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## PROJECT ASSISTANCE GUIDELINES PROFESSIONAL DEVELOPMENT 2019/20

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### Important Update for 2019/20 Intakes:

In July 2018, the BC Arts Council (BCAC) released the *New Foundations: Strategic Plan for the BC Arts Council 2018-2022*. As part of the implementation of *New Foundations*, BCAC will be revising existing program eligibility and assessment criteria over the coming year to fully align with the new strategic directions and priorities. However, in order to best serve BCAC clients, accommodate existing program deadlines and honour the plan's commitment to consultation, BCAC is taking a phased approach in rolling out these changes.

As there have been preliminary changes to the program guidelines and application form this year to reflect the new strategic directions and priorities, please ensure you review all program materials thoroughly.

All applicants are encouraged to review [New Foundations: Strategic Plan for the BC Arts Council 2018-2022](#) in order to acquaint themselves with the BCAC's priorities for the coming years.

### **Territory Acknowledgement**

The BC Arts Council acknowledges it carries out its work on the traditional territories of Indigenous nations throughout British Columbia. We pay our respects to the Elders, past and present, descendants and custodians of these lands. We honour the knowledge keepers and the continuing relationships with Indigenous people in B.C. that develop through our work together. The BC Arts Council thanks the Lekwungen speaking people and the Esquimalt and Songhees First Nations for allowing us to operate our main offices within their traditional territories.

### **General Information**

**The Professional Development Project Assistance program assists professional artists and arts administrators: 1) to take advantage of career and professional development opportunities which require travel; or 2) to undertake specific learning activities to advance their practice or career.**

The program assists those applicants who demonstrate a high degree of critical self-reflection and are able to link activities to the next stage of their professional development.

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***BC Arts Council program guidelines and application forms are revised annually.***

## About the BC Arts Council

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The BC Arts Council is an agency of the provincial government established by the *Arts Council Act*, for the purposes of:

- Providing support for the arts and culture in British Columbia;
- Providing persons and organizations with the opportunity to participate in the arts and culture in British Columbia; and
- Providing an open, accountable and neutrally administered process for managing funds for British Columbia arts and culture.

In July 2018, the BC Arts Council released [New Foundations: Strategic Plan for the British Columbia Arts Council 2018-2022](#), which articulates the following vision:

*“Artists and cultural organizations in British Columbia are well-supported, thriving, and able to reach their full potential under principles of equity, diversity, accessibility, and reconciliation. Arts and culture are seen as fundamental to developing vibrant and resilient communities, where the people of British Columbia are highly engaged in the province’s unique arts and culture sector recognized for its innovation and leadership in Canada and abroad.”*

### Strategic Directions

The new strategic plan lays out four new strategic directions for the BC Arts Council, intended to facilitate more equitable access to arts funding and informed by the current context facing the arts and culture sector in B.C.:

- Sustainability and Creative Development
- Equity, Diversity and Access
- Indigenous Arts and Culture
- Regional Arts and Community Arts

### Values

The BC Arts Council’s values guide all decisions and activities, from program design to the peer review process. We strive for constant improvement under these values in how we serve artists and cultural organizations throughout B.C.

- Artistic Development and Achievement
- Indigenous Engagement and Cultural Vitality
- Equity, Access and Diversity
- Collaboration and Partnerships
- Engagement and Participation
- Recognition and Promotion
- Fair and Transparent Governance

## About Project Assistance – Professional Development

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Awards are made to assist a specific activity. Awards are not available for the creation of new work(s) or for full-time winter studies. Other programs of the BC Arts Council may be appropriate for these activities.

There are two categories of awards in this program.

**Category 1 – Travel Grants:** Travel grants are intended to assist the presentation of work at single events or exhibitions, or other opportunities. Applicants must be paid a guaranteed fee or honorarium for their participation; in-kind compensation is acceptable. Applicants undertaking touring activity

outside the province may be assisted through the BC Arts Council's [Project Assistance - Touring Initiatives Program](#); please consult the program guidelines or contact the program officer for information.

**Category 2 - Project Grants:** Project grants are intended to assist with specific learning activities to advance a practice or career. Activities should lead to specific learning outcomes, goals or objectives. Descriptions and eligibility for specific types of professional development activity are provided below. The following are illustrations and do not encompass all the activities eligible for support through this program.

**Residencies:** Eligible residencies must include significant opportunities for learning, outreach and/or knowledge exchange with artistic peers and/or community members. Artists' residencies which are primarily for the creation of work are ineligible for assistance and may be suitable for support through other programs. Residencies which offer a mix of learning and creation may be eligible for support when an application clearly outlines how participation will advance the applicant's practice instead of the creation of a specific work.

**Courses/Workshops:** Programs of activity offered by individuals or organizations that follow a specified curriculum or with specific skills acquisition or learning outcomes are eligible for support, including masterclasses and private studies with a specific focus. The Professional Development Assistance program does not support programs of study at full-time post-secondary educational institutions; please refer to the BC Arts Council's [Scholarship Awards Program](#) for information on support for full-time studies. In limited cases, the Professional Development program may support Teacher Training activities for artists whose practice includes the training of professional practitioners; this support is not intended to assist training of teachers for non-professionals.

**Mentorships:** Programs of activity may include a placement with an arts organization that will provide qualified and specific mentorship, or an individual structured relationship with a qualified professional who will provide mentorship. Applications should describe specific objectives or learning opportunities and measures, the proposed mentor/teacher and a desired timeline. Mentorships may be undertaken on a one-to-one basis or with a group, however, each member of the group seeking support must submit an individual application to this program. The application requires evidence of specific arrangements and the agreement of the mentor/teacher.

## **Eligibility for Project Assistance – Professional Development**

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Under normal circumstances, to be eligible, an applicant must:

- Be a Canadian citizen or permanent resident and have lived in British Columbia for at least twelve months immediately prior to application.
- Be an artist or arts administrator in the disciplines of creative writing, dance (performance, choreography), media arts (film, video, audio/sound art and new media), multi-disciplinary practice, museology and conservation, music (performance, composition), publishing, theatre (performance, design, directing, technical), or visual arts (creation, curation).
- Have completed basic training in their discipline (not necessarily in academic institutions) and is not enrolled in full-time studies.
- Be a professional artist or arts administrator.
- In order to demonstrate professional status, applicants should meet the following criteria:
  - Be recognized by other practitioners working in similar disciplines;
  - Have a practice in their discipline of two or more years subsequent to basic training;
  - Be committed to working full-time at their practice when financially possible; and

- For Performing Artists: Have a demonstrated body of previous professional work;
- For Visual Artists: Have had at least two professionally-curated shows or exhibitions where artists fees have been received;
- For Media Artists: Have directed/created or hold creative control on at least one project subsequent to basic training; this may include 'student works' which have been professionally exhibited or screened;
- For Writers: Have had at least one book (or equivalent – 40 pages of poetry or 120 pages of prose) professionally published previously.

Applicants working in arts administration or within a multi- or interdisciplinary artistic practice are eligible. Please contact your program officer with any questions regarding the eligibility of your discipline or practice.

**All applicants are urged to determine their eligibility and the eligibility of their proposed activity with the appropriate program officer *prior* to submitting an application.**

Applicants must be prepared to provide documentation to support their residency status upon request.

*Note: Emerging artists and early career professionals may be eligible for support through the BC Arts Council's [Early Career Development Program](#); please consult the program guidelines or contact the program officer for information.*

### **Eligible Expenses**

**Category 1** – Travel Grants: travel expenses, accommodation and meal per diems.

**Category 2** – Project Grants: travel expenses, accommodation expenses, subsistence, use of specialized equipment and supplies for a particular development activity, and fees paid to mentors, advisors, institutions or instructors.

Subsistence (maximum \$2,000/month) costs are intended to defray basic living expenses during a project where the applicant is devoting a majority of their time to their project activity.

Anticipated accessibility expenses for Deaf artists/practitioners and artists/practitioners with disabilities related to the proposed professional development activity are eligible in both categories.

Please note that grants awarded may not cover all eligible costs. The value of grants awarded will be determined based on the assessment of the jury and the priorities of the program.

Appropriate compensation for artists and practitioners is fundamental to all programs at the BC Arts Council.

### **General Exclusions**

Awards are not available for:

- Expenses incurred or projects completed prior to the application date.
- Touring expenses.
- Capital expenditures (purchase of property or equipment).
- Production of promotional materials such as audition recordings, portfolios and/or websites.
- Travel to auditions/audition 'tours'.
- Travel solely for the purpose of attending annual general meetings.

- Travel to present work at marketplaces or showcases where fees are not paid.
- Projects that are secondary to other purposes (e.g. fundraising events, conventions, or family, religious or community celebrations).
- Projects or activities that are funded through other programs of the BC Arts Council or its third party delivery partners.
- Specific vocational placements required as part of basic training/accreditation (formal apprenticeships, practica, etc.).
- Unpaid work placements.

## **Application Requirements**

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All applicants, especially those new to this program, are urged to discuss their project proposal with the program officer prior to applying.

The application must be font size 11, printed on single-sided, standard letter-sized white paper and submitted unbound and without staples.

**It is the applicant's responsibility to ensure applications are complete and all application requirements are included. The BC Arts Council will not contact applicants to address errors in applications or missing application requirements other than that required to determine eligibility. Incomplete applications will not be forwarded to the jury. Eligible applications and any supporting material will be assessed as they have been submitted.**

Applications require detailed submissions. All applications must be submitted by the deadline and include the following:

- A completed application form that addresses all application requirements and includes a balanced budget listing realistic eligible expenses and specifying all sources of revenue (cash or in-kind) and identifying confirmed or unconfirmed sources where appropriate.
- A detailed written statement (3 pages maximum) that includes 1) a precise description of the proposed project/activity; and 2) a description of how an award will assist. In this statement consider responding to these questions: "Why This Project? Why You? Why Now?" (You must demonstrate that you and not an organization or company (i.e. your employer) will gain the primary benefits of an award, if applicable)
- Details of the event (description, website url), course/program (description, instructors, website url), or period of professional development (schedule, profile of host/mentor, organization or company, website url).
- A detailed schedule for the project.
- A Curriculum Vitae of the applicant(s) that includes professional training and related artistic activities (3 pages maximum – if the CV submitted is longer, only the first three pages will be provided to the jury).
- Two letters of recommendation from recognized professionals in your discipline, commenting on your ability and on the value of the project for your professional development (for arts administrators, one letter should be from your current employer).
- Optional: you may provide a single url on the application form, to offer jury members further information on your practice before adjudication. Individual jury members may or may not choose to review this information.

### **For Travel Grants:**

- A letter of invitation to present your work, detailing dates and compensation to be provided by the host organization (i.e. fees, guarantees, in-kind).

### **For Project Grants:**

Written confirmation from the institution or teacher, or your prospective master, advisor or mentor of the agreed upon arrangements, as applicable. Email documentation is acceptable but must be printed and submitted as hard copy.

Do not submit any materials other than that requested.

## **Considering Cultural Context**

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In [New Foundations: 2018-2022](#), the BC Arts Council has made a commitment to principles of equity, diversity, accessibility and truth and reconciliation in all of its programs and processes. In its own operations and in the funding and support it provides for arts and culture in the province, the BC Arts Council administers its activities in accordance with the [BC Human Rights Code](#) and strives to foster cultural safety and safe and respectful workplaces for all artists, arts workers and cultural practitioners.

The BC Arts Council is committed to the standards and principles of the [United Nations Declaration of the Rights of Indigenous Peoples \(the Declaration\)](#) and the [Calls to Action of the Truth and Reconciliation Commission](#). We support the Province of British Columbia in its commitment to fully adopt and implement both of these important documents.

The BC Arts Council acknowledges the cultural, geographic and regional diversity of the province, and recognizes the distinct and varied contexts of Indigenous, cultural and regional communities.

In consideration of these commitments, all applicants and assessors should contemplate a variety of factors around cultural context when submitting a proposal. Not all considerations will apply to all applications.

- Consider issues around cultural appropriation and ownership if using the cultural expressions, aesthetics or iconography of various communities removed from their social, political and cultural roots. Cultural appropriation can also occur when there is insufficient credit given to the sources of artistic and cultural work. Cultural appropriation diminishes access and reduces the opportunity for artists from Indigenous and diverse cultural communities to tell their own stories.
- If working with Indigenous peoples, communities, culture or intellectual property (including but not limited to stories, songs, dance, designs, art, traditional knowledge or other cultural expressions), consider the principles outlined in the United Nations Declaration of the Rights of Indigenous Peoples (the Declaration). The Declaration affirms that Indigenous peoples have the right to self-determination and the right to practice and revive their culture and traditions. As stated in Article 11 of the Declaration this “includes the right to maintain, protect and develop the past, present and future manifestations of their cultures, such as archaeological and historical sites, artefacts, designs, ceremonies, technologies and visual and performing arts and literature.”
- Consider the reciprocity of relationships with the various communities and cultural practices represented in your application, and whose voices and perspectives are being included.
- Consider how you have addressed cultural protocols and/or received permissions where required, including appropriate community consent, support, advice and/or collaboration.

## Assessment Criteria

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Throughout the application and assessment, applicants and the Jury should consider and discuss how the project fulfills the applicant's objectives in each area of assessment.

In evaluating each application, the Jury is asked to consider a number of possible criteria under each area of assessment. It is important to note that not all of the criteria will apply to each application; rather, they are examples of aspects that might be considered and should be addressed in the application if relevant to the applicant, the applicant's history and/or the proposed project. Additionally, some criteria may have implications in more than one area of assessment.

Applications are assessed against these criteria alongside a number of equally eligible applications.

In each area of assessment, the Jury considers the applicant's reflection on both past achievement and proposed plans. Applicants are encouraged to critically assess the challenges faced and the creative solutions under consideration.

**Please consider and address these assessment criteria  
when crafting your Written Statement.**

**Artistic Contribution and Significance**

This criterion encourages you to define your current artistic activity and to demonstrate how the proposed project will advance the art form, skills or practice that are central to your work or career. Jurors may consider the following points:

- Critical self-reflection.
- Clarity, focus and vitality of the proposed project.
- Artistic risk or challenges inherent in, or tackled by, the proposed project.
- Potential benefit to the applicant and the broader arts and cultural community.
- Consideration of cultural context.

**Feasibility:**

This criterion considers the achievability of the project. Jurors may consider the following points:

- Diversity of revenue sources.
- Abilities in project management, including planning and financial management.
- Demonstrated capacity to realize this project.
- The inclusion of and engagement with appropriate protocols and practices, particularly in regard to Indigenous artists and communities.
- The quality of working conditions for those contributing to the project, including the commitment to cultural safety.

## Application Deadline and Submission

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The deadlines for Project Assistance – Professional Development applications are:

- April 1, 2019
- August 1, 2019
- December 1, 2019

Activity taking place after the date of submission, not necessarily the deadline date, is eligible for support in this program.

Applications are accepted by mail and must be postmarked **by Canada Post or a courier company no later than the deadline date**. Applications may be hand delivered to 800 Johnson Street, 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.

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## Adjudication Process

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Merit-based, independent assessment is the primary method of evaluation.

All applications are assessed by peer review juries. Juries are comprised of individuals with expertise in particular artistic disciplines, genres or practices. When selecting jury and committee members, the Council considers broad professional knowledge, expertise, geographical representation and diverse aesthetic, institutional, and cultural viewpoints, including those from Indigenous perspectives.

The following process is used to evaluate every application:

- The British Columbia Arts Council receives applications and acknowledges receipt by email within 2 weeks of the deadline date.
- Council staff reviews applications for eligibility.
- The jury evaluates the applications using the assessment criteria outlined above and determines the level of funding and conditions on payment of awards.
- Council informs each applicant of its decision in writing.
- Applicants are urged to contact their program officer for feedback on their applications.

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## Grant Amounts

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There are two categories of awards in this program:

Category 1 – Travel Grants: Awards up to \$2,500

Category 2 – Project Grants: Awards up to \$7,500

Applicants may submit to only one category per deadline and may only receive one award in any given fiscal year (April 1-March 31).

Support through this program may form up to 100% of the total project budget; however, applicants who provide a budget with diverse sources of revenue may receive priority.

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## Notification of Awards

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Decisions will be made within sixteen weeks of the application deadline. All applicants will be notified by letter. Results will not be released by telephone or email.

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## Payment of Awards

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All payments of grant monies to the grant recipient are subject to an authorizing appropriation under the Financial Administration Act.

The British Columbia 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 to the Council
- 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.

## Final Reports

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All recipients must submit a final report and requested documentation of the completed project to the BC Arts Council within 30 days of its completion date stated in the application for support.

Final Report forms are available at: <http://www.bcartscouncil.ca/forms.htm>.

Future applications to project assistance programs will be ineligible if all reporting requirements are not met. Final reports may be scanned and submitted electronically to [BCArtsCouncil@gov.bc.ca](mailto:BCArtsCouncil@gov.bc.ca) or by mail or courier.

## Confidentiality and Recognition of Awards

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### 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 adjudication jury. 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 and Revenue Agency through the issuance of T4As.

### RECOGNITION OF ASSISTANCE

In recognition of funding, the support of the BC Arts Council and the Province of British Columbia should be acknowledged in all promotional materials, both hard copy 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 at <http://www.bcartscouncil.ca/mediaroom/logoanduse.htm>. The joint logo should be used on posters, brochures, print ads and programs and used where possible on media releases and signs related to the funded project.

## Contact Information

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A full list of program officers is available at <http://www.bcartscouncil.ca/about/coordinators.htm>.

Walter Quan – Program Officer, Professional Development  
778 698-3527 | [walter.quan@gov.bc.ca](mailto:walter.quan@gov.bc.ca)

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.**