

## Indigenous Arts Grants

### Application Checklist

This checklist was created to help you make sure that you have included or completed the following before you submit your application:

#### Before you start:

- Review the program guidelines and the eligibility criteria for specific requirements.
- Take note of the program deadline so that you don't miss it. Late applications will not be accepted.
- Contact Éliane Laberge, the Program Officer, or Patricia Bourque, the Consultant working with us, if you need to confirm eligibility or if you have any questions.
- Add [evlaberge@gov.pe.ca](mailto:evlaberge@gov.pe.ca) and [patriciasphotoart@gmail.com](mailto:patriciasphotoart@gmail.com) to your safe senders list so that our email messages don't end up in your Junk Email folder.

#### Documents to include with your application:

- Budget form: Fill out the budget form and list all your expenses and revenues for the project. Include notes to give more information and explain the different expenses and sources of revenue you anticipate having for this project.
- Project Description form: Complete the Project Description form available on the program web page.
- If you prefer, you can also provide a video or audio file of yourself explaining your project description. You will be asked to provide either a written project description or a link to video or audio recording describing your project, so be prepared to submit one or the other.
- Artist CV: Your application must include a curriculum vitae (CV) or resume that contains a detailed description of your artistic practice, applicable artistic training and arts-related experience. If you are applying for a collaborative project, you should also include the CVs of your collaborators. Please see our handy Artist CV info sheet for what to include on your CV. We do not need employment information that isn't related to your arts practice (aka "day job info").
- Support Materials: Examples of past work should be included to give assessors an overall impression of your work. Examples of support materials:
  - Audio samples: up to three (3) files (maximum 15 minutes);
  - Written material: maximum fifteen (15) pages
  - Photos/digital images: maximum ten (10) files
  - Reviews or articles: maximum three (3) files
- Where appropriate, please include:
  - An acceptance letter or email into a program (required for the Learn stream)
  - A written offer to participate in an exhibition or performance
  - Tour date confirmation

- Letters of support: If you are including letters of support, they should be from professional colleagues or organizations that speak to your artistic achievements, recognition, and progress.
- Include your name on all files and number your files in the order that they should be opened by the peer assessment committee.

**Final Steps:**

- Ask a friend or trusted person to review your application for proofreading, clarity, omissions, errors, etc.
- When you have gathered all the necessary information and documents and you are ready to apply, open the online submission form by clicking on the “Apply Now” button located at the bottom of the program web page. This will open the submission form. Once you start, you won’t be able to save your progress, so make sure you have everything you need before clicking on “Apply Now”.
- Make sure that all mandatory text-based questions have been answered. Mandatory questions are marked with an asterisk.
- Double-check that all non-mandatory text-based questions that are relevant to your project have been answered.
- Read the Acceptance section of the form and check the acknowledgement box.
- Click the Preview button to review your application before it is submitted.
- Click on Submit your application. Your submission is not complete until you press the "Submit" button!