Arts Impact Grant: 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. **It may take up to 5 business days after we have received all required documents to process your registration request.**
- ☐ Check that you do not have any overdue final reports on previous BC Arts Council grants.
- ☐ Plan to submit your complete application at least two days before the deadline to avoid last-minute technological issues.
- ☐ Proofread your application before you submit it.

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. 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 other official documents as listed in the **Online Profile Update** section of the guidelines (for all other organizations).
- ☐ Complete the Designated Priority Group section (required for funding prioritization).
- ☐ Complete the Equity Data Tool (required for funding prioritization).

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

- ☐ Update your mailing address and primary contact information
- ☐ Include your shared purpose, creative goal, or mandate of your collective
- ☐ Update your Collective Member List
- ☐ 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 intake closing date and a realistic Project End Date. **Note**: Notification of results is generally 16 weeks after the intake closing date 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, and the intended impacts of the project.
- ☐ Answer all questions on each tab of the application. Use the **Scoring Guide** and refer to the Assessment Criteria for direction.
- ☐ Complete the Project Work Plan table.

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.**
- ☐ For projects hiring new staff, a maximum one-page job description for the position(s).
- ☐ Examples of work related to the proposed project, up to the maximums listed in the guidelines.

After you submit your application:

- ☐ Be sure that NoReply@BCArtsCouncil.ca is included in your safe senders list. 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 (or Personal Profile for the designated Collective Payee). 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.