

PROGRAM GUIDELINES 2020/21

PROJECT ASSISTANCE: EARLY CAREER DEVELOPMENT FOR ORGANIZATIONS - Component 1: Internship and Component 2: Cohort

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 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 (use these Guidelines):

Component 1: Internship will provide arts and cultural organizations with the opportunity to host 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 (see alternate 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 Residency or Mentorship 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 may apply to both Co-op Placements 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.

- 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 1: Internship and Component 2: Cohort

To be eligible for these components, an applicant must:

- Be an arts and cultural organization that has received at least one grant since April 1, 2015 through the following eligible BC Arts Council programs:
 - Operating Assistance;
 - Project Assistance for Professional Performing Arts (Theatre, Music, Dance); Arts Periodicals; Literary; Arts Training; Book Publishers; Professional Arts Festivals; Media Arts Organizations; Museums, Indigenous Cultural Centres, Visual Arts Organizations
 - Community Arts Projects;
 - Arts-Based Community Development;

OR

- Be an arts and cultural organization that has received at least one grant since April 1, 2015 through the BC Arts Council's program delivery partners:
 - BC Touring Council – Community Presenter Assistance Program;
 - First Peoples' Cultural Council – Indigenous Arts Program;
 - Creative BC – Interactive Fund

NOTE: *Activities funded through the above partnership programs are not eligible for this program. Applicants should discuss their project's eligibility with a Program Officer before submission.*

OR

- Be an Indigenous Government, Friendship Centre, or Métis Chartered Community offering dedicated arts and culture program(s) or project(s) where the scope of work and learning for the Intern or Cohort would focus on those activities.

An eligible application must:

- Designate a qualified mentor within the organization to support the intern/cohort. It is possible to have more than one mentor within the organization and/or to have a main mentor within the organization and other sources of expertise (e.g. a guest mentor) from outside the organization.
- Propose activities that focus on the development of the intern/cohort members and the quality of their experience, and not primarily on fulfilling an organizational need.
- Compensate artists, staff, and other professional practitioners by paying fees and salaries at industry standards and adhering to international intellectual property rights standards.
- Provide a statement to contextualize the proposed rate of pay for the intern/cohort in relation to comparable pay levels within the organization, hours worked, and the area's living wage.

An eligible Internship project must also:

- Identify an eligible early career practitioner who will be engaged as a paid employee (i.e. not contract-based freelance work) in an immersive and structured experience. Part-time placements are eligible; however, priority may be given to full-time opportunities.

An eligible Cohort project must also:

- Provide paid professional development opportunities to a group of at least two eligible early career practitioners who must all be identified in the application, and who will be working on the same activity in an immersive, cohesive, and structured experience.
- Engage all cohort members for the full duration of the activity.

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 salary or compensation of the early career practitioner(s). Appropriate compensation for practitioners is fundamental to all components of this program.

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

- Travel costs associated with the temporary relocation of the early career practitioner(s).
- MERCs and related employment benefits for the intern;
- Supplies, professional development, and other costs directly related to the early career practitioner's work;
- Compensation for the mentor(s). Compensation paid to a mentor already working within an organization is only eligible if the hours are supplemental, i.e. not part of regular working hours. Funding is not intended to subsidize an organization's existing operating costs, but rather to support additional costs associated with the internship/cohort placements.

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 1: Internship and Component 2: Cohort must include:

- Statements addressing the organization's:
 - History, mandate, mission, and core values;
 - Expertise and human resource capacity to manage the Internship/Cohort;
 - Recent and current artistic programming and upcoming activities relevant to the Internship/Cohort;
 - Policies and/or processes to support and promote a safe and respectful workplace.
- Letters from partners or collaborators, if applicable, confirming the nature of their participation.
- A description of the Internship/Cohort position, including objectives and intentions, reflecting input from both intern/cohort and the applicant organization, and providing details of:
 - Job title(s) and location of position(s);
 - Rationale for selection of intern/cohort members;
 - Qualifications and skills the intern/cohort members are required to have;
 - Learning objectives and potential impact for the intern/cohort;
 - Anticipated impact of the internship/cohort on the organization, especially in relation to the organization's mandate;
 - The special project or work on a specific activity to be undertaken, as applicable.
- A detailed work plan including specific duties and a complete schedule or timeline.
- A statement from intern/each cohort member indicating:
 - Where, when, and with whom their basic training occurred;
 - A biographical statement for the intern (two pages)/each cohort member (one page each) describing their artistic practice, why they wish to work with the applicant organization, and the potential impact of the internship/cohort on their career development.
 - The statement should address the priorities of the Early Career Development program and the assessment criteria presented in the program guidelines.
 - Three highlights from their career and training with a statement about each highlight's relevance to this project;
- A one-page biographical statement from the mentor indicating their relevant experience and qualifications, and outlining their commitment to working with the intern/cohort for the duration of the project.

Additional Requirements for Organizations

The following documentation must be provided through your Organizational Profile and must be updated at minimum once per year:

- Your organization's most recent Financial Statements, in accordance with the requirements below;
- A list of the organization's current board of directors, editorial advisory board, trustees or board of management, including their occupations and start dates;
- A list of administrative and artistic/editorial staff or significant contractors, giving name and title or responsibility (indicate if permanent/seasonal and full-time/part-time).

Financial Statements must include:

- 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 be signed by two board members of the organization. Council staff reserves the right to request audited Financial Statements if deemed appropriate, regardless of the amount of the applicant's last award.

For applicants operating under the umbrella of a local government or post-secondary institution, financial statements must include a statement of income and expenses for the applicant's activities alone, signed by the umbrella organization's financial officer, in addition to notes indicating if the applicant entity may accrue assets, surpluses or deficits from one year to the next.

BC Arts Council Grant for last fiscal year	Minimum Required Documentation <i>All Financial Statements must be approved by the Board of Directors and signed by the person preparing them (i.e. bookkeeper/accountant/ financial officer) and two Board members.</i>
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

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

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 the opportunities for the early career arts practitioner(s) 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 CULTURE 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 with the early career practitioner(s)'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;
- Potential for success based on previous related achievements and the applicant organization's overall financial health;
- Rigour of human resources practices in relation to providing fair remuneration, equitable employment, cultural competency and safety, and a safe, respectful work environment.

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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