

# Arts-Based Community Development & Leon and Thea Koerner Award Program Guidelines 2026/27

## Grant Program Summary

**Grant program purpose:** To support projects that embody arts-based community development (A-BCD) principles, through two categories:

- Projects where a professional artist (or artists) facilitates and supports the collective creation of new artwork in any discipline by community participants.
- or**
- Training of professional artists or community workers in Arts-Based Community Development processes.

**Maximum A-BCD grant amount:** \$25,000; **LTK Award minimum grant amount:** \$25,000

**Applications – Open:** April 1 | **Close:** May 13 | **Results expected:** September 2026

**Next intake:** Spring 2027 (subject to change). You can find the [Grant Program Calendar](#) on the Funding section of our website.

**Who can apply:** Arts Organizations, Book and Periodical Publishers, Museums, Indigenous Cultural Centres, Indigenous Governments, Indigenous Community Organizations, Non-profit Community Service Organizations and Arts Activator Organizations in B.C. Applicants must meet all relevant eligibility criteria listed in the [Who can apply](#) section.

**New applicants:** You must register in the online system to access the application. See details in [When and how to apply](#).

## Contact us. We are here to help.

Review these program guidelines and the [Frequently Asked Questions](#) on the BC Arts council website before applying. Contact a Program Advisor if you have questions:

- **Clayton Baraniuk** – Program Advisor - 250-978-9839 | [Clayton.Baraniuk@gov.bc.ca](mailto:Clayton.Baraniuk@gov.bc.ca)
- **Krista Patterson** – Program Advisor - 236-478-2550 | [Krista.Patterson@gov.bc.ca](mailto:Krista.Patterson@gov.bc.ca)

For general information, contact: 250-356-1718 | [BCArtsCouncil@gov.bc.ca](mailto:BCArtsCouncil@gov.bc.ca)

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

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**Guidelines are reviewed and updated before every intake.**

Be sure you are working with the most current version.

Any updates to guidelines made after the grant program opens will be **highlighted**.

## Acknowledgement

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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 ləkʷəŋən (Lekwungen) people, known today as the Songhees and Xwsepsum (Kosapsum) Esquimalt Nations, on whose lands we operate our main offices.

## Who can apply

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Before you begin your application, make sure **you are eligible** and **your proposed project is eligible**. Ineligible applications will not be forwarded for assessment. If you have questions about eligibility, contact a Program Advisor.

## 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.

**All eligible organizations must also:**

- Provide public arts and culture or community programming in B.C. as a primary activity and have done so for a minimum of one year before the application closing date.
- 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 culture 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](#).
- Not have any overdue final reports on previous BC Arts Council grants.

**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 within 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.
- Be working with a professional artist(s).
- For all organizations that are not Social Service Agencies: 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 Publishers
- Member-funded societies
- Educational institutions and schools
- Local governments
- Industrial sites, archaeological sites, heritage sites or historic places
- Organizations solely 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

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Arts-based community development (A-BCD) is a practice that uses the arts as a tool for social change, community engagement, and empowerment. It involves professional artists working collaboratively with communities to create new artwork, foster dialogue, and address social issues through creative expression.

#### **There are two grant programs you may apply for in 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 A-BCD project.

#### **Projects must embody these arts-based community development (A-BCD) principles:**

- Art is an effective mechanism for individual, community, and societal transformation and can be a less polarizing path towards social change.
- The act of collective art making can foster deeper connections among the participants and their community, creating opportunities for individual or societal transformation.
- A-BCD is a respectful, collaborative process where professional artists work as a catalyst or facilitator to engage a specified community in the collective creation of artwork in various disciplines.
- Community participants are equal collaborators, involved at every level, including in the development of the creative ideas and in the creation and presentation of the artwork. The quality of the A-BCD processes used to create the work are as important as the project outcome.
- Participating in collective creation is a powerful act of civic involvement.

The Arts-Based Community Development program and the LTK Award each have specific eligibility requirements. See below.

### About the Arts-Based Community Development (A-BCD) Program

**The Arts-Based Community Development (A-BCD) program provides support in two categories:**

#### **Category 1: New Work by Community Participants**

Projects in this category must deliver a project that provides arts-based community development impacts and benefits to a specified community or communities.

Applications for New Work by Community Participants projects:

- Have a professional artist (or artists) act as a facilitator to support the collective creation and presentation of new artwork by the community members.
- Have participants actively collaborating in development of the ideas and making of the artwork.
- Publicly present the artwork created by the community participants.

- Clearly describe the A-BCD principles that will be used by the artist(s) and the community participants in developing the ideas and the artwork.
- Demonstrate the advancement of community aspirations, transformation, and ownership of cultural projects.
- Demonstrate effective community participation in the creative process, direction and management of the project.
- May 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.

## Category 2: Training for A-BCD Practitioners

Projects in this category must provide training or mentoring for artists or social service and community workers to understand and learn about how to create and safely implement or facilitate arts-based community development projects.

Training for A-BCD Practitioners projects:

- Focus on training and skills development for artists or social-service and community workers to be able to create and conduct arts-based community development activities or projects.
- Create opportunities for experienced arts-based community development practitioners to demonstrate ways of knowledge sharing, including training or mentoring artists or social service and community workers in safe and effective approaches to arts-based community development.
- Enhances the capacity of artists to integrate A-BCD approaches into their practice and develop leadership skills to initiate collective art projects that support community transformation or social change.
- Improves access to information about arts-based community development practice.
- Improves skills and capacity among participants to contribute to future A-BCD projects, activities and discourse.
- May also involve Category 1 activities, but a significant focus of the project must be training and learning activities for A-BCD practitioner(s), taking place under supervision and mentorship of experienced A-BCD project leads.

## 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, through A-BCD projects that lead to social change or transformation. This aligns with the principles of arts-based community development.

See **What you can apply for** section below for more information and examples of projects this grant program intends to support.

## Grant amounts

### **Maximum A-BCD Program grant amount is \$25,000.**

For the A-BCD Program, Applicants may request:

- A grant for up to 50% of the total eligible project expenses  
or
- A grant for up to 65% of the total eligible project expenses from organizations that are considered part of the BC Arts Council's [designated priority groups](#).

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

Submit a realistic and balanced budget that shows how much money you need to complete the project. BC Arts Council intends to support successful A-BCD applications at 100% of their request. However, in some cases, grants may be awarded for less than requested.

BC Arts Council grant programs are competitive. We are not able to support all eligible applications. We generally fund between 20% to 40% of eligible applications in a program intake. To see a list of previous grant recipients and the range of grants awarded, visit the [BC Arts Council Grant Recipients](#) page.

### **LTK Awards:**

- **Request must be a minimum of \$25,000 to support eligible project expenses.**
- Up to five LTK Awards will be available in this intake.
- LTK Awards typically range from \$25,000 - \$35,000.
- 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.

## What you can apply for

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### 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:**

- Embody 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 or communities.

### **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 work together to compose and perform original lullabies.

- An Indigenous Government or community organization working with artists, Elders, and community members to collaboratively revitalize artistic and cultural traditions through the creation of new artwork 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 a thematic art installation, 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 work together 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 or community workers that teaches A-BCD skills and tactics in community collaborative creation.
- Workshops or training from experienced social service or community workers collaborating 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.
- A group of professional artists creating new artwork.
- Presenting performances for the public that are not new work created by community participants.
- Youth performing a play or musical that they did not create in collaboration with a professional artist.
- Workshops 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 or community workers that does not focus on A-BCD learning and skills development.
- Curriculum-based work or work specifically related to accreditation.

### **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 closing date. 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 that has prepared them to work in their field of practice. Training may be through post-secondary institutions, knowledge transfer, or apprenticeship with a qualified practitioner.
- Have a minimum two years of two years of being paid to do their work in their field following basic training.
- Have a demonstrated body of previous work for which they have received payment aligned with industry standards

**For Indigenous artists who do not meet criteria above:** Have received at least one grant to assist with the creation of work through the First People's Cultural Council's Individual Artists Program or Indigenous Arts Programs.

### Required artist payment in project activities

Eligible projects must include fair payment to artists, arts and culture practitioners, and other members of the project team engaged in the proposed activities. At a minimum, payments to artists should be consistent with project and community context or recommended rates set by relevant arts service organizations, professional associations, or established practitioners within the field of practice. Payment structures that are not guaranteed, or that risk low or non-payment to artists do not meet this compensation requirement (for example, honoraria, commission-based sales of artworks, percentage of door sales).

### RESOURCES

Recommended Artist Fee Schedules (by discipline)

- CARFAC (Canadian Artists' Representation / Le Front des artistes canadiens) <https://www.carfac.ca/>
- CAEA (Canadian Actors Equity Association) <https://www.caea.com/>
- CFM (Canadian Federation of Musicians) <https://cfmusicians.afm.org/>
- CADA (Canadian Alliance of Dance Artists) <https://cadawest.org/>
- IMAA (Independent Media Arts Alliance) <https://www.imaa.ca/>
- IATSE (International Alliance of Theatrical Stage Employees) <https://iatse.net>
- UBCP-ACTRA (Union of BC Performers) <https://ubcpactra.ca/>

### Required payment to Elders and Knowledge Keepers in project activities

Applicants should pay Elders and Knowledge Keepers according to community context and appropriate protocols.

**RESOURCE:** The First Peoples' Cultural Council's [Working with Elders](#) document is a free resource to support those engaging with Elders and Knowledge Keepers.

### Exclusions – What will not be funded

**These expenses will not be funded through either the A-BCD grant or the LTK Award:**

- General operating expenses
- Budget deficits or surpluses

- Contingency expenses
- Feasibility studies
- Start-up costs or seed money
- Subsistence: general living expenses such as housing (rent or mortgage payment), food, and local transportation paid to artists or arts and culture practitioners
- Capital expenses or equipment purchases (for example, construction, renovation, or purchase of property)
- Touring or travel expenses not directly associated with the proposed activity. Funding for these activities may be available through the Arts Circulation and Touring Grant.
- General marketing expenses that are not directly supporting an eligible project

**These activities will not be funded through either the A-BCD Program or the LTK Award:**

- Project phases or activities that begin before the application closing date
- Repeat activities or ongoing annual programming (exception: projects which have previously indicated a phased approach)
- Projects that do not use arts-based community development processes, such as general artistic skill development workshops, or artistic work that is not created collaboratively by the community participants
- Fundraising activities
- Family, religious, anniversary, or community celebrations
- Activities that require payment from artists to participate, such as art and craft fairs, conferences and conventions
- Contests and competitions, except if competition is integral to the art form or cultural practice, for example, hip-hop, street dance, rap battles, poetry slams, powwows
- Creation, promotion, or distribution of works primarily intended for commercial release, such as recording projects, visual albums, demo reels or recordings, or music videos
- Curriculum-based activities or projects, including those related to continuing education or post-secondary programs at educational institutions (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, including architecture, commercial fashion design, commercial film and television, commercial music activities, culinary arts, games, sports, recreation, mass media, journalism, podcasts, graphic design
- Projects phases or activities previously funded through this grant program or other BC Arts Council grant programs
- Projects phases or activities previously funded with BC Arts Council funds received through third-party delivery partners: ArtStarts, First Peoples' Cultural Council, BC Live Performance Network, or Creative BC

## When and how to apply

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**Applications – Open:** April 1 | **Close:** May 13 | **Results expected:** September 2026

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

**Applications will only be accepted until 11:59 p.m. (Pacific Time) on Wednesday, May 13, 2026.**

We will only accept one application per organization per intake. You may apply for one or both programs (A-BCD Program or LTK Award) in one application.

### New applicants

- Closely review these guidelines to make sure your organization and project are eligible.
- Register and create a profile in the BC Arts Council's online Grant Management System (GMS) to access the application. Instructions are on our website: [How to Apply Online](#).
- We recommend you register at least 2 weeks before the application closing date.
- New registrations go through a review. The review and approval process may take up to five business days after we have received all required documents. **Register early to avoid delays.**
- **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.** You will receive an automated email when your registration request is approved.
- Add the automated email address **NoReply@BCArtsCouncil.ca** to your safe senders list and check your spam folders.
- Once approved, you will be able to complete your Organization Profile and access the application.

### Returning applicants

- Closely review these guidelines to make sure your organization and proposed project are eligible.
- Update your Organization Profile in the online system before starting the application.

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

### 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 programs.

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

[Access Support](#) provides additional funding for access costs related to 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 application assistance, contact:

**Clayton Baraniuk, Accessibility Coordinator at 250-978-9839 or [BCACaccess@gov.bc.ca](mailto:BCACaccess@gov.bc.ca)**

Find out more about accessibility supports online at [BCArtsCouncil.ca/Accessibility](https://BCArtsCouncil.ca/Accessibility)

### Information session

We encourage you to watch the pre-recorded information session on the [program web page](#). If you have further questions, contact the Program Advisor.

### What is needed for the application

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

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.

**All applicants:** Update your online Organization Profile. See details below for updates and uploads that are required when you apply.

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 who are creating the work.
    - For Category 2 describe the training or mentoring the artists or social service and community workers will receive so they can lead A-BCD community development projects.
  - Project Start Date (which must be after the application deadline) and a realistic Project End Date.
  - Detailed project timeline or work plan.

**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, including (if applicable) any social service or community workers involved in the project.
- 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 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 Community 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.

### Required support material

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

- **Only submit support material that is described below** and related to your proposed activities.
- **Do not submit any additional material.** Excess support material, including multiple links to materials within a single uploaded document, will not be reviewed.
- **Test your materials before submitting your application.** Make sure all support materials open properly and can be read or viewed clearly.
- **Complete the inventory form in the application.** Use this form to provide additional context or information for the assessors about the image, video, audio or text files you are uploading.
- **Name your files** beginning with your Last Name, First Name, Support Material Type, followed by any additional info such as Image Title, Viewing Order, or Project Partner name. For example:
  - XYZGalleryCalendar.doc
  - XYZGalleryRefLetter1.pdf
  - XYZGallery Image 1.jpeg

### 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 or interest from a community member from the identified community you are collaborating with or training. Letters of support from organizations or partners do not meet this requirement. The letter does not have to be a formal letter, it can be a PDF of an e-mail or a photo of a handwritten letter, for example.
- **For LTK Award Applicants:**
  - 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 the artist's previous A-BCD work related to the proposed project, **up to a maximum of:**
  - 8 images
  - OR**
  - 4 minutes total of video or audio, note timecodes of specific excerpts to be viewed (if applicable)
  - OR**
  - 4-page sample of written work such as script excerpts, artistic statements, or curatorial concepts
  - OR**
  - 4 pages of relevant press, critical writing, or documentation. Do not submit testimonials or reference letters.

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. Maximums are calculated as follows: 30 seconds audio/video = ½ page of text = 1 image.

### Online profile updates required from organizations

**Before you apply, you must update your online Organization Profile with the following:**

- **Contact information:** Mailing address and other leadership contact information.
- **Board member list:** The organization's current board of directors, editorial advisory board, trustees, or board of management, including their board position, occupation/expertise, start date, and place of residence.
- **Staff member list:** Administrative, artistic, and 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:** Required upload(s):

- **For non-profit societies:** PDF copy of the organization's certified constitution.
- **For extraprovincial non-share corporations:** PDF copies of the organization's official Certificate of Incorporation under the Canada Not-for-profit Corporations Act, Form 4001 Articles of Incorporation, and bylaws.
- **For community service cooperative associations:** PDF copy of the organization's certified Memorandum of Association and Rules.
- **For all other applicants:** Statement of the primary purpose of the organization.
- Completed **designated priority groups** information section (required for funding prioritization).
- 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:** Upload signed financial statements for your two most recent completed fiscal years. See details below.

### Financial statement requirements

All organizations (except collectives) 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, a set of financial statements for each year must be uploaded.

**Balance sheets or ledgers alone are not considered complete financial statements.**

**RESOURCE:** Samples of a Balance Sheet and Revenue and Expense Statement (Income Statement) are available through [Community Gaming Grants application resources](#), under Example Documents.

**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 required is based on the single largest BC Arts Council grant received in the organization's previous two fiscal years, not including Arts Impact grants, Accelerate grants or Arts Infrastructure Program grants. Refer to the chart below.**

If you did not receive an applicable grant in the previous two fiscal years, internally prepared financial statements are acceptable. The statements must include all information listed above.

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

| <b>Previous BC Arts Council Grant Received (as per above)</b> | <b>Type of Financial Statements Required</b>  |
|---|---|
| \$0 to \$15,000   | Internally prepared financial statements  |
| \$15,001 - \$40,000   | Independently prepared financial statements:<br><b>Notice to Reader/Compilation Engagement Report</b> |
| \$40,001 - \$100,000  | Independently prepared financial statements:<br><b>Review Engagement</b>                              |
| Greater than \$100,000  | Independently prepared financial statements: <b>Audit</b>   |

## How funding decisions are made

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### Peer assessment

The following process is used to evaluate applications to this grant program:

- The BC Arts Council reviews each application for eligibility.
- Eligible applications are forwarded to an independent peer assessment panel. Assessment panels include individuals (assessors) with broad artistic knowledge, experience, geographical representation, and diverse aesthetic, institutional, and cultural viewpoints, including those from Indigenous perspectives.
- Assessors read and score the applications using the assessment criteria below.
- The assessment panel discusses, then ranks the applications. Grants are awarded based on this ranking.
- Funding priority may be given to applicants considered part of a [designated priority group](#).
- The BC Arts Council informs each applicant of the peer assessment panel's decision approximately 16 weeks after the application closing date.
- Applicants may check the status of their application at any time through the online system.
- All results are final.

### Assessment criteria

**The assessment panel will read and evaluate your application based on the following criteria.**

Each criteria category is assigned a percentage of your application's total score (out of 100). For example, a category weighted at 20% means you can score between 1 and 20 in that area. Compelling, detailed, and specific answers with strong evidence and clear alignment with the assessment criteria will score higher.

Keep these criteria in mind as you complete your application. We understand that some of the specific elements listed below may not apply to your project, which is fine. Projects do not have to fulfill every bullet point; however, your application should clearly address how your project generally aligns with each of the three areas 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:

- Alignment with the BC Arts Council's priorities of reconciliation, equity, diversity, inclusion, and access.
- 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.
- How the project supports truth and reconciliation with, serves, or includes Indigenous peoples of B.C. and Canada.
- Opportunities provided for equity-deserving or under-represented communities.
- Contribution to communities located in regional or rural areas.

### 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, shown by describing the A-BCD approaches and processes being used in either the collaborative development of artwork with the specified community, or in the training provided for A-BCD Practitioners.
- The artistry, risk, and originality, achieved, 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:

- How clearly the applicant can identify the communities it serves.
- Potential degree of impacts on the identified community participants (including a clearly articulated post-project follow up plan to support participants, as applicable).
- Effective use of A-BCD processes as a path to using artistic collaboration and creation to advance social transformation.

- 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 in the topics explored, or the community being engaged, and how strongly the project safely centres and supports this work.
- The community transformation or social change intended, recognizing that social change may take longer than the project timeframe.

#### **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.
- Overall activities relative to the scope of the request.

### **Designated Priority Groups**

The BC Arts Council has committed to targeted investment in underserved and equity-deserving organizations. These [designated priority groups](#) are the focus of strategic measures, dedicated programs, funding prioritization processes, and other equity support initiatives.

Designated priority groups include applicants and arts and culture 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](#)

If the majority of your activities, programming, and resources are dedicated to one of the groups listed above, and if your organization or collective would like to be considered for equity support measures including priority funding, you must complete the Designated Priority Groups and Equity Data Tool sections in your online Organization Profile.

### **Notification of results and feedback**

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The BC Arts Council intends to inform applicants of the assessment results approximately **16 weeks** after the application closing date.

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 emails are sent.

## Feedback

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

## Payment of grants and reporting requirements

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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 for the completed project. Final reports must be submitted through the online system within 30 days of the project end date stated in the application.

You will not be able to submit future applications to the BC Arts Council if you have an overdue final report. If at any time there are significant changes to your approved project or timeline, contact the program advisor associated with the program.

## Recognition of grants

In recognition of grant funding, BC Arts Council and the Province of British Columbia's support should be acknowledged in all promotional materials, both print and online. The approved BC Arts Council and Province of British Columbia logos and guidelines for use are available [online](#).

Grant recipients with a website are encouraged to add a link to the [BC Arts Council](#) website

Recognition of LTK Award funding should be acknowledged in all promotional materials, both print and online. 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 .

## 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 BC Arts Council's Annual Report 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.

## About the BC Arts Council

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The BC Arts Council is an agency of the Province of British Columbia under the Arts Council Act, nurturing and supporting arts and culture activity in communities across British Columbia. The BC Arts Council is actively committed to reconciliation, equity, diversity, inclusion, and access through our 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 our website. The [What is the BC Arts Council?](#) video on our website includes ASL interpretation with voice over and captions.

## About the Leon and Thea Koerner Foundation

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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.

## A-BCD Program & LTK Award: Application Checklist

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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](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. (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.