Individual Arts Grants: Professional Performing Artists
Application Checklist 2025/26

Be sure you have included or completed the following before you submit your application.

Before you apply:

Plan to submit your complete application at least two days before the deadline to avoid last-minute technological issues.

- ☐ **New applicants:** Register in the BC Arts Council online system to gain access to the online application. **Registration requests can take up to 5 business days to process.**
- ☐ **Existing applicants:** Complete all required updates to your Personal Profile
- ☐ Ensure you have completed and submitted any overdue final reports for previous BC Arts Council grants.
- ☐ Review the Program Guidelines and Application Preview on the BC Arts Council website for specific requirements for this program.

In your application:

Be sure to read all information outlined in the grey text boxes on the online application, which includes instructions, suggestions, and criteria considerations.

- ☐ Complete each section and answer all questions that are applicable to your project. Questions with the red * are mandatory.
- ☐ Ensure your Project Start Date is after the application closing date; include a realistic Project End Date.
- ☐ Cleary describe your project, including the participants or specific communities involved, the creation process, and the intended impacts of the project
- ☐ Try to be as clear as possible and fully respond to each question. Use of short, clear sentences, or point form is encouraged.
- ☐ Upload a detailed project timeline or work plan that includes significant milestones and/or benchmarks. Add details wherever possible and identify which activities will be covered under this grant if there are multiple phases.

Pop-out forms to complete in the application:

Make sure you open and complete the pop-up forms within the application.

- ☐ Project Team Table, including name, responsibility, current location, confirmation of participation, and 100-word biography for each member of the project's team.
- ☐ Project Budget (see below for details).
- ☐ Inventory Form on the Support Material tab, including details about the uploaded media files or URL links.

Budget pop-out:

Use the Project Budget Table provided in the application to submit a balanced budget.

- ☐ Include all expenses and revenues (as applicable) described within the Project Information tab.
- ☐ Include detailed notes for each expense. It should be clear which expenses are covered by the request to this program. Break down any large expenses, where possible.
- ☐ Ensure any ineligible expenses listed within program guidelines are covered by other revenue sources.

- ☐ Indicate whether revenues are confirmed or pending (as applicable). For pending revenues, note if you have previously received this funding in the past.
- ☐ Balance in-kind revenues with in-kind expenses.
- ☐ Make sure Amount Requested in the application matches the requested amount in the Project Budget Table.

Support material to upload:

Information and materials included on the Support Material tab should directly relate to and support the project for which you are seeking funding. The CV and letters contribute towards demonstrating feasibility and support for the project.

- ☐ CV or Resume outlining your relevant basic training and work experience.
- ☐ Letters from partners or collaborators, if applicable, confirming the nature of their participation (maximum two letters, one page each – as applicable).

Examples of previous work:

Previous work samples should highlight the contribution, impact, and feasibility of the proposed project.

- ☐ Upload examples of previous work relevant to the proposed project, up to the maximums listed in the guidelines and application form.
- ☐ Complete the Inventory Table to provide details about the image, video, audio, or text files you are uploading.

How to name your support material files:

Name your files beginning with your Last Name, First Name - Support Material Type, followed by any additional info such as Image Title, Viewing Order, or Project Partner name. For example:

- Smithers, Nelson – CV.doc
- Smithers, Nelson – image title 1.doc
- Smithers, Nelson – reference letter partner 2.doc

Before you submit your application

Ensure you have not submitted material beyond what is requested. Excess material, including multiple links to materials within a single uploaded document, will not be reviewed and may negatively impact the assessment of your application.

- ☐ Review and proofread your application.
- ☐ Cross reference your answers against the assessment criteria.
- ☐ Make sure you have uploaded all support material and test that all videos, audio clips and links are working.
- ☐ Ask a friend or trusted advisor to review your application for clarity, omissions, errors, etc.

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 application closing date.
- ☐ Keep your mailing address up to date in your online Personal Profile. Grant payments will be mailed to this address.
- ☐ Once you've received notification of results, contact a Program Advisor for feedback on the assessment of your application.