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. .
- ☐ 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.
- ☐ Check you have 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.
- ☐ 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.
- ☐ For funding prioritization: Complete the Designated Priority Group and Equity Data Tool.
- ☐

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, and a realistic Project End Date.
- ☐ Note: Notification of results is generally 16 weeks after the application deadline. Complete the Applicant Details section with information on your organization's work, context, workplace and management.
- ☐ Complete the Project Information section, describing the project, the participants, or specific communities you are working with, the collaborative creation process, the A-BCD principals being embodied or taught, and the intended impacts of the project.
- ☐ Upload a detailed project timeline or work plan beginning after the application deadline.
- ☐ If your project has phases: select a 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 (minimum $25,000).
- ☐ 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)

Pop-out forms to complete in the application:

- ☐ Project Team with biographies for each member of the project team, including (if applicable) community service and social service personnel from organizations you are partnering with.
- ☐ 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 member of the specified community you are collaborating with.

    LTK Award Applicants:

- ☐ A completed [Professional Social Services Lead Form](#).

    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 description of your support materials and how they relate to the proposed project.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. (Payments will be mailed to this address.
- ☐ Wait 16 weeks from the program deadline for results (expected in September).
- ☐ Contact a Program Advisor for feedback on the assessment after you have received notification of the results.