

Early Career Development: Application Checklist (for Individuals)

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

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

- Update your address and other contact information.
- Complete the Designated Priority Group section (required for funding prioritization).
- Complete the Voluntary Self-Identification section (optional).

Text boxes in application:

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

Pop-out forms:

- Summary of eligible expenses with notes for each expense (the budget).

Uploaded documents:

- Biographical statement outlining your learning goals and the impact this project will have on you and any communities you engage with.
- Detailed work plan including schedule or timeline.
- Residency only:** letter or other document of confirmation from host organization confirming your participation in residency.
- Mentorship only:** letter from your mentor confirming their participation.
- Mentorship only:** your mentor's curriculum vitae (CV) or resume.

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, errors, etc.
- Submit your application!