

Project Assistance: Visual Arts Organizations - 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 issues.
- ☐ **New BC Arts Council clients:** [Register in the BC Arts Council online system to gain access to the online application](#). We recommend you register at least two weeks before the application closing date.
- ☐ **Organizations:** Complete all required updates to your Organizational profile:
 - ☐ Update your mailing address and other contact information.
 - ☐ Upload your most recent signed financial statements. See Financial Statements 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).
 - ☐ 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.
- ☐ **Collectives:** Complete all required updates to your Collectives profile:
 - ☐ Update your mailing address and primary contact information.
 - ☐ Include your shared purpose, creative goal, or mandate of your collective.
 - ☐ Update your Collective Member List.
 - ☐ Complete the Designated Priority Group section (required for funding prioritization).
 - ☐ Complete the Equity Data Tool (required for funding prioritization).

In your application:

- ☐ Read and respond to all information in the grey text boxes on the online application.
- ☐ Ensure your Project Start Date is after the intake closing; include a realistic Project End Date.
- ☐ Complete each section and answer all questions that are applicable to your project. Questions with the **red *** are mandatory. Be sure your responses indicate your project's alignment with the program's intentions and the assessment criteria.

Budget:

- ☐ Review the preamble at the top of the pop-out budget form.
- ☐ Include all expenses and revenues for activities described in the application.
- ☐ Include detailed notes for each expense.
- ☐ Be clear which expenses are covered by the request to this program.
- ☐ Ensure any ineligible expenses are covered by other revenue sources.
- ☐ Be sure your budget is balanced, and balance in-kind revenues with in-kind expenses.
- ☐ Make sure Amount Requested in the application matches the requested amount in the Budget.

Material to upload and tables to complete:

- ❑ Project Team Table with biographies.
- ❑ Upload a detailed project timeline or work plan.
- ❑ 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. NOTE: Complete the Inventory Table to provide details about uploaded support material.
- ❑ 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.
- ❑ Organizations only; not applicable to collectives: An operating budget for the fiscal year in which your proposed project takes place (PDF format preferred)

Before you submit your application:

- ❑ Review and proofread your application for clarity, omissions, errors, etc. Use the [Scoring Guide](#) for support when reviewing your application.
- ❑ Ask a friend or trusted colleague to review the 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 Organization Profile (or Personal Profile for collectives). 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.