

Operating Assistance: Literary Arts – 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.
- ☐ Call 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 will also need to be registered 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 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 year financial projections.
 - Update two projected fiscal year financial projections.

In your application:

- ☐ Your organization information, including history, mission, values, main activity(ies), organizational capacity, governance, and facilities;
- ☐ Programming overview addressing questions based on this program's assessment criteria;
- ☐ Activities Summary of the previous fiscal year, the current fiscal, and two projected fiscal years.
- ☐ Proofread your application before you submit it.

Support Material to Upload:

- ☐ Up to 5 current planning and policy documents, such as:
 - Strategic plans, human resource policies, anti-racism policies, collections management policies, or cultural safety policies.
 - This should include documents detailing the current approach to equity across your organization, if available; if stand-alone policy documents are not available, you will be provided with an opportunity to describe.

- ❑ Up to 5 links to electronic materials, such as: (if applicable)
 - Brochure of seasonal programs, links to online materials, current publications, or program from recent event.
- ❑ Facility description/floor plan of current location(s) (if applicable);
- ❑ Up to 5 images illustrating your programming or presentations. For example:
 - a sample image of the exterior of your facility;
 - a sample image of permanent exhibitions;
 - a sample image of a temporary exhibition; or
 - a sample image of a public programming activity.

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.