



# ARTS-BASED COMMUNITY DEVELOPMENT & LEON AND THEA KOERNER AWARD

# Program Guidelines 2023/24

# Acknowledgement

The BC Arts Council acknowledges it carries out its work on the land of Indigenous nations throughout British Columbia. We are grateful for the continuing relationships with Indigenous people that develop through our work together. We acknowledge and raise our hands to the  $ləkwə\etaən$  (Lkwungen) people, known today as the Songhees and Esquimalt Nations, on whose ancestral lands we operate our main offices.

#### About the BC Arts Council

For more information about the BC Arts Council's mandate, vision, values, and strategic directions, visit the About and Priorities sections on the BC Arts Council website.

In the Extending Foundations: Action Plan for 2022-2024, the BC Arts Council reaffirms its commitment to principles of reconciliation, equity, diversity, inclusion and access in all of its programs and processes. The Council conducts its own operations and funding activities in accordance with legislation such as the BC Human Rights Code, Accessible BC Act, Accessible Canada Act, the Declaration on the Rights of Indigenous Peoples Act and Action Plan, and the United Nations Declaration on the Rights of Indigenous Peoples, as well as the Calls to Action of the Truth and Reconciliation Commission.

# **Designated Priority Groups**

In addition to the integration of equity criteria across all funding programs, consideration will be given to <u>designated priority groups</u> identified by the BC Arts Council. These groups have been identified in order to achieve strategic direction commitments and correct funding gaps illuminated through recent evaluations and consultations. The designated priority groups consist of applicants who are:

- Indigenous (First Nations, Métis, and/or Inuit) Peoples;
- Deaf or experience disability;
- Black or people of colour;
- Located in regional areas outside greater Vancouver or the capital region.

Organizations and collectives whose purposes include support for and who are led by arts and cultural practitioners rooted in communities as listed above are considered a designated priority group.

# About Project Assistance: Arts-Based Community Development

The Project Assistance: Arts-Based Community Development program supports organizations to engage professional artists in the development and delivery of projects that provide arts-based community development impacts and benefits to a specified community. Through collaborative, community-based, arts-centred activities, these projects provide a tangible and active

understanding of arts and culture as a path to health, well-being, human dignity, and social transformation.

#### About the Leon and Thea Koerner Award

Established in 1955, The <u>Leon and Thea Koerner Foundation</u> has provided over ten million dollars in grants to arts and social service organizations throughout B.C. and the Yukon. In 2015, the Foundation transitioned from sixty years of continuous grant making to an endowment that supports the Leon and Thea Koerner Award (LTK Award), now administered through the BC Arts Council.

The <u>LTK Award</u> sustains a legacy through annual awards to registered charities and other qualified donees in B.C. that are creating social benefit using professional arts-based activity in collaboration with community and social service agencies.

The LTK Award is aimed at achieving social benefit and recognizing excellence and innovation, leading to social change or transformation; this aligns with the principles of arts-based community development. More information about the objectives of the LTK Award can be found here: <a href="LTK Award Objectives.">LTK Award Objectives.</a>

# When and How to Apply

Submit your application through the online grant system.

Applications will be accepted until May 17, 2023, no later than 11:59 p.m.

All applicants: Update your online Organizational Profile (including mailing address and new Designated Priority Group section) before submitting the application.

New applicants: Register and create a profile in the online system. It may take up to five business days to process your registration request. You will receive an email when your registration request is approved. Once approved, you will be able to access the online application. Add the email address NoReply@BCArtsCouncil.ca to your safe senders list and check your spam folders.

If you have any questions, contact the Program Advisor for this program. The BC Arts Council office hours are 8:30 a.m. to 5:00 p.m., Monday to Friday.

## Accessibility Programs

Organizations with a primary purpose to serve Deaf or disability arts practices may be eligible for the BC Arts Council's Accessibility Programs:

<u>Application Assistance</u> – pays for support services for creating and submitting grant applications.

<u>Access Support</u> – provides funding to support access costs associated with creating, developing, or executing a project funded by a BC Arts Council grant.

These programs do not provide funding for audience accessibility or day-to-day access costs outside of the scope of a project.

Accessibility requests are confidential and will not be part of an assessment panel's evaluation of grant applications. To request assistance, contact:

• Clayton Baraniuk, Accessibility Coordinator at 250-978-9839 or <a href="mailto:clayton.Baraniuk@gov.bc.ca">clayton.Baraniuk@gov.bc.ca</a>

#### Find out more about accessibility supports at <a href="mailto:BCArtsCouncil.ca/accessibility">BCArtsCouncil.ca/accessibility</a>

#### Information Session

We encourage you to watch an Information Session online. As available, details are posted on the <u>BC Arts Council website</u>, <u>Facebook</u> and <u>Twitter</u> pages. If you have further questions, please contact the Program Advisor for this program.

# Who Can Apply

All applicants are encouraged to confirm their eligibility and the eligibility of their project with a Program Advisor prior to applying. Ineligible applications will not be forwarded for assessment.

#### To be eligible to apply for both programs, an applicant must:

- Be a professional or community arts organization working in collaboration with a specified community. The organization must be registered and in good standing as a non-profit society or community service co-op in B.C. for at least one fiscal year prior to application with:
  - o The majority of key staff (paid or volunteer) and board members based in B.C.; and
  - o A dedicated arts and culture purpose/mandate; or
  - o A purpose/mandate to provide services to the arts and culture sector in B.C.

#### OR

- Be a community organization whose focus is not arts and culture, working in collaboration with a specified community. The organization must:
  - Be registered and in good standing as a non-profit society or community service co-op in B.C. for at least one fiscal year prior to application with:
  - o The majority of key staff and members based in B.C.

#### OR

• Be an Indigenous (First Nations, Inuit, Métis) community organization or Indigenous government in B.C. that offers dedicated arts and culture activities, and working in collaboration with a specified community.

#### AND

- Provide public arts and cultural or community programming in B.C. and have done so for a minimum of one year.
- Engage competent artistic, curatorial, administrative or project leadership (volunteer or paid).
- Fairly compensate artists, arts and cultural practitioners, technicians, Elders, and/or Knowledge Keepers. Compensation must align with project and community contexts and industry standards within the field of practice, including adhering to international intellectual property rights standards and cultural ownership protocols.
- Adhere to the <u>Criminal Records Review Act</u> which requires that people who work with or may have unsupervised access to children or vulnerable adults must undergo a criminal record check by the <u>Criminal Records Review Program</u>.

• Have completed and submitted any overdue final reports on previous BC Arts Council grants by the submission deadline for this program.

# What Types of Projects are Eligible

Awards are available to support a specific project which directly uses, or provides skills development for and knowledge transfer to A-BCD Practitioners about, the following arts-based community development (A-BCD) principles:

- A-BCD is a respectful, collaborative process through which professional artists work as a catalyst to engage a specified community in the creation of artwork in various disciplines.
- Community members are involved <u>at every level</u>, including in the development of the creative ideas and in the creation and presentation of the artwork, with all participants as equal contributors.
- The strength and impact of the A-BCD processes are as important as the project outcome.
- Art is an effective mechanism for social transformation and can create deeper connections than other more polarizing avenues of social change.
- Participating in collective creation is a powerful act of civic involvement.

#### This program provides support in two categories:

- 1. New Work, which:
  - Supports one-time projects that create new artistic work through collaborative, community-based arts and cultural activity where professional artist(s) work with a specified community.
  - Recognizes the long-term commitment required of community-engaged practice by allowing projects with a phased approach over a maximum of three years.
  - New Work projects must be presented publicly.

#### 2. Skills Development and Knowledge Transfer for A-BCD Practitioners, which:

- Supports projects where the primary focus is training and skills development for artists to be able to initiate and conduct arts-based community development activities.
- Creates opportunities for experienced arts-based community development practitioners to demonstrate new ways of knowledge sharing, including training or mentoring artists and social service practitioners in safe and effective approaches to arts-based community development.
- Enhances the capacity of artists to provide leadership by offering them an opportunity to develop their practice as a means of community transformation or social change.
- May or may not be presented publicly, as applicable to the project.

#### To be eligible the project must:

- Use arts-based community development principles and align with one of the categories above.
- Demonstrate confirmed professional artistic expertise. Professional artists may work in any discipline, traditional or contemporary, and must be Canadian citizens or permanent residents residing in B.C. for at least one year prior to the application. For more information, see Determining B.C. Residency.
- Demonstrate confirmed community development expertise and be working with a specified community.

#### **Examples of Eligible Activities: New Work Category**

- A social service organization working with a composer and a musician to support a specified group of parents to compose and perform original lullables.
- An Indigenous Government or community organization working with artists, Elders and community members to revitalize artistic and cultural traditions through the creation of new artworks to be presented to the community.
- A theatre organization, with the support of social service practitioners, working with people who are incarcerated to create and present a new collaborative theatre piece together.
- A community arts organization working with a visual artist and young people creating artwork
  for an exhibition, based on the participant's ideas and experiences, which explores themes of
  inclusion and anti-bullying.
- A community support organization working with writers and editors to support elderly adults in care to write, edit, compile and present stories from their lives, based on themes proposed by the participants.

# Examples of Eligible Activities: Skills Development and Knowledge Transfer for A-BCD Practitioners Category

- Workshops or training delivered by skilled A-BCD practitioners for professional artists and/or social service practitioners that teaches A-BCD skills and tactics in community collaborative creation.
- Workshops or training from experienced social service practitioners working with experienced A-BCD practitioner(s) to train professional artist(s), Elders, or a Traditional Knowledge Keepers in creating safe (i.e. cultural, emotional) and accessible spaces in A-BCD projects.
- A skilled A-BCD practitioner working with youth on a collaborative arts project about their experiences as youth, while mentoring and providing real-time learning for a cohort of emerging A-BCD practitioners on how to facilitate the collaborative creative process.

#### **Examples of Activities that are not eligible:**

- Parents learning music they did not compose and performing it.
- Hiring an artist to paint a mural or create a piece of public art.
- Presenting performances in a rural community.
- Youth performing a play or musical that they did not create in collaboration with a professional artist.
- Workshops where the sole purpose is to develop an artistic skill (i.e. painting or drumming).
- Training for professional artists or social service practitioners that does not focus on A-BCD skills development.

#### For the purposes of this program, a professional artist is considered professional if they:

- Have completed appropriate and relevant training in their discipline at a level that would be recognized as professional by other practitioners working in similar disciplines. Training may be through post-secondary institutions, traditional knowledge transfer, or apprenticeship with a qualified practitioner;
- Have a minimum two years of professional practice in their field following basic training;
- Are recognized by other practitioners working in similar disciplines; and
- Are committed to working full-time at their practice when financially possible.

#### Leon and Thea Koerner Award

#### In addition, to be eligible for the <u>LTK Award</u> the:

- Applicant must also be a registered charity or other qualified donee as defined by the *Income Tax Act* (Canada), including First Nations that are registered as such with the Canada Revenue Agency.
- Project must use professional arts-based activity in collaboration with a <u>confirmed</u> socialservice agency.

#### What Will Not Be Funded

#### Awards are not available to support:

- Operating costs.
- Project phases or activity that have begun prior to the application submission deadline.
- Project or budget deficits and/or contingency funds.
- Repeat activities (exception: projects which have previously indicated a phased approach).
- <u>Capital expenses</u> (construction, renovation, or purchase of property or equipment).
- Feasibility studies, start-up costs, or seed money.
- Fundraising activities, conferences, conventions, or projects where arts are secondary to other activities (e.g. competitions, or family, religious, or community celebrations or anniversaries).
- Projects which do not use arts-based community development processes (e.g. general artistic skill development workshops, or artistic work that is not created in collaboration with the community participants).
- Subsistence to artists or cultural practitioners.
- Costs of producing commercial recordings or demo reels.
- Private or for-profit entities.
- Member funded societies.
- Industrial/archaeological/heritage sites or historic places or organizations dedicated to archives.
- Projects or activities funded through other BC Arts Council programs including BC Arts Council funds delivered through third-party delivery partners: First Peoples' Cultural Council, BC Touring Council, or Creative BC.

#### **Grant Amounts**

#### A-BCD grant request amounts:

- Must be 50% or less of the total eligible project budget; or
- May be up to 65% of the total eligible project budget for projects from organizations that align with the BC Arts Council's designated priority groups as stated above.

Applicant contributions to the project budget can be composed of both cash and in-kind contributions. The project budget must balance in-kind revenues with in-kind expenses.

There is no maximum request amount, but A-BCD grants typically range from \$15,000 to \$30,000. Requests for larger grants will need to articulate a clear rationale for why the project requires a higher amount. Visit the <u>BC Arts Council Recipients</u> page to review a list of previously successful applicants and the range of awards for this program.

LTK Awards: up to five LTK Awards at a minimum of \$25,000 each will be available in this intake.

Only one application per organization is accepted. Grants may be awarded for less than requested.

Funding priority may be given to projects from Designated Priority Groups.

# What is Needed for the Application

You are responsible for submitting a complete application through the online system. You will not be contacted to address errors or missing requirements. Eligible applications are assessed as submitted.

#### A complete application must include:

- Details outlining the proposed project including:
  - o a summary of the proposed project, including rationale, objectives, and outcomes.
  - o the intended impacts of the project.
  - o a project timeline and/or work plan, starting after May 17, 2023.
  - a biography for each member of the project's creative or support team, including those from community service and/or social service organizations, as applicable (maximum 100 words each).
- A balanced A-BCD project budget using the budget table provided in the online application. Include notes on the budget and indicate whether revenues are confirmed or pending.
- As applicable, applications for phased New Work projects must include an update on the status of previous phase/s of the project funded by the BC Arts Council if a final report has not yet been submitted. No guarantees are made to support any or all phases. Separate applications are required for each phase. Speaking to the Program Advisor is strongly recommended if your organization plans to apply for a phased project.
- All required support material as per the list below.

As part of our commitment to accessibility, the BC Arts Council is now accepting parts of applications in audio and video formats. See instructions within the application.

#### Support Material

Review and adhere to the <u>Upload Requirements for Support Material</u>.

#### **Required Support Material includes a:**

- All Applicants: Minimum of one signed <u>Professional Artist Information Form</u> for the professional artist(s) engaged.
- For Category 1 New Work and LTK Award Applications: A letter of support from a representative or member of the community with whom the applicant is collaborating.

#### Support material may also include:

- A letter from partnering organizations, as applicable, confirming the nature of their participation (\*maximum two letters, one page each). Do not include general letters of support.
- An example of the artist's previous A-BCD work if directly related to the application, to a maximum of\*:
  - Up to 3 minutes of video/audio; OR
  - Up to 2 pages of text or 3 images; AND

 A completed Designated Priority Group Questionnaire and Equity Data Tool to be eligible for strategic funding.

#### Applicants to the LTK Award must also provide a:

- Completed LTK Award request and budget (within the LTK section of the application form).
- Minimum of one signed <u>LTK Program Social Services Professional Information Form</u> for the professional social services practitioner/s engaged.

**\*NOTE:** Items in excess of the listed maximums, including multiple links to materials within a single uploaded document, will not be reviewed. Other examples of previous work, such as publications, must be discussed with the Program Advisor prior to submission to determine whether they are appropriate. No testimonials or reference letters beyond those specifically requested will be accepted.

## Additional Information Needed from Organizations

## To apply, the applicant's online Organizational Profile must be up to date and include:

- A current list of the organization's board of directors, editorial advisory board, trustees, or board of management, including their board position, occupation/expertise and start date.
- A current list of administrative and artistic/editorial staff or significant contractors, including name, position, province they reside in, and employment status (e.g., permanent; part-time).
- A certified copy of the constitution if the applicant is a not-for-profit organization, OR a statement of the primary purpose of the organization for all other applicants.
- Voluntary self-identification as a designated priority group, in order to be considered a designated priority group.
- Signed financial statements for the two most recently completed fiscal years, as per below.

#### Financial Statements must include:

- Balance sheet, income statement and notes, following standard accounting formatting.
- An itemized list of grants identified by funder, either in the income statement or attached schedule.
- A breakdown of operating net assets, distinguishing between unrestricted net and capital assets.
- Signatures of the preparer and of two Board members affirming Board approval.

Financial Statements are based on the single largest grant received in the organization's previous two fiscal years, excluding Resilience Supplements, Pivot Program, Arts Impact Grants, and Arts Infrastructure Program grants.

If you did not receive any applicable grants in your previous two fiscal years, internally prepared financial statements are acceptable.

**For applicants operating under the umbrella of a local government, an Indigenous government, or a post-secondary institution**, financial statements must include a statement of income and expenses for the <u>applicant's activities alone</u>, signed by the umbrella organization's financial officer, and notes indicating if the applicant entity may accrue assets, surpluses, or deficits from one year to the next.

BC Arts Council staff reserves the right to request audited financial statements if deemed appropriate, regardless of the amount of the applicant's previous funding.

Previous	Minimum Documentation
BC Arts Council	
<b>Grant Received</b>	
(as per above)	
Up to \$15,000	Internally prepared Financial Statements
\$15,001 - \$40,000	Independently prepared Financial Statements: Notice to Reader/
	Compilation Engagement Report
\$40,001 - \$100,000	Independently prepared Financial Statements:
	Review Engagement
Greater than \$100,000	Independently prepared Financial Statements: Audit

# How Applications Will Be Assessed

In Extending Foundations: Action Plan for 2022-2024 the BC Arts Council commits to placing reconciliation, equity, diversity, inclusion and access at the centre of its activities. Assessment criteria are designed to speak to the diversity of ways organizations across the province can be achieving and contributing. The areas of assessment are described below along with their relative weight. While your submission should discuss how the project fulfils each area of assessment, your application should expect to be stronger in some areas than in others.

#### RECONCILIATION, EQUITY, DIVERSITY, INCLUSION AND ACCESS (30%)

The assessment panel will evaluate how the activities align with the priorities of Extending Foundations by considering:

- The level at which the project will advance opportunities for and service to equity deserving and under represented communities;
- The contribution to communities located outside major urban centres, as applicable;
- The project's potential for advancing reconciliation, as applicable; and
- The significance of the project in pursuing equity, diversity, inclusion, and access depending on the applicant's region, capacity, community served, size, and purpose/mandate.

# ARTISTIC CONTRIBUTION AND SIGNIFICANCE (20%)

The assessment panel will evaluate the project's contribution and significance to arts-based community development by considering:

- The strength and clarity of the project's use of A-BCD principles, as demonstrated though the
  description of the processes being used either for the collaborative engagement to develop
  the artwork with the specified community, or for the skills development and knowledge
  transfer for A-BCD Practitioners;
- The level of artistry, risk, originality and production values achieved in programming, in accordance with the project's intention;
- The integrity of the creative and artistic processes; including research, collaborative processes, the ethical treatment of contributors, and source/physical materials; and

• The effectiveness of practices that eliminate cultural appropriation and support meaningful representation, using appropriate protocols and practices.

#### **ENGAGEMENT AND IMPACT (30%)**

The assessment panel will evaluate the proposed activities by considering the:

- Degree of impact on the identified community as evidenced by effective use of A-BCD processes as a path to social transformation (including a clearly articulated post-project follow up plan to support participants, as applicable);
- How well the applicant can identify the communities it serves;
- The impact on and contribution to the artistic and cultural development of B.C. artists, cultural practitioners, and communities;
- Degree of appropriate risk-taking related to public engagement, community transformation and social change, and how strongly the project safely centres and supports this work, recognizing that social change may take longer than the project timeframe;
- The level of accessibility and engagement, including but not limited to physical spaces, cultural safety, affordability, and support for diverse participants or those who experience barriers or disability.

#### In addition, applications for:

• Skills Development and Knowledge Transfer for A-BCD Practitioners <u>must</u> state how access to information and learning about A-BCD principles are centred, leading to improved skills and capacity for future A-BCD projects, activities, and knowledge sharing. Projects in this category may or may not be presented publicly.

# FEASIBILITY (20%)

The assessment panel will evaluate the feasibility of the project by considering:

- Achievability of the proposed activities as determined by sound budgets, planning, resource allocation, and the applicant's overall capacity;
- The applicant's experience in successfully realizing comparable projects;
- Role of leadership, management, or the board, in fostering a healthy, sustainable and respectful, including fair remuneration; and
- Rigour of organizational or human resources practices related to equitable employment, cultural competency, and cultural safety.

#### **Assessment Process**

The following process is used to evaluate every application to this program:

- The BC Arts Council receives applications and reviews each one for eligibility.
- Eligible applications are forwarded to independent assessment panels. Assessment panels are comprised of individuals with broad professional knowledge, experience, geographical representation, and diverse aesthetic, institutional, and cultural viewpoints, including those from Indigenous perspectives.
- The assessment panels evaluate eligible applications using the assessment criteria above and determine the level of funding and/or conditions on payment of grants.
- The BC Arts Council informs each applicant of the assessment panel's decision in writing.
- Applicants may check the status of their application at any time through the online system.

#### Notification of Grants and Feedback

The BC Arts Council informs each applicant of the results of their application no later than 16 weeks after the submission deadline.

Notification is sent by email to the primary contact linked to the application.

Emails are sent through the online system. Be sure the email address **NoReply@BCArtsCouncil.ca** is on your safe sender list.

Results cannot be requested in advance.

You are encouraged to contact program staff for feedback on the assessment of your application after notifications have been released.

# **Payment of Grants**

All payments are subject to an authorizing appropriation under the *Financial Administration Act*.

The BC Arts Council reserves the right to redistribute, delay, or suspend payments if the recipient:

- does not carry out its planned program of activities.
- makes major changes in artistic or administrative direction.
- does not meet its obligations as a grant recipient, including submission of final reports.
- fails to comply with legal obligations.
- fails to respect the commitment to provide a safe and respectful workplace free from harassment, discrimination, and sexual misconduct.

Grants will be paid by direct deposit or by cheque sent to the mailing address listed in the individual or organization profile in the online system unless registered for direct deposit.

**Grants are taxable income and must be reported**. Individuals receiving grants on their own behalf or on behalf of a collective are issued T4As for the year in which the grant payment is processed.

# Final Reports

Recipients must submit a final report with the required documentation of the completed project to the BC Arts Council within 30 days of the Project End Date in the application.

Final Reports must be submitted through the online system.

Future applications will be ineligible if reporting requirements are not met.

# Confidentiality of Information

The collection, use, and disclosure of personal information are subject to the privacy provisions of the Freedom of Information and Protection of Privacy Act. The applicant's information will be shared in confidence with members of the assessment panel. The names and locations of successful grant recipients may be published, along with the amount of the grant, in the Annual Report of the BC Arts Council as well as in various communications and promotional vehicles of the BC Arts Council and Government of British Columbia. Social Insurance Numbers are provided to Canada Revenue Agency through the issuance of T4As.

# Recognition of Assistance

In recognition of funding, the support of the BC Arts Council and the Province of British Columbia should be acknowledged in all promotional materials, both print and online. The approved BC Arts Council and provincial logo and graphics standards are available <u>online</u> in a variety of ready-to-use digital formats.

Recognition of LTK Award funding should be acknowledged in all promotional materials, both print and online. The LTK Award logo and graphics standards are available <u>online</u> in a variety of formats. LTK Award recipients may be contacted by the Leon and Thea Koerner Foundation for permission to link to their website and to provide photos/video of the project as it progresses.

Funded applicants with a website are encouraged to add a link to the <u>BC Arts Council</u> website and, as applicable, the <u>LTK Award</u> website.

#### **Contact Information**

If you have questions after you have reviewed these Program Guidelines and the <u>Frequently Asked</u> <u>Questions</u> on the BC Arts Council web page, contact a Program Advisor.

#### **Program Advisors:**

Clayton Baraniuk | 250 978-9839 | Clayton.Baraniuk@gov.bc.ca Krista Patterson | 236 478-2550 | Krista.Patterson@gov.bc.ca For general information, contact: (250) 356-1718 | BCArtsCouncil@gov.bc.ca

Program guidelines are reviewed and updated regularly.

Be sure you are working with the most current guidelines.

Any changes to the guidelines made after the original posting will be clearly highlighted.

# A-BCD & LTK Award: Application Checklist

Be sure you have included or completed the following before you submit your application. Review the program guidelines and/or application for specific requirements.

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	update upload update	nization Profile on the BC Arts Council online grant system:  your address and other contact information  your most recent signed financial statements  your Board list and Staff list  your organization's constitution
	comple	ete the Equity Data Tool (required for strategic funding)
In you	r A-BC[	Dapplication section:
0	a request amount that matches the request amount in your Budget form	
_	princip upload	pants or specific communities, the collaborative creation process, the A-BCD als being used or taught, and the intended impacts of the project a project timeline and/or workplan beginning after May 18, 2023
	-	phies for each member of the creative team, including community service and service organizations that you are partnering with
0		project involves phases: a selected phase (1, 2 or 3), and an update on any previous
In you	r LTK A	ward application section (if applicable):
	a request amount	
		se description of what the funding will allow you to do pleted budget table with notes explaining amounts
	a comp	oleted Social Services Professional Information Form
	•	Board and Staff lists from your partner organization
		ns to complete in the application:
	-	Team with biographies Form with notes explaining amounts
Docur	nents t	o Upload:
		olicants:
		a minimum of one Professional Artist Form
	_	ory 1 "New Work" and LTK Award Applicants:
		a support letter from the specified community you are collaborating with
		vard Applicants: a completed Social Services Professional Information Form
		·
	•	al Additional Uploads: up to two letters from partnering organizations, confirming the nature of their participation
		an example of the artist's previous A-BCD work if related to the application