PROJECT ASSISTANCE: Community Arts Festivals Application Checklist

Before you apply:

- ☐ Read through the program guidelines and application form or preview.
- ☐ Call or e-mail the Program Advisor if you need to discuss eligibility or if you have questions.
- ☐ **New applicants:** Register in the BC Arts Council online system to gain access to the online application. **See New Applicants section for registration approval timeframes.**
- ☐ Check that you do not have any overdue final reports on previous BC Arts Council grants.
- ☐ Plan to submit your application at least two days before deadline to avoid last-minute technological issues.
- ☐ Proofread (or have someone else proofread) your application before you submit it.

In your Organization Profile on the BC Arts Council online grant system:

- ☐ Update your mailing address and other contact information.
- ☐ Ensure signed financial statements, as detailed above, have been uploaded.
- ☐ Update your Board list and Staff list.
- ☐ Ensure your organization's certified constitution (for not-for-profits) or statement of purpose (for all other organizations) has been uploaded. Do not include by-laws.
- ☐ Complete/update the Designated Priority Groups Questionnaire.
- ☐ Complete/update the Equity Data Tool (to be considered for funding prioritization).

In your Application:

- ☐ Include a project start date and end date that is after the application submission deadline.
- ☐ Check the amount entered in the request amount field in the application matches the request amount entered in your Budget Table.
- ☐ Include concise descriptions of your organization's activities and practices, the project, the participants or specific communities and your relationship with them, the creation process, and the intended impacts of the project.
- ☐ Upload a project timeline or workplan beginning after the application submission deadline.

Pop-out forms to complete in the application:

- ☐ List of confirmed or proposed B.C. and Canadian professional artists, technicians, Elders and Knowledge Keepers to demonstrate total request up to $6,000.

Project Budget Table with notes explaining amounts

- ☐ Include the Project Assistance: Community Arts Festivals funding request on the correct line in the budget revenue section.

Documents to Upload:

- ☐ **One PDF copy (or URL link) of the most recent community art festival brochure or program schedule.** Note: If this material does not contain a programming schedule, upload an additional PDF that details the full schedule of artistic and cultural activities and programming that was presented at the festival.
- ☐ 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.