



PROJECT ASSISTANCE GUIDELINES  
PROFESSIONAL DEVELOPMENT ASSISTANCE PROGRAM  
2018/19

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.*

***NOTE: These guidelines are currently under review***

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## About the BC Arts Council

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### MANDATE

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.

### 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 as laid out in its [Strategic Plan 2014-2018](#)<sup>1</sup>:

- **Artistic Excellence:** Foster the development and support the achievements of individual artists and arts and cultural organizations, including those with diverse voices across diverse practices, throughout British Columbia.
- **Recognition:** Acknowledge and promote the work of British Columbia's artists.
- **Access:** Provide the opportunity for all British Columbians to actively engage and participate in the arts.
- **Aboriginal Engagement:** Embrace Aboriginal culture and heritage and celebrate its ongoing connection to the lives of all British Columbians.
- **Consultation:** Work collaboratively and creatively with artists and cultural communities throughout the province to develop new initiatives and improve existing programs.
- **Governance:** Use fair and transparent processes that adhere to principles of accountability, independence, merit and equity.

### GOALS

The mission and core values, in turn, inform the four current goals of the BC Arts Council:

- Foster Artistic Excellence in All Art Forms and Practices
- Strengthen Engagement in the Arts
- Support the Richness of Aboriginal Artists and Communities in British Columbia
- Enhance Support for Arts and Culture in British Columbia

The core values and goals of Council will be referenced throughout the peer review process to set funding and program priorities. Accordingly, applicants and assessors are asked to consider the values and goals in preparing and evaluating applications for support.

### Accessibility and Protocols

BC Arts Council programs are accessible to Aboriginal artists or arts organizations and artists or arts organizations from diverse cultural and regional communities of British Columbia. All applicants should address and include information about their approaches to cultural protocol where required.

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<sup>1</sup> Learn more about the BC Arts Council's strategic direction for 2014-2018 at [http://www.bcartscouncil.ca/documents/publicationforms/pdfs/strategic\\_plan\\_2014-2018\\_may2014.pdf](http://www.bcartscouncil.ca/documents/publicationforms/pdfs/strategic_plan_2014-2018_may2014.pdf)

## What is the Professional Development Assistance program?

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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.

## Who can apply?

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### 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 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).
- 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.*

## What activity will the program not fund?

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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.

## How much can I apply for?

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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.

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.

## What are the eligible costs?

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

**Eligible expenses in 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.

## When is the application deadline?

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The deadlines for Professional Development applications are:

- April 1, 2018
- August 1, 2018
- December 1, 2018

Activity taking place after the date of application, 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**. Applications may be hand delivered or delivered by courier 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.

## What are the 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 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.

## What are the assessment criteria for adjudication?

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The two areas of assessment are set out below.

Throughout the application and assessment, applicants and the Jury should:

- Consider and discuss how the project fulfills the applicant's artistic objectives through the pursuit of excellence in each of the two areas of assessment.
- Respond to the core values and goals of Council in considering and discussing each of the two of assessment as they relate to the project.

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.

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

An essential element of any application is insightful, critical self-reflection. Jury members want to hear the applicant's own assessment of the challenges faced and the creative solutions under consideration.

In each area, the Jury considers the applicant's reflection on both past achievement and proposed plans.

**Each application will be considered according to artistic achievement and feasibility. The primary criterion for assessment is artistic achievement. Please consider and address these assessment criteria when crafting your Written Statement.**

**Artistic Achievement:**

This criterion encourages you to define and demonstrate excellence in 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.
- Ability to realize the project artistically, based on previous achievements.
- Potential benefit to the professional arts community.
- The quality of working conditions for artists, volunteers and employees of the project, including safety considerations and culturally appropriate support.

**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 Aboriginal artists and communities.

## How are decisions about grants made?

Merit-based assessment is the primary method of evaluation. All applications for Professional Development Assistance are assessed by BC Arts Council assessment committees with expertise in particular artistic disciplines, genres or practices.

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.
- Council staff review applications for eligibility.
- The assessment committee evaluates the proposals using the assessment criteria above and determines the level of funding and conditions on the payment of awards.

- Council informs each applicant of the decision in writing.
- Applicants are urged to contact their program officer for feedback on their application.

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## When do I find out whether my application was successful?

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Under normal circumstances, notifications of awards are made in writing approximately 16 weeks after the application deadline. Grant results are not available by email or telephone.

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## What happens if my application is successful?

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### **Final Reports**

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. 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.

### **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 [www.bcartscouncil.ca/mediaroom/logoanduse](http://www.bcartscouncil.ca/mediaroom/logoanduse). This 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 organization and its activities.

As well, funded organizations with a website are encouraged to add a link to the BC Arts Council site.

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## 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*. Your personal 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 British Columbia Arts Council and Government of British Columbia. Social Insurance Numbers are provided to Canada Revenue Agency through the issuance of T4As.

### **Payment of Awards**

The British Columbia Arts Council reserves the right to redistribute, delay or suspend payments if the applicant:

- Does not carry out their proposed planned program of activities.
- Does not meet its obligations as a grant recipient, including submission of any outstanding final reports to the Council.

If a project is dependent on funding from other sources, approved awards may not be paid out until funding from other sources is confirmed.

Grants are taxable income and must be reported as such. Individual grant recipients are issued T4As for the year in which the grant payment is processed.



## Whom do I contact if I have questions?

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The BC Arts Council is committed to assisting applicants to present themselves as favourably as possible to the program juries. Ultimately, however, the responsibility for a complete and thorough application rests with the applicant.

These guidelines contain information on the program intention, assessment criteria, application requirements, adjudication process and other general information.

All applicants are urged to establish their eligibility and discuss their proposal with the appropriate program officer prior to submitting an application.

- Walter Quan, Program Officer – Arts Awards  
Tel: 778 698-3527 or Email: [walter.quan@gov.bc.ca](mailto:walter.quan@gov.bc.ca)

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

Given the high volume of inquiries in the weeks before the deadline, please contact your program officer as far in advance as possible.

Additional information regarding BC Arts Council policies may also be found on the website or by contacting your Program Officer.

For general information or further assistance, please contact:

Telephone: 250 356-1718 or

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.

