

Indigenous Arts Program Pilot – Applicant checklist (for Organizations and Collectives)

Use this checklist to keep track of the steps needed to apply to the Indigenous Arts Program Pilot. Consult the program guidelines for detailed instructions.

Important dates

- ❑ Applications open: **September 16**
- ❑ New applicants must register in the BC Arts Council online system **before November 4**
- ❑ Applications close: **November 12 at 11:59pm (Pacific Time)**
- ❑ Results expected: **mid-December 2026** (for Microgrants); **mid-March 2027** (for mid- and large-scale grants)

Important dates – if you need assistance

- ❑ Request Application Assistance for help registering in system **before October 27**
- ❑ Request Indigenous Arts Program Pilot Application Support **before November 4**
- ❑ Request Application Assistance for help writing grant **before November 6**

Before you apply

- ❑ Start as early as possible and plan your time accordingly. We recommend you allow up to one month to work through all parts of the application process.
- ❑ Review the Indigenous Arts Program Pilot [program guidelines](#).
- ❑ Make sure your organization or collectives is eligible. See **Who Can Apply** section of the program guidelines.
- ❑ Make sure your project idea is eligible. See **About the Indigenous Arts Program Pilot** and **What you can apply for** sections in the program guidelines.
 - Applicants may apply to **one** funding category only:
 - **Microgrants** (up to \$5,000) or
 - **Mid-scale grants** (\$5,001 to \$15,000) or
 - **Large-scale grants** (\$15,001 to \$25,000)
 - Applicants may submit only **one** application per intake.
- ❑ Call the Program Advisor if you need to discuss your eligibility or if you have any questions about the application process.
- ❑ **New applicants:** Register in the Grant Management System to create an Organization Profile and to access the online application. New applicant registration deadline is November 4. However, we encourage you to register early to give yourself plenty of time to work on the application. See **When and How to Apply**.
- ❑ **Returning applicants:** Complete and submit any overdue final reports on previous BC Arts Council grants (if applicable). Call the Program Advisor if you need help submitting your final report.

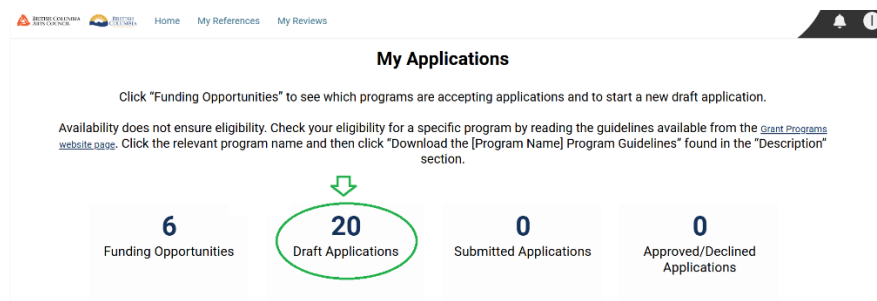
- ❑ **For organizations with a primary purpose to serve D/deaf of disability arts:** Consider applying for accessibility support. See the **Accessibility support** section of the program guidelines.
- ❑ **For applicants who experience barriers related to literacy, technology, geography, language,** or other circumstances not related to disability: Consider requesting support. See **Indigenous Arts Program Pilot – Application support**.
- ❑ Add **NoReply@BCArtsCouncil.ca** to your safe senders list to ensure you receive approval of your registration request and other important notifications related to your application.
- ❑ Check out the Resources on the program page for more information on the following topics: FAQs, Glossary, Registration Pathway, information videos.

Update your Organization Profile in the BC Arts Council online grant system

- ❑ Confirm your contact information is up to date.
- ❑ Update your Board, Staff, Leadership, Shareholder lists as appropriate.
- ❑ Update your constitution or statement of purpose.
- ❑ Upload your signed financial statements for your two most recent completed fiscal years.
- ❑ Complete the Designated Priority Group section (required for funding prioritization).
- ❑ Complete the Equity Data Tool section (optional).

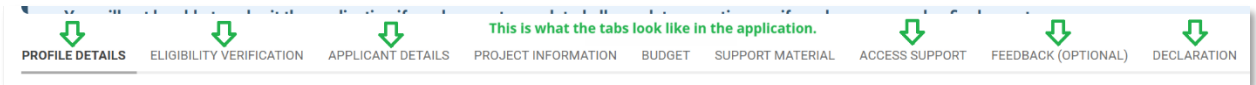
Prepare your application

- ❑ Plan to submit your application at least two days before the November 12 deadline to avoid any last-minute technological issues.
- ❑ Understand the assessment process and criteria that will be used to score your application during assessment. See **How Decisions Are Made**.
- ❑ Review the Indigenous Arts Program Pilot **application previews** for [Microgrants](#) or [Mid- and Large-scale Grants](#). The application preview can help you prepare your answers before you begin your online application.
- ❑ Once you start the online application you can save a draft and continue to work on it. Your draft will be saved in the Draft Applications bucket on your online system dashboard. Take note of the application number when you begin. It will look like S-2027-XXXXX. Go back to this application to continue working on it.



- ❑ You are responsible for submitting a complete application. We are not able to contact you to address errors or missing materials. Eligible applications are assessed as submitted.

- ❑ Prepare your application. You can work directly in the online system (save often) or work offline and copy and paste your responses into the application when you are ready (be aware that word counts don't always line up exactly across word-processing programs). See the application previews (above) and the **What is needed for the application** section of the program guidelines for more information on what to prepare.
- ❑ Fill out your online application by completing the following tabs:



- ❑
 - **Profile Details:** Information on this tab is connected to your applicant profile and includes basic details related to applicant eligibility across BC Arts Council programs.
 - **Eligibility Verification:** Information in this tab relates to eligibility specifically tied to the Indigenous Arts Program Pilot.
 - **Applicant Details:** Information on this tab provides an overview of general operations and activities. Some of this information may be used for BCAC's reporting purposes, to understand whether this program is effectively reaching First Nations, Inuit and Métis People, and to support ongoing program development and equity initiatives.
 - **Project Information:** Information on this tab provides details about the project for which you are seeking funding. Some of the questions require typing into text boxes and others link to pop-out tables that you fill out.
 - **Budget:** Include as much detail as possible in your budget. Use the notes column to list items / amounts that make up large sums. For example: such as 2 x Elder fees @ \$250 per person.
 - **Support Material (Mid- and Large-Scale Grants only):** See the **Support material requirements** in the program guidelines for details on the type and number of support material that is accepted. Do not submit more than what is required.
 - **Access Support:** The [Access Support](#) program provides additional, accessibility-related funding required to carry out a project funded by a BC Arts Council grant. You can request Access Support as part of your application, or after you receive funding, but only if:
 - Your organization has a specific mandate or constitutional purpose to support D/deaf and/or disability arts practice or practitioners.
 - Your collective is led by individual artists or arts and culture practitioners who self-identify as D/deaf or disabled
 - **Feedback:** You are not required to complete this tab, but answering the questions in this tab helps BCAC improve the services we provide.
 - **Declaration:** This tab provides a tick box for the applicant to confirm that they are eligible for funding, have provided accurate information and required consents, and

understands how personal information collected through the application may be used, shared, and publicly disclosed if funding is awarded.

- ❑ Proofread your application before you submit it. Having someone else read it over is always helpful too.
- ❑ Submit your application!

After you submit your application

- ❑ Add NoReply@BCArtsCouncil.ca to your safe senders' list. Notification of results will come from this system email in **mid-December 2026** (for Microgrants) or **March 2027** (for Mid- and Large-scale grants; approximately 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, unless you are registered for direct deposit. T4As will also be mailed to this address for individuals applying on behalf of their collective.
- ❑ Contact the Program Advisor for feedback on the assessment of your application after you have received notification of the results.