

Arts Circulation and Touring: Application Checklist (For Organizations and Collectives)

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](#). Registration requests must be received at least one week 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.
 - ☐ Upload your most recent signed financial statements. See Financial Statements Requirements section of guidelines. (*organizations only*)
 - ☐ Update your Board list and Staff list. (*organizations only*)
 - ☐ Upload your organization's certified constitution (for not-for-profits) or statement of purpose (for all other organizations). Do not include by-laws. (*organizations only*)
 - ☐ 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:

- ☐ Include a Project Start Date (anytime after you submit) and a realistic Project End Date.
- ☐ Ensure the Amount Requested in the application matches the request amount in your Project Budget Table.
- ☐ Include a detailed project description that clearly describes what the project is, who is involved in the project, who benefits from the project, and how the project will happen.

Pop-out forms to complete in the application:

- ☐ Project Team Table with biographies
- ☐ Project Budget Table with a balanced budget and detailed notes for each expense. Be sure to include any fees or compensation being provided by hosts in your budget revenues.
- ☐ Inventory Form Table listing information about the images, video, audio, or text files you are including.

Material to upload:

Category 1: Outbound Compensated Touring:

- ❑ Written confirmation(s) from all hosting organization(s) and/or venue(s) that list specific or proposed dates and compensation (including in-kind contributions like travel, accommodations, or other benefits).

Category 2: Travel:

- ❑ **Inbound hosting, presentation or planning:** Written confirmation(s) or letter(s) of intent from participants (individuals or organizations) that list dates, activities and terms of the engagement.
- ❑ **Outbound travel, promotion or planning:** written confirmation or invitation from a hosting organization or proof of registration.

All Categories

- ❑ An itinerary or timeline and workplan of activities, engagements and/or meetings with dates, locations, times and who is involved.
- ❑ An audience/market development and/or public programming/outreach plan
- ❑ Examples of work relevant to the proposed project, to demonstrate the scale and scope of the work to be circulated or toured (see 'Required support materials' section within guidelines for maximum submission amounts)
- ❑ **Optional:** Letters from partners or collaborators, if applicable, confirming the nature of their participation (maximum two letters, one page each – as applicable)

Before you submit your application:

- ❑ Review and proofread your application for clarity, omissions, errors, etc.
- ❑ 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:

- ❑ 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 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.