

PROGRAM GUIDELINES 2021/22

PROJECT ASSISTANCE: Early Career Development

FOR INDIVIDUALS—Residency (Component 3) and Mentorship (Component 4)

Program Impacts and Changes Due to COVID-19

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

- Ensure you have the latest version of the program guidelines as posted on the BC Arts Council website. Any changes to the guidelines made after the original posting will be clearly highlighted.
- Find up-to-date information posted on our [COVID-19 update page](#).

About the BC Arts Council

For more information about the BC Arts Council's mandate, vision, values, and strategic directions, visit the [About](#) and [Priorities](#) sections on the BC Arts Council website.

Equity and Cultural Context

In its Strategic Plan [New Foundations: 2018-2022](#), the BC Arts Council makes a commitment to principles of equity, diversity, accessibility, and truth and reconciliation in all of its programs and processes. The Council also conducts its own operations and funding activities in accordance to legislation such as the [BC Human Rights Code](#), [Accessible Canada Act](#), and the [United Nations Declaration on the Rights of Indigenous Peoples](#), as well as [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. The BC Arts Council also recognizes that all artistic practice exists within diverse and specific cultural contexts.

All applicants are encouraged to contemplate a variety of factors related to cultural appropriation, representation, and equitable and ethical collaboration processes, and to clearly position their work within its cultural context in their application. Equity and access are central to the BC Arts Council's response to supporting the arts and culture sector through COVID-19 recovery.

Early Career Development – Program Intentions

Project Assistance: Early Career Development supports immersive and highly impactful opportunities for emerging and early career practitioners to:

- develop their artistic and/or administrative practice.
- participate in knowledge transfer, skill sharing, and reciprocal learning in the sector.
- expand their career experience, professional networks and exposure, and professional portfolio.
- build capacity in their identified community(ies), e.g. geographic, cultural, area of practice, etc.

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 supports arts and cultural organizations to host an early career practitioner in a paid internship.

Component 2: Cohort supports arts and cultural organizations to host a group of early career practitioners in paid professional development positions.

For Individuals (use these Guidelines):

Component 3: Residency supports early career practitioners to pursue a residency with an arts and cultural organization.

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

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 Details

The deadline for submissions to Early Career Development is June 30, 2021, **no later than 11:59 p.m.**

Applications must be submitted via the online grant application system. Applicants must ensure that all information and documentation in their online profile is up to date prior to submitting an application.

New applicants must register on the [online system](#) before submitting an application. **Approval of a registration request may take up to four business days.** New registrants will be notified of approval and access to grant applications. Applications submitted by mail, email, or fax will not be accepted.

All applicants are encouraged to discuss their application with a program officer prior to submission.

Application Assistance

Applicants who identify as Deaf and/or living with disabilities and who require accommodation or assistance to develop and submit an application to this program should contact the program officer or email bcartscouncil@gov.bc.ca for more information.

Receiving application assistance does not influence the assessment of the application.

Eligibility Requirements

Applicants may confirm eligibility with a program officer prior to submission. Ineligible applications will not be forwarded for assessment.

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

- Be working in one or more of the [arts disciplines funded by the BC Arts Council](#).

- Be a Canadian citizen or Permanent Resident who ordinarily resides in B.C., having lived in the province for at least 12 months immediately prior to the application being submitted. For more information, review our [Determining B.C. Residency page](#).
- Not be enrolled in full-time studies.
- Not have been named in two previous successful Early Career Development applications regardless of component, i.e. an individual may participate in a maximum of two Early Career Development projects in their lifetime.
- Not be named in any other application in this program's current intake.
- Not have any overdue final reports on previous BC Arts Council grants.

AND EITHER

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

OR

- Have completed basic training in their discipline within ten years of the application deadline and:
 - Be 30 years old or younger at the application deadline.

AND/OR IDENTIFY AS ONE OR MORE OF THE FOLLOWING:

- Indigenous (First Nations, Métis, or Inuit).
- Racialized (also referred to as Culturally Diverse, or Person of Colour, or Visible Minority).
- Deaf and/or a Person living with Disabilities and/or with Mental Illness.

AND/OR

- Live outside of the capital region (not including Sooke, Metchosin, the Gulf Islands, or the Juan de Fuca Electoral Area) or greater Vancouver.

Applicants are eligible if basic training will be complete within six months of the application deadline and before the proposed activity begins.

“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 from an academic institution.
- traditional knowledge transfer or an apprenticeship with a qualified, peer-recognized practitioner.

Eligibility Requirements - Residency and Mentorship

An eligible Residency project must:

- Provide significant, immersive opportunities for skills sharing and/or knowledge exchange at an established arts and/or cultural organization.

An eligible Mentorship project must:

- Provide a one-on-one, structured relationship with an established and qualified professional who will share skills and knowledge.

An eligible project must also:

- Follow [COVID-19 public health orders and restrictions](#), and applicants must address how the project would be adapted should these orders and restrictions change.

- Include specific learning opportunities and objectives, and tangible measures.
- Take place over a period of a minimum of eight weeks and a maximum of one year.
- Take place in B.C., elsewhere in Canada, or virtually.

General Eligibility Considerations

- 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 must clearly describe how different mentors contribute to a cohesive project.
- Collaborative applications (i.e. a mentorship or residency where two or more early career practitioners engage in the same activities with the same mentor or as part of the same residency) are eligible if all participants meet the eligibility criteria. One person must submit the application on behalf of the group although all participants must provide the required information and documents. Note that the person who submits the application must register with the online system under the “Individual” registration type. If the application is successful, this person will receive payment of the award on behalf of the group. A T4A will be issued to them and they will bear the income tax implications associated with this payment.
- Arts and cultural practitioners must be compensated fairly in keeping with community contexts and industry standards within the field of practice, including adhering to international intellectual property rights standards and cultural ownership protocols.
- Projects may offer a mix of learning and creation; however, as learning and knowledge transfer are the priorities of this program, the creation of new work must not be the sole or primary objective.

Eligible Expenses

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

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

- Travel and/or accommodation costs directly related to the residency or mentorship, for the applicant and/or mentor in accordance with BC Arts Council’s [current COVID-19 policy](#).
- Supplies and other costs directly related to the early career practitioner’s work excluding capital expenses (see below).
- 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. Keep these notes in mind:
 - A mentor should be compensated at a level appropriate to their involvement and reflecting industry standards. This may be an hourly or contract rate, or other appropriate structure.
 - If the applicant is working with or shadowing a mentor at the mentor’s place of work, that mentor may already be receiving compensation for their time; under these circumstances, it may be appropriate to negotiate a flat mentorship fee.
 - If a mentor chooses to not receive payment for their contribution, they must acknowledge this in their letter.

Exclusions

Awards are not available to support:

- International travel and/or in-person gatherings as per BC Arts Council’s [current COVID-19 policy](#).
- Project phases that have begun prior to the application deadline.

- Creation or preparation of work for competitions, including performances and exhibitions.
- [Capital expenditures](#) (construction, renovation, or purchase of property or equipment).
- Feasibility studies, start-up costs, or seed money.
- Touring expenses or international travel costs of foreign artists visiting British Columbia.
- Fundraising activities, conferences, conventions, or projects that are secondary to the arts-related activity (e.g. competitions, or family, religious, or community celebrations or anniversaries).
- Projects or activities funded through other BC Arts Council programs or its third-party delivery partners, including First Peoples' Cultural Council, BC Touring Council, or Creative BC.
- Specific vocational placements required as part of basic training or accreditation (formal apprenticeship, practicum, co-op programs, etc.)
- Projects related to continuing education or post-secondary programs or taking place within post-secondary institutions.
- Unpaid work placements.

Grant Amounts

Applicants may:

- Request awards of a maximum of \$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

It is the applicant's responsibility to submit a complete application. Eligible applications and support material will be assessed as submitted.

A complete application for Residency or Mentorships must include:

- A detailed work plan including a schedule or timeline appropriate to the learning opportunities and projected outcomes. Describe the activities the early career practitioner(s) will be engaged in, with whom, and when.
- A balanced project budget using the table provided. Include notes for all expenses and indicate whether revenues are confirmed or pending.
- A statement from each early career practitioner indicating where, when, and with whom their basic training occurred.
- A statement describing up to three relevant highlights from the applicant's career and training with a statement about each highlight's relevance to this program.
- Two signed letters of reference from established professionals in the applicant's discipline, commenting on the residency/mentorship's value and potential impact on the applicant's professional and career development. Letters should be from people who are familiar with the applicant's training, practice, and long-term career aspirations. Letters must include applicant's name, refer to the Early Career Development program, and be uploaded to the application.
- A biographical statement for the Early Career Practitioner(s) describing:
 - their artistic and/or professional practice and career goals;
 - the relevance and timeliness of the proposed activities;
 - the potential impact on their career development and goals, and how that impact will be measured;

- the impact on their own identified communities and the professional arts community in B.C.;
- the level of artistic risk and challenge as they relate to the Early Career Practitioner's career development

You can submit the statement in one of two formats (**but not both**):

1. A maximum two-page text document.

OR

2. A maximum five-minute audio or audiovisual file.

Note that assessors will be considering the assessment criteria on page 7 when they review the biographical statement. The thoughtfulness and thoroughness of the response and the degree of impact are being assessed—not format, design, or production quality.

File size must not exceed 2 GB and must use one of these supported file extensions:

TEXT: .pdf

AUDIO: .flac, .mid, .midi, .mp3, .ogg, .ra, .rm, wma, .wav

VIDEO: .asf, .avi, .flv, .mkv, .mov, .mpeg, .mpg, .mp2, .mp4, m4v, .ogv, .rm, .rmvb, .webm, .wmv

****This is a pilot project and the first time we are accepting statements in an audiovisual format. Our intent is to provide a fair and accessible process for all applicants. When the application review process is complete, we will consult with applicants and assessors for feedback.**

An application for Residency must also include:

- A description of the residency addressing the following:
 - Organization hosting the residency (location, mandate, artists and communities served, etc.).
 - Name of the residency program (if part of the organization's existing programs).
- 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 Mentorship must also include:

- A description of the mentorship project addressing the following:
 - Rationale for selection of mentor.
 - Alignment of mentor's expertise and experience with applicant's desired learning and career development.
 - The structure and format of the mentorship.
- A one-page letter from the mentor confirming their participation. The letter should include:
 - A biographical statement indicating their qualifications to mentor the applicant.
 - Confirmation of their capacity to carry out the mentorship and the agreed rate of compensation.
 - A statement about the potential impact of the mentorship on the mentor, the applicant, and the applicant's community of practice.
- A resumé or CV for the mentor.

Assessment Criteria

Applications will be assessed and scored using the following criteria. Applicants should discuss how the proposed project fulfils each area of assessment.

ALIGNMENT WITH THE BC ARTS COUNCIL'S STRATEGIC DIRECTIONS (10%)

The assessment panel will evaluate how the Early Career Practitioner and the project align with these BC Arts Council strategic directions:

- Indigenous Arts and Culture
- Equity, Diversity, and Access
- Regional Arts and Community Arts

IMPACT AND SIGNIFICANCE FOR THE EARLY CAREER PRACTITIONER (50%)

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

- Degree of impact on the early career practitioner including quality of opportunities to develop their professional practice and portfolio; achieve their artistic and learning goals; and build their career experience and professional exposure.
- Clarity of the objectives and work plan, appropriateness of the timeline to the learning outcomes, and depth of knowledge transfer and learning.
- Relevance, timeliness, level of artistic risk, and challenge of the proposed activities for the early career practitioner's career development.
- Early career practitioner's ability to articulate how their cultural context impacts their practice and work.

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

The assessment panel will consider the activity's alignment with program intentions, including engagement with and impact on arts and cultural practices in the province. Assessors may discuss:

- Depth of knowledge transfer and degree of impact within the professional arts community and the applicant's own identified community(ies).
- Impact and benefits to the mentor(s), and opportunities for reciprocal learning.
- Level of engagement and sustainable benefits to diverse and/or historically underserved communities and their artistic practices.
- Consideration given to matters of cultural appropriation, representation, equitable and ethical collaboration processes, and appropriate protocols and practices, as applicable to the project.

FEASIBILITY (10%)

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

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

Assessment Process

Merit-based, independent assessment is the primary method of evaluation for all applications to this program. Assessment panels are comprised of individuals with broad professional knowledge, experience, geographical representation, and diverse aesthetic, institutional, and cultural viewpoints, including those from Indigenous perspectives.

The following process is used to evaluate every application:

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

Applicants are encouraged to contact the program officer for feedback after results have been released.

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 online application. Results cannot be requested in advance.

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 or does not demonstrate readiness to restart activities as can reasonably be expected within the context of the COVID-19 pandemic.
- Undergoes unexplained 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.
- 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. Individuals receiving grants directly 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 in the application. Final Reports 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 their application with a program officer prior to submission.

Performing Arts: Erin Macklem – Program Officer | 778 698-1416 | Erin.Macklem@gov.bc.ca

Studio Arts: Michelle Benjamin – Program Officer | 236 478-2582 | Michelle.Benjamin@gov.bc.ca

A full list of program officers is available on [our website](#).

For general information or further assistance, contact:

Telephone: 250 356-1718 | Email: bcartscouncil@gov.bc.ca

Program guidelines are reviewed annually. Be sure that you are working with the most current guidelines available on the program page on the BC Arts Council website.