

Application Checklist - Project Assistance: Community Arts Organizations

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.
- ☐ New applicants: Register in the BC Arts Council online system to gain access to the online application. **Registration requests can take up to 5 business days to process once all supporting documents are received. Registration requests received within five business days of the application closing date will not be processed until after the grant program has closed.** You will not be able to submit an application if you are not registered.
- ☐ Plan to submit your complete application at least two days before the deadline to avoid last-minute technological issues.
- ☐ Complete and submit any overdue final reports on previous BC Arts Council grants (if the project is complete).

Organizations: 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.** Provide what is listed in the **Financial Statement Requirements** section of guidelines.
- ☐ **Update your Board list and Staff list and the date field updated.**
- ☐ **Check required upload(s) are complete: For non-profit societies:** a PDF copy of the organization's certified constitution; **for extraprovincial non-share corporations:** PDF copies of the organization's official Certificate of Incorporation under the Canada Not-for-profit Corporations Act, Form 4001 Articles of Incorporation, and bylaws; **for community service cooperative associations:** a PDF copy of the organization's certified Memorandum of Association and Rules; **OR for all other applicants,** a statement of the primary purpose of the organization.
- ☐ Complete the Designated Priority Group section (required for funding prioritization).
- ☐ Complete the Equity Data Tool (required for funding prioritization).

In your application:

- ☐ Make sure your Amount Requested in the application matches the request amount on this line **BC Arts Council: THIS request** in your Project Budget Table.
- ☐ Include a Project Start Date after the application closing date and a realistic Project End Date.
- ☐ Include detailed descriptions of your organization's activities and practices, the project, the participants or specific communities engaged and your relationship with them, the creation process, and the intended impacts of the project (who, what, how, where, why).
- ☐ Upload a detailed project timeline or work plan.
- ☐ Proofread your application before you submit it.

Pop-out forms to complete in the application:

- ☐ Project Team Table with biographies.
- ☐ Project Budget Table with notes explaining amounts.

Support Material to Upload:

- ❑ Letters from up to two partners or collaborators, if applicable, confirming the nature of their participation (maximum two PDF letters, one page each). **Do not include general letters of support.**
- ❑ Examples of work related to the proposed project, up to the maximums listed in the guidelines. Complete the Inventory Form to provide details about any uploaded support material or to provide URL links to samples of audio/video works on external sites.
- ❑ For applicants that have **not previously received funding through this grant program**: upload two PDF letters of reference from established arts and culture practitioners familiar with the applicant's work.

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.