

A-BCD Program & 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 at least two weeks before the application closing date. **Processing of registration requests will pause five business days before the grant closing date. If you register during this time, you will not be able to apply for this grant intake.**
- 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.
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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. Only include eligible expenses as noted in the A-BCD and LTK Award guidelines.
- 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.