

APPLICATION FORM
PROFESSIONAL PROJECT ASSISTANCE – Early Career Development
Application Deadline: June 15

If, as of the deadline date, you have an outstanding final report, you will be INELIGIBLE to apply

ORGANIZATION or APPLICANT NAME (Legally Registered Name):

Mailing Address/ _____
City/Postal Code _____

Telephone: _____ E-mail: _____

Website: _____

FOR BCAC USE ONLY:
FILE #: _____

Amount Requested
\$ _____

Dates of Project (yyyy/mm/dd):
From: _____ To: _____

DECLARATION

Submitting Officer (*organizations only*):
Name: _____ Title: _____
 President Board Chair
Name: _____
(Organizations only; others please see Appendix A)

Fiscal Year End (*organizations only*):
Month: _____ Day: _____

In submitting this application, we the undersigned hereby declare that:

- the applicant meets all of the criteria of fundamental eligibility for this program;
- to the best of our knowledge and belief the information provided in this application is complete and true in every respect;
- the applicant has complied with all requirements of the Criminal Records Review Act (R.S.B.C. 1996 c.86) and the Society Act (S.B.C. 2015 c.18) in every respect applicable
- the applicant abides by all applicable municipal, provincial or territorial employment legislation, including but not limited to that relating to employment standards, occupational health and safety, and human rights;
- this application has been approved by the board of directors of the society, if applicable;
- the applicant is committed to providing safe and respectful working conditions and to fostering a workplace free from discrimination, harassment and sexual misconduct;
- any personal information submitted with this application has been done so with authorization from the individual(s) concerned.

FOR NON-PROFIT SOCIETIES

BC Society Act #: _____

Date Registered (yyyy/mm/dd):

Federal Charitable Tax #
(if applicable):

The information on this application is collected in accordance with Section 26(c) & (e) of the Freedom of Information and Protection of Privacy Act and will be used for the following purposes: tracking and distributing funding, program evaluation and development, communication and outreach. If you have questions about the collection, use, or disclosure of personal information please contact: Director, BC Arts Council, Phone: (778) 698-3533.

MANDATORY FOR INDIVIDUALS & COLLECTIVES

Social Insurance Number of lead applicant:

This information will not be submitted to the jury.
Please also sign Appendix A.

Signature of Submitting Officer _____ Signature of President / Board Chair _____
(organizations only)
Date Signed: _____ Date Signed: _____

Total Project Budget (Total Expenses):	\$ _____	_____
Total Operating Budget (for organizations)	\$ _____ (Previous Year)	\$ _____ (Current Year)

Discipline: Dance Community Arts Literary Media Arts Museums Music
 Theatre Visual Arts Other: _____

Please describe your project briefly (25 word maximum) for the adjudication committee by completing this sentence: Funding is requested to assist with _____

Required Documents:

All items on checklist on pages 4, 6, 8 or 10

Choose one:

Component I: Internships
 Component II: Cohort
 Component III: Residencies
 Component IV: Mentorships

DETAILED EXPENSES

Omit cents

All applicants must complete the budget forms provided. Please refer to program guidelines for eligible expenses. Please identify in-kind expenses to correspond with in-kind revenues.

NOTE: This is a generic form. Not all fields will apply to all projects.

Please only complete the fields relevant to the component to which you are applying. Please provide additional budget notes as warranted.

EXPENSES	Project Forecast	Do not write in this column
1 PROJECT EXPENSES		
2 Intern salary (Component I only)		
3 Cohort compensation (Component II only)		
4 Related Mandatory Employment Related Costs and benefits (Component I or II only)		
5 Subsistence costs (Components III and IV only)		
6 Residency fees, fees paid to mentors and other professional fees		
7 Supplies and materials: (Specify)		
8 "		
9 Honoraria, including Elders and Knowledge Keepers		
10 Rehearsal, facility or studio space rental/costs		
11 Eligible travel expenses		
12 Eligible accommodation expenses		
13 Other expense: (Specify)		
14 Other (in-kind, etc.) (Specify)		
15 TOTAL PROJECT EXPENSES		Lines 2 to 14

DETAILED REVENUES

Omit cents

NOTE: Please indicate whether revenues are confirmed or pending at time of application by inserting a C or a P in the designated column.

NOTE: This is a generic form. Not all fields will apply to all projects.

REVENUES	C/P	Project Forecast	Do not write in this column
1 EARNED AND CONTRIBUTED REVENUES			
2 Applicant contribution (Specify)			
3 Foundations (Specify)			
4 Other (in-kind, etc.) (Specify)			
5 TOTAL EARNED AND CONTRIBUTED REVENUES			Line 2 to 4
6 GRANT REVENUES			
7 BC Arts Council Project (amount requested for this application)			
8 Canada Council (Specify)			
9 Dept. of Canadian Heritage			
10 Federal Employment Programs			
11 Other Federal (Specify)			
12 Local Government			
13 Community Gaming Grants			
14 Other (Specify)			
15 TOTAL GRANT REVENUES			Line 7 to 14
16 TOTAL ALL REVENUES			Line 5 + 15
17 SUMMARY			
18 TOTAL REVENUES			Line 16
19 TOTAL EXPENSES			Line 15 (above)
20 SURPLUS/(DEFICIT)			Line 18 – 19

Please complete the following.	
Name of intern:	■
Internship position (job title):	■
Name and title of mentor within organization:	■
Project start date: ■	Project end date: ■
Duration in weeks:	■
Please indicate whether the employment opportunity will be:	<input type="checkbox"/> Part-time <input type="checkbox"/> Full-time
Number of hours per week:	■
Hourly wage:	■

Written Statement

Please provide the information requested below. Applicants are reminded to clearly address intentions of the program and the Internship component along with the assessment criteria presented in the Application Guidelines when drafting their written statement. Please note the entire statement should be no longer than 3 pages.

1. Please provide a profile of the applicant, including:
 - a. The organization’s history, mandate, mission and expertise, including human resource capacity to manage the position.
 - b. The organization’s recent and current artistic programming and upcoming activities relevant to the proposed Internship.

2. Please provide a brief statement describing the internship position, including a description of the objectives and intention of the internship project. This should reflect input from both the intern and applicant organization and provide details of the following:
 - a. The learning objectives for the intern.
 - b. The potential impact of the proposed project for the intern.
 - c. The anticipated impact of the intern and project on the organization.
 - d. If the intern will be undertaking a special project or working on a specific program, please provide details.
 - e. A statement outlining your organization’s policies and/or processes to support and promote safe and respectful workplaces.

Please see the Program Guidelines for complete Application Requirements.

APPLICATION CHECKLIST
Component I: Internships

Before you submit your application, ensure that you have included all of the following application requirements.

The application should be printed on single-sided, standard letter-sized white paper and submitted unbound and without staples.

Support material will be circulated to the jury only at the time of the adjudication meeting.

Support material will not be returned.

- A signed, completed Application Form – Early Career Development, including a balanced project budget, using the template provided, and a Project Information Sheet.
- A written statement of no more than three pages, font size 11 or larger on single-sided white paper with one inch margins and without staples.
- Notes to the budget, if applicable.
- A detailed schedule/timeline and work plan for the project (maximum of 2 pages).
- A two page statement from the intern describing their artistic practice, outlining why they wish to work with the organization and mentor, and the importance of the internship to their career development.
- A one-page letter from the mentor outlining their commitment to working with the intern for the duration of the placement.
- A brief bio of the intern (maximum 250 words).
- A brief bio of the supervisor/mentor (maximum 250 words).
- A separate job description, including qualifications and duties, for the proposed Internship position.
- An organizational operating budget for the fiscal year in which the project takes place that demonstrates funding from sources other than the BC Arts Council, such as earned revenue, federal and local government support, and private sector contributions.
- A list of the organization's current board of directors including their start dates and occupations.
- A list of administrative and artistic/curatorial staff or significant contractors, giving name and title or responsibility (indicate if permanent/seasonal and full-time/part-time).
- Letters from any partnering organizations, if applicable, confirming the nature of their participation.
- One copy of the organization's most recent Financial Statements (see guidelines).
- A completed Appendix B – Early Career Criteria Information Sheet

Please complete the following.

Names of cohort members: [redacted]

Name and title of mentor within organization: [redacted]

Project start date: [redacted] Project end date: [redacted]

Duration in weeks: [redacted]

Number of hours per week: [redacted]

Hourly wage: [redacted]

Written Statement

Please provide the information requested below. Applicants are reminded to clearly address intentions of the program and the Cohort component along with the assessment criteria presented in the Application Guidelines when drafting their written statement. Please note the entire statement should be no longer than 3 pages.

1. Please provide a profile of the applicant, including:
 - a. The organization's history, mandate, mission and expertise, including human resource capacity to manage the position.
 - b. The organization's recent and current artistic programming and upcoming activities relevant to the proposed cohort.

2. Please provide a brief statement describing the cohort opportunity, including a description of the objectives and intention of the cohort project. This should reflect input from both the cohort members and applicant organization and provide details of the following:
 - a. The learning objectives for the cohort.
 - b. The potential impact of the proposed project for the cohort.
 - c. The anticipated impact of the cohort and project on the organization.
 - d. If the cohort will be undertaking a special project or working on a specific program, please provide details.
 - e. A statement outlining your organization's policies and/or processes to support and promote safe and respectful workplaces.

Please see the Program Guidelines for complete Application Requirements.

APPLICATION CHECKLIST
Component II: Cohort

Before you submit your application, ensure that you have included all of the following application requirements.

The application should be printed on single-sided, standard letter-sized white paper and submitted unbound and without staples.

Support material will be circulated to the jury only at the time of the adjudication meeting.

Support material will not be returned.

- A signed, completed Application Form – Early Career Development, including a balanced project budget, using the template provided, and a Project Information Sheet.
- A written statement of no more than three pages, font size 11 or larger on single-sided white paper with one inch margins and without staples.
- Notes to the budget, if applicable.
- A detailed schedule/timeline and work plan for the project (maximum of 2 pages).
- A one page statement from each cohort member describing their artistic practice, outlining why they wish to work with the organization and mentor, and the importance of the cohort to their career development.
- A one-page letter from the mentor outlining their commitment to working with the cohort for the duration of the placement.
- A brief bio of each cohort member (maximum 250 words).
- A brief bio of the supervisor/mentor (maximum 250 words).
- A separate one-page description of the selection process for the cohort, including qualifications, duties or other criteria.
- An organizational operating budget for the fiscal year in which the project takes place that demonstrates funding from sources other than the BC Arts Council, such as earned revenue, federal and local government support, and private sector contributions.
- A list of the organization’s current board of directors including their start dates and occupations.
- A list of administrative and artistic/curatorial staff or significant contractors, giving name and title or responsibility (indicate if permanent/seasonal and full-time/part-time).
- Letters from any partnering organizations, if applicable, confirming the nature of their participation.
- One copy of the organization’s most recent Financial Statements (see guidelines).
- A separate completed Appendix B – Early Career Criteria Information Sheet for each cohort member.

Component III: Residencies
Project Information Sheet

Please complete the following.

Name of organization hosting the residency:

Location (City, Province, Country):

Website:

Project start date:

Project end date:

Duration in weeks:

Written Statement

Please provide the information requested below. Applicants are reminded to clearly address the intentions of the program and the Residencies component along with the assessment criteria presented in the Application Guidelines when drafting their written statement. See FAQs for additional guidance. Please note the entire statement should be no longer than 3 pages.

1. Please provide a brief project description of the residency with details of the following:
 - a. The organization hosting the residency (location, mandate, artists and communities served, etc.)
 - b. The residency program (if part of an existing program of the organization).
 - c. Opportunities for learning, networking, mentorship etc. presented as part of the residency.

2. Please provide a statement that explains the nature of your artistic or professional practice. The statement may describe your creative process, philosophy and vision and should provide details of the following in relation to the proposed project:
 - a. Your artistic or professional practice.
 - b. Your artistic or professional objectives.
 - c. How this residency opportunity will help you meet your objectives.
 - d. Other measures you will have in place to achieve your objectives through this project.

Please see the Program Guidelines for complete Application Requirements.

APPLICATION CHECKLIST
Component III: Residencies

Before you submit your application, ensure that you have included all of the following application requirements.

The application should be printed on single-sided, standard letter-sized white paper and submitted unbound and without staples.

Support material will be circulated to the jury only at the time of the adjudication meeting.

Support material will not be returned.

- A signed, completed Application Form – Early Career Development, including a balanced project budget, using the template provided, and a Project Information Sheet.
- A written statement of no more than three pages, font size 11 or larger on single-sided white paper with one inch margins and without staples.
- Notes to the budget, if applicable.
- A detailed schedule/timeline and work plan for the project (maximum 2 pages).
- A brief bio of the applicant (maximum 250 words).
- Two letters of recommendation from recognized professionals in your discipline, commenting on your ability and on the value of the project for your professional and career development.
- Confirmation from the host organization providing a short description of the opportunities, resources and supports the residency will offer the applicant.
- A signed, completed Appendix A – Declaration of Applicant.
- A completed Appendix B – Early Career Criteria Information Sheet.
- A completed Appendix C – Portfolio Requirements and Inventory.
- Required Portfolio Materials:
 - For visual artists and curators: up to ten images of recent work and/or exhibitions.
 - For writers and composers: a writing or score sample of up to five pages.
 - For performing and media artists: up to three minutes of audio-visual support.
 - For administrators: up to two-pages describing a recent arts administration project, plus up to five images, if applicable.
 - Or, a combination of the above not exceeding the maximum amount of support material requested within a single discipline.

Please complete the following.

Name of mentor: [REDACTED]

Location(s) where mentorship activity will take place
(City, Province, Country): [REDACTED]

Project start date: [REDACTED]

Project end date: [REDACTED]

Duration in weeks: [REDACTED]

Written Statement

Please provide the information requested below. Applicants are reminded to clearly address the intentions of the program and the Mentorships component along with the assessment criteria presented in the Application Guidelines when drafting their written statement. See FAQs for additional guidance. Please note the entire statement should be no longer than 3 pages.

1. Please provide a brief project description of the mentorship project with details of the following:
 - a. The expertise or qualifications of the mentor.
 - b. The goals of the mentorship project.
 - c. Why the mentor was selected.

2. Please provide a statement that explains the nature of your artistic or professional practice. The statement may describe your creative process, philosophy and vision and should provide details of the following in relation to the proposed project:
 - a. Your artistic or professional practice.
 - b. Your artistic or professional objectives.
 - c. How this mentorship opportunity will help you meet your objectives.
 - d. Other measures you will have in place to achieve your objectives through this project.

Please see the Program Guidelines for complete Application Requirements.

APPLICATION CHECKLIST
Component IV: Mentorships

Before you submit your application, ensure that you have included all of the following application requirements.

The application should be printed on single-sided, standard letter-sized white paper and submitted unbound and without staples.

Support material will be circulated to the jury only at the time of the adjudication meeting.

Support material will not be returned.

- A signed, completed Application Form – Early Career Development, including a balanced project budget, using the template provided, and a Project Information Sheet.
- A written statement of no more than three pages, font size 11 or larger on single-sided white paper with one inch margins and without staples.
- Notes to the budget, if applicable.
- A detailed schedule/timeline and work plan for the project (maximum of 2 pages).
- A letter from the mentor confirming their participation in the mentorship project and describing their interest in working with the applicant, including the possible impact of the project on both the mentor and the applicant.
- A brief bio of the applicant (maximum 250 words).
- Resumé or CV of mentor.
- Two letters of recommendation from recognized professionals in your discipline, commenting on your ability and on the value of the project for your professional and career development.
- A signed, completed Appendix A – Declaration of Applicant.
- A completed Appendix B – Early Career Criteria Information Sheet.
- A completed Appendix C – Portfolio Requirements and Inventory.
- Required Portfolio Materials:
 - For visual artists and curators: up to ten images of recent work and/or exhibitions.
 - For writers and composers: a writing or score sample of up to five pages.
 - For performing and media artists: up to three minutes of audio-visual support.
 - For administrators: up to two-pages describing a recent arts administration project, plus up to five images, if applicable.
 - Or, a combination of the above not exceeding the maximum amount of support material requested within a single discipline.

The deadline for *Project Assistance – Early Career Development* applications is **June 15, 2019**.

Applications are accepted by mail and must be postmarked **by Canada Post or a courier company no later than June 15, 2019**. Applications may be hand delivered or delivered by courier to 800 Johnson Street, 2nd Floor, Victoria, BC, up to 4:00 p.m. on the deadline day.

Applications by email or fax will not be accepted.

Note: if the deadline falls on a weekend or statutory holiday, the deadline becomes the next business day.

APPENDIX A
(Required for Components III and IV)

DECLARATION OF APPLICANT

I, [REDACTED] of the city of [REDACTED], in the Province of British Columbia, do solemnly declare that, to the best of my knowledge, the information given in this application is complete and true in every respect, and that I comply with all applicable requirements of the *Criminal Records Review Act*.

Furthermore I acknowledge that the personal information provided here is subject to the privacy provisions of the Freedom of Information and Protection of Privacy Act and that by signing this form I consent to its use as follows:

The personal information collected on this form is collected pursuant to Section 26(c) & (e) of the Freedom of Information and Protection of Privacy Act and will be used to administer the BC Arts Council Early Career Development Professional Projects program and process your application. Successful award recipients' names, resident location and amount of the award will be published 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 will be disclosed to Canada Revenue Agency through the issuance of T4As. Any questions about the collection, use and disclosure of personal information should be directed to the BC Arts Council at the contact information listed on the first page of this form.

Date (yyyy/mm/dd)

Signature of Applicant

Required for all Components

For Component II: one copy of Appendix B for each cohort member must be submitted

Please complete the following.	
Name of applicant:	█
Name of Intern or Cohort Member to be hired/engaged (Component I and II only):	█
I am a resident of British Columbia and will provide proof of residency if requested. <input type="checkbox"/>	
Permanent resident of BC since	Month: █ Year: █
<i>Residents of British Columbia have lived in British Columbia for at least twelve months immediately prior to application, and ordinarily live in B.C. Applicants who have resided outside the province within the last twelve months must be able to demonstrate that their absence was temporary (for example, for educational or artistic opportunities) in order to be eligible for support. B.C. residents should carry B.C. medical (MSP) and a B.C. driver's licence/ID, and should have filed an income tax return for the most recent calendar year to Canada Revenue Agency as a British Columbia resident.</i>	
Age:	Year in which basic training was completed: █
Level/Type of basic training:(i.e. certificate, apprenticeship, degree name and specialty, etc.) █	
Please provide a description of your basic training (i.e. educational institution of latest degree, areas of specialization, etc) in 50 words or less: █	
List up to 5 of your most recent relevant accomplishments and/or experience in 500 words or less: █	

PORTFOLIO REQUIREMENTS FOR APPENDIX C

Please read this entire section and contact the appropriate program officer with any questions prior to the deadline. **NOTE: Excess support material will not be shown during adjudication.**

NAMING DIGITAL FILES (images, videos, audio, etc):

Please label each file with: SURNAME, GIVEN NAME, ORDER NUMBER, and TITLE OF WORK

The first nine files must begin with a zero to ensure they are presented chronologically and follow your image list (e.g. SmithSarah01Painting.jpg). Do not put any special characters or symbols or quotation marks (e.g. #?_”&| ...) in the file name. Include the extension in the file name.



METHOD OF SUBMISSION (NOTE: a printed application must still be mailed):

Preferred: Files under 700MB can be submitted directly through the BC Arts Council website at <https://bcac-upload.econ.gov.bc.ca>. File names must include the name of the applicant (last name followed by first name as per above). **See FAQs for more information on submitting through the website.**

Larger files and video can also be submitted via Vimeo (<https://vimeo.com/>). You may choose to password protect your submission and we require that it stay live from June 15th until September 15th. For details on compression see <https://vimeo.com/help/compression>. Include the hyperlink and password (if necessary) on the Portfolio Inventory section of your application form.

Alternate: Samples may also be submitted by mail with your application package on a USB flash drive, CD, or DVD. URLs may be emailed to the program officer or submitted as a ‘live hyperlink’ on disk or USB stick. Please test the hyperlink and include the password(s) (as applicable). We are unable to accept submissions via file-sharing sites i.e. “DropBox”.

For all portfolios: Do not submit compressed files, hyperlinks or any material requiring software, plug-ins, extensions or other executables to be downloaded or installed, other than the allowable platforms requested below. In exceptional circumstances the Program Officer may at their discretion accept another format if none of those noted is available. In such circumstances a discussion with the Program Officer is required prior to submission.

PORTFOLIO SPECIFICATIONS:

Portfolio materials must correspond to the following guidelines in order to be made available during adjudication.

Mailed submissions (i.e. USB, CD, DVD) must be clearly marked with the applicant’s name. Please do not submit work in binders or presentation folders. Do not send original artworks in any medium. Applicant should be clearly identified in any group work.

Digital Images

All electronic images should be in .jpg format.

Suggested minimum parameters for each image: resolution 72 dpi; size 1024 x 768 pixels; file size 500K

Do not submit images in presentation format (PowerPoint, PDF, etc.)

Video and Audio Files

Submissions must be compatible with VLC Media Player. Please ensure that all files submitted are independent and do not require plug-ins. Indicate the minute which you wish the committee members to start their viewing or listening for each work and provide information to identify the applicant in any group material.

Writing Samples

Writing should be submitted either in hardcopy or as a .PDF (see methods of submission above).

NOTE: Before submitting, test the materials to make sure that they are readable and of good quality. It is the responsibility of the applicant to ensure all portfolio submissions arrive intact and in a readable format. Please ensure that your portfolio materials are packaged in such a way as to protect them from damage. **Applicants are encouraged to check the quality of images and sound level of recordings.**

Name of Applicant:

Media Type(s): (i.e. CD/DVD/essays/slides/manuscripts/USB key)

See Portfolio Requirements for acceptable media formats.

Platform(s) necessary to view your portfolio material: (i.e. VLC Media Player DVD Player, Windows Picture viewer, etc.).

See Portfolio Requirements for acceptable platforms.

I am submitting my portfolio using Vimeo

I am submitting my portfolio via the BC Arts Council website upload portal.

Hyperlink:

Password:

<https://bcac-upload.econ.gov.bc.ca>

APPENDIX C must accompany all portfolio submissions. The British Columbia Arts Council is not responsible for loss of or damage to portfolio works. **Please ensure that all submissions are clearly labelled and match this inventory.**

Complete the form below for portfolio works accompanying this application. Failure to provide this information could result in the application being considered incomplete. **Please type the information or print clearly using black ink.**

Item No.	Title/Name of Selection	Performance/ Creation Date	Description of Selection	File Format
				
				
				
				
				
				
				
				
				
				
				
				