

# PROJECT ASSISTANCE: EARLY CAREER DEVELOPMENT

## Program Guidelines 2022/23

### FOR INDIVIDUALS—Residency and Mentorship

#### 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 are grateful for the continuing relationships with Indigenous people that develop through our work together. We acknowledge and raise our hands to the ɫəkʷənən (Lkwungen) people, known today as the Songhees and Esquimalt Nations, on whose ancestral lands we operate our main offices.

#### About the BC Arts Council

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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.

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 Council conducts its own operations and funding activities in accordance with legislation 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](#).

In addition to the integration of equity criteria across all funding programs, consideration will be given to [designated priority groups](#) identified by the BC Arts Council. These groups have been identified in order to achieve strategic direction commitments and correct funding gaps illuminated through recent evaluations and consultations. The designated priority groups consist of applicants who are:

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

Organizations whose statement of purpose includes support for and who are led by arts and cultural practitioners or rooted in communities as listed above are considered within the designated priority groups policy.

## About Project Assistance: Early Career Development

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**Project Assistance: Early Career Development** supports immersive and highly impactful opportunities for emerging and early career practitioners to:

- develop their artistic or administrative practice;
- participate in knowledge transfer, skill sharing, and reciprocal learning in the sector;
- expand their career experience, professional networks and exposure, and professional portfolio; and
- build capacity in their identified community(ies), e.g. geographic, cultural, area of practice, etc.

Assistance through this program is available to both arts and culture organizations and to individual art practitioners through four components:

### **For Organizations (see alternate Guidelines):**

**Internship** supports arts and culture organizations to host an early career practitioner in a paid internship.

**Cohort** supports arts and culture organizations to host a group of early career practitioners in paid professional development positions.

### **For Individuals (use these Guidelines):**

**Residency** will provide early career practitioners with the opportunity to pursue a residency with an arts and culture organization.

**Mentorship** will provide early career practitioners with the opportunity to develop sustained one-on-one learning through a mentorship with an established practitioner working in their field, art form, or discipline.

Early Career Development is not intended to support established or mid-career artists and practitioners transitioning within their practice or career. Career development activities for more established artists and practitioners may be eligible for support through the Professional Development program.

## When and How to Apply

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**The deadline for submissions is June 30, 2022, no later than 11:59 p.m.** The BC Arts Council office hours are 8:30 a.m. to 5:00 p.m., Monday to Friday.

Applications must be submitted via the [online Grant Management System](#). Applicants must ensure that all information (including address verification) and documentation in their online profile is up to date before submitting an application.

New applicants [must register and create a profile](#) in the online system. **Once the registration request is submitted, it may take up to four business days to process your request.** New registrants will be notified once their registration is processed and they are able to access grant applications.

Ensure the email address [bc.artscouncil.noreply@gov.bc.ca](mailto:bc.artscouncil.noreply@gov.bc.ca) is on your safe senders list and check your spam folders.

## Application Assistance

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Individuals who self-identify as Deaf or having a disability, and organizations with a primary mandate to serve Deaf or disability arts practice are eligible for the BC Arts Council's Accessibility programs:

**Application Assistance** – pays for support services for creating and submitting grant applications.

**Access Support** – additional funding that supports access costs associated with creating or developing 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 of the scope of a project. Accessibility requests are confidential and will not be part of assessment panels evaluating grant applications. Contact Accessibility Coordinator Clayton Baraniuk at 250-978-9839 or [clayton.baraniuk@gov.bc.ca](mailto:clayton.baraniuk@gov.bc.ca) to request assistance.

**Find out more about accessibility support at [bcartscouncil.ca/accessibility](https://bcartscouncil.ca/accessibility)**

## Question and Answer Sessions

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Applicants are encouraged to join BC Arts Council program staff for an online information session including an overview of this program and an opportunity to ask questions. Session details will be posted on the [BC Arts Council website](#), and [Facebook](#) and [Twitter](#) pages. If you have further questions, please contact staff.

## Who Can Apply

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Submissions from applicants who do not meet eligibility criteria will not be forwarded for assessment. **To be eligible to participate, an early career practitioner must:**

- be working in one or more of the [arts disciplines funded by the BC Arts Council](#);
- be a Canadian citizen or Permanent Resident who ordinarily resides in B.C., having lived in the province for at least 12 months immediately prior to the application being submitted. For more information, review our [Determining B.C. Residency page](#);
- not be enrolled in full-time studies when the project is taking place;
- not have been named in two previous successful Early Career Development applications regardless of component, i.e., an individual may participate in a maximum of two Early Career Development projects in their lifetime;
- not be named in any other application in this program's current intake; and
- not have any overdue final reports on previous BC Arts Council grants.

### AND EITHER

- identify with one of the BC Arts Council's Designated Priority Groups, as described above, and have completed basic training in their discipline within **ten** years of the application deadline;

### OR

- have completed basic training in their discipline within **five** years of the application deadline.

Applicants are eligible if basic training will be complete within six months of the application deadline and before the proposed activity begins.

“Basic training” means appropriate and relevant education that has prepared an Early Career Practitioner to work at a professional level; for example:

- traditional knowledge transfer or an apprenticeship with a qualified, peer-recognized practitioner; or
- a degree or certificate program from an academic institution.

## Eligible Projects

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### **An eligible Residency project must:**

- provide significant, immersive opportunities for skills sharing or knowledge exchange at an established arts and culture organization.

### **An eligible Mentorship project must:**

- provide a one-on-one, structured relationship with an established and qualified professional who will share skills and knowledge.

### **An eligible project in either component must also:**

- include specific learning opportunities and objectives, and tangible measures; and
- take place over a period of a minimum of eight weeks and a maximum of one year.

### **General Eligibility Considerations**

- It is possible to have more than one mentor or to identify a main mentor and other sources of expertise. However, the program will not support a series of unrelated mentorship activities. Applicants must clearly describe how different mentors contribute to a cohesive project.
- Collaborative applications (i.e. a mentorship or residency where two or more early career practitioners engage in the same activities with the same mentor or as part of the same residency) are eligible if all participants meet the eligibility criteria. One person must submit the application on behalf of the group although all participants must provide the required information and documents. The person who submits the application must register with the online system under the “Individual” registration type. If the application is successful, this person will receive payment of the award on behalf of the group. A T4A will be issued to them and they will bear the income tax implications associated with this payment.
- Arts and cultural practitioners must be compensated fairly in keeping with community contexts and industry standards within the field of practice, including adhering to international intellectual property rights standards and cultural ownership protocols.
- Projects may offer a mix of learning and creation; however, as learning and knowledge transfer are the priorities of this program, the creation of new work must not be the sole or primary objective.

Virtual mentorship projects are eligible if criteria above are met.

## Eligible Expenses

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The priority for this program is to support subsistence expenses for the early career practitioner. For more information, review our [page on subsistence costs](#).

Other eligible expenses may be given less priority, and include:

- travel and accommodation costs directly related to the residency or mentorship, for the applicant or mentor;
- supplies and other costs directly related to the early career practitioner's work excluding capital expenses (see below);
- residency fees paid to a host organization;
- fees paid to mentors and other professionals. Compensation rates for mentors will vary depending on the activity and the nature of the mentorship. Keep these notes in mind:
  - a mentor should be compensated at a level appropriate to their involvement and reflecting industry standards. This may be an hourly or contract rate, or other appropriate structure.
  - if the applicant is working with or shadowing a mentor at the mentor's place of work, that mentor may already be receiving compensation for their time; under these circumstances, it may be appropriate to negotiate a flat mentorship fee;
  - if a mentor chooses to not receive payment for their contribution, they must acknowledge this in their letter; and
  - successful applicants are encouraged to develop a formal contract with the mentor confirming rate of pay, time commitment, and other arrangements as determined in advance.

## Exclusions

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### **Awards are not available to support:**

- project phases or activities that have begun prior to the submission deadline;
- project or budget deficits and contingency funds;
- [capital expenditures](#) (construction, renovation, or purchase of property or equipment);
- feasibility studies, start-up costs, or seed money;
- fundraising activities, conferences, conventions, or projects where arts are secondary to other activities (e.g., competitions, or family, religious, or community celebrations or anniversaries);
- creation or preparation of work for competitions, including performances and exhibitions;
- touring expenses or international travel costs of foreign artists visiting British Columbia;
- specific vocational placements required as part of basic training or accreditation (formal apprenticeship, practicum, co-op programs, etc.);
- projects related to continuing education or post-secondary programs or taking place within post-secondary institutions;
- unpaid work placements;
- costs of producing commercial recordings or demo reels; or
- projects or activities funded through other BC Arts Council programs including BC Arts Council funds delivered through third-party delivery partners: First Peoples' Cultural Council, BC Touring Council, or Creative BC.

Ineligible applications will not be forwarded for assessment.

## Grant Amounts

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### **Applicants may:**

- request an award of a maximum of \$30,000.
- request funding for up to 100% of the project budget.

Applicants are encouraged to submit realistic proposals for funds required to feasibly carry out the project. The BC Arts Council endeavours to support funding successful applications at 100% of the request when possible. Grants may be awarded for less than the requested amount based on the decisions of the assessment committee and the priorities of the program.

## What is Needed for the Application

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You are responsible for submitting a complete application. The BC Arts Council will not contact you to address errors or missing requirements, other than as required to determine eligibility. Eligible applications are assessed as submitted.

### **A complete application for Residency or Mentorships must include a:**

- detailed work plan including a schedule or timeline appropriate to the learning opportunities and projected outcomes. Describe the activities the early career practitioner will be engaged in, with whom, and when;
- statement from each early career practitioner indicating where, when, and with whom their basic training occurred;
- statement describing up to three highlights from each early career practitioner's career and training with a statement about each highlight's relevance to this program;
- balanced project budget using the table provided. Include notes for all expenses and indicate whether revenues are confirmed or pending;
- biographical statement from the early career practitioner describing:
  - their artistic or professional practice and their career goals;
  - the relevance and timeliness of the proposed activities;
  - the potential impact on their career development and goals, and how that impact will be measured;
  - the impact on their own identified communities and the professional arts community in B.C.; and
  - the level of artistic risk and challenge as they relate to the Early Career Practitioner's career development.

You can submit the statement in one of two formats (**but not both**):

1. maximum two-page text document, written in first person by the early career practitioner.

**OR**

2. maximum five-minute audio or audiovisual file.

Assessors will be considering the assessment criteria when they review the biographical statement. The thoughtfulness and thoroughness of the response and the degree of impact are being assessed—not format, design, or production quality.

**File size must not exceed 2 GB and must use one of these supported file extensions:****TEXT:** .pdf | **AUDIO:** .flac, .mid, .midi, .mp3, .ogg, .ra, .rm, wma, .wav**VIDEO:** .asf, .avi, .flv, .mkv, .mov, .mpeg, .mpg, .mp2, .mp4, m4v, .ogv, .rm, .rmvb, .webm, .wmv**An application for Residency must also include:**

- A description of the residency addressing the following:
  - host organization (location, mandate, artists and communities served, etc.);
  - name of the residency program (if part of the organization's existing programs); and
- A letter or other document of confirmation from the host organization including a brief description of the opportunities, resources, and supports the residency will offer the applicant.

**An application for Mentorship must also include:**

- A description of the mentorship project addressing the following:
  - rationale for selection of mentor;
  - alignment of mentor's expertise and experience with applicant's desired learning and career development; and
  - the structure and format of the mentorship.
- A one-page letter from the mentor confirming their participation. The letter should include:
  - a biographical statement indicating their qualifications to mentor the applicant;
  - confirmation of their capacity to carry out the mentorship and the agreed rate of compensation; and
  - a statement about the potential impact of the mentorship on the mentor, the applicant, and the applicant's community of practice.
- a resumé or CV for the mentor.

## Support Material

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Review and adhere to the [Upload Requirements for Support Material](#).

**Required support material includes:**

- two signed letters of reference from established professionals in the applicant's discipline, commenting on the residency/mentorship's value and potential impact on the applicant's professional and career development. Letters should be from people who are familiar with the applicant's training, practice, and long-term career aspirations. Letters must include applicant's name, refer to the Early Career Development program, and be uploaded to the application.

**NOTE:** Excess support material, including multiple links to materials within a single uploaded document, will not be reviewed.

## How Applications Will Be Assessed

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The areas of assessment are described below along with their relative weight. Your application should address how the project fulfils each area of assessment.

In the [Extending Foundations: Action Plan for 2022-2024](#) the BC Arts Council is committed to placing reconciliation, equity, diversity, inclusion and access at the centre of its activities, with the intention to rebalance historic funding distribution and modernize peer assessment. Consideration will be given to designated priority groups identified by the BC Arts Council as stated above.

### ALIGNMENT WITH STRATEGIC DIRECTIONS (10%)

The assessment panel will evaluate how the project and activity will align with the BC Arts Council's priorities of Indigenous Arts and Culture; Equity, Diversity and Access; and Regional Arts.

### IMPACT AND SIGNIFICANCE FOR THE EARLY CAREER PRACTITIONER (40%)

The assessment panel will consider how the proposed activities will support and advance the practice of the early career practitioner, and the proposed project's alignment with program intentions. Assessors may discuss the:

- degree of impact on the early career practitioner including quality of opportunities to develop their professional practice and portfolio; achieve their artistic and learning goals; and build their career experience and professional exposure;
- clarity of the objectives and work plan, appropriateness of the timeline to the learning outcomes, and depth of knowledge transfer and learning; and
- relevance, timeliness, level of artistic risk, and challenge of the proposed activities for the early career practitioner's career development.

### IMPACT AND SIGNIFICANCE FOR THE COMMUNITY (30%)

The assessment panel will consider the activity's alignment with program intentions, including engagement with and impact on arts and culture practices in the province. Assessors may discuss:

- depth of knowledge transfer and degree of impact within the professional arts community and the applicant's own identified community(ies);
- impact and benefits to the mentor(s), and opportunities for reciprocal learning;
- level of engagement and sustainable benefits to diverse or historically underserved communities and their artistic practices;
- consideration given to matters of cultural appropriation, representation, equitable and ethical collaboration processes, and appropriate protocols and practices, as applicable to the project;
- integrity of the creative processes, including ethical approaches to research and collaboration; use of source and physical materials; ownership and other cultural protocols, as applicable;
- level of accessibility and safety of engagement, including but not limited to physical spaces, cultural safety, affordability, and support for diverse participants or those who experience barriers or disability.

### FEASIBILITY (20%)

The assessment panel will evaluate the project's feasibility by considering the:

- appropriate levels of expertise and experience to provide high-quality mentorship, learning, and career-development experiences; and
- achievability of the proposed activities as determined by appropriate budgets, planning, and resource allocation.

### Assessment Process

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Merit-based, independent peer assessment is the primary method of evaluation for all applications to this program. Assessment panels are comprised of individuals with broad professional knowledge, experience, geographical representation, and diverse aesthetic, institutional, and cultural viewpoints, including those from Indigenous perspectives.



**After applications are submitted:**

- Program staff receive applications and review each one for eligibility.
- The assessment panel evaluates the applications using the assessment criteria outlined above and recommends the level of funding and conditions on payment of awards.
- Funding allocations are approved.
- The BC Arts Council informs each applicant of the final decision in writing.

Applicants are encouraged to contact program staff for feedback after results have been released.

### Notification of Awards

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Decisions will be made within sixteen weeks of the application deadline. Notification will be sent via the online system to the contact linked to the online application, and to the organizational and governance leadership contacts provided in the organizational profile (as applicable). Results cannot be requested in advance.

Ensure the email address **bc.artscouncil.noreply@gov.bc.ca** is on your safe sender list and check your spam folders.

### Payment of Awards

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Award 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.
- undergoes 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 are taxable income and must be reported as such.** Individuals receiving grants on their own behalf or on behalf of a collective are issued T4As for the year in which the grant payment is processed.

### Final Reports

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Recipients must submit a final report with the required documentation of the completed project to the BC Arts Council within 30 days of the project end date in the application. Final Reports must be submitted through the online system.

Future applications to BC Arts Council programs will be ineligible if reporting requirements are not met.

## Confidentiality of Information

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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 award recipients may be published, along with the amount of the award, in the Annual Report of the BC Arts Council as well as in various communications and promotional vehicles of the BC Arts Council and Government of British Columbia. Social Insurance Numbers are provided to Canada Revenue Agency through the issuance of T4As.

## Recognition of Assistance

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In recognition of funding, the support of the BC Arts Council and the Government 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.

Funded applicants with a website are encouraged to add a link to the [BC Arts Council](#) website.

## Contact Information

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All applicants are encouraged to discuss their application with a program advisor prior to submission.

### **Performing Arts:**

Erin Macklem | 778 698-1416 | [Erin.Macklem@gov.bc.ca](mailto:Erin.Macklem@gov.bc.ca)

### **Studio Arts:**

Michelle Benjamin | 236 478-2582 | [Michelle.Benjamin@gov.bc.ca](mailto:Michelle.Benjamin@gov.bc.ca)

A full list of program advisors is available on [our website](#).

For general information or further assistance, please contact:

Telephone: (250) 356-1718

Email: [bcartscouncil@gov.bc.ca](mailto:bcartscouncil@gov.bc.ca)

**Program guidelines are reviewed annually.**

**Please ensure you are working with the most current program guidelines for each intake.**