

# Application Assistance Program Guidelines

*Current as of: June 30, 2026*

*These guidelines are revised and updated with regularity. Ensure you have the most current version of these guidelines by checking the website at this [link](#).*

## Accessibility Programs Overview

- **Application Assistance** – pays for a support person to help you to complete a grant application, profile registration, project update, Access Support request form, or Final Report form.
- **Access Support** – pays for specific accessibility costs associated with doing a project funded by a BC Arts Council grant.

This document contains information on the **Application Assistance** program. For information on **Access Support** visit [this link](#). For a Video, Audio or ASL overview of BC Arts Councils Accessibility programs visit [www.bcartscouncil.ca/accessibility](http://www.bcartscouncil.ca/accessibility)

The BC Arts Council developed these programs in consultation with existing and potential clients with lived experience. We welcome feedback and questions at any time.

## About Application Assistance

The Application Assistance program pays for a support person or sign language interpreter to work with applicants who are D/deaf or disabled on the following types of services:

1. Registering in the online system.
2. Making a grant application.
3. Submitting a Retroactive Access Support request.
4. Completing a report or update on a grant that has been received.

This funding only supports services directly connected to BC Arts Council.

## Who Can Request Application Assistance

Application Assistance requests are limited to:

- Individual artists or arts and culture practitioners who self-identify as D/deaf or disabled.

OR

- Arts or Curatorial Collectives who have at least one core member who self-identifies as D/deaf or disabled.

OR

- Organizations (Non-Profit Societies) that have a specific mandate or constitutional purpose to support D/deaf and/or disability arts practice or practitioners.

**Applicants must also:**

- be eligible for the grant they are applying to, and
- have an eligible project for the grant they are applying to.

Application Assistance requests are confidential and will not be seen by assessment panels evaluating grant applications.

## Funding Amount

The amount of funding depends on the type of service and the type of support (sign language interpretation or general support).

BC Arts Council will pay up to a maximum amount per service:

1. **Registering in the online system:** up to \$150 for a support person or interpreter.
2. **Making a grant application:** up to \$700 for a support person, or up to \$1200 for an interpreter.
3. **Submitting a Retroactive Access Support request:** up to \$250 for a support person, or up to \$400 for an interpreter
4. **Completing a report or update on a grant that has been received:** up to \$250 for a support person, or up to \$400 for an interpreter

Application Assistance funding may not pay for all of the support or interpretation that is needed. You should discuss your needs and the cost with your support person or interpreter before beginning work.

BC Arts Council will not pay more than the maximum amounts listed above.

## When to Make a Request

1. **Registering in the online system:** at least six business days before the grant application deadline. You must confirm with BC Arts Council staff that you and your project are eligible for the grant program before registering.
2. **Making a grant application:** at least three business days before the grant application deadline.
3. **Submitting a Retroactive Access Support request:** within 90 days of receiving a grant.
4. **Completing a report or update on a grant that has been received:** anytime.

## How to Make a Request

Contact an Accessibility Coordinator to discuss Application Assistance before starting the work. You will need to provide:

1. Name of the BC Arts Council grant program.
2. The type of service and type of support you require (sign language interpreter or general support person).
3. Name and email address for your support person or interpreter.
4. For grant applications:
  - a. A brief description of the project you are applying with, and
  - b. A resume, CV or details on your professional experience and training

**You must choose your own support person or interpreter.** This person can be anyone you choose; BC Arts Council does not require your support person or interpreter to hold any specific designation. You may choose to work with more than one support person or interpreter and split the maximum funding amount between them.

BC Arts Council staff cannot assist with grant writing and cannot make recommendations for support providers.

Approval for Application Assistance funding is not automatic and needs to be requested each time you require Application Assistance, for each service and grant.

## Examples of Application Assistance Support

**A support person or interpreter funded by Application Assistance can help with:**

- Editing your grant
- Interpretation of questions
- Translation from Sign Language
- Transcribing or inputting of text into the online system
- Reading guidelines, forms, and online applications
- Obtaining, organizing and uploading support materials
- Other supports you need to make a submission to BC Arts Council.

## What Will Not be Funded

- Applying for grants from other funders (for example: Canada Council grants).
- Reporting for the Persons with Disabilities (PWD) Benefit, or other programs outside of the BC Arts Council.
- Costs for specific accessibility services and supplies, rental equipment, and other accessibility supports required to do a project funded by a BC Arts Council grant. [Please see Access Support here.](#)
- Audience or volunteer accessibility.

- Day-to-day access costs outside of BC Arts Council application or submission process.

## How Requests Will Be Processed

An Accessibility Coordinator completes a request on your behalf and submits it for approval.

Once approved, you will receive an email confirming the maximum amount of Application Assistance funding available to your support person or interpreter. This email will include your support person or interpreter and give them directions on how they can get paid for their services.

## Payment of Application Assistance

When your support person or interpreter has completed their work and the registration, application or report has been submitted, they must send an invoice for their services, up to the maximum amount, directly to the BC Arts Council within 30 days. Staff will process the invoice and provide payment directly to them within six weeks.

As a government agency, all payments are subject to an authorizing appropriation under the [Financial Administration Act](#). We reserve the right to redistribute, delay or suspend payments if required.

## Final Report

A final report is not required for Application Assistance.

## Information for Support People or Interpreters

Here are some ways that you can get started:

- Find out what services the applicant is looking for, what their project is, and the type of grant they wish to apply for.
- Review the Application Assistance maximum amounts for services to compare with your rates and the scope of work they are seeking.
- Familiarize yourself with the steps required to apply to BC Arts Council by visiting [How to Apply Online](#).
- Review the full PDF guidelines for the grant program they intend on applying to. Guidelines provide information on who can apply, eligible projects and expenses, and the criteria the application will be assessed against.
- If you are supporting an individual, ensure the applicant has an up-to-date resume or CV of their artistic activities.
- Download the MS Word Application Preview document available on the grant program web page, to review the application questions and requirements.

- Review the BC Arts Council website [Frequently Asked Questions](#).

## Confidentiality of Information

The collection, use, and disclosure of personal information is subject to the privacy provisions of the Freedom of Information and Protection of Privacy Act. The Application Assistance Request information will not be shared with members of the assessment panel or shared publicly.

## Contact Us – We are Here to Help

BC Arts Council Accessibility Coordinators can answer your questions about our accessibility programs, eligibility, or take your request for assistance. Contact us:

### **By Phone:**

- Individual Artists contact Nicola Dunne, Accessibility Coordinator at 778-405-4007
- Organizations/Collectives contact Clayton Baraniuk, Accessibility Coordinator at 250-978-9839

### **By Email:**

- All inquiries by email to: [BCACAccess@gov.bc.ca](mailto:BCACAccess@gov.bc.ca)

For questions about BC Arts Council grant programs or project funding, Program Advisors can advise on available grants to support your project. A list of program and discipline specific Program Advisors is available at the [link here](#). If you're not sure who to speak to, contact our general line at 250-356-1718 or [BCArtsCouncil@gov.bc.ca](mailto:BCArtsCouncil@gov.bc.ca), and our administration team can help direct your call or email.

These guidelines are revised and updated with regularity. Ensure you have the most current version of these guidelines by checking the website at this [link](#).