BC ARTS COUNCIL
Early Career Development (ECD) Program Frequently Asked Questions (FAQs)

Contents

General questions

1. What can we do to increase our chances of receiving funding?
We remind all applicants to carefully review the program guidelines before completing the application to ensure that your application is complete and that you have addressed all of the assessment criteria. The BC Arts Council strongly encourages concise, realistic requests that include insightful, critical self-reflection. It is also highly recommended that you consult a program officer early in the process. Program guidelines and application forms are subject to change each year.

2. How does one determine or prove B.C. residency?
Your permanent residence is the province in which you file your taxes and receive medical coverage. 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. Furthermore, you should 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.

If you spent the year prior to application as a full-time student who has continued studying since high school, your residency may also be defined as the Canadian province in which your parent(s) (your main financial supporter), step-parent(s), sponsor or legal guardian have lived most recently for 12 continuous months.

If you are eligible to receive funding in another province, you cannot be considered a B.C. artist for the purposes of our programs. Contact a program officer if you are not sure.

3. **I am required to compensate artists and other professional practitioners by paying fees at industry standards. What does this mean?**
It is important that professional artists and arts practitioners are valued for their work, skills, experience and expertise. There are various professional associations that maintain recommended fee schedules for arts-based activities that can be used as a reference. Some of these associations include:
   - American Federation of Musicians (**AMF**) (afm.org) for professional musicians;
   - Canadian Alliance of Dance Artists/West Chapter (**CADA/BC**) (cadabc.org) for performers, choreographers, teachers, artistic directors & more;
   - Canadian Actors' Equity Association (**Equity**) (caea.com) for performers (actors, singers, dancers), directors, choreographers, fight directors and stage managers, engaged in theatre, opera and dance in English Canada;
   - Canadian Artists' Representation/le Front des Artistes Canadiens BC (**CARFAC BC**) (carfacbc.org) for professional visual artists;
   - Canadian League of Composers (**CLC**) (composition.org) for Canadian composers; and
   - Independent Media Arts Alliance (**IMAA**) (imaa.ca) for independent media artists and cultural workers.

   These fee schedules are guidelines that can help you determine industry standards.

4. **How do I determine an appropriate mentorship fee?**
For an individual trying to determine a fair mentorship fee, it is recommended that the individual have a discussion with the mentor, who may already have in mind a fair compensation rate for the proposed project. Keep in mind that if an individual is going to be spending one-on-one time with a mentor then the mentor should be compensated accordingly, possibly at an hourly rate. If an individual is shadowing a mentor at the mentor's place of work then that mentor is already receiving compensation for much of their time and you may want to negotiate a general mentorship fee. There are many options in between those activities that can be negotiated between the individual and the mentor.

5. **Can I have more than one mentor involved with my project?**
Yes, however, you should have a focused project and you should be able to explain in a cohesive way how all mentors contribute to the project objectives. The program is not meant to support a series of unrelated mentorship projects. Projects that feature a main mentor can also include bringing in other sources of expertise (guest mentors). All formal mentors to the project must submit a letter confirming their support and capacity to carry out the mentorship, as well as a bio and CV.

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Questions from Organizations –Internships and Cohorts (ECD Components I & II)

6. **What happened to the Co-op Placement component of Early Career Development?**
Co-op Placements are no longer a component of the Early Career Development Program. Instead, there is a revised, stand-alone program to support Co-op Placements, with a deadline of December 1. Eligible organizations may apply to both the Co-op Placements program and to the Early Career Development Program in the same year. If there will be an overlap in hosting both a co-op student and an intern, you should ensure you have enough capacity to do so. Note that the focus of the application for internships under the ECD program must be on the development of the individual and the quality of the experience, and not solely a focus on fulfilling an organizational capacity need.

7. **Under what employment status must an intern be hired?**
Canada Revenue Agency ([cra-arc.gc.ca](cra-arc.gc.ca)) assesses employment status as follows:

> Employment status directly affects a person's entitlement to employment insurance (EI) benefits under the *Employment Insurance Act.* It can also have an impact on how a worker is treated under other legislation such as the *Canada Pension Plan* and the *Income Tax Act.*
>
> The facts of the working relationship as a whole determine the employment status.
>
> If the worker is an **employee** (employer-employee relationship), the payer is considered an employer. Employers are responsible for deducting Canada Pension Plan (CPP) contributions, EI premiums, and income tax from remuneration or other amounts they pay to their employees. They have to remit these deductions along with their share of CPP contributions and EI premiums to the Canada Revenue Agency (CRA).

An eligible internship must offer **paid employment**, as opposed to offering contract-based freelance work.

8. **Can I hire a student for an internship position?**
No. The internship component is for the purpose of hiring early career and emerging artists and arts practitioners who have already completed their basic training. See the program guidelines for the full list of eligibility criteria for internship positions and the definition of early career and emerging artists and arts practitioners.

9. **What is a job description and how does it differ from the information in the written statement?**
The job description is a separate document from the written statement. It should include information about the required qualifications and skills of the applicant and the specific job duties the successful candidate will have to perform. Other details include job title, location of position, and salary or hourly wage.

The written statement will include a contextual discussion of the activities and duties that the intern will perform, but will not need to include the complete list or level of detail about the day to day duties of the job itself that will appear on the job description. The written statement provides the context for the information presented on the job description.

10. **What is the one-page description of the selection process for the cohort and how does it differ from the information in the written statement?**
The description of the selection process for the cohort is a separate document from the written statement. It should include information about how the individual cohort members were selected, the required qualifications and skills required of the cohort members and the specific duties the successful candidates will have to perform. Other details include title, location of position, and compensation for each cohort member.

The written statement will include a contextual discussion of the activities and duties that the cohort will perform, but will not need to include the complete list or level of detail about the day to day activities or duties that will appear on the description of the selection process document. The written statement provides the context for the information presented on the description of the selection process for the cohort document.

Questions from Individuals – Residencies and Mentorships (ECD Components III & IV)

11. I've never applied for a grant before. What do I do?
We remind all applicants to carefully review the program guidelines before completing the application to ensure that you address all of the assessment criteria. The BC Arts Council strongly encourages concise, realistic requests that include insightful, critical self-reflection. It is also highly recommended that you consult a program officer early in the process.

Other organizations also provide resources on grant writing, including ArtsBC's Organizational Development Toolkit (artsbc.org), and the First Peoples' Cultural Council's Artist Grant Proposal Writing Handbook (fppc.ca).

12. How should I approach my written statement?
Applicants are reminded to clearly address the intentions of the program along with the assessment criteria presented in the Application Guidelines when drafting their written statement. It may help to clarify your overall proposal by considering the following when answering the questions on the application form: Why you? Why this project? Why now?

While completing your written statement, weave your answers to these questions throughout your responses to the specific questions for your component. Keep in mind that these applications are assessed by multi-disciplinary adjudication panels. It is a good idea to use plain language, and explain any discipline-specific terminology.

You may also want to consider asking someone to read your written statement prior to mailing your application package to ensure it is clear and easily understandable.

13. My project includes creation and production of new work. Is this the right program for me?
The primary purpose of the Early Career Development (ECD) program is not to focus on the creation of new works, but instead to focus on the advancement of the applicant's practice and career-development. The creation of new works can be a by-product of ECD activities, but not the sole goal.

14. What should I include under 'subsistence costs' on my budget?
Subsistence costs are essentially the costs of living. It is not an hourly wage. You should be estimating your expenses for rent, food, transportation and general personal expenses. You are able to request up to $2,000 per month to cover subsistence costs, although your total budgeted expenses may be higher or lower than that. If your budgeted subsistence costs are higher than $2,000 per month, you will need to subsidize them with another source of income, like, for example, a part-time job or from personal savings. If your budgeted subsistence costs are lower than $2,000 per month, you should only request your budgeted amount.

Note that if you will be traveling as part of your mentorship or residency project, your travel accommodations would not be included under subsistence, they would be included under eligible accommodations expenses. *You should not include your regular monthly rent under eligible accommodation expenses.*

15. I have to include two letters of recommendation with my application. Do they have to be mailed separately from my application?

You may include unsealed, signed recommendation letters with your application. Of course, including sealed reference letters with your application is also acceptable. If your references prefer, they can mail or email the recommendation letters directly to our office. Please request that your name and the program name is clearly indicated on the letter. If your references do choose to send the letters to our office directly, please ensure that they are aware of the application intake deadline. If we do not receive your reference letters then your application will not be considered complete.

16. I've received funding from the BCAC before; can I still apply?

Yes, under some conditions. Individuals may receive up to a maximum of two awards in total from the Early Career Development program. Individuals who have already received two awards in either the Mentorships or Residencies component, or a combination of both, are not eligible to apply.

You cannot apply again for a project for which you previously received funding from the BC Arts Council. Please see the program guidelines for a complete list of eligibility requirements.

17. My colleague and I both want to apply. Can we apply together on one application?

Yes. Collaborative applications are eligible, but must be for a joint artistic practice. Artists working on individual practices cannot apply together. One applicant must make the application on behalf of the duo or group and submit the final report. It is recommended that collaborative applications be discussed with the Program Officer prior to submission.

18. Do I have to declare any grant I receive?

Yes, grant money is taxable income. If one individual applicant is receiving money for a joint project, that applicant will declare the funds on her/his income tax. Individual grant recipients are issued T4As for the year in which the grant payment is processed.

You are responsible for getting your own financial and legal advice. This includes getting appropriate financial advice on your tax status as a result of receiving a grant from us. For information about taxes, contact the Canada Revenue Agency (cra-arc.gc.ca).

Questions about the BC Arts Council website upload method for portfolio materials

19. I am submitting my portfolio via the BC Arts Council website upload (https://bcac-upload.econ.gov.bc.ca). Do I need to set up an online account to do so?

No. When you follow the link you will land on a sign-in page that is auto-filled with an anonymous username and password. Simply select the 'Anonymous Login' button.

It is very important that each file uploaded **includes your full name** so that we can identify your portfolio materials as connected with the rest of your application. Please label each file with: SURNAME, GIVEN NAME, ORDER NUMBER, and TITLE OF WORK (ex. SmithSara01Painting.jpg).

20. How can I be sure that my files were uploaded successfully?

When a file is added you will receive a confirmation message in the upper right-hand corner of your screen. This message disappears after only a few seconds. A green checkmark will also appear next to your uploaded file that will remain visible while you remain on the webpage.

NOTE: Once you upload a file, you cannot delete it. Ensure that you select only your properly labeled final portfolio submission files when uploading to the website. If you do upload an

incorrect file in error, you will need to contact BC Arts Council staff during business hours in order to remove it.

21. When should I upload my portfolio materials?
Your portfolio materials must be uploaded on or before the application deadline date of June 15th. Portfolio materials submitted after the deadline date will not be adjudicated, which may affect the competitiveness of your application. Preferably, portfolio materials will not be submitted earlier than 2 weeks prior to the application deadline date. This timing will avoid mixing up your submissions with other programs that may have a large volume of incoming files for deadline dates at the end of May.

22. What size of files is acceptable?
Each file uploaded must be under 700 MB.