

PROGRAM GUIDELINES 2020/21

PROJECT ASSISTANCE: EARLY CAREER DEVELOPMENT FOR INDIVIDUALS - Component 3: Residency and Component 4: Mentorship

About the BC Arts Council: New Foundations

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 strategic plan lays out four priorities 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

Program Impacts and Changes Due to COVID-19



The BC Arts Council recognizes the immense and unprecedented impact the COVID-19 pandemic is having on the B.C. arts and culture sector. While every effort will be made to minimize revisions, program guidelines may need to be updated to align with the most current provincial and federal orders and directives and public health information.

In light of this evolving situation, please note the following:

- Ensure you are always working with the latest version of the program guidelines, as posted on the BC Arts Council website. The posting date is identified at the bottom of the page. Any changes to the guidelines made after the original posting will be clearly highlighted.
- A blackout period has been placed on funding for activities that involve travel and/or in-person gatherings over 50. The most up-to-date details will be posted on our [dedicated COVID-19 page](#).
- Your application will be adjudicated recognizing that the responses to COVID-19 may shift rapidly. Please clearly state to the best of your ability in your application the impact that COVID-19 protocols could have on your project.
- If your application is successful, you may need to adjust your project to respond to further, unforeseen developments regarding the COVID-19 pandemic. If this is the case, please contact your program officer, who will work with you to find creative approaches to uphold the original intention of your funded project, including remote or virtual solutions.
- The most up-to-date information is posted on our dedicated [COVID 19 FAQ page](#) and individual program pages. Updates will also be announced on our [Facebook](#), and [Twitter](#) accounts.

About Project Assistance: Early Career Development

Project Assistance: Early Career Development is intended to assist early career arts practitioners in developing their practice while building their career experience, professional exposure, and professional portfolio. The program supports the development of knowledge and capacity within the sector and helps to create opportunities for the next generation of artists and arts practitioners.

Assistance through this program is available to both arts and cultural organizations and to individual art practitioners through four components:

For Organizations (see alternate Guidelines):

Component 1: Internship will provide arts and cultural organizations with the opportunity to host early an early career practitioner in a paid internship.

Component 2: Cohort will provide arts and cultural organizations with the opportunity to host a group of early career practitioners in paid professional development positions.

For Individuals (use these Guidelines):

Component 3: Residency will provide early career practitioners with the opportunity to pursue a residency with an arts and cultural organization.

Component 4: Mentorship will provide early career practitioners with the opportunity to develop sustained one-on-one learning through a mentorship with an established practitioner working in their field, art form, and/or discipline.

Applicants may not apply for or be named in more than one application or component to the Early Career Development program per deadline/intake (i.e. applicants to Mentorship or Residency may not be named as an intern or cohort member in an application to Internship or Cohort).

Individuals may receive up to a maximum of two awards from the Early Career Development program in their lifetime, regardless of component.

Please Note: The former Co-op component of the Early Career Development program is supported through a stand-alone [Co-op Placements](#) program. Eligible organizations can apply to both Co-op Placement and to Early Career Development in the same year.

Early Career Development 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 for support through the [Professional Development](#) program.

Application Deadline and Submission

The deadline for submissions to Early Career Development is July 15, 2020, **no later than 11:59 p.m.**

All applications will be submitted via the online grant application system. New applicants need to register on the [online system](#) before submitting an application. **Please note that approval of a new registration request may take up to four business days.** New registrants will be notified of approval and access to grant applications.

Applications by mail, email or fax will not be accepted.

Eligibility Requirements

General Eligibility Requirements

- Eligible activities must be within an arts discipline funded by the BC Arts Council, including:
 - arts administration and/or cultural management;
 - community-based arts practice (community-engaged arts; eco-arts; cultural identity, revitalization, and preservation);
 - dance (performance, choreography);
 - literary (creative writing, storytelling, spoken word, publishing);
 - media arts (film, video, audio/sound art, new media);
 - multi- or interdisciplinary artistic practice;
 - museums, archival, and curatorial practice;
 - music (performance, composition);
 - theatre (acting, directing, technical, design, musical theatre);
 - visual arts, craft, and curatorial practice (including textiles, carving);
- Projects can offer a mix of learning and creation however, it must not have the creation of new artistic work as its sole objective.
- The proposed activity must take place over a period of eight weeks to one year.
- Residencies and mentorships may take place in B.C., elsewhere in Canada, or internationally.

- Past BC Arts Council grant recipients must submit all required final reports by this program's deadline date.

To be eligible to participate in any component, an Early Career Practitioner must:

- Be a Canadian citizen or Permanent Resident and have been a resident of British Columbia for at least 12 months immediately prior to the application deadline, and ordinarily reside in B.C. For more information, please review our [Determining B.C. Residency page](#).
- Be committed to developing a practice and career in the arts that will allow them to work full-time at their practice when financially possible.
- Not be enrolled in full-time studies.

AND EITHER

- Be under the age of 30 at the application deadline and have completed basic training in their discipline.

OR

- Have completed basic training in their discipline within five years of the application deadline.

Applicants are eligible if basic training will be complete within six months of the application deadline and before the proposed activity begins; however, priority may go to those with completed basic training.

“Basic training” means appropriate and relevant education that has prepared an early career practitioner to work at a professional level, for example:

- a degree or certificate program in an academic institution;
- traditional knowledge transfer from a peer-recognized practitioner;
- an apprenticeship with a qualified practitioner.

Eligibility Requirements - Component 3: Residency and Component 4: Mentorship

Collaborative applications are eligible for the Residency and Mentorship components if all participating applicants meet the eligibility criteria. One individual artist must make the application on behalf of the collective or partnership.

An eligible Residency project must:

- Provide significant, immersive opportunities for skills sharing and/or knowledge exchange with artistic peers, mentors, and/or community members, and the development of professional networks;
- Include specific objectives, learning opportunities, and measures;
- Be hosted by a recognized arts and/or cultural organization.

An eligible Mentorship project must:

- Provide an individual, structured relationship with an established, qualified professional who will provide direct and specific mentorship;
- Include specific objectives, learning opportunities, and measures.

It is possible to have more than one mentor and/or to identify a main mentor and other sources of expertise. However, the program will not support a series of unrelated mentorship activities; applicants should clearly describe how different mentors contribute to the activity in a cohesive manner.

Ineligible Activities

Project Assistance: Early Career Development support is not available for:

- Operating costs;
- Project phases that have begun prior to the application deadline;
- Touring expenses;
- Capital expenses (learn more about [capital expenses here](#));
- Fundraising;
- Start-up costs or seed money;
- Feasibility studies;
- The creation or preparation of performances or exhibitions for competitions;
- Projects that are secondary to other purposes (e.g. fundraising event, convention, or family, religious, or community celebration);
- Projects or activities that are funded through other programs of the BC Arts Council or its third-party delivery partners (B.C. Touring Council, First Peoples' Cultural Council, and Creative BC);
- Specific vocational placements required as part of basic training or accreditation (formal apprenticeship, practicum, etc.);
- Projects related to continuing education or post-secondary programs;
- Projects taking place within post-secondary institutions;
- Unpaid work placements.

Eligible Costs

The priority for this program is to support the subsistence costs of the early career practitioner. For more information on subsistence costs, please review our [page on subsistence costs](#).

Other eligible costs may be given less priority, and include:

- Travel costs associated with the temporary relocation of the early career practitioner;
- Travel and accommodation costs directly related to the residency or mentorship, for applicant and/or, as applicable, mentor;
- Supplies, professional development, and other costs directly related to the early career practitioner's work;
- Residency fees paid to a host organization;
- Fees paid to mentors and other professionals. Compensation rates for mentors will vary depending on the activity and the nature of the mentorship. Some things to keep in mind are:
 - A mentor should be compensated at a level appropriate to their involvement. This may be an hourly or set contract rate, or some other appropriate structure.
 - If the applicant is working with or shadowing a mentor at the mentor's place of work, then that mentor is already receiving compensation for their time and it may be appropriate to negotiate a general mentorship fee.

Grant Amounts

Applicants may:

- Request awards up to \$30,000;
- Request funding for up to 100% of the project budget.

Grants may be awarded for less than the requested amount based on the decisions of the assessment committee and the priorities of the program.

Application Requirements

All applicants are encouraged to discuss their request with the appropriate program officer prior to submission.

All new applicants must create an Applicant Profile by registering with the [online system](#) before they can submit an application and should ensure all information and documentation in their online profile is up to date with each subsequent application.

Applicants must submit a complete online application, including all requested information and support material. All support material must be submitted via the online system unless otherwise indicated.

It is the applicant's responsibility to ensure applications are complete and all necessary elements are included. The BC Arts Council will not contact applicants to address errors or missing application requirements, including support material. Eligible applications and any supporting material will be assessed as they have been submitted.

An application for Component 3: Residency and Component 4: Mentorships must include:

- A balanced project budget, using the budget table provided in the online application. Provide detailed notes to the budget and indicate whether revenues are confirmed or pending.
- A detailed work plan including specific duties and a complete schedule or timeline.
- A two-page biographical statement for the applicant describing their artistic and/or professional practice, how the residency/mentorship will help to meet their career objectives, the potential impact of the residency/mentorship on their career development, and how the impact will be measured.
 - The statement should address the priorities of the Early Career Development program and the assessment criteria presented in the program guidelines.
- Three highlights from the applicant's career and training with a statement about each highlight's relevance to this program.
- Two letters of reference from established professionals in the applicant's discipline, commenting on the applicant's ability, and on the value of the residency/mentorship for the applicant's professional and career development. Reference letters should be from people who are familiar with the applicant's practice, training, and long-term aspirations.
 - Signed reference letters may be uploaded by the applicant to the online application or a referrer may email their letter directly to the BC Arts Council office, to BCArtsCouncil@gov.bc.ca. Reference letters must include the applicant's name and indicate the Early Career Development program. If emailing directly, referrers must be aware of the program deadline. If reference letters are not received by the program deadline, the application will be considered incomplete.
- Required Portfolio Materials (see below).

An application for Component 3: Residency must also include:

- A description of the residency addressing the following:
 - The organization hosting the residency (location, mandate, artists and communities served, etc.)
 - The residency program (if part of the organization's existing programs).
 - Opportunities for learning, networking, mentorship, etc.
- A letter or other document of confirmation from the host organization, including a brief description of the opportunities, resources, and supports the residency will offer the applicant.

An application for Component 4: Mentorship must also include:

- A description of the mentorship project addressing the following:
 - Why the mentor was selected.
 - The structure and format of the mentorship.
 - Opportunities for learning and networking offered as part of the mentorship.
- A one-page letter from the mentor confirming their participation. The letter should include a biographical statement indicating their experience and qualifications to mentor the applicant, outline their capacity to carry out the mentorship, and describe the potential impacts of the mentorship on both the mentor and the applicant.
- Resumé or CV for the mentor.

Required Portfolio Materials

Applications must include portfolio materials demonstrating the applicant's practice and previous work that are relevant to the proposed activities in the application.

- Refer to [ECD Portfolio Guidelines](#) for more information.

Portfolio materials must not exceed the maximum amount requested. Do not submit support material other than what has been requested.

Hard copy support material will not be accepted.

Equity and Cultural Context

In its strategic plan [New Foundations: 2018-2022](#), the BC Arts Council commits to principles of equity, diversity, accessibility, and truth and reconciliation in all of its programs and processes. The Council also conducts its own operations in accordance to legislation such as the [BC Human Rights Code](#), [Accessible Canada Act](#) as well as the [United Nations Declaration of the Rights of Indigenous Peoples](#) and [Calls to Action of the Truth and Reconciliation Commission](#).

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 which all artistic practice exists. All applicants are encouraged to contemplate a variety of factors around cultural appropriation, representation, and equitable and ethical collaboration processes, and to clearly position their work within its cultural context as required within their application.

Assessment Criteria

The three areas of assessment are set out below, along with their relative weight.

IMPACT AND SIGNIFICANCE FOR EARLY CAREER PRACTITIONER (50%)

The assessment panel will consider how the proposed project will support and advance the practice of the early career practitioner, and the proposed project's alignment with program intentions. Assessors may discuss the following:

- Quality of opportunities for the early career arts practitioner to develop their practice and professional portfolio, achieve their artistic and learning goals, and build their career experience and professional exposure;
- Clarity of the articulated objectives and work plan, and how proposed activities will promote and enable knowledge transfer and learning;
- Relevance, timeliness, level of artistic risk, and challenge of the proposed activities for the early career practitioner's career development.
- Articulation of the early career practitioner's practice and work within their cultural context.

IMPACT AND SIGNIFICANCE FOR THE ARTS AND CULTURAL COMMUNITY (30%)

The assessment panel will consider the proposed project's alignment with program intentions, including engagement with and impact on arts and cultural practices in the province as well as the applicant's own identified community(ies). Assessors may discuss the following:

- Depth of knowledge transfer and capacity building within the professional arts community in B.C.;
- Impact and benefits to the applicant organization and/or mentor(s), and opportunities for reciprocal learning;
- Level of meaningful engagement and sustainable benefits for historically underserved communities and their artistic practices, with consideration given to diverse demographics, and accessibility of space and content, as applicable to the project;
- Consideration given to matters of cultural appropriation, representation, equitable and ethical collaboration processes, and appropriate protocols and practices, as applicable to the project.

FEASIBILITY (20%)

The assessment panel will consider the achievability and viability of the project. Assessors may discuss the following:

- Appropriate levels of expertise and experience in place to be able to provide high-quality mentorship, learning, and career development experiences;
- Achievability of the proposed activities as determined by appropriate budgets, planning, and resource allocation.

Adjudication Process

Merit-based, independent assessment is the primary method of evaluation. All applications to this program are evaluated by a peer assessment panel. Peer assessment panels are comprised of individuals with expertise in particular artistic disciplines, genres, or fields of practice. When selecting panel 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 applications to this program:

- The BC Arts Council receives applications via the online system.
- BC Arts Council staff reviews applications for eligibility.
- The assessment panel evaluates the applications using the assessment criteria outlined above and determines the level of funding and conditions on payment of awards.
- The BC Arts Council informs each applicant of the adjudication panel's decision in writing.

Applicants are encouraged to contact their program officer for feedback on their applications.

Notification of Awards

Decisions will be made within sixteen weeks of the application deadline. Notification will be sent via the online system to the contact linked to the application as well as the organizational and governance leadership contacts provided in the organizational profile (as applicable). Results cannot be requested in advance by telephone or email.

Payment of Awards

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

The BC 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;
- Fails to comply with legal obligations; and/or
- Fails to respect the commitment to provide a safe and respectful work environment free from harassment, discrimination and sexual misconduct.

Grants are taxable income and must be reported as such. Individuals receiving grants on their own behalf or on behalf of a collective are issued T4As for the year in which the grant payment is processed.

Final Reports

All recipients must submit a final report with the required documentation of the completed project to the BC Arts Council within 30 days of the completion date stated in the respective application. Final Report forms must be submitted through the online system.

Future applications to BC Arts Council programs will be ineligible if reporting requirements are not met.

Confidentiality and Recognition of Awards

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 print 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.

As well, funded applicants with a website are encouraged to add a link to the [BC Arts Council](#) website.

Contact Information

All applicants are encouraged to discuss the eligibility of their proposed request with the program officer prior to submission.

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