Early Career Development: Application Checklist (for Organizations)

Be sure you have included or completed the following before you submit your application. Review the program guidelines and the application for specific requirements:

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. 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).

Text boxes in application:

- ☐ Project start and end dates are confirmed. Project does not start before the application deadline (July 10, 2024).
- ☐ All mandatory text-based questions have been answered.
- ☐ All non-mandatory text-based questions that are relevant to your project have been answered.
- ☐ Request amount that matches the request amount in your budget form.

Pop-out forms:

- ☐ Budget table with notes explaining request amounts.

Uploaded documents:

- ☐ Biographical statement (in text or audio/ASL format) for each Early Career Practitioner outlining their learning goals and the impact this project will have on them and any communities they engage with.
- ☐ Detailed work plan including a schedule or timeline.
- ☐ Up to five current planning and/or policy documents and/or documents that address your organization's approach to equity, diversity, and inclusion.
- ☐ Letters from up to two partners or collaborators confirming the nature of their participation (if applicable).
- ☐ One-page biographical statement from the designated mentor(s) within the organization.

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.

And finally:

- ☐ Ask a friend or trusted advisor to review your application for clarity, omissions, or errors.
- ☐ Submit your application!