

## 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.

Before you start:

- Review the application preview and program guidelines for specific requirements.
- Call the Program Advisor if you need to confirm eligibility or if you have questions.
- New applicants: Register in the BC Arts Council online system to access to the online application. **Registration requests can take up to 5 business days to process.**
- Plan to submit your complete application at least two days before the deadline to avoid last-minute technological issues.
- Ensure you have completed and submitted any overdue final reports on previous BC Arts Council grants.

In your Organization Profile on the BC Arts Council online grant system:

- Update your mailing address and other contact information.
- Upload your most recent signed financial statements. See Financial Statement Requirements section of guidelines.
- Update your Board list and Staff list.
- Upload your organization's certified constitution (for not-for-profits) or statement of purpose (for all other organizations). Do not include by-laws.
- Complete the Designated Priority Group section (required for funding prioritization).
- Complete the Equity Data Tool (required for funding prioritization).

In your A-BCD application section:

- Make sure your A-BCD Amount Requested in the application field matches the request in your A-BCD Project Budget Table. Do not include the LTK Award request in the A-BCD amount field or in the A-BCD budget table (the LTK request is in a different section).
- Include a Project Start Date after the application deadline of May 16, 2024, and a realistic Project End Date  
Note: Notification of results is generally 16 weeks after the application deadline so plan accordingly if your project is dependent on this grant funding.
- Include detailed descriptions of your organization's history, mandate, workplace practices, vision and programming, the project, the participants or specific communities, the creation process, and the intended impacts of the project.
- Describe the project, the participants, or specific communities you are working with, the collaborative creation process, the A-BCD principals being used or taught, and the intended impacts of the project.
- Upload a detailed project timeline or work plan beginning after the application deadline of May 16, 2024.
- Enter the biographies for each member of the project team, including (if applicable) community service and social service organizations that you are partnering with.
- If your project involves phases: a selected phase (1, 2 or 3), and an update on any previous phases.

In your LTK Award application section (if applicable):

- Include the LTK Award request amount.
- Describe what the LTK Award funding will allow you to do, should you receive this award.
- Complete the LTK Award budget table with notes explaining amounts.
- Complete and upload a [Professional Social Services Lead Form](#) (required for the LTK Award)

- ❑ upload Board and Staff lists from partner organization(s), as applicable to the project.

Pop-out forms to complete in the application:

- ❑ Project Team with biographies
- ❑ A-BCD Budget Form with notes explaining amounts. This Budget should only include the A-BCD project revenues and expenses, and not the LTK Award revenues and expenses.

Support Material to Upload:

All Applicants:

- ❑ A minimum of one [Professional Artist Information Form](#).
- ❑ A support letter from a representative of the specified community you are collaborating with.

LTK Award Applicants:

- ❑ A completed [Professional Social Services Lead Form](#).
- ❑ Board and Staff lists from partner organization(s), as applicable to the project.

Optional Additional Uploads:

- ❑ Up to two letters from partnering organizations, confirming the nature of their participation.
- ❑ Examples of the artist's previous A-BCD work, if related to the proposed project, up to the maximums listed in the guidelines.
- ❑ A completed Inventory Table to provide details about uploaded support material.

After you submit your application:

- ❑ Add [NoReply@BCArtsCouncil.ca](mailto:NoReply@BCArtsCouncil.ca) to your safe senders list if you haven't already done so. Notification of results will come from this system email roughly 16 weeks after the submission deadline.
- ❑ Keep your mailing address up to date in your online Organization Profile (or Personal Profile for Collectives). Grant payments will be mailed to this address.
- ❑ Contact a Program Advisor for feedback on the assessment of your application after you have received notification of the results.