

Domestic Industry Initiatives (DII) Program

Application Checklist

This is intended as a supplemental guide to aid you in completing your application. This should be read alongside the program guidelines and FAQ.

Details Needed Throughout the Application Form:

In addition to standard information requests (such as contact info, financing sources, and project details), you will need to prepare these more detailed pieces of information for entry on the application form. **We recommend saving this information in a separate document in case of technical issues with your application.**

Please adhere to word counts and page counts where described as advisory panels will only be required to review up to the limits for each document/section.

Section 1: Applicant Information

- Applicant organization website
- Applicant/Organization mission statement (max. 500 words)
- Application contact (this is the contact who has signing authority on behalf of the organization. For signing and contract purposes, please use your legal name.)
- Grant application contact (if applicable, this is the person we will communicate with throughout the grant process)

Section 4: Project Information

- Project title
- Project summary
- Project start date
- Project end date
- Number of workshops, panels, and other industry events (if hosting a conference, film festival panel or workshop, or forum & workshops)
- Venue name, address, and city (if applicable)
- Projected attendance & ticket sales in 2026/27 (if applicable)
- Previous attendance & ticket sales (if applicable, for events that took place between April 1, 2025, and June 30, 2026)
- Previous funding amount

Section 5: Project/Event Sponsorship Information

- Project or event name
- Event summary (max 250 characters)
- Project or event start date
- Project or event end date
- Project or event website (if applicable)
- Project-specific budget

- Project or event contact, full name
- Project or event contact email address
- Ticket details (if applicable)
- Speaking opportunity details for Minister of Tourism Arts, Culture and Sport (TACS) (if applicable)
- Speaking opportunity details for Creative BC representative (if applicable)
- Additional sponsorship asset details for program message, advertising, signage/banner, event booth, and video reel opportunities (if applicable)
- Description on where Creative BC logo will be placed
- Description of social media recognition
- Description of additional benefits or details of the sponsorship
- Online platforms for project/event such as handle for X, Instagram, and Facebook
- Help Creative BC tell your story! (these details may be shared in Creative BC's newsletter and on its website and is optional to provide)
 - Event overview
 - Are you celebrating any milestones

Section 6: Employee Estimates

- Employment Estimates*
Please provide employment estimates for this project in terms of number of people, hours per week, and weeks worked.

We acknowledge that work in the creative industries is variable and involves different people in various roles and employment arrangements. This section is meant to capture **estimated employment only** - specifically, the number of **British Columbians** to be **newly hired and paid** (full-time or part-time) as a result of this project's budget. Include paid freelancers, contractors, and the labour portion of vendor fees; exclude volunteers and existing employees. These estimates help demonstrate the project's potential impact on local employment.

Documents Needed Throughout the Application Form:

These are documents (PDF, word or excel) you will need to prepare in advance and upload them to our system. An asterisk (*) denotes that the item is required for all applications.

Section 1: Applicant Information

- A copy of your certificate of incorporation under the BC Society Act*
- A copy of a name change certificate (if applicable)
- A completed Schedule A* (available for download under "Resources" on the DII page)

Section 4: Project Information

- A completed project summary template*

Section 7: Budget & Financial Structure

- ❑ Budget & Cost Report template* (available for download under “Resources” on the DII page)
 - Applicants may use Telefilm or Canada Media Fund industry initiative budget templates, provided they include a detailed breakdown of revenues and expenses (including both cash and in-kind contributions).
 - The submitted budget must be capable of being updated and re-submitted at the final reporting stage to reflect actual incurred costs.

Section 8: Uploads & Supporting Documents

- ❑ Sponsorship Benefit Package*
Please provide us with information on what benefits or opportunities our sponsorship may include, and please provide more than one option, tier or funding level to select from.
- ❑ Project Schedule & Descriptions*
*Please provide us with a detailed project schedule/timeline.
For workshops, panels, and conferences, please include confirmed/unconfirmed speaker line-ups, proposed event schedules, workshop/panel descriptions, etc.*
- ❑ Letters of Support*
Who is rooting for your success? Add a letter of reference or support for the project from Sponsors or Industry Partners.
- ❑ List of Confirmed Sponsors*
Please provide us with a list of confirmed sponsors, and a brief overview on their sponsorship.
- ❑ Provide data that outlines the target audience and marketing strategy (if applicable)
Please include data that demonstrates a demand for your event or initiative (i.e. website metrics, attendance numbers, social media followers, press coverage, etc.).
- ❑ Plans and Policies (if applicable)
Please provide us with any documents that outline company policies such as respectful workplace policy, safety riders, equity and accessibility policies, etc. when applicable.
- ❑ Financial Statements of organization* (only required for applicants requesting \$20,000.00 or more)