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## PROGRAM GUIDELINES 2019/20

### PROFESSIONAL PROJECT ASSISTANCE PROGRAM

#### Early Career Development

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### Important Update for 2019/20:

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

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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

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The Early Career Development Program will help bridge the gap for emerging and early career arts practitioners, supporting their career development and ability to work as artists and arts and culture workers. The program will support early career practitioners to develop their practice while building their portfolio, professional exposure and/or career experience through internship, cohort, residency, and mentorship opportunities. The program is intended to support the development of knowledge, learning and capacity within the sector, and to create opportunities for the next generation of artists and practitioners.

## TABLE OF CONTENTS

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Territory Acknowledgement .....	1
General Information .....	1
About the BC Arts Council: New Foundations .....	3
About Professional Project Assistance – Early Career Development.....	3
Eligibility Requirements .....	4
Application Requirements .....	10
Considering Cultural Context .....	13
Assessment Criteria .....	14
Application Deadline and Submission .....	16
Adjudication Process.....	16
Grant Amounts.....	17
Notification of Awards .....	17
Payment of Awards .....	17
Final Reports.....	18
Confidentiality and Recognition of Awards .....	18
Contact Information.....	18

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

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## About the BC Arts Council: New Foundations

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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

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## About Professional Project Assistance – Early Career Development

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The Early Career Development program will support the career development of early career and emerging practitioners through four components:

**Component I: Internships** will provide arts and cultural organizations from across B.C. with the opportunity to host emerging practitioners in paid internships of up to one year. Both the intern to be hosted and a designated mentor within the organization must be identified within the application and both must provide a statement regarding their interest and participation.



**Component II: Cohorts** will provide arts and cultural organizations from across B.C. with the opportunity to host a group of emerging practitioners in paid professional development positions of up to one year. Both the cohort members to be hosted and a designated mentor within the organization must be identified within the application and both must provide statements regarding their interest and participation. Funded cohorts will not have the creation of new artistic work as their sole objective.

**Component III: Residencies** will provide individual artists and practitioners with the opportunity to pursue residencies with arts and culture organizations across the province, nationally and internationally. Residencies funded through this program will provide immersive opportunities for skills or knowledge acquisition and/or mentorship, peer sharing and the development of professional networks. Funded residencies will not have the creation of new artistic work as their sole objective.

**Component IV: Mentorships** will provide individual artists and practitioners with the opportunity to develop sustained one-on-one learning and development relationships with established practitioners working in their fields, art forms, and disciplines, provincially, nationally and internationally. The mentor must be identified in the application and must provide a statement regarding their participation in the mentorship. Funded mentorships will not have the creation of new artistic work as their sole objective.

The former Co-op Component of the Early Career Development program is supported through a stand-alone [Co-op Placements Program](#) with a deadline of December 1. Organizations will have the option to apply to both the Early Career Development Program and the Co-op Placements Program. Please contact your Program Officer for more information.

The Early Career Development program is not intended to support established or mid-career artists and practitioners transitioning within their practice or career. Career development activities for more established artists and practitioners may be eligible through the BC Arts Council's [Professional Development Program](#).

Applications are accordingly encouraged from both organizations and individual practitioners meeting the eligibility criteria outlined below.

All applications will be assessed against the three areas of Assessment Criteria outlined on page 14. However, applicants may wish to consider the following when developing and seeking support for early career development projects:

- 1) The rationale and need for the activity is well articulated and demonstrated.
- 2) Partnerships and collaborations have been explored and integrated into projects where appropriate.
- 3) The appropriate level of expertise and experience in providing high quality mentorship, learning and career development experiences is in place.
- 4) Expected outcomes are clearly identified. Where applicable, the mechanisms to sustain and support the initiatives over the longer term should be clearly articulated.
- 5) The direct involvement of all partners in developing the project or initiative is encouraged.

## Eligibility Requirements

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

## **Applicant Eligibility – General Criteria**

Individuals and organizations may apply to this program through separate components.

Applicants to this program must be working within the arts disciplines funded by the BC Arts Council, including:

- community-based arts practice (community-engaged arts; eco-arts; cultural identity, revitalization, and preservation)
- museums, archival and curatorial practice
- literary (creative writing, storytelling, spoken word, publishing)
- dance (performance, choreography)
- media arts (film, video, audio/sound art, new media)
- theatre (acting, directing, technical, design, musical theatre)
- music (performance, composition)
- visual arts, craft, and curatorial practice (including textiles, carving)

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

Past recipients of BC Arts Council grants must have submitted all required final reports by the deadline date in order to be eligible.

## **Component I and II: Internships and Cohorts**

In order to be eligible for support through this component, you must:

- Be an arts and cultural organization that has received at least one grant from the BC Arts Council since April 1, 2014 through BC Arts Council operating or discipline-specific project programs
- OR,
- Be an incorporated non-profit arts and cultural organization that has received a grant through the BC Arts Council's Shared Cost Arrangement programs at BC Touring Council, First Peoples' Cultural Council (Aboriginal Arts Development Awards) or Creative BC since April 1, 2017.

**Note: 2018/19 successful applicants to BC Touring Council's Aspiring and Emerging Artists Touring and Training programs or the First Peoples' Cultural Council's Aboriginal Youth Engaged in the Arts program are not eligible to apply to this program.**

For **Component I: Internships**, you must additionally:

- Hire one individual as an intern who meets the eligibility criteria of the early career and emerging artists and practitioners identified for Components III and IV, below.

For **Component II: Cohorts**, you must additionally:

- Provide paid professional development opportunities to a group of at least two individuals who each meet the eligibility criteria of the early career and emerging artists and practitioners identified for Components III and IV, below.

*Applications must detail how the definitions of early career and emerging artists and arts practitioners are met. Details of eligibility must be provided in Appendix B and documentation demonstrating eligibility may be requested.*

**Individuals, collectives and unincorporated groups are not eligible to apply to these components.**

### Components III and IV: Residencies and Mentorships



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 components, or a combination of both, are not eligible to apply.

In order to be eligible for support through these components of the program, you must:

- Be a B.C.-based early career professional individual artist or cultural practitioner. For the purposes of this program, early career and emerging artists and cultural practitioners are defined as artists and practitioners who:
  - Are committed to developing a practice and career in the arts that will allow them to work full-time at their practice when financially possible;

AND EITHER

- Are under the age of 30;

OR,

- Have completed peer-recognized basic training in their discipline or art form within the last five years.

*Applications must detail how the definitions of early career and emerging artists and arts practitioners are met. Details of eligibility must be provided in Appendix B and documentation demonstrating eligibility may be requested.*

- Have completed peer-recognized basic training in your discipline or art form (not necessarily in academic institutions).
  - If you will complete basic training within 6 months of the application deadline and before the proposed activity begins, you are eligible to apply; however, priority may be given to applicants who have completed their basic training.
  - Full-time students are not eligible. Please see the BC Arts Council Scholarship Program or the **Co-op Placements Program** for information on grants available to support full-time students. Organizations are eligible to receive a grant from both the Early Career Development Program and the Co-op Placements Program within the same year.
- Be a Canadian citizen or Permanent Resident.
- Be a resident of British Columbia and have lived in British Columbia for at least twelve months immediately prior to application, and who ordinarily lives 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. Applicants must be prepared to provide documentation to support their residency status upon request.*

Collaborative applications will be accepted, however, all participating applicants must meet the eligibility criteria AND one individual artist must make the application on behalf of the collective or partnership.

Applicants who have previously received support through other programs of the BC Arts Council or its third-party delivery partners are eligible if all other criteria are met.

Applicants to Components III or IV may not be named as the intern to be hired in an application to Component I: Internships, or as one of the cohort members in an application to Component II: Cohorts.

## **Eligible Activities**

### **Component I: Internships**

To be supported through this component of the program, an internship project must:

- Employ an eligible intern as a paid employee for a maximum of 12 months. Both full-time and part-time placements are eligible, however priority may be given to projects offering full-time employment opportunities. See FAQs for further discussion and definitions of employment terms.
- Take place within and be hosted by an applicant organization recently assisted by the BC Arts Council; see Who Can Apply? section, above, for eligibility.
- Compensate artists and other professional practitioners, inclusive of the intern and the mentor, by paying fees at industry standards and adhere to international intellectual property rights standards. See FAQs for further detail and examples.
- Identify the intern to be hired.
- Identify a designated, qualified mentor within the organization to supervise and support the intern.

Reference to the suggested living wage in your area can be found at:

[http://www.livingwageforfamilies.ca/living\\_wages\\_in\\_bc\\_and\\_canada](http://www.livingwageforfamilies.ca/living_wages_in_bc_and_canada)

Applicants can include a brief statement to contextualize the proposed hourly rate for the intern in relation to the comparable pay levels within the organization.

Funds awarded from this program should be allocated toward the intern's full salary. MERCs (Mandatory Employment Related Costs), benefits and other costs for supplies, travel, professional development and other fees directly related to the internship may also be eligible, but may not receive the same priority of support.

### **Component II: Cohorts**

To be supported through this component of the program, a cohort project must:

- Offer a paid career development opportunity for individuals as part of the cohort in an immersive and structured experience.
- Take place within and be hosted by an applicant organization recently assisted by the BC Arts Council; see Who Can Apply? section, above, for eligibility.
- Compensate artists and other professional practitioners, inclusive of both the cohort and mentor, by paying fees at industry standards and adhere to international intellectual property rights standards. See FAQs for further detail and examples.
- Identify the individual members of the cohort.
- Identify a designated, qualified mentor within the organization to supervise and support the cohort.
- Take place over a period of 8 weeks to one year.
- Engage all cohort members for the entire duration of the project.

Funds awarded from this program should be allocated toward the cohort's compensation. Other costs for supplies, travel, professional development and other fees directly related to the cohort may also be eligible, but may not receive the same priority of support.

### **Component III: Residencies**

To be supported through this component of the program, a residency project must:

- Provide significant opportunities for skills sharing and/or knowledge exchange with artistic peers, mentors and/or community members. Funded residencies will not have the creation of new artistic work as their sole objective; those which offer a mix of learning and creation will be eligible for support if the application clearly outlines how participation will advance the applicant's practice and career development.
- Include specific objectives, learning opportunities and measures.
- Be hosted by an identified, recognized arts and/or cultural organization.
- Compensate artists and other professional practitioners by paying fees at industry standards and adhere to international intellectual property rights standards. See FAQs for further detail and examples.
- Take place over a period of 8 weeks to one year.

The activity may take place in British Columbia, elsewhere in Canada, or internationally.

#### **Component IV: Mentorships**

To be supported through this component of the program, a mentorship project must:

- Be an individual, structured relationship with a recognized professional who will provide qualified and specific mentorship. Funded mentorships will not have the creation of new artistic work as their sole objective; those which offer a mix of learning and creation will be eligible for support where the application clearly outlines how participation will advance the applicant's practice and career development.
- Identify the mentor.
- Include specific objectives, learning opportunities and measures.
- Compensate artists and other professional practitioners by paying fees at industry standards and adhere to international intellectual property rights standards. See FAQs for further detail and examples.
- Take place over a period of 8 weeks to one year.

The activity may take place in British Columbia, elsewhere in Canada, or internationally.

#### **Ineligible Activities**

Awards are not available for:

- Operating costs.
- Project phases that have begun prior to the application deadline.
- Touring expenses.
- Capital expenditures (construction, renovation, or purchase of property or equipment).
- Fundraising.
- Start-up costs or seed money.
- Feasibility studies.
- The creation or preparation of performances/exhibitions for competitions.



- 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.).
- Projects related to continuing education, or post-secondary programs.
- Projects taking place within post-secondary institutions.
- Unpaid work placements.

### **Eligible Costs**

Eligible costs for each component are listed below, in order of priority. The priority for this program is to support the salary, compensation, and/or subsistence costs of the early career practitioner.

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 components of this program.

### **Component I: Internships**

- 1) Salary or wages for the intern.
- 2) MERCs and related benefits for the intern.
- 3) Supplies, professional development and other fees directly related to the internship.
- 4) Travel costs associated with the temporary relocation of the intern for the duration of the placement.

### **Component II: Cohorts**

- 1) Compensation for each cohort member.
- 2) Supplies, professional development and other fees directly related to the cohort.
- 3) Travel costs associated with the temporary relocation of the cohort members for the duration of the placement.

### **Component III: Residencies**

- 1) Subsistence costs for the applicant (maximum \$2000/month). See FAQs for more information about subsistence costs.
- 2) Travel and accommodation expenses directly related to the residency.
- 3) Supplies, materials and other hard costs directly related to the residency.
- 4) Residency fees paid to host organization and/or fees paid to mentors and other professionals.

### **Component IV: Mentorships**

- 1) Subsistence costs for the applicant (maximum \$2000/month). See FAQs for more information about subsistence costs.
- 2) Travel and accommodation expenses, directly related to the mentorship, for applicant and/or mentor.
- 3) Fees paid to mentors and other professional fees.
- 4) Supplies, materials and other hard costs directly related to the mentorship.

## **Application Requirements**

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All applicants, especially new applicants to this program, are urged to discuss their request with the program officer prior to submission.

Applicants must provide a signed, completed application form, all requested information, and clearly identified support materials.

*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, including support material, other than that required to determine eligibility. Eligible applications and any supporting material will be assessed as they have been submitted.**

All applications must be submitted by the deadline and include the following:

### **For All Components**

- A signed, completed Application Form – Early Career Development, including:
  - A balanced project budget, using the budget form provided.
  - 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 that addresses all application questions and includes all pertinent details of the proposed project. Please see the application form for the information that should be included in your written statement.
- Notes to the budget, if applicable.
- A detailed schedule or timeline that clearly describes the proposed work plan for the project (maximum of two pages).

AND:

### **For Component I: Internships**

- A two-page statement from the intern describing their artistic practice, 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. Please see FAQ's for more information about job descriptions.
- 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 below).
- A completed Appendix B – Early Career Criteria Information Sheet.

### **For Component II: Cohorts**

- A one-page statement from each cohort member describing their artistic practice, why they wish to work with the organization and mentor, and the importance of the professional development opportunity 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. Please see FAQ's for more information.
- 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 below).
- A completed Appendix B – Early Career Criteria Information Sheet for each cohort member.

### **Financial Statements**

Financial Statements must include:

- a Balance Sheet, Income Statement and Notes;

- an itemized list of grants identified by funder, either in the income statement or in an attached schedule; and,
- a breakdown of operating net assets, distinguishing between unrestricted net assets and capital assets.

The type of Financial Statements required is based on the recipient’s last BC Arts Council award (excluding special projects); in the case of new applicants, internally prepared financial statements are acceptable. Internally prepared financial statements must show two years of activity and be signed by two board members of the organization. Council staff reserve the right to request audited Financial Statements if deemed appropriate, regardless of the amount of the applicant’s last award.

<b>BC Arts Council Grant for last fiscal year</b>	<b>Minimum Required Documentation</b> All Financial Statements must be signed by the auditor/bookkeeper/accountant with Board approval (two Board member signatures)
Up to \$10,000	Internally prepared Financial Statements
\$10,001 - \$25,000	Independently prepared Financial Statements
\$25,001 - \$100,000	Review Engagement Financial Statements
Greater than \$100,000	Audited Financial Statements

**For Component III: Residencies**

- 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. Please see FAQ’s for further detail.
- 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, listing your submitted portfolio materials.
- Required Portfolio Materials: All applications must include portfolio materials demonstrating your practice and previous work. You may submit a combination of the following portfolio requirements in order to best serve your application. Portfolio materials must not exceed the maximum amount requested within a single discipline; please consult with the program officer with questions regarding the maximum allowable. Please include samples that are relevant to the proposed project.
  - 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.

*Submitted portfolio materials must correspond to the **Portfolio Requirements and Inventory** found in **Appendix C** of the application form in order to be made available during adjudication.*

## **For Component IV: Mentorships**

- 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. Please see FAQ's for further detail.
- 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, listing your submitted portfolio materials.
- Required Portfolio Materials: All applications must include portfolio materials demonstrating your practice and previous work. You may submit a combination of the following portfolio requirements in order to best serve your application. Portfolio materials must not exceed the maximum amount requested within a single discipline; please consult with the program officer with questions regarding the maximum allowable. Please include samples that are relevant to the proposed project.
  - For visual artists and curators: up to ten images of recent work and/or exhibitions
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  - For administrators: up to two-pages describing a recent arts administration project, plus up to five images, if applicable.

*Submitted portfolio materials must correspond to the **Portfolio Requirements and Inventory** found in **Appendix C** of the application form in order to be made available during adjudication.*

## 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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The areas of assessment are set out below, along with their relative weighting.

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

- For organizations: Consider and discuss how the project addresses the applicant’s mandate, mission and values in each area of assessment.
- For all applicants: Consider and discuss how the project fulfills the applicant’s artistic/training 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 judged against these criteria alongside a number of equally eligible applications.

Within all areas of assessment, the jury will consider the amount and level of professional experience to date of the early career practitioner in relation to the professional development proposed in the project, regardless of component.

### **ARTISTIC CONTRIBUTION AND SIGNIFICANCE (40%)**

Applications should demonstrate how the proposed project will advance the practice of the early career practitioner.

Jurors may discuss the following:

- Clarity, focus, and vitality of the proposed project.
- Risk or challenges inherent in, or tackled by, the proposed project.
- The strength of the intention in the work, the quality of the practice, and/or the development of the art form.

- Ability to realize the project, based on previous successes and support material.
- Previous achievements of the applicant and identified project participants, including mentor and/or host organization. The applicant's practice in the context of B.C.'s geographic, Indigenous and cultural diversity.
- Clear statements about compensation to every professional artist, curator or professional practitioner participating in the project including levels of professional fees.
- The potential benefits to the development of the applicant, artists and/or the professional arts community in B.C.
- Commitment to the development of B.C. artists and cultural practitioners.
- Consideration of cultural context in the artistic activity.

### **IMPACT (40%)**

Applicants should demonstrate the impact of the proposed project on the early career or emerging practitioner, as well as any reciprocal impact on the host organization or mentor involved in the project.

Jurors may consider the following:

- Clarity of the articulated objectives.
- Impact of the proposed project on the career development of the early career or emerging practitioner, including the relevance, timeliness and suitability of the activity.
- Opportunities for reciprocal learning.
- The creation of opportunities for the next generation of artists and practitioners.
- The inclusion of and engagement with appropriate protocols and practices, particularly in regard to Indigenous artists and communities.

### **FEASIBILITY (20%)**

This criterion considers the achievability of the project. Applicants should present the related past achievements and current practices and plans in place that demonstrate the achievability of the project.

Jurors may consider the following:

- Abilities in project management, including planning and financial management.
- Demonstrated capacity to realize the project, based on previous achievements and support material.
- The appropriateness of the project's proposed budget.
- The quality of working conditions for artists and cultural workers, including the commitment to cultural safety.
- The appropriateness and qualifications of the host organization or mentor to provide the career development opportunities outlined.

### **CULTURAL COMPETENCY AND AGILITY**

Although not a scored assessment criterion, when working with artists, practitioners and communities from a diversity of backgrounds, it is expected that applicants will work respectfully, knowledgeably and effectively. Cultural competency and agility has particular implications in considering reconciliation and the cultural safety and self-determination of Indigenous peoples.

Applicants should consider and speak to, where required, the following factors, which may be considered with respect to the assessment criteria:

- Commitment and ability to foster cultural safety.
- Capacity to acknowledge, negotiate and respect differing cultural perspectives, worldviews and values.
- Reciprocity in artistic, cultural and community relationships.
- Ability to address cultural protocols and permissions where required, including appropriate community consent, support, advice and/or collaboration.
- Ethical use of material, including issues of cultural appropriation and ownership.
- Consideration of the impact of proposed artistic activity, including who will benefit from it.

## Application Deadline and Submission

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The deadline for the Professional Project Assistance – Early Career Development 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, 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.

## 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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Applicants may only make one application to the Early Career Development program per deadline, regardless of component.

Support through this program may form up to 100% of the total project budget; however, proposals can demonstrate diversified revenue when appropriate.

The maximum amount that may be requested is \$30,000. Please note that grants may be awarded for less than the requested amounts based on the assessment of the jury and the priorities of the program.

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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.

Organizational grant recipients must promptly inform the BC Arts Council of substantive changes to the organization, including:

- Significant shifts in structure, staffing or activities
- Major changes to proposed activities;
- Changes in legal status, ownership, corporate structure, name, or mandate;
- Danger of insolvency, bankruptcy, or credit protection;
- Legal proceedings that pose a financial or reputational risk.

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.

**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.

## 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.

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

## Contact Information

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These guidelines contain information on the program intention, assessment criteria, application requirements, adjudication process and other general information. FAQ's for this program can be found on the BC Arts Council website.

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

Chris Gilpin – Program Officer (Performing Arts)  
Tel: 778.698.3585 | Email: [chris.gilpin@gov.bc.ca](mailto:chris.gilpin@gov.bc.ca)

Sheryl Jones – Program Officer (Studio Arts)  
Tel: 778.698.3522 | Email: [sheryl.jones@gov.bc.ca](mailto:sheryl.jones@gov.bc.ca)

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

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.**