

Individual Arts Grants: Creative Writers

Program Guidelines 2026/27

Grant Program Summary

Grant program purpose: To support B.C.-based writers and literary artists in the creation of new literary projects for book-length publication or public performance. Eligible genres include non-fiction, fiction, graphic novels, comic arts, fiction and non-fiction for children, poetry, spoken word, dub and sound poetry, and storytelling.

Maximum grant amount: Level One: \$7,500 | Level Two: \$15,000

Applications – Open: August 26 | **Close:** October 8 | **Results expected:** February 2027

New applicants must register by: October 1

Next intake: August 2027 (subject to change). You can find the [Grant Program Calendar](#) on the Funding section of our website.

Who can apply: B.C.-based individuals with an established creative writing practice. Applicants must meet the eligibility criteria detailed in the [Who Can Apply](#) section below.

New applicants: You must register in the online system to access the application. Before you register or begin your application, you are encouraged to talk with a Program Advisor and make sure **you are eligible** and **your proposed project is eligible**. Ineligible applications will not be forwarded for assessment.

Contact us. We are here to help.

Review these program guidelines and the [Frequently Asked Questions](#) on the BC Arts Council website before applying. Contact the Program Advisor if you have questions.

Michelle Benjamin – Program Advisor

236-478-2582 | Michelle.Benjamin@gov.bc.ca

For general information, contact:

250-356-1718 | BCArtsCouncil@gov.bc.ca

BC Arts Council office hours are 8:30 a.m. to 4:30 p.m. (Pacific Time), Monday to Friday.

Table of Contents

ABOUT INDIVIDUAL ARTS GRANTS: CREATIVE WRITERS	3
Grant amounts	3
WHO CAN APPLY	3
Applicant eligibility	3
General eligibility considerations: Level One and Level Two	4
Self-published authors	6
ELIGIBLE EXPENSES.....	7
Required artist payment in project activities	7
Required payment to Elders and Knowledge Keepers in project activities	7
EXCLUSIONS - WHAT WILL NOT BE FUNDED.....	8
Ineligible book projects	8
Ineligible activities	8
Ineligible expenses	9
WHEN AND HOW TO APPLY	9
New applicants.....	10
Returning applicants	10
Accessibility support.....	10
WHAT IS NEEDED FOR THE APPLICATION	11
Required support material	11
HOW FUNDING DECISIONS ARE MADE.....	12
Peer assessment.....	12
Assessment criteria	13
Designated Priority Groups.....	14
NOTIFICATION OF RESULTS AND FEEDBACK	14
Feedback	14
PAYMENT OF GRANTS AND REPORTING REQUIREMENTS	14
Final reports	15
Recognition of grants.....	15
Confidentiality of information	15
ABOUT THE BC ARTS COUNCIL	15
INDIVIDUAL ARTS GRANTS: CREATIVE WRITERS – APPLICATION CHECKLIST	16

Guidelines are reviewed and updated before every intake.

Be sure you are working with the most current version.

Any updates to guidelines made after the grant program opens will be highlighted.

Acknowledgement

The BC Arts Council acknowledges it carries out its work on the land of First Nations throughout British Columbia. We pay our respects to the Elders and Knowledge Keepers, past and present, descendants and custodians of these lands and waters. We are grateful for the continuing relationships with Indigenous Peoples that develop through our work together. We acknowledge and raise our hands to the ləkʷəŋən (Lkwungen) People, known today as the Songhees and Xwsepsum (Kosapsum) Nations, on whose lands we operate our main offices.

About Individual Arts Grants: Creative Writers

Individual Arts Grants: Creative Writers supports B.C.-based writers and literary artists in the creation and revision of new literary projects for book-length publication or public performance. Eligible genres include non-fiction, fiction, graphic novels, comic arts, fiction and non-fiction for children, poetry, spoken word, dub and sound poetry, and storytelling.

Applications for drama- or theatre-related projects are not accepted through the Individual Arts Grants: Creative Writers program. Applications for drama will be accepted in the [Individual Arts Grants: Performing Artists](#) program.

Applications may be submitted by individuals or on behalf of a collaboration of two or more eligible artists sharing creative control of a project.

Grant amounts

You may request a grant for up to 100% of the eligible project expenses.

You should apply to the appropriate level based on the eligibility requirements below.

Level 1: Grants up to \$7,500 | **Level 2:** Grants up to \$15,000

Submit a detailed budget that indicates how much money you need to complete the project.

BC Arts Council intends to support successful applications at 100% of their request. However, in some cases, grants may be awarded for less than requested.

BC Arts Council grant programs are competitive. We are not able to support all eligible applications. We generally fund between 20% to 30% of eligible applications in a program intake. To see a list of previous grant recipients and the range of grants awarded, visit the [BC Arts Council Grant Recipients](#) webpage.

Who can apply

Before you begin your application, make sure **you are eligible** and **your proposed project is eligible**. Ineligible applications will not be forwarded for assessment. If you have questions about eligibility, contact the Program Advisor.

For collaborative applications, each participant in the collaboration must meet the eligibility criteria.

Applicant eligibility

To be eligible, you must:

- Be a Canadian citizen or Permanent Resident of Canada.

- Be a B.C. resident who ordinarily resides in B.C. and has lived in B.C. for at least 12 continuous months immediately prior to the application closing date. For more information, review our [Determining B.C. Residency](#) page. You must be prepared to provide documentation to support your residency status (if requested).
- Be an independent creative writer who has completed appropriate and relevant training in the discipline. Training may include education through post-secondary institutions, traditional knowledge transfer, or apprenticeship with a qualified practitioner.
- Work at a level that is recognized as professional by other practitioners in a similar discipline and by organizations in the discipline, including professional book publishers, literary magazines, recognized literary associations, and specialized presenters such as literary festivals and fairs.
- Have a demonstrated body of work that meets the eligibility requirements as outlined below.
- Have final creative control over the proposed work.

OR

- Have received at least one grant through the First Peoples' Cultural Council Individual Artists Program or Indigenous Arts Program

AND

- Fairly compensate artists, arts and culture practitioners, technicians, Elders, and Knowledge Keepers. Compensation must align with project and community contexts and industry standards within the field of practice.
- Follow international intellectual property rights standards and cultural ownership protocols.
- Follow the [Criminal Records Review Act](#) which requires that people who work with or may have unsupervised access to children or vulnerable adults must undergo a criminal record check by the [Criminal Records Review Program](#).
- Be applying for either the first or second time with a project. If you have applied twice unsuccessfully for the same project, the new proposal must be substantively changed.
- Not have any overdue final reports on previous BC Arts Council grants.

General eligibility considerations: Level One and Level Two

You must select one of four levels of eligibility based on the criteria below. The level at which you apply is determined by your professional writing, publishing, and performance history and not by the amount of funding you are requesting.

The work of a co-author or collaborator is considered in proportion to the shared authorship. For example, a book co-authored with two other authors is considered as one-third of a book.

If your previously published work is not in the same genre as your proposed project, your support material should confirm your ability to work in the new form.

Work you have done as part of employment requirements may not be used to establish eligibility, unless you are a professional journalist, or a professional writer of narrative content, or visual artist or illustrator for the comics, film, television, or interactive digital media sectors.

Culturally specific practices where compensation is not traditional may still be eligible. Contact a Program Advisor to discuss before applying.

Eligible graphic projects include works that are visual in nature; unified in narrative, style, theme, or concept; and intended for professional publication as a book or book-length comic. Most projects will include text and visual elements. Wordless projects intended for publication with a strong sequential structure or narrative direction are eligible.

See the Exclusions section below for book types that cannot be used to establish eligibility.

Level One eligibility

Applicants at Level One must have at least one eligible book published by a professional literary or trade book publisher engaging an editorial selection process, and for which you have a publishing contract and receive royalties, OR an equivalent defined as:

- **Fiction and non-fiction, including fiction or non-fiction for children:** a minimum of 120 pages (estimated 250 words per page) published in professional print or online literary magazines or periodicals, or anthologies published by recognized professional publishing houses, and for which you have received payment.
- **Poetry:** a minimum of 80 pages of poetry published in professional print or online literary magazines or periodicals, or anthologies published by recognized professional publishing houses, and for which you have received payment.
- **Spoken word:** professional history of recent public performances of your original work in spoken word including dub poetry, sound poetry, performance poetry, storytelling, American Sign Language (ASL) literature, or other performance literature forms for which you have received payment on at least three separate occasions.
- **Children's picture books:** no equivalent. Must have at least one book (minimum 24 pages) published by a professional literary or trade book publisher engaging an editorial selection process, and for which you have a publishing contract and receive royalties.
- **Graphic novels and comic arts:** a minimum of 80 pages published in professional literary magazines or periodicals, or anthologies published by recognized professional publishing houses, and for which you have received payment. Both or either the writer or artist may apply if they meet the eligibility criteria for this program.
- **Plays and other dramatic works are not eligible in this program.** However, a playwright transitioning to an eligible form may apply at Level One if you have a minimum of two short works or one full-length work professionally produced, published, or publicly workshopped, and for which you have received payment.

Level Two eligibility

Applicants at Level Two must be recognized as a senior writer in your genre/s and professional communities, and must have:

- **Fiction, nonfiction, poetry, graphic novel, comic arts, children's picture books:** at least three eligible books published by a professional literary or trade publisher, and for which you have publishing contracts and receive royalties.
- **Spoken word:** a significant body of original and professionally recognized work in spoken word including dub poetry, sound poetry, performance poetry, storytelling, American Sign

Language (ASL) literature, or other performance literature forms for which you have received payment on at least five separate occasions.

- **Plays and other dramatic works are not eligible in this program.** However, a playwright transitioning to an eligible form may apply at Level Two if you have a minimum of two full-length works professionally produced or published, and for which you have received payment.

Self-published authors

“Self-published” means you have made a financial contribution to the production and publishing costs of a book. This includes vanity publishing, and any works published with the support of or in collaboration with a hybrid book publisher or self-publishing service provider.

Self-published authors – Level One eligibility

Self-published authors applying at **Level One** must meet all the criteria as above for a professional creative writer except that your demonstrated body of work must include:

- Sales of more than 400 copies of at least two self-published and eligible works of prose, children’s picture books, or graphic novels with the most recent work having been published within 24 months of the application date. BC Arts Council may request sales records. Sales of electronic, online, and print books are recognized equally.
- Sales of more than 200 copies of at least two self-published works of poetry with the most recent work having been published within 24 months of the application date. BC Arts Council may request official sales records. Sales of e-books, online books, and print books are recognized equally.

OR

- Voting membership in a recognized professional writers’ association including but not limited to the Canadian Authors’ Association (professional members only), League of Canadian Poets (full members only), and The Writers’ Union of Canada. Full voting membership in other professional writers’ associations may be recognized at the BC Arts Council’s discretion. Recognized professional writers’ associations must be incorporated as non-profit organizations and have published membership criteria that are compatible with the BC Arts Council’s criteria.

Self-published authors – Level Two eligibility

Self-published authors applying at **Level Two** must meet all the criteria as above for a professional creative writer except that your demonstrated body of work must include:

- Sales of more than 400 copies for at least three self-published and eligible works of prose, children’s picture books, or graphic novels with the most recent work having been published within 24 months of the application date. BC Arts Council may request sales records. Sales of electronic, online, and print books are recognized equally.

OR

- Sales of more than 200 copies of at least three self-published works of poetry with the most recent work having been published within 24 months of the application date. BC Arts Council may request official sales records. Sales of e-books, online books, and print books are recognized equally.

Eligible expenses

Grants are available to support:

- [Subsistence costs](#) up to \$750 per week, prorated for part-time weeks. This includes living costs incurred while undertaking a project or activity, and can include housing costs, food, and local transportation.
- Costs of materials directly related to the research, development, and creation of the project.
- Purchase of equipment up to \$2,500. Equipment must be directly related to the project.
- Rental of equipment or space when directly related to the project.
- Fees paid to Elders and Knowledge Keepers.
- Fees paid to literary professionals *before the project is submitted to an agent or publisher*, for example, an editor or sensitivity reader. This does not include fees paid to illustrators or writers who do not meet the eligibility criteria for this program.
- Travel expenses directly related to completing the project.
- **For spoken word applicants only:** Recording-related expenses including studio time for recording projects, fees for supporting artists and recording professionals, manufacturing physical media (maximum of 1,000 copies), and initial setup fees for digital distribution, marketing, and publicity. Maximum amount for Level One applicants: \$2,500. Maximum amount for Level Two applicants: \$5,000.
- Accessibility costs related to the project for applicants who are not eligible in the Access Support program.

For applicants who identify as D/deaf or having a disability: You may request additional funding for accessibility expenses (for example, ASL interpretation, personal support worker, transcription, specialized equipment rental) to carry out the project activities. Review the Access Support program guidelines prior to requesting funds at: www.BCArtsCouncil.ca/program/access-support/. Audience accessibility expenses are not eligible for Access Support and should be requested in the main project budget.

Required artist payment in project activities

Eligible projects must include appropriate payment to the artists, arts and culture practitioners, and other members of the project team engaged in the proposed activities. Payments to artists should be consistent with the recommended rates set by a relevant arts service organization, professional association, or by established practitioners within the field of practice. Payment structures that are not guaranteed, or that risk low or non-payment to artists do not meet this compensation requirement (for example, honoraria, commission-based sales, cut of door sales).

RESOURCE: The [CARFAC-RAAV Minimum Recommended Fee Schedule](#) (Canadian Artists' Representation / Le Front des artistes canadiens) provides guidelines on what artists should be paid for their copyright and other professional services.

Required payment to Elders and Knowledge Keepers in project activities

Applicants should pay Elders and Knowledge Keepers according to community context and appropriate protocols.

RESOURCE: The First Peoples' Culture Council [Working with Elders](#) document is a free resource to support those engaging with Elders and Knowledge Keepers.

Exclusions - What will not be funded

Ineligible book projects

Grants are not available to support these genres or types of books, and these do not count towards determining eligibility:

- Prose books shorter than 120 pages, poetry books or graphic novels shorter than 80 pages, children's picture books shorter than 24 pages, and e-books shorter than 16,000 words.
- Works with minimal original, creative, or critical content such as indices and bibliographies; instructional or technical books including textbooks and cookbooks; exhibition catalogues; activity books (for example, trivia, quizzes, puzzles, colouring books); guidebooks; and non-graphic books with minimal written content (for example, calendars, agendas, almanacs).
- Testimonials, personal growth, or self-help books or manuals, including those of a religious, devotional, or spiritual nature.
- Books written primarily for an educational or scholarly market, or that are part of educational or academic programs. This includes student or academic publications such as scholarly monographs, articles published in peer-reviewed academic journals, or work produced to satisfy academic requirements.
- Sponsored, commissioned, or commercial works such as business histories or commissioned biographies.
- Screenplays or scripts for film, radio, television, theatre, interactive digital media, or any commercial media arts.
- Anthologies, edited collections, or compilations.
- Projects for which the author and illustrator do not own the intellectual property rights to their characters and narrative.
- Projects previously funded through this grant program or other BC Arts Council programs. You can receive BC Arts Council funding only once for a creation project.
- Projects previously funded with BC Arts Council funds received through third-party delivery partners: ArtStarts, First Peoples' Cultural Council, BC Live Performance Network, or Creative BC.

Ineligible activities

- Project phases or activities that begin before the application closing date.
- Activities that require payment from artists to participate without additional compensation, such as conferences and conventions.
- Projects where arts therapy, health, or therapeutic work is the primary focus.
- Research activities not directly connected to your artistic practice.
- Contests and competitions, except if competition is integral to the art form or cultural practice – for example, hip-hop and street dance, rap battles, poetry slams, powwows.

- Projects or activities that are primarily intended for or focused within creative industries or the commercial sector (except for book publishers), including architecture, commercial fashion design, commercial television or film for theatrical release or prime-time broadcast, animation, culinary arts, video games, mass media, journalism, podcasts, graphic design.
- Creation of audiobooks, recordings of writers performing work originally created for publication, and other types of recording not created in the context of a tradition of literary performance.
- Works created primarily for distribution through social media channels or streaming platforms.
- Podcasts and radio programming that are not embedded within established artistic practice or specifically dedicated to the dissemination of artistic works.
- Activities associated with applicant's ongoing academic studies. If you are enrolled in an academic program, be clear how this application is supporting your individual artistic practice and is separate from activities related to your studies or required for credit.
- Fundraising activities.
- Family, religious, anniversary, or community celebrations.

Ineligible expenses

- Manuscript evaluation.
- Fees paid to literary professionals *after the project is submitted to an agent or publisher*, for example, an editor or sensitivity reader.
- Fees paid to collaborators such as illustrators or other writers who do not meet the eligibility criteria for this program.
- Equipment or supplies purchases over \$2,500 or any purchases not directly related to the project.
- Expenses related to publication including rights, royalties, design, production, and printing unless it is for a spoken word project. See **Eligible Expenses** above for details.
- Promotion, marketing, or distribution expenses unless it is for a spoken word project. See **Eligible Expenses** above for details.
- Touring expenses.
- Budget deficits or surpluses.
- Contingency expenses.
- Start-up costs or seed money.

When and how to apply

Applications – Open: August 26 | **Close:** October 8 | **Results expected:** February 2027

New applicants must register by: October 1

Submit your application through the [online grant system](#).

Applications will be accepted until 11:59 p.m. (Pacific Time) on Thursday, October 8, 2026.

You may submit only one application to this grant program per year, and you may only apply for a single project in an application.

New applicants

- Closely review these guidelines to make sure you are eligible and proposed project is eligible.
- Register and create a profile in the BC Arts Council's online Grant Management System (GMS) to access the application. Instructions are on our website: [How to Apply Online](#).
- We recommend you register at least 2 weeks before the application closing date.
- New registrations go through a review. The review and approval process may take up to five business days after we have received all required documents. **Register early to avoid delays.**
- **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.
- You will receive an automated email when your registration request is approved.
- Add the automated email address **NoReply@BCArtsCouncil.ca** to your safe senders list and check your spam folders.
- Once approved, you will be able to complete your Personal Profile and access the application.

Returning applicants

- Closely review these guidelines to make sure you are eligible and proposed project is eligible.
- Update your Personal Profile in the online system before starting the application.

Registration questions? Contact BCArtsCouncil@gov.bc.ca or 250-356-1718 for registration assistance. The BC Arts Council office hours are 8:30 am to 4:30 p.m., Monday to Friday.

Accessibility support

If you self-identify as D/deaf or disabled, you are eligible for the BC Arts Council's accessibility programs.

Application Assistance pays for support services for creating and submitting grant applications.

Access Support provides additional funding for access costs related to a project funded by a BC Arts Council grant.

These programs do not provide funding for audience accessibility or day-to-day access costs outside of the scope of a project. Accessibility requests are confidential and will not be part of the assessment panel's evaluation of a grant application.

For more information or to request assistance, contact:

Nicola Dunne, Accessibility Coordinator at 778-405-4007 or BCACaccess@gov.bc.ca

Find out more about accessibility supports online at BCArtsCouncil.ca/accessibility.

What is needed for the application

You are responsible for submitting a complete application. We will not contact you to address errors or missing requirements. Eligible applications are assessed as submitted.

As part of our commitment to accessibility, the BC Arts Council is accepting parts of applications in audio and sign language formats. See instructions within the application.

All applicants: Update your online Personal Profile including mailing address and Designated Priority Group and Voluntary Self-Identification sections before submitting your application.

An **application checklist** is included at the end of these guidelines.

A complete application must include:

- A description of the project (up to 400 words) summarizing your vision, intentions, and inspirations. In this description consider responding to these questions: *Why This Project? Why You? Why Now?*
- A description of your work plans and process including an indication of the current stage of the project.
- Responses to questions about equitable and ethical approaches in your project and practice.
- A detailed expense form.
- All required support material as per the list below.

See the Application Preview document to review all application questions and requirements.

Required support material

Applicants should review and follow the [Upload Requirements for Support Material](#).

- **Only submit support material that is described below** and related to your proposed activities.
- **Do not submit any additional material.** Excess support material, including multiple links to materials within a single uploaded document, will not be reviewed.
- **Test your materials before submitting your application.** Make sure all support materials open properly and can be read or viewed clearly.
- **Name your files** beginning with your Last Name, First Name, Support Material Type, followed by any additional info such as Image Title, Viewing Order, or Project Partner name. For example:
 - SmithersNelsonCV.doc
 - SmithersNelson_Image title 1.doc
 - SmithersNelson_Confirmation letter partner 2.doc

If you have any questions about support material, contact the Program Advisor.

Required support material for this application includes:

- A maximum 20 pages (or equivalent) of recent work in readable manuscript format:
 - Use a minimum 11-point serif font, reasonable margins, not single spaced.

- Include your name and the title of the work/s on the first page.
- A two-page spread from a previously published work counts as two pages.
- Submit PDF files only. Combine multiple documents into a single PDF, if possible.

Assessors will consider both your work-in-progress (the project for which you are applying) and your previously published or produced work. Choose sample work that best displays your artistic vision and aligns with your project description. **This sample work must include both:**

1. **work from the proposed project.** If completed or final work is not available, provide a detailed outline or overview, table of contents, or other material that demonstrates the content, style, voice, language, and quality of the proposed project.
2. **previously published, curated, or produced work** that demonstrates your writing ability *in the proposed genre*.

Spoken word and other literary performance artists MUST include up to 5 minutes of recorded performance documentation in audio or video format as well as a written sample.

Applications for graphic novels and comics MUST include illustrations in a minimum of five sequential sample pages. If the illustrator for a graphic work has not been confirmed, include samples of your previous work and an excerpt from the script.

- A description of your sample material that provides context and explains how the material relates to the project.
- Your curriculum vitae (CV) with professional training and related artistic activities and achievements (maximum 3 pages per artist, PDF).
- A complete publication history including titles, publishers, and publication dates (maximum 2 pages per artist, PDF). **This is not required if the information is included in your CV.**
- Letters from partners or collaborators, if applicable, confirming the nature of their participation. **These must not be general reference or support letters.**

How funding decisions are made

Peer assessment

The following process is used to evaluate applications to this grant program:

- The BC Arts Council reviews each application for eligibility.
- Eligible applications are forwarded to an independent peer assessment panel. Assessment panels include individuals (assessors) with broad artistic knowledge, experience, geographical representation, and diverse aesthetic, institutional, and cultural viewpoints, including those from Indigenous perspectives.
- Assessors read and score the applications using the assessment criteria below.
- The assessment panel discusses, then ranks the applications. Grants are awarded based on this ranking.
- Funding priority may be given to applicants considered part of a [designated priority group](#).

- The BC Arts Council informs each applicant of the peer assessment panel's decision approximately 16 weeks after the application closing date.

Applicants may check the status of their application at any time through the online system.

All results are final.

Assessment criteria

The assessment panel will read and evaluate your application based on the criteria below.

Each criteria category is assigned a percentage of your application's total score (out of 100). For example, a category weighted at 20% means you can score between 1 and 20 in that area. Compelling, detailed, and specific answers with strong evidence and clear alignment with the assessment criteria will score higher.

Keep these criteria in mind as you complete your application. Some of the specific points below may not apply to your project. However, your application should clearly explain how the proposed project generally meets each area of assessment.

ARTISTIC CONTRIBUTION AND SIGNIFICANCE (40%)

- Quality of the proposed project, including level of artistry, originality, and contribution to the artistic practice.
- Integrity of the creative processes including ethical approaches and consideration given to:
 - Research methods and use of source material.
 - Equitable collaboration.
 - Protocols and practices that demonstrate ethical representation and awareness of cultural appropriation.

IMPACT ON THE APPLICANT AND THE COMMUNITY (40%)

- Impact or benefits to the applicant's artistic or professional practice, including the timeliness, urgency, and relevance of the activities for the applicant's career and professional growth.
- Alignment with the BC Arts Council's priorities of reconciliation, equity, diversity, inclusion, and access.
- Benefits to the applicant's identified communities and the arts community in B.C.
- Accessibility and safety of engagement, including but not limited to physical spaces, intellectual accessibility, cultural and emotional safety, affordability, and support for those who experience barriers or disability.

APPLICANT READINESS (20%)

- Experience in realizing comparable projects at a professional standard.
- Clear and comprehensive work plan that aligns with the project intentions.

Designated Priority Groups

The BC Arts Council has committed to targeted investment in underserved and equity-deserving groups. These [designated priority groups](#) are the focus of strategic measures, dedicated programs, funding prioritization processes, and other equity support initiatives.

Designated priority groups include applicants and arts and culture practitioners who are:

- Indigenous (First Nations, Métis, or Inuit) Peoples
- Deaf or experience disability
- Black or people of colour
- Located in areas outside [greater Vancouver or the capital region](#)

Applicants who would like to identify as part of a designated priority group must complete the Designated Priority Groups section in their online Personal Profile. All applicants are encouraged to also complete the Voluntary Self-Identification section, but it is not mandatory.

Notification of results and feedback

The BC Arts Council intends to inform applicants of the assessment results approximately **16 weeks** after the application closing date.

Notification is sent by email to the primary contact linked to the application. Emails are sent through the online system. Be sure the email address **NoReply@BCArtsCouncil.ca** is on your safe sender list.

Results will not be shared before official notification emails are sent.

Feedback

Contact a Program Advisor for feedback on your application after you have received notification of the results.

Payment of grants and reporting requirements

Grant payments are subject to an authorizing appropriation under the *Financial Administration Act*.

The BC Arts Council reserves the right to redistribute, delay, or suspend payments if the recipient:

- Does not carry out its planned program of activities.
- Makes major changes in artistic or administrative direction.
- Does not meet its obligations as a grant recipient, including submission of final reports.
- Fails to comply with legal obligations.
- Fails to respect the commitment to provide a safe and respectful workplace free from harassment, discrimination, and sexual misconduct.

Grants will be paid by cheque and sent to the mailing address listed in the individual or organization profile in the online system unless the applicant is registered for [direct deposit](#).

Grants are taxable income and must be reported. Individuals receiving grants on their own behalf or on behalf of a collective are issued T4As for the year the grant payment is processed.

Final reports

Grant recipients must submit a final report for the completed project. Final reports must be submitted through the online system within 30 days of the project end date noted in the application.

You will not be able to submit future applications to the BC Arts Council if you have an overdue final report. If at any time, there are significant changes to your approved project or timeline, contact the program advisor associated with the program.

Recognition of grants

In recognition of grant funding, BC Arts Council and the Province of British Columbia's support should be acknowledged in all promotional materials, both print and online. The approved BC Arts Council and Province of British Columbia logos and guidelines for use are available [online](#).

Grant recipients with a website are encouraged to add a link to the [BC Arts Council](#) website.

Confidentiality of information

The collection, use, and disclosure of personal information are subject to the privacy provisions of the Freedom of Information and Protection of Privacy Act. The applicant's information will be shared in confidence with members of the assessment panel. The names and locations of successful grant recipients may be published, along with the amount of the grant, in the BC Arts Council's annual report as well as in various communications and promotional vehicles of the BC Arts Council and Province of British Columbia. Social Insurance Numbers are provided to Canada Revenue Agency through the issuance of T4As.

About the BC Arts Council

The BC Arts Council is an agency of the Province of British Columbia under the Arts Council Act, nurturing and supporting arts and culture activity in communities across British Columbia. The BC Arts Council is actively committed to reconciliation, equity, diversity, inclusion, and access through our programs and processes.

The BC Arts Council conducts its operations and funding activities in accordance with legislation and other guiding documents such as the [BC Human Rights Code](#), [Accessible BC Act](#), [Accessible Canada Act](#), the [Declaration on the Rights of Indigenous Peoples Act](#) and [Action Plan](#), and the [United Nations Declaration on the Rights of Indigenous Peoples](#), as well as the [Calls to Action of the Truth and Reconciliation Commission](#).

For more information about the BC Arts Council's mandate, vision, values, and strategic directions, visit the [About](#) and [Priorities](#) sections on our website. The [What is the BC Arts Council?](#) video on our website includes ASL interpretation with voice over and captions.

Individual Arts Grants: Creative Writers – Application Checklist

Be sure you have provided or completed the following. Review the program guidelines and the application for specific requirements.

Before you start:

- ☐ new applicants: Register in the BC Arts Council online system at least two weeks before the intake closing date. Registration requests can take up to 5 business days to process.
- ☐ review the program guidelines and application preview.
- ☐ plan to submit your complete application at least two days before the deadline to avoid last-minute issues.
- ☐ contact the Program Advisor to address concerns or to review eligibility.
- ☐ complete and submit any overdue final reports on previous BC Arts Council grants.

In your profile on the BC Arts Council online grant system:

- ☐ review and update your address and other contact information.
- ☐ complete the Designated Priority Group Questionnaire (required for strategic funding).
- ☐ complete the Voluntary Self-Identification section (optional).

Text boxes and pop-out forms in the application:

- ☐ ensure that all mandatory text-based questions have been answered.
- ☐ ensure that all non-mandatory questions relevant to your project have been answered.
- ☐ ensure that the summary of expenses with notes for each expense is complete.

Documents to upload:

- ☐ up to 20 pages of sample work, and a statement providing context for the sample work.
- ☐ up to 5 minutes of audio or video sample (spoken word artists only)
- ☐ your curriculum vitae (CV) and—if not included in the CV—your publishing history.
- ☐ letters from partners or collaborators, if applicable.

And then:

- ☐ complete the Access Support tab, if applicable.
- ☐ share your feedback in the Feedback tab (optional).

Before you press SUBMIT:

- ☐ proofread your application for errors or missing information.
- ☐ cross-reference your answers against the assessment criteria.
- ☐ ask a friend or trusted advisor to review your application for clarity, omissions, errors, etc.
- ☐ read the Declaration tab and complete the acknowledgement.

After you SUBMIT your application:

- ☐ add **NoReply@BCArtsCouncil.ca** to your safe senders list. Notification of results will come from this system email approximately 16 weeks after the submission deadline.
- ☐ keep your mailing address up to date in your Personal Profile. Grant payments will be mailed to this address.
- ☐ contact the Program Advisor for feedback on the assessment of your application after you have received notification of the results.