

Arts Infrastructure Program: Application Checklist

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 technological issues.

- ❑ **New applicants:** Register in the BC Arts Council online system to access to the online application. **Registration requests can take up to 5 business days to process.**
- ❑ **Existing applicants:** [Complete all required updates to your Organization profile.](#)
- ❑ Ensure you have completed and submitted any overdue final reports on previous BC Arts Council grants.
- ❑ Review the Program Guidelines and Application Preview on the [BC Arts Council website](#) for specific requirements for this program.
- ❑ Discuss your application with the Program Advisor to confirm the eligibility of your organization and project.

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.
- ❑ Include a Project Start Date after the application deadline (November 12, 2026) and a realistic Project End Date **before December 31, 2029.**
- ❑ Include detailed descriptions of your organization's history, mandate, workplace practices, vision and programming, the project, the participants or specific communities, the creation process, and the intended impacts of the project.
- ❑ Try to be as clear as possible and fully respond to each question. Use of short, clear sentences, or point form is encouraged.
- ❑ Upload a detailed project timeline or work plan that includes significant milestones and/or benchmarks. Add details wherever possible and identify which activities will be covered under this grant if there are multiple phases.
- ❑ Describe alignment with [CleanBC Better Buildings programs](#) as applicable; for example, strategies for achieving greenhouse gas emissions reductions and energy efficiency improvements.

Budget pop-out:

Use the Project Budget Table provided in the application to submit a balanced budget.

- ❑ Include all expenses and revenues described within the Project Information tab.
- ❑ Include detailed notes for each expense. It should be clear which expenses are covered by the request to this program. Break down any large expenses, where possible.
- ❑ Indicate which vendor or contractor quote(s) expenses align with, where applicable.
- ❑ Indicate whether revenues are confirmed or pending. For pending revenues, note if you have previously received this funding in the past.
- ❑ Balance in-kind revenues with in-kind expenses.

- ❑ Make sure the Amount Requested in the application matches the requested amount in the Project Budget Table.
- ❑ Ensure expenses in following categories are no more than the maximum percentages allowed in this program:
 - **Administrative expenses** – Maximum **10%** of total budget
 - **Contingency** – Maximum **10%** of total budget
 - **In-Kind expenses** – Maximum **25%** of total budget

Support material to upload:

Information and materials included on the Support Material tab should directly relate to and support the project for which you are seeking funding.

***Required support material for Category 1: Planning & Consultation:**

- ❑ Detailed project timeline or work plan of the current project stage.
- ❑ List of external contractors or vendors with biographies or profiles as applicable.
- ❑ One recent (within past year) quote from a prospective vendor or contractor for proposed planning or consultation services.

***Required support material for Category 2: Capital Improvements:**

- ❑ Detailed project timeline or work plan of the current project stage.
- ❑ If the land or facility is owned by the applicant - Proof of ownership (for example, certificate of title or most recent BC Property Assessment)
- ❑ If the land or facility is leased to the applicant - Signed copy of lease between the applicant and the owner(s).
- ❑ If the land or facility is leased to the applicant – Document from the owner(s) granting permission for the project to proceed and stating the intention from the owner and applicant for the space to be used long term for arts and culture activities (signed and dated within 6 months of the application deadline).
- ❑ Two competitive and recent (within past year) quotes from prospective vendors or contractors for proposed capital improvement(s). (If a service can only be supplied by one provider, written justification should be provided along with the quote.)
- ❑ Photos or floorplans related to the proposed project, **up to a maximum of 5 images**.
- ❑ **For projects requesting over \$75,000:**
 - All relevant planning documents, such as architectural drawings, feasibility studies, community consultation, accessibility assessments.

***Required support material for Category 3: Specialized Equipment Acquisition:**

- ❑ Detailed project timeline or work plan of the current project stage.
- ❑ One recent (within past year) quote from a prospective vendor or contractor for proposed equipment purchase(s).

Additional support material for all applicants includes:

- ❑ Letters from any partners, if applicable, confirming the nature of their participation (maximum one page each). Do not include general letters of support.
- ❑ List of any approvals and permits required to complete work on the project and a description of the phase of approvals the project is at or the steps the applicant plans to take to obtain approvals and permits.

- ❑ Photos or floorplans related to the proposed project, as applicable, **up to a maximum of 5 images.**

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 required support material.
- ❑ 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 Organization 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.