

Arts Infrastructure Program: Application Checklist

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 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.**
- Proofread your application before you submit it.
- Plan to submit your complete application at least two days before the deadline to avoid last-minute technological issues.
- Ensure you have completed and submitted any overdue final reports on previous BC Arts Council grants.

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 Statement 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).

In your Arts Infrastructure application:

- Make sure your Amount Requested in the application matches the request amount in your Project Budget Table
- Include a Project Start Date after the application deadline (November 6, 2024) and a realistic Project End Date
Note: Notification of results is generally 16 weeks after the application deadline so plan accordingly if your project is dependent on this grant funding.
- Include detailed descriptions of your organization's history, mandate, workplace practices, vision and programming, the project, the participants or specific communities, the creation process, and the intended impacts of the project.
- Upload a detailed and realistic project timeline or work plan beginning after the application deadline and ending before December 31, 2027.
- Describe alignment with [CleanBC Better Buildings](#) programs as applicable; for example, strategies for achieving greenhouse gas emissions reductions and energy efficiency improvements.

Pop-out forms to complete in the application:

- Project Budget Table with notes explaining amounts.

Support Material to Upload:

All Applicants:

- ❑ List of any approvals and permits required to complete work on the project and a description of the phase of approvals the project is at or the steps the applicant plans to take to obtain approvals and permits.
- ❑ Letters from any partners, if applicable, confirming the nature of their participation (maximum one page each). Do not include general letters of support.
- ❑ Floorplans or photos related to the proposed project as applicable, **up to a maximum of 5 images.**

For Category 1: Planning & Consultation

- ❑ List of external contractors or vendors with biographies or profiles as applicable.
- ❑ One recent quote from a prospective vendor or contractor for proposed planning or consultation services.

For Category 2: Capital Improvements

- ❑ If the land or facility is owned by the applicant - Proof of ownership (for example, certificate of title or most recent BC Property Assessment)
- ❑ If the land or facility is leased to the applicant –Signed copy of relevant operational/legal agreements, and/or leases between the organization and the facility owners/landlords and other tenants.
- ❑ If the land or facility is leased to the applicant - Signed recent document of permission for the project to proceed from the owner of the land or facility.
- ❑ Two competitive and recent quotes from prospective vendors or contractors for proposed capital improvement(s).
- ❑ For projects over \$75,000, all relevant planning documents (such as architectural drawings, feasibility studies, community consultation, accessibility assessments) are required.

For Category 3: Specialized Equipment Acquisition

- ❑ One recent quote from a prospective vendor or contractor for proposed equipment purchase(s).

After you submit your application:

- ❑ Add 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 application deadline.
- ❑ Keep your mailing address up to date in your online Organization Profile (or Personal Profile for Collectives). Grant payments will be mailed to this address.
- ❑ Contact a Program Advisor for feedback on the assessment of your application after you have received notification of the results.