑ Review the Program Guidelines and Application Preview on the [BC Arts Council website](#) for specific requirements for this program.

In your application:

- ❑ Read and respond to all information in the grey text boxes on the online application.
- ❑ Ensure your Project Start Date is after the intake closing; include a realistic Project End Date.
- ❑ Complete each section and answer all questions that are applicable to your project. Questions with the **red *** are mandatory. Be sure your responses indicate your project's alignment with the program's intentions and the assessment criteria. Refer to the [Scoring Guide](#) for support.

Budget:

- ❑ Review the preamble at the top of the pop-out budget form.
- ❑ Include all expenses and revenues for activities described in the application.
- ❑ Include detailed notes for each expense.
- ❑ Be clear which expenses are covered by the request to this program.
- ❑ Ensure any ineligible expenses are covered by other revenue sources.
- ❑ Indicate whether revenues are confirmed or pending.
- ❑ Be sure your budget is balanced, and balance in-kind revenues with in-kind expenses.
- ❑ Make sure Amount Requested in the application matches the requested amount in the Budget.

Material to upload and review:

- ❑ A CV or resume from the Early Arts Practitioner (PDF, maximum 3 pages). Refer to the sample CV on the [BC Arts Council website](#) for guidance.
- ❑ A statement from the Early Arts Practitioner responding to the questions in the application (PDF, maximum 800 words).
- ❑ Letters from Mentors confirming their qualifications, capacity, and the nature of their participation (PDF, maximum two letters, one page each).
- ❑ A workplan that outlines how you will spend your time throughout the project. Refer to the sample workplan on the [BC Arts Council website](#) for guidance.
- ❑ Make sure your uploaded material is in the correct format per directions in the guidelines.
- ❑ Ensure you have not submitted material beyond what is requested.

Before you submit your application:

- ❑ Review and proofread your application for clarity, omissions, errors, etc. Use the [Scoring Guide](#) for support when reviewing your application.
- ❑ Ask a friend or trusted colleague to review the application for clarity, omissions, errors, etc.

And then:

- ❑ Complete the Access Support tab (as applicable).
- ❑ Share your feedback in the Feedback tab (optional).
- ❑ Read the Declaration tab and complete the acknowledgement.

After you submit your application:

- ❑ Be sure that NoReply@BCArtsCouncil.ca is included in your safe senders list. Notification of results will 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 (unless you have registered for Direct Deposit).
- ❑ Once you've received notification of results, contact a Program Advisor for feedback on the assessment of your application.