Application Checklist - Project Assistance: Community Arts Organizations

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 gain 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.

Organizations: 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. Provide what is listed in the Financial Statement Requirements section of guidelines.
- ☐ Update your Board list and Staff list.
- ☐ Check required upload(s) are complete: **For non-profit societies:** a PDF copy of the organization's certified constitution; **for extraprovincial non-share corporations:** PDF copies of the organization's official Certificate of Incorporation under the Canada Not-for profit Corporations Act, Form 4001 Articles of Incorporation, and bylaws; **for community service cooperative associations:** a PDF copy of the organization's certified Memorandum of Association and bylaws; **OR for all other applicants**, a statement of the primary purpose of the organization. Complete the Designated Priority Group section (required for funding prioritization).
- ☐ Complete the Equity Data Tool (required for funding prioritization).

In your 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 closing date and a realistic Project End Date.
  Note: Notification of results is generally 16 weeks after the application closing date so plan accordingly if your project is dependent on this grant funding.
- ☐ Include detailed descriptions of your organization's activities and practices, the project, the participants or specific communities engaged and your relationship with them, the creation process, and the intended impacts of the project.
- ☐ Upload a detailed project timeline or work plan.

Pop-out forms to complete in the application:

- ☐ Project Team Table with biographies.
- ☐ Project Budget Table with notes explaining amounts.

Support Material to Upload:

- ☐ Letters from up to two partners or collaborators, if applicable, confirming the nature of their participation (maximum two PDF letters, one page each). Do not include general letters of support.

- ❏ Examples of work related to the proposed project, up to the maximums listed in the guidelines.
  NOTE: Complete the Inventory Table to provide details about uploaded support material.
- ❏ For applicants that have **not previously received funding through this grant program**: upload two PDF letters of reference from established arts and cultural practitioners familiar with the applicant's work.

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 submission deadline.
- ❏ Keep your mailing address up to date in your online Organization Profile. 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.