

PROFESSIONAL DEVELOPMENT

Project Assistance Program Guidelines 2022/23

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 ʔəwəŋən (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: Professional Development

Project Assistance: Professional Development assists professional artists, cultural practitioners, production and technical personnel, and arts administrators:

- to attend career and professional development opportunities which require travel; or
- with specific, short-term learning activities that will advance their practice or career.

Awards are not intended to support the creation of new work, self-directed learning, or full-time studies.

When and How to Apply

The submission deadlines are June 30, 2022 and October 15, 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.

Application intakes will open six weeks before the submission deadline.

Applicants may submit only one application per intake and may receive only one award per BC Arts Council fiscal year (April 1 – March 31).

Submit your application through the Grant Management System. Ensure that all information (including address verification) 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.** BC Arts Council will email you once your registration is processed and you are able to access grant applications.

Ensure the email address **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 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 to request assistance.

Find out more about accessibility support at 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](https://bcartscouncil.ca), and [Facebook](#) and [Twitter](#) pages. If you have further questions, please contact staff.

Who Can Apply

Submissions from applicants who do not meet the eligibility criteria will not be forwarded for assessment. **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. Applicants must be prepared to provide documentation to support their residency status upon request.
- 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, or apprenticeship with a qualified practitioner;
 - Have a minimum two years of professional practice in their field following basic training;
 - Be recognized by other practitioners working in similar disciplines;
 - Be committed to working full-time at their practice when financially possible; and
 - **Performing Artists:** Have a demonstrated body of previous professional work;
 - **Visual or Craft Artists:** Have had at least two professionally curated shows or exhibitions where artists fees have been received;
 - **Visual Arts Critics or Curators:** have curated two or more exhibitions or published two or more works of critical writing for which they have received professional fees;
 - **Media Artists:** Have directed/created or hold creative control on at least one project subsequent to basic training for which they have been paid professional fees. This may include 'student works' which have been professionally exhibited or screened;
 - **Creative Writers:** Have had at least one book (or equivalent – 40 pages of poetry or 120 pages of prose) professionally published;
 - **Arts Administration, Publishing, Producer, Artistic Support Staff:** Two or more years of full or part-time paid employment (permanent or contract) in arts or cultural administration, artistic support, or at a professional book or periodical publisher;
 - **Deaf, Disability and Mad Arts:** Have a demonstrated body of work in or across any artistic practice;
 - **Community-engaged Arts Practice:** Facilitated two participatory arts projects in a community setting or learning environment;
 - **Multi- and Interdisciplinary Practice:** A demonstrated body of professional public work that integrates multiple fields of practice;
 - **Museum or Indigenous Culture Centre Professionals:** Two or more years of full- or part-time paid employment (permanent or contract) in a museum or Indigenous Cultural Centre;
 - **Production and Technical Personnel:** Two or more years of full- or regular part-time paid employment (permanent or contract) in arts and cultural production or as a technician in an arts and cultural institution, organization or venue.
- 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.

Contact a program advisor with questions regarding the eligibility of your discipline or practice. All applicants are urged to determine their eligibility and the eligibility of their proposed activity with the appropriate Program Advisor *prior* to submitting an application.

You may only apply twice with the same project; if an applicant has applied twice unsuccessfully for the same project, the proposal must be substantively changed.

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 Activities

Professional Development grants are intended to assist with specific learning activities to advance a practice or career. Activities should lead to clearly articulated learning outcomes, goals, or objectives. 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 or including specific skills acquisition or learning outcomes. This may include masterclasses or private studies with a specific focus. Online courses are eligible if registration is required, live instruction or mentorship is provided, and classes follow a schedule. Self-directed online learning is not eligible.

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.

Research: Initiatives supporting bold transitions in practice. Projects may explore new genres, disciplines, technologies, or digital opportunities; or develop innovative approaches to creation, production, presentation, and distribution. Applications must include a clear research plan with a research question, intended learning outcomes, and rationale for career development. Research projects require support from a minimum of one qualified advisor, and the application requires evidence of the advisor's agreement.

Residency: A residency must include significant opportunities for learning or knowledge exchange. Residencies primarily for the creation of work or research in support of new work are ineligible; however, residencies that offer a mix of learning and creation may be eligible if an applicant clearly outlines how participation advances their practice. Self-directed residencies without significant opportunities for knowledge transfer are not eligible. For creation-based residency projects, consider applying for a discipline-specific Individual Arts Award.

Significant Event: Intended to assist with the presentation of work at single events or exhibitions, or other presentations. Applicants must be paid a guaranteed fee or honorarium for their participation; in-kind compensation is acceptable. Eligible events must be linked to the next stage of an applicant's career development or future professional opportunities.

What Can Be Funded

Awards are available to support:

- Travel expenses, accommodation, and meal per diems for professional development activities. Travel expenses may be for the applicant or for a mentor/advisor;
- Consumable supplies and costs of materials directly related to the activities, including software subscriptions;
- 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;
- Childcare costs associated with time off for classes or activities;
- Rental or lease of specialized equipment and supplies;
- [Subsistence expenses](#) (maximum \$500/week for full-time activities) intended to support basic living costs when the applicant is devoting most of their time to the activity. For part-time activities, the weekly subsistence rate should be prorated accordingly. Weeks do not need to be consecutive;
- Accessibility services or rental equipment related to access needs of mentors or advisors.

Additional funding for expenses related to access supports to carry out the project (e.g., ASL interpretation, personal support worker, transcription, specialized equipment, etc.) for applicants that self-identify as Deaf or having a disability may be requested through the Access Support Program. Review the Access Support guidelines prior to requesting funds at:

www.bcartscouncil.ca/program/access-support/

Exclusions

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;
- 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, research not directly connected to learning activities, and self-directed studies;
- Training to support teaching of non-professional artists, e.g., community-based programs or teaching children;
- Tuition or registration fees towards a full-time arts degree or certificate at a post-secondary institution. Scholarship funding is available through the BC Arts Council and First Peoples' Cultural Council. Funding for certificate programs not eligible through the BC Arts Council's scholarship program may be eligible. Contact the program advisor to confirm;
- Activities related to the commercial sector (e.g., film or television for theatrical release or prime-time broadcast, including training such as voice-over work or acting for camera);

- Touring expenses (travel expenses connected to learning or professional development activities are eligible);
- Travel to auditions or “audition tours”;
- Travel solely for the purpose of attending annual general meetings;
- Travel to present work at marketplaces or showcases where fees are not paid; or
- Projects or activities that are funded through other programs of the BC Arts Council or its third-party delivery partners.

Ineligible applications will not be forwarded for assessment.

Grant Amounts

The request amount to this program may be up to 100% of the eligible project budget.

The maximum request amount is \$7,500. Request should correspond to the duration and scope of the activity.

Applicants may only apply with the same project twice. After the second decline, the project must be significantly revised.

Applicants are encouraged to submit realistic proposals for the funds required to feasibly carry out the project. Grants may be awarded for less than requested, however the BC Arts Council endeavours to support funding successful applications at 100% of the request when possible.

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 or event (course/workshop description, name of instructors, host and/or presenting organization, mentor, or company, and their relevance, as applicable);
- The applicant’s specific learning or career 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, itinerary, or schedule that includes significant milestones;
- A list of eligible expenses related to the project that equal the funding request;
- Support material as per the list below;
- If your activity or learning will provide direct benefit to an organization you are employed by, discuss the ways in which the organization is supporting the project, e.g., time off work, financial support, etc.;
- Clear statements about compensation to every professional artist and practitioner participating in the project including levels of professional fees, as applicable;
- A statement about community benefit, describing how this project will benefit the applicant’s identified communities, as applicable.

Support Material

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

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, as applicable;
- Letter of invitation to present your work detailing dates and compensation to be provided by the host organization, i.e. fees, guarantees, in-kind (if applicable).

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

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 BC ARTS COUNCIL'S STRATEGIC DIRECTIONS (10%)

The assessment committee will evaluate the:

- Project activity alignment with the BC Arts Council's priorities of Indigenous Arts and Culture; Equity, Diversity and Access; and Regional Arts.

IMPACT (50%)

The assessment committee will consider the potential of the project:

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

RATIONALE (25%)

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

- Timeliness, urgency, and relevance of the activities to the applicant's learning or career development goals;
- Suitability of the course/workshop, mentors, host, opportunity, event or presenting organizations; and
- 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; and
- The capacity and experience of any partners, collaborators, presenters or host organizations to undertake or support the project.

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 online applications and reviews 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 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 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. 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 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

Program Advisors:

Performing Arts:

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

Studio Arts:

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

A full list of program staff is available on [the BC Arts Council's website](#).

For general information or further assistance, contact:

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

Program guidelines are reviewed and updated regularly.

Be sure you are working with the most current program guidelines for each intake.