What is Needed for the Application: **Application Checklist**

Be sure you have included or completed the following before you submit your application. You will not be contacted to address errors or missing requirements. Applications are assessed as submitted.

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.
- ☐ Add NoReply@BCArtsCouncil.ca to your safe senders list.
- ☐ 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 mailing address and other contact information.
- ☐ Complete the Designated Priority Group section (required for funding prioritization).
- ☐ Complete the Voluntary Self-Identification section (optional).

Dates, Number and Drop-down Menus:
- ☐ Enter your project start and end date and the funding amount you are requesting.
- ☐ Select your primary artistic practice, and the primary practice used in the project.

Text boxes in application:
- ☐ Answer all mandatory text-based questions, including:
    - ☐ A project description that includes artistic vision, rationale, and research methods.
    - ☐ Names and descriptions of roles for collaborators you share creative control with.
    - ☐ Descriptions of accessible, ethical, and equitable approaches to your work, practice, activities, or engagements (as required).
- ☐ Answer all non-mandatory text-based questions that are relevant to your project.

Pop-out forms:
- ☐ Complete the Eligible Professional Credits Table with the required amount of credits.
- ☐ Complete the Budget Form, including notes to explain your expenses and revenues.
- ☐ Complete the Inventory of Submitted Files Form, providing context for your support material submissions.

Uploaded documents:
- ☐ A detailed project timeline or workplan starting after the application closing date.
- ☐ Up to 12 images or 2 published texts (maximum 8 pages), or 5 minutes of audio or video.
- ☐ Your Curriculum Vitae (CV) and, for collaborative applications, the CVs of collaborators.
- ☐ Confirmations from partners or collaborators (as applicable).

And finally:
- ☐ Complete the Access Support tab (as applicable).
- ☐ Share your feedback in the Feedback tab (optional).
- ☐ Review the Assessment Criteria to be sure your answers address the program priorities.
- ☐ Ask a friend or trusted advisor to review your application for clarity, omissions, errors, etc.
- ☐ Read the Declaration tab and complete the acknowledgement.
- ☐ **Submit your application!**