## Arts Impact Grant: Application Checklist

Be sure	e you have included or completed the following before you submit your application.	
Before	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	
0	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.	
	zations: 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 <b>Online Profile Update</b> 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	
0	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 <u>Scoring Guide</u> and refer to the Assessment Criteria for direction.	
	Complete the Project Work Plan table.	
Pop-out forms to complete in the application:		
0	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 <u>NoReply@BCArtsCouncil.ca</u> 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.