

Culture Grant Supporting Material

File Type & Size Guidelines

Please optimize files for online review. Smaller files help ensure successful submission.

- **The total size of all uploaded files combined must not exceed 99 MB.**
- PDF is preferred for publications, resumes, brochures, event programs, and other written materials.
- We ask that you do not combine photos or other materials into a single file. The online form allows you to upload individual files with designated boxes for their captions.

Images

Type	Recommended	Maximum Recommended
JPG / JPEG	1-2 MB	3 MB
PNG	1-3 MB	5 MB
HEIC	1-2 MB	3 MB

Documents

Type	Recommended	Maximum Recommended
PDF	1-3 MB	5 MB
DOCX	Under 1 MB	2 MB
PPTX	2-5 MB	10 MB
XLSX	Under 1 MB	2 MB

Audio and Video Files - Alternative to Uploading

Whenever possible, we encourage applicants to provide a link to online audio or video content rather than uploading media files. Providing a link helps reduce file sizes, supports smoother submission, and allows assessors to review content at its original quality.

- Use direct links whenever possible.
- Ensure privacy settings allow reviewers to access the content.
- If uploading a media file is necessary, **MP4** is the preferred video format and **MP3** is the preferred audio format.
- **If your media files would cause your application to exceed the 99 MB upload limit, please contact us for an alternative submission method.**

Type	Recommended	Maximum Recommended
MP4	15-30 MB	50 MB
MOV	15-30 MB	50 MB
MP3	3-8 MB	15 MB
WAV	Not recommended	25 MB

Culture Grant Supporting Material Content Guide

Material	Description	Quantity	Guidelines
Application Section Files	A1 Applicant Profile A2-4 Program of Work/Description	2	PDF preferred .docx accepted File Name: When saving, insert your details where indicated in the file name's structure.
	A5.1 Budget Form	1	PDF preferred .xlsx accepted
Links	Website or Social Media	Up to 3	Link
	Media/Press Coverage Links	Up to 2	Link
	Multimedia Samples	Up to 4	Link Recommended
Support Materials	Multimedia Files		See File Type & Size Guidelines on Page 1
	Photos of events and activities	Up to 10	See File Type & Size Guidelines on Page 1 Prepare captions for all of your photos.
	Any combination of: Promotional Material (poster/brochure/other) Writing Sample/Publication Event Program Artwork Sample Participant Biography Resume Press Coverage/Publicity Received Other	Up to 10 <i>Written content should not exceed 10 pages in total</i>	See File Type & Size Guidelines on Page 1 Do not combine photos or materials into a single file. Instead, use the individual upload boxes provided on the application. Prepare descriptions of all of your files.
Additional if applicable	BC Society Act Annual Report	1	Required only if you are a registered society.
	A5.2 Financial Statement	1	Operating Grants Only PDF preferred No Template supplied
	Letters of Support or Commitment	Up to 2 (for more, use Support Material allotment)	Explicitly requested for DERF Applications that list partnerships Voluntary for other Grant applications