

## 2026/27 Early Career Development - Application Checklist for Individuals

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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 personal profile:
  - Update your mailing address and other contact information.
  - Complete the Designated Priority Group section (required for funding prioritization).
  - Complete the Voluntary ID Form (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.

### Expense Summary:

- Review the preamble at the top of the pop-out expense form.
- Include all expenses for which you are requesting funding.
- Include detailed notes for each expense.
- Make sure Amount Requested in the application matches the request in the Expense Form.

### Material to upload:

- A CV or resume from the Early Arts Practitioner. Refer to the sample CV on the [BC Arts Council website](#) for guidance.
- For Mentorship Applications:** Letter(s) from Mentors confirming their qualifications, capacity, and the nature of their participation (PDF, maximum two letters, one page each).
- For Residency Applications:** Letter from host organization confirming participation, dates, etc.
- 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 your 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 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.