

Tips for completing a successful application

Two separate signatures are required before your application can be processed.

Read all guidelines and application requirements carefully first. Applications are revised and improved each year to clarify reporting.

Complete the questionnaire on page 2 with forethought—it provides you the opportunity to communicate with your peers on the adjudication committee and help them to understand both your circumstances and how well you are meeting the program criteria.

Year-end financial statements sent with your application must include a balance sheet. Your application will not be considered without these documents since they represent your claim of need for funding.

Statistics on page 3 are for audience numbers not revenue. Use dollar figures only where you are asked to report ticket prices.

If you are unsure of the origin of an artist for your event information (proposed season), consult the Program Coordinator (John – cpa@bctouring.org).

If you are listing the name of a theatre/dance production (i.e. *My Fair Lady* or *The Nutcracker*), include the producing company.

If you are presenting an artist who is unfamiliar or has not appeared in BC, include a biography.

Do not add line items that don't already appear on the budget forms provided. The information in your application is entered into a database which will not accept such information.

Round all amounts to dollar figures. Check the addition on your financial pages and Final Report; make sure your totals match those found in your year end financial statement.

You may be asked to produce a copy of your Society Report (to BC Societies Registry) and/or your Society registration certificate.

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Check that your application is complete and includes all attachments. Include your final report for previous grants received. A member of your board must sign your final report.

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This program is administered
for the BC Arts Council by:

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Questions?

Contact the Program Coordinator
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