

ARTS-BASED COMMUNITY DEVELOPMENT & LEON AND THEA KOERNER AWARD

Program Guidelines 2024/25

Acknowledgement

The BC Arts Council acknowledges it carries out its work on the land of Indigenous nations throughout British Columbia. We pay our respects to the Elders and Knowledge Keepers, past and present, descendants and custodians of these lands and waters. We are grateful for the continuing relationships with Indigenous people that develop through our work together. We acknowledge and raise our hands to the ɫəkwəŋən (Lekwungen) people, known today as the Songhees and Esquimalt Nations, on whose lands we operate our main offices.

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Program guidelines are reviewed and updated regularly.

Be sure you are working with the most current guidelines for each intake.

Updates to guidelines made after the original posting will be clearly **highlighted**.

Who Can Apply

Applicants are encouraged to discuss eligibility with a Program Advisor before applying. Ineligible applications will not be forwarded for assessment.

Designated Priority Groups

The BC Arts Council has committed to targeted investment in underserved and equity-deserving organizations and the development of equity support initiatives, including a policy to support [designated priority groups](#). These identified groups will be the focus of BC Arts Council strategic measures, through dedicated programs, funding prioritization processes, partnerships, and outreach.

The BC Arts Council's designated priority groups include applicants and arts and cultural practitioners who are:

- Indigenous (First Nations, Métis, or Inuit) Peoples
- Deaf or experience disability
- Black or people of colour
- Located in areas outside [greater Vancouver or the capital region](#)

Identifying as a designated priority group means the majority of your activities, programming, and financial and human resources are dedicated to one of the groups listed above. This may be demonstrated in one or more of the following areas: purpose statement, practices, practitioners, staffing, leadership, and engagement.

If your organization or collective would like to be considered for strategic measures including priority funding under the Designated Priority Groups policy, you must complete the Designated Priority Groups and Equity Data Tool sections in your online Organization Profile.

Organization Eligibility

To be eligible to apply to both programs, an organization must be:

- A **professional arts organization** or a **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:
 - The majority of key staff (paid or volunteer) and board members based in B.C.
 - Creative control and decision making for programming and engagement primarily maintained within the organization and by leadership based in B.C.
 - A purpose or mandate dedicated to arts and culture programming and activities.
- or

- A purpose or mandate to provide services to the arts and culture sector in B.C.
- Operations and activities that reflect this dedicated purpose or mandate.

OR

- An **Indigenous (First Nations, Métis, Inuit) community organization** 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:
 - The majority of key staff (paid or volunteer) and board members based in B.C.
 - A commitment to offering regular arts and culture activities.

OR

- An **Indigenous (First Nations, Métis, Inuit) government** in B.C. that offers regular arts and culture activities.

OR

- Be a **community organization** whose focus is not arts and culture, working with a professional artist, 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:
 - The majority of key staff (paid or volunteer) and board members based in B.C.

An eligible organization must also:

- Provide public arts and cultural or community programming in B.C. as a primary activity and have done so for a minimum of one year prior to the application deadline.
- Provide programs that benefit the community at-large and not solely the interests of its nonprofit society members.
- Engage competent artistic, curatorial, and administrative leadership (volunteer or paid) for project delivery.
- Fairly compensate artists, arts and cultural practitioners, technicians, Elders, and Knowledge Keepers. Compensation must align with project and community contexts and industry standards within the field of practice.
- Follow international intellectual property rights standards and cultural ownership protocols.
- Follow the [Criminal Records Review Act](#) 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 [Criminal Records Review Program](#).
- Have completed and submitted any overdue final reports on previous BC Arts Council grants by the application deadline for this grant program.

Organization Eligibility specific to The Leon and Thea Koerner Award**In addition to the above eligibility, organizations that wish to be considered for the LTK Award with this application, 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.
- For Social Service Agencies: be working with a professional artist(s).
- For all other organizations: be working in partnership with a confirmed social service agency with one person from the agency identified as the professional social service lead.

Ineligible Applicants

The following organizations are not eligible to apply for this grant:

- Private or for-profit entities (except in the case of for-profit book publishing companies).
- Member-funded societies.
- Educational Institutions.
- Local Governments.
- Industrial, archaeological or heritage sites, historic places, or organizations dedicated to archives.
- Community choirs that are attached to, or affiliated with, educational, religious, or military institutions.

About Arts-Based Community Development and the Leon and Thea Koerner Award

There are two grant programs you may apply to with one application:

- BC Arts Council's Arts-Based Community Development Program
- The Leon and Thea Koerner Foundation's LTK Award Program

Grants are available to support a specific project. Projects must follow these arts-based community development (A-BCD) principles:

- A-BCD is a respectful, collaborative process through which professional artists work as a catalyst or facilitator to engage a specified community in the creation of artwork in various disciplines.
- Community members are involved at every level, 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 used to create the work 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.

Each program has different eligibility requirements. See below.

About Arts-Based Community Development (A-BCD)

The **Arts-Based Community Development (A-BCD) program** supports eligible organizations to either:

- Engage professional artists in the development and delivery of projects that provide arts-based community development impacts and benefits to a specified community through the creation and presentation of new artworks.

or

- Provide training or mentoring for artists or community workers to understand and learn about how to create and safely implement or facilitate arts-based community development projects.

This program provides support in two categories:

Category 1: New Work by Participants

Applications for New Work by Participants projects:

- Have professional artist(s) facilitate an artistic creation process with a specified community to create new artistic work.
- Are collaborative, with participants actively involved in development of the ideas and making of the artwork.
- Clearly describe the processes that will be used by the artist(s) and the participants in developing the work.
- Recognize the long-term commitment required of community-engaged practice by allowing projects to be presented in single iterations or in phases over a maximum of three years.
- Publicly presents the collaborative artwork created by participants.

Category 2: Training for A-BCD Practitioners

Training for A-BCD Practitioners projects:

- Focus on training and skills development for artists to be able to initiate and conduct arts-based community development activities.
- Create 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 also involve creation of New Works by Participants in a specified community, but a significant focus of the project must describe the training and learning for A-BCD practitioner(s), taking place under supervision and mentorship of experienced A-BCD practitioner(s) as project lead(s).
- Are presented publicly, if applicable.

About the Leon and Thea Koerner Award (LTK Award)

Leon and Thea Koerner Awards (LTK Award) are grants provided by the [Leon and Thea Koerner Foundation](#) through a partnership with the BC Arts Council. The LTK Award is given to up to 5 organizations that are recognized for achieving social benefit through excellence and innovation, creating projects that lead to social change or transformation. This aligns with the principles of arts-based community development.

Examples of Eligible A-BCD and LTK Award Projects

Applicants are encouraged to discuss the eligibility of their project with a Program Advisor before applying. Applications for projects that do not meet eligibility criteria in these guidelines will not be forwarded for assessment.

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 (see Eligibility of professional artists section below).
- Demonstrate confirmed community development expertise and be working with a specified community.

Examples of Eligible Activities – Category 1: New Work by Participants

- A social service organization working with a composer and a musician to support a specified group of parents to compose and perform original lullabies.
- 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 – Category 2: Training for A-BCD Practitioners

- 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 for the public that are not new work created by the participants.
- 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), even if there is a presentation of the work at the end of the training.
- Training for professional artists or social service practitioners that does not focus on A-BCD learning and skills development.

Eligibility of professional artists included in a proposed project

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](#).

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

- Are recognized as professional by other practitioners working in similar artistic practice.
- Are committed to working full-time at their practice when financially possible.

- Have completed appropriate and relevant training in their field of practice. Training may be through post-secondary institutions, apprenticeship or traditional knowledge transfer with a qualified practitioner or Knowledge Keeper.
- Have a minimum two years of professional practice in their field following basic training.
- Have a demonstrated body of previous practice in their field for which they have received professional fees.

Required artist compensation within project activities

Eligible projects must include appropriate payment to the artists, arts and cultural practitioners, and other professionals engaged in the proposed activities. At a minimum, payments to artists should be at the recommended rates set by the arts service organization, professional association, or established practitioners within the field of practice. Payment structures that are not guaranteed, or that risk low or non-payment to artists and other professionals do not meet this compensation requirement (for example, commission-based sales of artworks, percentage of door sales).

Applicants can determine compensation to Elders and Knowledge Keepers according to community context and appropriate protocols. Applicants should describe the approach used to determine the fair rate in their application.

Exclusions – What Will Not Be Funded

Grants are not available to support:

- Operating expenses.
- Project phases or activities that begin prior to the application deadline.
- Project deficits, budget deficits or contingency funds.
- Repeat activities (exception: projects which have previously indicated a phased approach).
- [Capital expenses](#) (construction, renovation, or purchase of property or equipment).
- Feasibility studies, start-up costs, or seed money.
- Activities that require payment from artists to participate; fundraising activities; competitions; conferences and conventions; family, religious, anniversary, or community celebrations.
- Projects that do not use arts-based community development processes, such as general artistic skill development workshops, or artistic work that is not created in collaboration with the community participants.
- Subsistence to artists or arts and cultural practitioners.
- Costs of producing commercial recordings or demo reels.
- Curriculum-based activities or projects, including those related to continuing education or post-secondary programs (except in the case of professional arts training organizations).
- Projects or activities that are primarily intended for or focussed within creative industries or commercial sector (with the exception of book publishers), including architecture, fashion, commercial film and television, culinary arts, games, sports, recreation, mass media, journalism, podcasts, graphic design.
- Projects or activities already funded through other BC Arts Council grant programs.
- Projects or activities funded with BC Arts Council funds received through third-party delivery partners: ArtStarts, First Peoples' Cultural Council, BC Touring Council, or Creative BC.

Grant Amounts

A-BCD grant request amounts may be:

- Up to 50% of the total eligible project budget; or
- Up to 65% of the total eligible project budget for projects from organizations that are considered part of the BC Arts Council's designated priority groups (defined in the Who Can Apply section).

Applicant contributions to the A-BCD grant project budget can include both cash and in-kind contributions.

There is no maximum request amount, but A-BCD grants typically range from \$15,000 to \$30,000.

BC Arts Council intends to support successful A-BCD applications at 100% of the request; however, grants may be awarded for less than requested.

BC Arts Council grant programs are highly competitive, and support is not available for all eligible projects. Success rates in BC Arts Council grant programs are generally between 20% to 40%. Visit the [BC Arts Council Grant Recipients](#) page to review a list of previously successful applicants and the range of previous grants for this grant program.

LTK Awards:

- Request amount must be a minimum of \$25,000.
- Up to five LTK Awards will be available in this intake.
- The LTK Award request is not included in the A-BCD budget form – use the budget table in the LTK Award section of the application form to detail the LTK Award spending.

When and How to Apply

Submit your application through the [online grant system](#).

Application Deadline: May 16

Applications will be accepted until 11:59 p.m. on May 16, 2024.

Only one application per organization is accepted. You may apply for one or both programs (A-BCD or LTK Award) in one application. Grants may be awarded for less than requested.

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

If you are a new applicant, you will need to register in our online system at least 2 weeks before the application deadline to allow time for registration approval and to access the online application. See Register in our Online System.

Accessibility Support

Organizations with a primary purpose to serve D/deaf or disability arts practices may be eligible for the BC Arts Council's accessibility support programs.

[Application Assistance](#) pays for support services for creating and submitting grant applications.

Access Support provides funding to support access costs associated with 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 the scope of a project.

Accessibility requests are confidential and will not be part of the assessment panel's evaluation of a grant application.

For more information or to request assistance, contact:

Clayton Baraniuk, Accessibility Coordinator at 250-978-9839 or Clayton.Baraniuk@gov.bc.ca

Find out more about accessibility supports online at BCArtsCouncil.ca/accessibility.

Information Session

We encourage you to attend or watch a pre-recorded Information Session. Details are posted on the [BC Arts Council website](#), [Facebook](#) and [Twitter](#) pages. If you have further questions, contact the Program Advisor.

What is Needed for the Application

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

An application checklist is included at the end of these guidelines.

A complete application must include:

- Details outlining the proposed project including:
 - Summary of the proposed project with rationale, objectives, outcomes and intended impacts. For Category 1, describe processes that will be used to ensure respectful collaboration with community members in the creation of the work.
 - Project Start Date (which must be after the application deadline) and a realistic Project End Date.
 - Detailed project timeline or work plan.
- **Note: Notification of results is generally 16 weeks after the application deadline so plan accordingly if your project is dependent on this grant funding.**
- Completed Project Team Table, including name, responsibility, current location, confirmation of participation, and 100-word biography for each member of the project's creative or support team.
- Balanced A-BCD project budget and/or LTK Award budget. Be sure to:
 - For A-BCD Requests:
 - Use the Project Budget Pop Out form in the Budget Tab
 - Include detailed notes on the budget.
 - Indicate whether revenues are confirmed or pending.
 - Balance in-kind revenues with in-kind expenses.
 - Make sure Amount Requested in the application matches the Request Amount in the Project Budget Table.
 - Do not include the LTK Award Request in the A-BCD Project Budget Pop Out form.

- For LTK Award Requests:
 - Use the budget table in the LTK Award section of the application.
 - Provide detailed descriptions for each expense.
- As applicable, applications for phased New Work by Participants 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.
 - While a sentence or two detailing the overall project and all of its phases is requested to provide context - the rest of the current application should detail the current phase activities ONLY within the project description and budget (and not future or past activities, outside the scope of the current phase you are applying for).
 - Talk with the Program Advisor if you plan to apply for a phased project.
- All required support material as listed 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.

Required Support Material

Review and follow the [Upload Requirements for Support Material](#) before uploading support material to your online application.

Do not submit any additional support material outside of what is required below. Excess support material, including multiple links to materials within a single uploaded document, will not be reviewed and may negatively impact the assessment of your application.

You are encouraged to test all materials before submitting your application.

If you have any questions about support material, contact a Program Advisor.

Required support material for this application includes:

- **All Applicants:**
 - Minimum of one signed [Professional Artist Information Form](#) for the professional artist(s) engaged.
 - A letter of support from a representative or member of the community you are collaborating with or training.
- **For LTK Award Applicants:**
 - Completed LTK Award request and budget (within the LTK Award section of the application form).
 - Minimum of one signed [Professional Social Services Lead Form](#) for the professional social services practitioner/s engaged.

Optional support material may include:

- For A-BCD-only applicants, signed [Professional Social Services Lead Form](#) for the professional social services practitioner/s engaged. if applicable to your project.

- Letters from up to two partnering organizations (as applicable) confirming the nature of their participation in the proposed project (maximum two letters, one page each). **Do not include general letters of support.**
- Examples of work related to the proposed project, **up to a maximum of:**
 - **5 images**OR
 - **5 minutes total of video or audio**, note timecodes of specific excerpts to be viewed (if applicable)OR
 - **3 pages of critical writing or documentation.** Do not submit testimonials or reference letters.

NOTE: You may submit a combination of the above types of examples to best serve your application. Total examples must not exceed the maximum amount allowed in a single format (for example, 3 images and 2 minutes of video may be submitted). Contact a Program Advisor if you have questions about the maximum amount of relevant support material.

- Completed Inventory Form Table listing information about the image, video, audio, or text files you are including.

Registering in our online grant system.

Submit your application through the [online grant system](#).

New applicants:

- [Register and create a profile](#) in the online system after you have confirmed your organization and project are eligible.
- **It may take up to 5 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.

Returning applicants:

- Log into your Organization Profile in the BC Arts Council online system to access the online application.

To add a new contact or association to your organization:

- See [How to apply online](#).
- These requests may take up to 5 business days to process and approve.

Registration questions?

- Contact BCArtsCouncil@gov.bc.ca or (250) 356-1718 for registration assistance.
- BC Arts Council office hours are 8:30 a.m. to 4:30 p.m., Monday to Friday.

Required Uploads/Updates to your Organization Profile in the online system.

Before you apply, you must upload or update the following in your online Organization Profile:

- **Contact Information:** Mailing address and other leadership contact information.
- **Board list:** Current list of the organization's board of directors, editorial advisory board, trustees, or board of management, including their board position, occupation/expertise, start date, and place of residence.
- **Staff list:** Current list of administrative, artistic, or editorial staff and significant contractors, including name, position, place of residence, and employment status (for example, permanent or part-time).
- **Constitution or Statement of Purpose:** Copy of the organization's certified constitution if the applicant is a not-for-profit organization, OR a statement of the primary purpose of the organization for all other applicants. **Do not include by-laws.**
- Completed **Designated Priority Groups** information section (required for funding prioritization) as defined in the Who Can Apply section.
- Answers in the **Equity Data Tool** that are relevant to your organization (required for funding prioritization). You are not required to answer every question.
- **Financial Statements:** Signed financial statements for your two most recent completed fiscal years. See details below.

Financial Statement Requirements

All organizations must upload to their online profile signed financial statements for their two most recent completed fiscal years.

Following standard accounting formatting, financial statements should include comparative information for the prior fiscal year. If a comparative year is not included within a single set of statements, then ensure a set of financial statements for each year has been uploaded to your profile.

Not-for-profit organization financial statements, including those internally prepared, must include:

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

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 applicant's activities alone.
- A signature of the umbrella organization's financial officer.
- Notes indicating if the applicant entity may accrue assets, surpluses, or deficits from one year to the next.
- An itemized list of grants received that are related to the applicant, not the entire umbrella organization, and identified by funder, either in the income statement or attached schedule.

The type of financial statements that are required are outlined in the chart below.

NOTE: The type of financial statements that are required are based on the single largest BC Arts Council grant received in the organization's previous two fiscal years, not including Resilience Supplements, Pivot Program grants, Arts Impact grants, or Arts Infrastructure Program grants.

If you did not receive an applicable grant in the previous two fiscal years, internally prepared financial statements are acceptable.

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

Previous BC Arts Council Grant Received (as per above)	Type of Financial Statements Required
\$0 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

Assessment Criteria – How Decisions Are Made

The assessment criteria are the primary lens through which the assessment panel will review and score your application.

The [Extending Foundations: Action Plan for 2022-2024](#) includes the BC Arts Council's commitment to placing reconciliation, equity, diversity, inclusion, and access at the centre of its activities with the intention to address historic funding inequities. Equity considerations are embedded throughout the assessment criteria and the assessment process. Funding prioritization may be applied to organizations considered designated priority groups as outlined above.

Assessment criteria are designed to encourage applicants to speak to their diverse and relevant achievements and contributions, and to the various ways their activities align with the priorities of the BC Arts Council.

The areas of assessment for this grant program are outlined below along with their relative scoring percentage.

Keep these criteria in mind as you complete your application. Some of the specific points listed below may not apply to your project; however, your application should clearly discuss how the project generally meets each area of assessment.

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

The assessment panel will evaluate the project's alignment with the priorities of the BC Arts Council as outlined in the [Extending Foundations Action Plan](#) 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).
- The significance of the project in pursuing equity, diversity, inclusion, and access depending on the applicant's context, including its region, capacity, community served, available resources, purpose, and 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 through the description of the processes being used either for the collaborative development of artwork with the specified community, or in the training provided for A-BCD Practitioners.
- The level of artistry, risk, originality, and production values achieved in programming, in accordance with the project's intention.
- Integrity of the project including ethical approaches to:
 - Research, collaborative processes, source materials, cultural considerations, and protocols.
 - Engagement with Indigenous people, communities, practices, materials, beliefs.
 - Meaningful contribution to equity-deserving and under-represented artistic practices, arts practitioners, and cultural communities.
 - Following appropriate practices and protocols to eliminate cultural appropriation.

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 clearly the applicant can identify the communities it serves.
- The impact on, and contribution to, the development of B.C. artists, arts and cultural practitioners, and communities (as applicable).
- 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, including but not limited to physical spaces, intellectual and emotional accessibility, affordability, and support for those who experience barriers or disability.

For Category 2 – Training for A-BCD Practitioners:

- Projects will be evaluated by how access to information and learning about A-BCD principles are centred and lead to improved skills and capacity for future A-BCD projects, activities, and knowledge sharing.

FEASIBILITY (20%)

The assessment panel will evaluate the project's feasibility based on:

- 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, including artistic leadership, management, and the board, in fostering a healthy, sustainable work environment.
- Rigour of human resources practices related to providing fair remuneration, equitable employment, cultural competency, cultural safety, and safe and respectful work environment.

Assessment Process

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

- The BC Arts Council receives applications and reviews each one for eligibility.
- Eligible applications are forwarded to independent assessment panels. Assessment panels include individuals with broad professional knowledge, experience, geographical representation, and diverse aesthetic, institutional, and cultural viewpoints, including those from Indigenous perspectives.
- Assessment panels evaluate eligible applications using the assessment criteria above and determine the level of funding and any 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.
- All results are final.

Notification of Results and Feedback

The BC Arts Council's commitment is to inform each applicant of the results of the assessment process 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 will not be shared before the official notification letters are sent.

Contact a Program Advisor for feedback on the assessment of your application after you have received notification of the results.

Payment of Grants

Grant 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 cheque and sent to the mailing address listed in the individual or organization profile in the online system unless the applicant is 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 the grant payment is processed.

Final Reports

Grant recipients must submit a final report of the completed project to the BC Arts Council within 30 days of the Project End Date stated in the application.

Final Reports must be submitted through the online system.

Future applications from the applicant to BC Arts Council grant programs will not be accepted 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 Province of British Columbia. Social Insurance Numbers are provided to Canada Revenue Agency through the issuance of T4As.

Recognition of Grants

In recognition of grant 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 [online](#) 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 [online](#) 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.

Grant recipients with a website are encouraged to add a link to the [BC Arts Council](#) website and, as applicable, the [LTK Award](#) website.

Contact us - we are here to help

If you experience barriers in understanding this written information, or if you have questions after your review of these guidelines, contact a Program Advisor.

We also recommend that applicants, especially first-time applicants, contact the Program Advisor before preparing an application. Program Advisors at the BC Arts Council can clarify eligibility and application processes and requirements.

BC Arts Council office hours are 8:30 a.m. to 4:30 p.m. (Pacific Time), Monday to Friday.

Clayton Baraniuk – Program Advisor

250-978-9839 | Clayton.Baraniuk@gov.bc.ca

Krista Patterson – Program Advisor

236-478-2550 | Krista.Patterson@gov.bc.ca

For general information, contact:

250-356-1718 | BCArtsCouncil@gov.bc.ca

About the BC Arts Council

The BC Arts Council is an agency of the Province of British Columbia under the Arts Council Act, nurturing and supporting arts and cultural activity in communities across British Columbia. 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 BC Arts Council conducts its operations and funding activities in accordance with legislation and other guiding documents 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](#).

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.

About the Leon and Thea Koerner Foundation

Established in 1955, The [Leon and Thea Koerner Foundation](#) 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 [LTK Award](#) 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: [LTK Award Objectives](#).

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 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.