

# PROJECT ASSISTANCE: EARLY CAREER DEVELOPMENT

## Program Guidelines 2022/23

### FOR ORGANIZATIONS—Internship and Cohort

#### 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 the [Extending Foundations: Action Plan for 2022-2024](#), the BC Arts Council reaffirms its commitment to principles of reconciliation, equity, diversity, inclusion and access 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 BC Act](#), [Accessible Canada Act](#), the [Declaration on the Rights of Indigenous Peoples Act](#) and Action Plan, and the [United Nations Declaration on the Rights of Indigenous Peoples](#), as well as the [Calls to Action of the Truth and Reconciliation Commission](#).

In addition to the integration of equity criteria across all funding programs, consideration will be given to [designated priority groups](#) identified by the BC Arts Council. These groups have been identified in order to achieve strategic direction commitments and correct funding gaps illuminated through recent evaluations and consultations. The designated priority groups consist of applicants who are:

- Indigenous (First Nations, Métis, or Inuit);
- Deaf or experience disability;
- Black or people of colour;
- Located in regional areas (outside [greater Vancouver or the capital region](#)).

Organizations whose statement of purpose includes support for and who are led by arts and cultural practitioners or rooted in communities as listed above are considered within the designated priority groups policy.

#### About Project Assistance: Early Career Development

---

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

- Develop their artistic 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; and

- 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 culture organizations and to individual art practitioners through four components:

**For Organizations (use these Guidelines):**

**Internship** supports arts and culture organizations to host an early career practitioner in a paid internship.

**Cohort** supports arts and culture organizations to host a group of early career practitioners in paid professional development positions.

**For Individuals (see alternate Guidelines):**

**Residency** will provide early career practitioners with the opportunity to pursue a residency with an arts and culture organization.

**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, 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.

### When and How to Apply

---

**The deadline for submissions is June 30, 2022, no later than 11:59 p.m.** The BC Arts Council office hours are 8:30 a.m. to 5:00 p.m., Monday to Friday.

Applications must be submitted via the [online Grant Management System](#). Applicants must ensure that all information (including address verification) and documentation in their online profile is up to date before submitting an application.

New applicants [must register and create a profile](#) in the online system. **Once the registration request is submitted, it may take up to four business days to process your request.** New registrants will be notified once their registration is processed and they are able to access grant applications.

Ensure the email address [bc.artscouncil.noreply@gov.bc.ca](mailto:bc.artscouncil.noreply@gov.bc.ca) is on your safe senders list and check your spam folders.

### Application Assistance

---

Individuals who self-identify as Deaf or having a disability, and organizations with a primary mandate to serve Deaf or disability arts practice are eligible for the BC Arts Council's Accessibility programs:

**[Application Assistance](#)** – pays for support services for creating and submitting grant applications.

**Access Support** – additional **funding** that supports access costs associated with creating or developing a project funded by a BC Arts Council grant.

These programs do not provide funding for audience accessibility or day-to-day access costs outside of the scope of a project. Accessibility requests are confidential and will not be part of assessment panels evaluating grant applications. Contact Accessibility Coordinator Clayton Baraniuk at 250-978-9839 or [clayton.baraniuk@gov.bc.ca](mailto:clayton.baraniuk@gov.bc.ca) to request assistance.

**Find out more about accessibility support at [bcartscouncil.ca/accessibility](https://bcartscouncil.ca/accessibility)**

## Question and Answer Sessions

---

Applicants are encouraged to join BC Arts Council program staff for an online information session including an overview of this program and an opportunity to ask questions. Session details will be posted on the [BC Arts Council website](#), and [Facebook](#) and [Twitter](#) pages. If you have further questions, please contact staff.

## Who Can Apply

---

Submissions from applicants who do not meet eligibility criteria will not be forwarded for assessment. **To be eligible, an applicant must:**

- provide arts and cultural programming or service to the arts and culture sector in B.C. and have done so for a minimum of one year;
- engage professionals in artistic, curatorial, administrative or project leadership;
- fairly compensate artists, arts and cultural practitioners, technicians, Elders, and Knowledge Keepers. Compensation must align with project and community contexts and industry standards within the field of practice, including adhering to international intellectual property rights standards and cultural ownership protocols;
- adhere to the Criminal Records Review Act which requires that people who work with or may have unsupervised access to children or vulnerable adults must undergo a criminal record check by the Criminal Records Review Program; and
- have completed and submitted any overdue final reports on previous BC Arts Council grants by the submission deadline for this program.

### **Organizational applicants must also:**

- be an arts and culture organization, registered and in good standing as a non-profit society or community service co-op in B.C. for at least one fiscal year prior to application with a dedicated arts and culture purpose.

### **OR**

- be an Indigenous (First Nations, Métis, Inuit) community organization or Indigenous government in B.C., offering dedicated arts and culture activities.

### **OR**

- be an arts and culture organization, operated by a local government or public post-secondary institution in B.C. for at least one fiscal year prior to application, with a community-based board of management that sets policy for the organization's programs and services, and that offers public programming by professional arts and culture practitioners.

**Arts or Curatorial Collective applicants must also:**

- be established and readily identified as a collective of independent B.C. artists, curators, museum or cultural practitioners, consisting of three or more individuals who are professionally active in their field of **practice, each of whom must:**
  - have a minimum of two years of professional practice in their field, following basic training;
  - have a demonstrated body of previous work as an individual practitioner;
  - be a Canadian citizen or Permanent Resident; and
  - have been a resident of B.C. for at least 12 months immediately prior to the application deadline, and ordinarily reside in B.C. See [Determining B.C. Residency page](#).
- have a demonstrated history of creating or presenting work as a collective and have a clear commitment to a current practice;
- apply under the name of an individual member of the collective who acts as the key contact person and be listed as the submitting representative within the online grant system. If the application is successful, this person receives payment of the award on behalf of the group, be issued a T4A, and be responsible for submitting the final report.

Collectives must confirm their eligibility with program staff prior to submitting an application.

### 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 when the project is taking place;
- 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; and
- not have any overdue final reports on previous BC Arts Council grants.

**AND EITHER**

- identify with one of the BC Arts Council's Designated Priority Groups, as described above, and have completed basic training in their discipline within **ten** years of the application deadline;

**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.

“Basic training” means appropriate and relevant education that has prepared an Early Career Practitioner to work at a professional level; for example:

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

## Eligible Projects

---

### **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; and
- engage all cohort members for the full duration of the project.

### **An eligible project must also:**

- 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; and
- 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 and accommodation costs associated with the temporary relocation of the early career practitioner(s);
- supplies and other costs directly related to the work of the early career practitioner(s) excluding capital expenses (see below); or
- 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:**

- operating costs;
- project phases or activities that have begun prior to the submission deadline;
- project or budget deficits and contingency funds;
- [capital expenditures](#) (construction, renovation, or purchase of property or equipment);
- feasibility studies, start-up costs, or seed money;
- fundraising activities, conferences, conventions, or projects where arts are secondary to other activities (e.g., competitions, or family, religious, or community celebrations or anniversaries).
- subsistence for artists or cultural practitioners;
- costs of producing commercial recordings or demo reels;
- private or for-profit entities (except in the case of for-profit book publishing companies);
- projects or activities funded through other BC Arts Council programs including BC Arts Council funds delivered through third-party delivery partners: First Peoples' Cultural Council, BC Touring Council, or Creative BC;
- creation or preparation of work for competitions, including performances and exhibitions;
- touring expenses or international travel costs of foreign artists visiting British Columbia;
- 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; or
- unpaid work placements.

Ineligible applications will not be forwarded for assessment.

## Grant Amounts

---

### **Applicants may:**

- Request an award of a maximum of \$30,000; and
- Request funding for up to 100% of the project budget.

Applicants are encouraged to submit realistic proposals for funds required to feasibly carry out the project. The BC Arts Council endeavours to support funding successful applications at 100% of the request when possible. However, grants may be awarded for less than the requested amount based on the decisions of the assessment committee and the priorities of the program.

## What is Needed for the Application

---

You are responsible for submitting a complete application. The BC Arts Council will not contact you to address errors or missing requirements, other than as required to determine eligibility. Eligible applications are 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 project;
  - expertise and human resource capacity to manage the Internship/Cohort; and
  - policies or processes to support and promote a safe and respectful workplace.

- a description of the 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; and
  - 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 balanced project budget using the table provided. Include notes for all expenses and indicate whether revenues are confirmed or pending;
- a biographical statement provided by the early career practitioner(s) describing:
  - their artistic 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.; and
  - 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, written in first person by the early career practitioner.

**OR**

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

Assessors will be considering the assessment criteria 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

## Support Material

---

Review and adhere to the [Upload Requirements for Support Material](#).

**Required support material includes:**

- letters from partners or collaborators, if applicable, confirming the nature of their participation (maximum two letters, one page each). Do not include general letters of support; and



- 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.

Excess support material, including multiple links to materials within a single uploaded document, will not be reviewed.

### Additional Information Needed from Organizations

**To apply, your organization's online Organizational Profile must be up to date and include:**

- a current list of the organization's board of directors, editorial advisory board, trustees, or board of management, including their board position, occupation/expertise and start date.
- a current list of administrative and artistic/editorial staff or significant contractors, including name, position, and employment status (e.g., permanent; part-time).
- a copy of the constitution if the applicant is a not-for-profit organization, OR a statement of the primary purpose of the organization for all other applicants.
- identification as a designated priority group, in order to be considered within the designated priority groups policy.
- signed financial statements for the two most recently completed fiscal years, as per the table below.

**The type of Financial Statements required is based on the applicant's most recent BC Arts Council Operating Assistance or Project Assistance 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 organizations operating under the umbrella of a **local government, an Indigenous government, or a 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, and notes indicating if the applicant entity may accrue assets, surpluses or deficits from one year to the next.

| Previous BC Arts Council Grant (as per above) | Minimum Required Documentation  |
|---|---|
| Up to \$10,000                                | Internally prepared Financial Statements  |
| \$10,001 - \$25,000                           | Independently prepared Financial Statements: Notice to Reader                                   |
| \$25,001 - \$100,000                          | Independently prepared Financial Statements:<br>Review Engagement/Compilation Engagement Report |
| Greater than \$100,000                        | Independently prepared Financial Statements: Audit  |

**Financial Statements must include:**

- Balance Sheet, Income Statement, and Notes.
- Itemized list of grants identified by funder, either in the income statement or schedule.
- A breakdown of operating net assets, distinguishing between unrestricted net and capital assets.
- Signatures of the preparer and of two Board members affirming Board approval.



## How Applications Will Be Assessed

---

The areas of assessment are described below along with their relative weight. Your application should address how the project fulfils each area of assessment.

In the [Extending Foundations: Action Plan for 2022-2024](#) the BC Arts Council committed to placing reconciliation, equity, diversity, inclusion and access at the centre of its activities, with the intention to rebalance historic funding distribution and modernize peer assessment. Consideration will be given to designated priority groups identified by the BC Arts Council as stated above.

### ALIGNMENT WITH STRATEGIC DIRECTIONS (10%)

The assessment panel will evaluate how the project and activity will align with the BC Arts Council's priorities of Indigenous Arts and Culture; Equity, Diversity and Access; and Regional Arts.

### IMPACT AND SIGNIFICANCE FOR THE EARLY CAREER PRACTITIONER (40%)

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; and
- relevance, timeliness, level of artistic risk, and challenge of the proposed activities for the early career practitioner's career development.

### IMPACT AND SIGNIFICANCE FOR THE COMMUNITY (30%)

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

- depth of knowledge transfer and degree of impact within the arts community and the applicant's own identified community(ies);
- impact and benefits to the organization, mentor(s), and opportunities for reciprocal learning;
- level of engagement and sustainable benefits to diverse 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; and
- level of accessibility and safety of engagement, including but not limited to physical spaces, cultural safety, affordability, and support for diverse participants or those who experience barriers or disability.

### FEASIBILITY (20%)

The assessment panel will evaluate the project's feasibility by considering the:

- 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; and
- 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 peer 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 applications:

- Program staff receive applications and review each one for eligibility.
- The assessment panel evaluates the applications using the assessment criteria outlined above and recommends the level of funding and conditions on payment of awards.
- Funding allocations approved.
- The BC Arts Council informs each applicant of the final decision in writing.

Applicants are encouraged to contact program staff 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, and to the organizational and governance leadership contacts provided in the organizational profile (as applicable). 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

---

Award 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 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 behalf of a collective are issued T4As for the year in which 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 to BC Arts Council programs will be ineligible if reporting requirements are not met.

## 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 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

---

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](mailto:Erin.Macklem@gov.bc.ca)

**Studio Arts:** Michelle Benjamin – Program Officer | 236 478-2582 | [Michelle.Benjamin@gov.bc.ca](mailto:Michelle.Benjamin@gov.bc.ca)

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

For general information or further assistance, please contact:

Telephone: (250) 356-1718

Email: [bcartscouncil@gov.bc.ca](mailto:bcartscouncil@gov.bc.ca)

**Program guidelines are reviewed annually.**

**Please ensure you are working with the most current program guidelines for each intake.**