

## Application Checklist: Individual Arts Grants: Media Artists

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Be sure you have included or completed the following before you submit your application.

Before you start:

- Review the application preview and program guidelines for specific requirements.
- Call the Program Advisor if you need to confirm your or your project's eligibility, or if you have questions.
- New applicants: Register in the BC Arts Council online system to access to the online application. **Registration requests can take up to 5 business days to process.**
- Plan to submit your complete application at least two days before the deadline to avoid last-minute technological issues.
- Complete and submit any overdue final reports on previous BC Arts Council grants.

In your Personal 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 form.

In your application:

- A project start date and end date (start date must be after application closing date of June 25, 2024).
- A request amount that matches the request amount in your Budget form.
- Descriptions of your project, the participants or specific communities, the creation process, and the intended impacts of the project.

Pop-out forms to complete in the application:

- Project Team with biographies.
- Budget Form with notes explaining amounts.

Documents to Upload:

- Your CV or Resume, outlining your relevant basic training and work experience.
- PDF letters from up to two partners or collaborators, if applicable, confirming the nature of their participation (maximum two letters, one page each). Do not include general letters of support.
- Examples of previous work related to the proposed project as listed in the guidelines.
- Test your support materials to make sure they link to the right place, open, and display properly, and for videos clearly note sections you want the assessors to watch.
- A project timeline or workplan beginning after the application closing date of June 25, 2024 (Uploaded under the Project Information tab).

Before you press submit:

- Proofread your application for typos and complete answers to questions.
- Cross reference your answers against the assessment criteria.
- Ask someone else to read through it for clarity.

After you submit your application:

- Add [NoReply@BCArtsCouncil.ca](mailto: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 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.