

Operating Assistance: Book Publishers – Application Checklist

Be sure you have included or completed the following before you submit your application.

Before you start:

- ☐ Review the application preview and program guidelines for specific requirements.
- ☐ Contact the Program Advisor if you need to confirm eligibility or if you have questions.
- ☐ New applicants: Talk with the Program Advisor before you apply to make sure you are eligible. You also need to register in CADAC.
- ☐ 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 Shareholder list, 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).

Required CADAC updates:

- ☐ Financial Form:
 - Update your two most recently completed fiscal year actuals.
 - Upload your completed and signed financial statements for your most recent completed fiscal years so CADAC staff can review, reconcile and lock your completed financial forms.
 - Update your current and two projected years financial projections.

In your application:

- ☐ Provide organization information including history, mission, values, main activity(ies), organizational capacity, governance, and facilities;
- ☐ Provide a programming overview addressing questions based on the assessment criteria;
- ☐ Complete the Activities Summary for the previous fiscal year, the current fiscal, and two projected fiscal years.
- ☐ Upload all required Support Materials.

Pop-out forms to complete in the application:

- ☐ Inventory Form listing information about the support materials you are uploading.

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.