

Professional Development: Application Checklist

Be sure you have included or completed the following before you submit your application. Review the program guidelines and the application for specific requirements. Call a Program Advisor if you have any questions.

Before you apply:

Plan to submit your complete application at least two days before the deadline to avoid last-minute technological issues.

- ❑ **New applicants:** Register in the BC Arts Council online system before September 16 to gain access to the online application. **Registration requests can take up to 5 business days to process.**
- ❑ **Existing applicants:** Complete all required updates to your Personal Profile
- ❑ Ensure you have completed and submitted any overdue final reports for previous BC Arts Council grants.
- ❑ Review the Program Guidelines and Application Preview on the [BC Arts Council website](#) for specific requirements for this program.

In your application:

Be sure to read all information outlined in the grey text boxes on the online application, which includes instructions, suggestions, and criteria considerations.

- ❑ Complete each section and answer all questions that are applicable to your project. Questions with the **red *** are mandatory.
- ❑ Precise description of the project.
- ❑ Up to three relevant career highlights from your professional practice that demonstrate your eligibility, capacity, and experience to undertake this project.
- ❑ Detailed description of your specific learning or career goals and a summary of how this project will impact your professional practice and future opportunities.
- ❑ Workplan, timeline, itinerary, or schedule that includes significant milestones and/or benchmarks.
- ❑ If your activity or learning will provide direct benefit to an organization you are employed by, a summary of how the organization is supporting the project.
- ❑ Clear statement about compensation to every professional artist and practitioner participating in the project.
- ❑ Statement describing how this project may benefit your identified communities (as applicable).
- ❑ Brief summaries of how this project or your practice align with BCAC's priorities of Reconciliation, Equity, Diversity, Inclusion, and Access.

Pop-out forms to complete in the application:

- ❑ Website(s) or link(s) to activity/opportunity form-links to course, workshops or mentor's webpage if applicable.
- ❑ Budget Form - Summary of eligible expenses with notes for each expense.

Uploaded documents:

- ❑ CV or resume outlining your relevant basic training and work experience.

For Mentorship, Learning Residency, Courses, or Workshops:

- ❑ Documentation from the institution, teacher, master, advisor, or mentor confirming specific financial and scheduling arrangements and agreements.
- ❑ Resume or biographical statement for advisors or mentors.

Before you submit your application

Ensure you have not submitted material beyond what is requested. Excess material, including multiple links to materials within a single uploaded document, will not be reviewed and may negatively impact the assessment of your application.

- ❑ Review and proofread your application.
- ❑ Cross reference your answers against the assessment criteria.
- ❑ Make sure you have uploaded all support material and test that all website links are working.
- ❑ Ask a friend or trusted advisor to review your application for clarity, omissions, errors, etc.

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 application closing date.
- ❑ Keep your mailing address up to date in your online Personal Profile. Grant payments will be mailed to this address.
- ❑ Once you've received notification of results, contact a Program Advisor for feedback on the assessment of your application.