

PROGRAM GUIDELINES 2021/22

PROJECT ASSISTANCE: Early Career Development

FOR ORGANIZATIONS—Internship (Component 1) and Cohort (Component 2)

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 please 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 (use these 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 (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.

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.

Note: Eligible organizations may apply to both Early Career Development and the [Co-op Placements](#) program in the same year.

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 apply for an Internship or Cohort, an applicant must:

- Be an arts and cultural organization that has received at least one grant since April 1, 2016 through the following eligible BC Arts Council programs:
 - Operating Assistance.
 - Project Assistance for Theatre, Music, Dance, Arts Periodicals, Professional Literary, Arts Training, Book Publishers, Professional Arts Festivals, Media Arts, Museums, Indigenous Cultural Centres, Visual Arts Organizations, or Community Arts.
 - Arts-Based Community Development.

OR

- Be an arts and cultural organization that has received at least one grant since April 1, 2016 through one of 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.

Activities funded through the above partnership programs are not eligible for this program.

OR

- Be an Indigenous Government, Friendship Centre, or Métis Chartered Community offering dedicated arts and culture activities; the scope of work and learning for the Intern or Cohort must focus on those activities.

Eligibility Requirements – Early Career Practitioner**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 – Internship and Cohort

An eligible Internship project must:

- Identify an eligible early career practitioner who will be engaged as a paid employee (i.e. not contract based or freelance work) in an immersive and structured experience. Part- and full-time placements are eligible.

An eligible Cohort project must:

- Provide paid professional development opportunities to a group of at least two eligible early career practitioners who must be identified, 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 project.

An eligible project must also:

- Follow [COVID-19 public health orders and restrictions](#), and applicants must address how the project can adapt should these orders and restrictions change.
- Take place over a period of a minimum of eight weeks and a maximum of one year.
- Prioritize high-quality and measurable learning opportunities that have a significant impact on the intern/cohort members; organizational needs are secondary.
- Designate a qualified mentor within the organization. It is possible to have more than one mentor and/or to have a main mentor within the organization and other sources of expertise (e.g. a guest mentor) from outside the organization. Applicants must clearly describe how different mentors contribute to a cohesive project.
- Compensate arts and cultural practitioners 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.
- Provide a statement to contextualize the proposed rate of pay for the intern/cohort in relation to comparable pay levels within the organization, proposed hours worked, and the area’s living wage.
- Not have the creation of new work as the sole or primary objective.

Virtual internship or cohort projects are eligible if criteria above are met.

Eligible Expenses

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

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

- Mandatory Employment Related Costs and related employment benefits for the intern.
- Travel costs associated with the temporary relocation of the early career practitioner(s) in accordance with BC Arts Council's [current COVID-19 policy](#).
- Supplies and other costs directly related to the work of the early career practitioner(s) excluding capital expenses (see below).
- 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 or salary expenses, but rather to support additional costs associated with the internship/cohort.

Exclusions

Awards are not available to support:

- International travel and/or in-person gatherings as per BC Arts Council's [current COVID-19 policy](#).
- Operating costs.
- 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 Internship or Cohort must include:

- Statements addressing the organization's:
 - History, mandate, mission, and core values.

- Recent and current artistic programming and upcoming activities relevant to the Internship/Cohort.
- Expertise and human resource capacity to manage the Internship/Cohort.
- Policies and/or processes to support and promote a safe and respectful workplace.
- A description of the Internship/Cohort position including objectives and intentions, reflecting input from the early career practitioner(s) and the applicant organization, and providing details of:
 - Job title and location of position(s).
 - Rationale for selection of the intern/cohort members.
 - Qualifications and skills the intern/cohort members are required to have.
 - Learning objectives and potential impact for the intern/cohort members.
 - Anticipated impact of the internship/cohort on the organization, especially in relation to the organization's mandate.
- 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 statement from each early career practitioner indicating where, when, and with whom their basic training occurred.
- A statement describing up to three highlights from each early career practitioner's career and training with a statement about each highlight's relevance to this program.
- A one-page biographical statement from the designated mentor within the organization indicating their relevant experience and qualifications and outlining their commitment to working with the intern/cohort for the duration of the project.
- A balanced project budget using the table provided. Include notes for all expenses and indicate whether revenues are confirmed or pending.
- Letters from partners or collaborators, if applicable, confirming the nature of their participation.
- 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.

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.
- Names of the organization's board of directors, editorial advisory board, trustees, or board of management, including occupations and start dates.
- Names of administrative and artistic/editorial staff or significant contractors, providing title or responsibility, and indicating 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.
- 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 most recent BC Arts Council Operating Assistance or Project Assistance (discipline specific) award. For new applicants, internally prepared financial statements are acceptable. BC Arts 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>Financial Statements, including internally prepared, 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

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 applicant organization, 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 project 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 arts practitioner(s) 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 own 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 applicant organization and/or mentor(s), and opportunities for reciprocal learning.
- Level of engagement and sustainable benefits to diverse and/or historically underserved communities and their artistic practices.
- Level of accessibility and safety of engagement, including but not limited to physical spaces, cultural safety, affordability, and accommodations for diverse participants.
- 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.

- Potential for success based on previous related activities and the applicant's overall financial and organizational health.
- Rigour of human resources practices in relation to providing fair remuneration, equitable employment, cultural competency and safety, and a safe, respectful work environment.

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 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.
- 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 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 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.