

PROGRAM GUIDELINES 2021/22

PROJECT ASSISTANCE: Professional Development

Acknowledgement

The BC Arts Council acknowledges it carries out its work on the land of Indigenous nations throughout British Columbia. We are grateful for the continuing relationships with Indigenous people that develop through our work together. We acknowledge and raise our hands to the ɫəkʷəŋən (Lkwungen) people, known today as the Songhees and Esquimalt Nations, on whose ancestral lands we operate our main offices.

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.

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 conducts its own operations and funding activities in accordance with 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 the [Calls to Action of the Truth and Reconciliation Commission](#).

Professional Development—Program Intentions

Project Assistance: Professional Development assists professional artists, cultural practitioners, production and technical personnel, and arts administrators with specific learning opportunities and/or activities to advance their practice or career.

Awards are not intended to support the creation of new work(s) or full-time studies.

When and How to Apply

The deadline for submission is **Monday, February 7, 2022, no later than 11:59 p.m. Pacific Time**

Projects must start after the application deadline.

Applications must be submitted via the [online grant 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 and create a profile](#) in the online system. **Approval of a registration request may take up to four business days.** New registrants will be notified once they are approved and able to access grant applications.

Applicants may discuss their project with a program officer and/or attend a Question & Answer session before submitting their application.

Application Assistance and Access Supports

People who identify as Deaf and/or living with disabilities or mental illness and who require assistance with their application and/or access supports for their project should contact the program officer.

Receiving application assistance does not influence the application review or outcome.

Question and Answer Sessions

Join BC Arts Council staff for an online information session including an overview of this program and an opportunity to ask questions. Session details are posted on the [BC Arts Council website](#) and [Facebook](#) and [Twitter](#) pages.

Who Can Apply

To be eligible, an applicant 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, review our [Determining B.C. Residency](#) page.
- Demonstrate professional status by meeting the following criteria:
 - have completed appropriate and relevant training in their discipline at a level that would be recognized as professional by other practitioners working in similar disciplines. Training may be through post-secondary institutions, traditional knowledge transfer, and/or apprenticeship with a qualified practitioner.
 - have a minimum two years of professional practice in their field following basic training.
 - meet the minimum requirements for BC Arts Council's Professional Artist award in their practice ([check relevant guidelines](#)) and have received industry-standard payment for their work (e.g., CARFAC, IMAA, etc.).
- Have submitted any overdue final reports on previous BC Arts Council grants as of the deadline date for this program.

OR

- Have received at least one grant through the First Peoples' Cultural Council's Indigenous Arts Program and have submitted any outstanding final reports for that grant.

Eligible artists and arts or cultural practitioners may include but are not limited to:

- arts administrator, producer, or artistic support staff (dramaturg, editor, etc.)
- community-engaged arts practitioner
- creative writer (fiction, non-fiction, drama, poetry) or spoken word artist
- Deaf, disability, and/or Mad arts practitioner
- media artist
- multi- and interdisciplinary artist
- museum or Indigenous cultural centre professional
- performing artist (dance, music, theatre, etc.)
- production and technical staff (not including those working in the commercial sector, e.g. film or television for theatrical release or prime-time broadcast)
- visual, craft, or contemporary applied artist, or independent curator or critic
- artists whose practice includes training professional arts practitioners

Ineligible applications will not be forwarded for assessment.

Emerging artists and early career practitioners with less than two years of professional practice may be eligible for support through the BC Arts Council's [Early Career Development Program](#).

Eligible Professional Development Activities

Descriptions of common professional development activities are provided below. These are examples and may not encompass all eligible activities.

Course or Workshop: A course or workshop following a specified curriculum and/or including specific skills acquisition or learning outcomes. This may include masterclasses or private studies with a specific focus.

Mentorship: A placement within an arts organization or an individual structured relationship with a qualified professional. Mentorships may be one-to-one or with a group; each member of the group seeking support must apply to this program.

Pivot in Practice: Support is available to make bold pivots or transitions in artistic practice in response to changes in the arts and culture sector, and/or because of the COVID-19 pandemic. Eligible activities must support new approaches to work or field of practice. The purchase of property or equipment is ineligible.

Residency: A residency must include significant opportunities for learning, outreach, and/or knowledge exchange. Residencies primarily for the creation of work are ineligible; however, those that offer a mix of learning and creation may be eligible if an applicant clearly outlines how participation advances their practice.

What Can Be Funded

Awards are available to support:

- travel expenses, accommodation, and meal per diems for professional development activities.
- consumable supplies and other costs directly related to the activities.
- fees paid to mentors, instructors, advisors, Elders, and Traditional Knowledge Keepers. Compensation must align with activity and community contexts and industry standards within the field of practice (e.g., CARFAC, IMAA, etc.), including adhering to international intellectual property rights standards and cultural ownership protocols.
- course, workshop, or residency registration fees.
- [subsistence expenses](#) (maximum \$500/week) intended to support basic living costs when the applicant is devoting most of their time to the activity. Weeks do not need to be consecutive.

Additional expenses related to access supports (e.g., ASL interpretation, personal support worker, transcription, specialized equipment, etc.) may be funded by a separate stream. Contact a program officer to discuss access supports.

What Will Not Be Funded

Awards are not available to support:

- [capital expenditures](#) (construction, renovation, or purchase of property or equipment).
- expenses incurred or activities started prior to the application deadline.
- touring expenses (travel expenses connected to learning activities are eligible).

- production of promotional materials (e.g., recordings, portfolios, demo reels, and/or websites).
- projects secondary to other purposes (e.g., fundraising, conventions, family, religious or community celebrations).
- activities funded through other BC Arts Council programs or its third-party delivery partners.
- vocational placements (e.g., apprenticeship) required for basic training or accreditation.
- unpaid work placements.
- projects focused on artistic creation.
- training to support teaching of non-professional artists.
- tuition or registration fees towards a degree or certificate at a post-secondary institution. Scholarship funding is available through the [BC Arts Council](#) and [First Peoples' Cultural Council](#).
- activities related to the commercial sector (e.g., film or television for theatrical release or prime-time broadcast).

Funding Requests

Maximum request amount is \$7,500. The request may be up to 100% of the total project budget. Grants may be awarded for less than requested.

Only one application per individual is accepted.

Funding priority may be given to applicants and/or activities connected to:

- Indigenous (First Nations, Métis, and/or Inuit) communities.
- Underserved communities, including Deaf, Disability and Mad arts; racialized and/or people of colour; 2SLGBTQIA+.
- Regional areas in B.C. (communities outside of greater Vancouver and the capital region, not including Sooke, Metchosin, the Gulf Islands, or the Juan de Fuca electoral area).

What is Needed for the Application

Applicants are responsible for submitting a complete application and will not be contacted to address errors or missing requirements. Eligible applications are assessed as submitted.

A complete application must include:

- a precise description of the proposed activity (course/workshop description, name of instructors, host organization, mentor, or company and their relevance, as applicable).
- the applicant's specific learning goals and a summary of how this activity will impact the applicant, and the development of the applicant's professional practice or future opportunities.
- a workplan, timeline, or schedule for the project that includes milestones and/or benchmarks.
- a list of eligible expenses related to the project that equal the funding request.
- support material as per the list below.

Support Material

Applicants are advised to follow the [Upload Requirements for Support Material guidelines](#).

Required Support Material includes:

- curriculum vitae (CV) or resume of the applicant that includes professional training and related paid professional artistic activities (PDF, up to three pages).
- documentation from the institution, teacher, master, advisor, or mentor confirming the specific arrangements and agreements, as applicable.

- resume or bio (PDF, up to two pages) for any individual advisors or mentors participating in the project outside of a formal organization or institution.

Do not submit material beyond what is requested; it will not be presented for assessment.

How Applications Will Be Assessed

Applications are assessed based on the following weighted criteria:

ALIGNMENT WITH BC ARTS COUNCIL'S STRATEGIC DIRECTIONS (15%)

Funding priority may be given to applicants and/or activities connected to or aligned with these BC Arts Council strategic priorities:

- Indigenous arts and artists (First Nations, Métis, and/or Inuit).
- underserved communities including Deaf, Disability and Mad arts; racialized and/or people of colour; 2SLGBTQIA+.
- regional areas in B.C. (communities outside of greater Vancouver and the capital region, not including Sooke, Metchosin, the Gulf Islands, or the Juan de Fuca electoral area).

IMPACT (50%)

The assessment committee will consider the potential of the project:

- to have a significant impact on the applicant's artistic and/or professional development.
- to generate future opportunities for the applicant's professional growth.
- to develop the next stage of the applicant's professional practice.

RATIONALE (20%)

The assessment committee will consider the overall rationale for the project, including:

- timeliness, urgency, and relevance of the activities to the applicant's learning goals.
- suitability of the course/workshop, mentors, and/or host organizations.
- integrity of the learning processes including approaches to research, collaborative processes, contributors, source materials, and cultural contexts and protocols, as applicable.

FEASIBILITY (15%)

The assessment committee will consider the viability of the project based on:

- the applicant's capacity and experience to undertake the project.
- the capacity and experience of any partners, collaborators, and/or host organizations to undertake and/or support the project.

Assessment Process

Each eligible application will be assessed by an internal committee of BC Arts Council staff who are knowledgeable and experienced in relevant artistic activities or fields of practice.

The following process is used to evaluate every application:

- The BC Arts Council receives applications and reviews them for eligibility.
- The assessment committee evaluates eligible applications using the assessment criteria above and a detailed assessment tool through which they determine the level of funding.
- The BC Arts Council informs each applicant of the decision in writing.

Notification of Awards

Decisions will be made within ten weeks of the application deadline. Notification is sent via the online system to the contact linked to the application. Results cannot be requested in advance.

Ensure the email address **bc.artscouncil.noreply@gov.bc.ca** is on your safe sender list.

Payment of Awards

All payments 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 their planned program of activities.
- undergoes major changes in artistic or administrative direction.
- does not meet their 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. Individuals receiving grants on their own behalf or on behalf of a collective are issued T4As for the year the grant payment is processed.

Final Reports

Recipients must submit a final report with the required documentation of the completed project to the BC Arts Council within 30 days of the Project End date in the application. Final Reports must be submitted through the online system.

Future applications will be deemed ineligible if reporting requirements are not met.

Confidentiality and Recognition

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 assessment panel. 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 the Canada Revenue Agency through the issuance of T4As.

Recognition of Assistance

In recognition of funding, the support of the BC Arts Council and the Government 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.

Funded applicants with a website are encouraged to add a link to the [BC Arts Council](#) website.

Contact Information

Program Officers:

Clayton Baraniuk | 250-978-9839 | clayton.baraniuk@gov.bc.ca

Michelle Benjamin | 236 478-2582 | michelle.benjamin@gov.bc.ca

For general information or further assistance, contact:

250-356-1718 | bcartscouncil@gov.bc.ca

Program Changes Due to COVID-19

The BC Arts Council continues to respond to the challenges of COVID-19. Guidelines may be updated to align with current provincial and federal orders and public health directives. Ensure you have the latest version of the guidelines as posted on the [BC Arts Council website](#). Any changes to the guidelines made after the original posting will be clearly highlighted.