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 a 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.
- ☐ Update your online Organization or Collective Profile on the BCAC online grant system.
- ☐ Complete the Designated Priority Group and Equity Data Tool sections in your online organization or collective profile.

For Applicants who receive funding through BCAC's Operating Assistance Program:
- ☐ Enter your Accelerate start date and the funding amount you are requesting.
- ☐ Answer the single question in the Accelerate Details section
- ☐ A budget form and support materials are not required.

For All Other Applicants: Application Responses:
- ☐ Complete the Organization Information section.
- ☐ Enter your Accelerate start date and the funding amount you are requesting.
- ☐ Answer all mandatory text-based questions, including:
    - ☐ The Accelerate Details section related to the impact on your regional or equity-deserving community or communities, and their reflection in your organization, activities and programming.
    - ☐ Descriptions of accessible and equitable approaches to your work environment, practice, activities, or engagements (as required).
- ☐ Complete the Budget Form. Include all of your activities, revenues and expenses for the full year in which the first installment of Accelerate funding would be applied.

Uploaded documents:
- ☐ Upload at least one piece of support material that relates to your programming or services (up to three pieces maximum).
- ☐ Provide at least one URL weblink to publicly available information on your organization or collective (up to three URL weblinks maximum).
- ☐ Describe why you chose the support material pieces and how to view them.
- ☐ Optional: Upload up to three pages of policy or procedure documents (if referenced in your application).
- ☐ Upload a one-page Job Description (if applicable).

And finally:
- ☐ 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!**