



BRITISH COLUMBIA ARTS COUNCIL

An agency of the Province of British Columbia

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30-004

MANDATE

The British Columbia Arts Council supports the arts and cultural community by providing financial assistance, policy research, advocacy, and public education.

MISSION AND CORE VALUES

The mission of the Council is to engage all British Columbians in a healthy arts and cultural community that is recognized for its excellence. In pursuing this mission, the Council is guided by six core values:

1. Artistic excellence in all art forms.
2. Vibrant arts and cultural communities central to the creation of a healthy society.
3. Breadth of artistic activity - from emerging to established, from classical to experimental and from traditional to contemporary.
4. Inclusiveness, while respecting B.C.'s Aboriginal arts and culture.
5. Clear goals, developed in consultation with the arts and cultural communities, to guide short and long-term operations.
6. Fair and transparent administrative and adjudicative processes that adhere to the principles of accountability, independence recognition of merit, and equality of opportunity.

PROFESSIONAL DEVELOPMENT PROJECT ASSISTANCE

The **Professional Development** Project Assistance program is designed to assist professional artists and arts administrators to undertake specific activities to advance their practice or career. The program assists professional artists and arts administrators who demonstrate a high degree of critical self-reflection and link the proposed project with the next stage of their professional development.

ARTISTIC EXCELLENCE

All artists and practitioners strive for excellence in their work. The assessment of artistic excellence is central to the evaluation of requests for funding. The fact that everyone experiences artistic work in his/her own way makes the assessment of artistic quality difficult to discuss.

The Council's approach is to consider three dimensions of artistic work:

1. Idea – the intention or artistic impetus behind the work.
2. Practice – the effectiveness of how the work is put into practice and the impact it has on those experiencing it.
3. Development – the contribution the work makes to the development of the artist, the art form and the arts more widely.

All applicants to the British Columbia Arts Council are encouraged to submit concise, realistic requests, responding fully to the assessment criteria. You are strongly encouraged to discuss your project proposal with a Council program officer prior to submitting an application.

An essential element of any application is insightful, critical self-reflection. The Council believes that artists and arts organizations are well placed to assess the quality of the work they produce. Members of advisory committees and juries want to hear your own assessment of the problems faced and the creative solutions under consideration.

GUIDELINES

ELIGIBILITY CRITERIA

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 a professional 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 (acting, design, directing, technical), or visual arts (creation, curation).
- Have completed basic training in their discipline.
- Be recognized as a professional artist or arts administrator by professional artists and/or arts practitioners, have a professional body of work and work history of two or more years subsequent to basic training, and be committed to working full-time at their practice when financially possible.
- If the applicant is changing disciplines, have been a professional artist for at least five years subsequent to basic training.
- Have completed and submitted final reports for any outstanding project assistance provided through the BC Arts Council.

Categories

There are two categories of awards in this program:

- Category 1: Awards up to \$2,500
- Category 2: Awards up to \$7,500

You are encouraged to apply to either category based on the scale and scope of your project. (NOTE: Invitations to present work are eligible for Category 1 assistance only.)

Applicants who provide a budget showing diverse sources of revenue may receive priority.

Awards are made to assist a specific activity. Under normal circumstances, 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.

Eligible expenses may include travel expenses, accommodation expenses, per diems or subsistence, use of specialized equipment and supplies for a particular development activity, and fees paid to mentors, advisors, institutions or instructors.

You may not receive a professional development award in consecutive provincial government fiscal years (April 1 to March 31).

EXCLUSIONS

Ineligible expenses include: production of promotional materials such as audition tapes and portfolios; capital expenditures (construction, renovation, or purchase of property or equipment); expenses incurred on projects completed prior to the application date; travel to annual general meetings; audition tours; or attendance at film markets that do not include public screenings.

APPLICATION REQUIREMENTS

All applicants are encouraged to discuss their project proposal with a Program Officer prior to submitting an application.

Applications require detailed submissions, and must include:

- A signed, 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 where appropriate.
- Details of the event (description, website url) course/program (description, instructors, website url) or period of development (schedule, profile of host/mentor, organization or company, website url).
- A statement describing the professional development benefits or anticipated results of the proposed project. (You must demonstrate that you and not an organization or company will gain the primary benefits of an award.)
- A detailed schedule for the project.
- Your resume, including professional training and related artistic or administrative activities.
- For course based projects:
 - a copy of a letter of acceptance from an institution;OR
- For all other projects, either:
 - a letter from your prospective master, instructor, advisor or mentor commenting on your level of professional achievement and on the value of the project for your professional development;OR
 - 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. (NOTE: Invitations to present work are eligible for Category 1 assistance only.)
- Up to 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 must be from your current employer).
- A self-addressed, stamped envelope for return of support material such as CDs and DVDs (or permission to discard these materials upon conclusion of the adjudication process).

ASSESSMENT CRITERIA

**Each application will be considered according to
artistic achievement and feasibility.**

Artistic Achievement:

This criterion encourages you to define and demonstrate excellence in your artistic activity, showing how the proposed project will advance the art form or practice that is central to your work. Jurors will 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.
- Ability to realize the project artistically, based on previous achievements and support material.
- Potential benefit to the professional arts community.

Feasibility:

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

- Diversity of revenue sources.
- Abilities in project management, including planning and financial management.
- Demonstrated capacity to realize this project.

ADJUDICATION PROCESS

Applications are assessed by members of the BC Arts Council's advisory committees or juries, based on assessment criteria, quality of submissions, and the Council's values. The Council is committed to active partnerships in the development and dissemination of the arts and cultural activity in British Columbia. Merit-based, peer evaluation is the primary method of evaluation.

While the Council makes every effort to respond swiftly to each application, in the interests of fairness, the following process is used to evaluate every application:

- The Council receives applications at any time, but adjudicates them only twice each fiscal year.
- The Council acknowledges receipt of applications in writing.
- The Council's staff review applications to confirm the eligibility of both applicants and projects, and prepare materials to forward to the advisory committee or jury.
- The Council's staff convene an advisory committee or jury to assess applications and decide on recipients of awards, levels of funding and conditions, if any, on the payment of awards.
- The Council informs each applicant of the decision in writing.

Applicants are urged to seek feedback on their application.

Recognition of Assistance

All recipients must submit a final report to the BC Arts Council. Future applications will not be considered until the applicant meets all reporting requirements.

Maximum Assistance Levels

Awards will assist with eligible expenses up to a maximum of \$7,500. Assistance is limited to two awards in any three years.

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*. Your personal information will be used to administer the BC Arts Council Professional Development Assistance program and process your application. The names and locations of successful award recipients will be published along with the amount of the award in the Annual Report of the BC Arts Council. Social Insurance Numbers are provided to Canada Customs and Revenue Agency through the issuance of T4As.

Application Deadline

Applications are accepted at any time and must be received at least 8 weeks before the start of the project. Applications are adjudicated quarterly. Contact your Program Officer for the next adjudication date.



For an electronic application form go to <http://bcartscouncil.ca/> and select Logon to Apply Online. You will be prompted for a user ID and password. If you do not have a user ID and password, please contact the BC Arts Council at (250) 356-1718 or bcartscouncil@gov.bc.ca.

To download a printable version of the application form, [click here](#) and select Download printable form.