

EARLY CAREER DEVELOPMENT

Program Guidelines 2023/24

FOR INDIVIDUALS—Residency and Mentorship

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 ɫákwəŋən (Lkwungen) people, known today as the Songhees and Esquimalt Nations, on whose ancestral lands we operate our main offices.

About the BC Arts Council

The BC Arts Council is an agency of the Province of British Columbia under the Arts Council Act, nurturing and supporting arts and cultural activity in communities across British Columbia. 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 and other guiding documents 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](#).

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.

Designated Priority Groups

The BC Arts Council has committed to targeted investment in underserved and equity-deserving organizations and the development of equity support initiatives, including a policy to support [designated priority groups](#). Support for designated priority groups includes funding prioritization, dedicated programs, outreach, and reporting.

The BC Arts Council's designated priority groups include applicants and arts and cultural practitioners who are:

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

Applicants who would like to identify as part of a designated priority group must complete the Designated Priority Groups section in their online Individual Profile.

All applicants are encouraged to complete the Voluntary Self-Identification section but it is not mandatory.

About Early Career Development

Early Career Development supports immersive and highly impactful opportunities, with measurable learning outcomes, 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
- 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 (see [Guidelines for Organizations](#)):

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 (use these Guidelines):

Residency supports early career practitioners to pursue a learning-focussed residency with an arts and culture organization.

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

When and How to Apply

Submit your application through the [online grant system](#).

Applications will be accepted until June 30, 2023, no later than 11:59 p.m.

You may submit only one application per intake.

New applicants: [Register and create a profile](#) in the online system. **It may take up to five business days to process your registration request.** You will receive an email when your registration request is approved. Once approved, you will be able to access the online application. Add the email address **NoReply@BCArtsCouncil.ca** to your safe senders list and check your spam folders.

All applicants: Update your online Personal Profile (including mailing address and new Designated Priority Group and Voluntary Self-Identification sections) before submitting an application.

If you have any questions, contact a Program Advisor for this program. The BC Arts Council office hours are 8:30 a.m. to 5:00 p.m., Monday to Friday.

Accessibility Support

If you self-identify as Deaf or having a disability, you are eligible for the BC Arts Council's Accessibility programs:

Application Assistance – pays for support services for creating and submitting grant applications.

Access Support – provides funding to support access costs associated with creating, developing, or executing a project funded by a BC Arts Council Project Assistance 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 the assessment panel's evaluation of a grant application. To request assistance, contact:

- Nicola Dunne, Accessibility Coordinator at 778-405-4007 or Nicola.Dunne@gov.bc.ca.

Find out more about accessibility supports at BCArtsCouncil.ca/accessibility.

Who Can Apply

All applicants are encouraged to confirm their eligibility with a Program Advisor prior to applying. Applications that do not meet the eligibility criteria outlined below will not be forwarded for assessment.

To be eligible, an early career practitioner must:

- be working in one or more areas funded by the BC Arts Council, including but not only: Arts Administration; Production and Technical fields; Publishing; Community-Engaged Arts Practice; Creative Writing; Deaf, Disability and Mad Arts; Media Arts; Multi- and Interdisciplinary Arts; Museums or Indigenous Culture Centres; Performing Arts (music, theatre, dance, circus arts, comedy); Visual Arts (critic, curator, artist).
- be a Canadian citizen or Permanent Resident who ordinarily resides in B.C. and has lived in the province for at least 12 months immediately prior to submitting an application. 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; in other words, 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
- have completed and submitted any overdue final reports on previous BC Arts Council grants by the submission deadline for this program.

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. Some examples are:

- traditional knowledge transfer from an Elder, Knowledge Keeper, or established cultural practitioner;
- an apprenticeship with a qualified, peer-recognized practitioner;
- a degree or certificate program from an academic institution; or
- self-directed learning may be eligible. Applicants must contact a program advisor to discuss.

What Types of Projects are Eligible

General eligibility considerations:

- projects must prioritize learning, knowledge transfer, and skill development, and include specific learning objectives with tangible outcomes;
- projects may include a mix of learning and creation; however the creation and development of new work must not be the sole or primary objective;
- interdisciplinary knowledge transfer is eligible, but the program is not intended to provide basic training in order to pivot to a new area of practice;
- projects must take place over a minimum of eight weeks to a maximum of one year;
- projects may take place in B.C., elsewhere in Canada, or internationally;
- virtual projects are eligible if all other criteria are met;
- it is possible to have more than one mentor or to identify a main mentor and other sources of expertise. However, a series of unrelated mentorship activities is not eligible. Applicants must clearly describe how different mentors contribute to a cohesive project.
- projects must fairly compensate arts and cultural practitioners in keeping with community contexts and industry standards within the field of practice;
- projects must follow international intellectual property rights standards and cultural ownership protocols;
- collaborative applications (i.e., a mentorship or residency where two or more early career practitioners engage in the same activities with the same mentor or as part of the same residency) are eligible if all participants meet the eligibility criteria. One person must submit the application on behalf of the group although all participants must provide the required information and documents to confirm eligibility. The person who submits the application must register in the online system under the “Individual” registration type. If the application is successful, this person will receive payment of the award on behalf of the group. A T4A will be issued to them and they will bear the income tax implications associated with this payment.

Examples of eligible residencies might include (but are not limited to):

- a self-designed residency that takes place at an arts and culture organization where staff are leading and directing learning opportunities and knowledge transfer; for example, an artistic producer participates in a six-month residency at a theatre company with direct mentorship from the artistic director and general manager.
- participation in a residency program at an arts and culture organization where creation is not the focus; for example, an emerging printmaker participates in a year-long residency program at a printmaking studio learning how to prepare and maintain equipment and developing specific printmaking skills and techniques.
- an emerging painter registers in an established eight-week intensive residency program to specific skills and techniques from established painters and to gain exposure and feedback from curators.

Examples of residencies that are *not* eligible might include (but are not limited to):

- a self-directed residency at which a visual artist intends to complete work for an upcoming exhibition;
- a residency at which an actor intends to do research in support of their solo performance-in-progress;
- a residency for an artist trained in one discipline that provides basic training in a new discipline, for example, a visual artist enrolls in a writers residency to learn basic skills as a poet;
- a residency that does not take place in an arts and culture organization.

Examples of eligible mentorships might include (but are not limited to):

- an Indigenous carver learning about the properties of wood and developing new skills with traditional and modern tools by mentoring with a master carver;
- a ceramic artist mentoring with a master ceramicist to learn surface design and share culturally specific techniques;
- an emerging opera singer travelling to Italy to mentor with a vocal coach and engage with their network of opera professionals;
- a festival producer working with a mentor to hone and expand their skills in production management.

Examples of mentorships that are *not* eligible might include (but are not limited to):

- an assistant or job-shadowing role where the main benefits are to the mentor and knowledge transfer is not the primary focus; for example, an emerging director is the personal assistant and errand-runner for the director of an opera where the mentor's needs are prioritized over the mentee's learning goals;
- an emerging artist trained in one discipline seeks mentorship from an established artist in a different discipline to learn basic skills in order to pursue a new career, for example, a dancer who wants to mentor with a painter to learn fundamental skills in acrylics to pivot to a career as a visual artist;
- a writer hiring an editor or dramaturg to help them to edit the next draft of their manuscript or play.

We encourage all applicants to contact a Program Advisor to discuss the eligibility of projects *before* submitting an application.

Eligible Expenses

The priority for this program is to support subsistence for the applicant. You can request a maximum of \$500/week intended to support basic living costs such as housing, food, and local transportation when you are devoting most of your time to the project.

Other eligible expenses include:

- travel and accommodation costs directly related to the residency or mentorship, for the applicant or mentor. Provide details for these expenses in the Notes section of the budget;
- supplies and other costs directly related to the early career practitioner's work excluding capital expenses (see What Will Not Be Funded section below);
- rental or lease of specialized equipment and supplies directly related to the learning activities;
- residency fees paid to a host organization;

- fees paid to mentors and other professionals. Compensation rates for mentors may vary depending on the activity and the nature of the mentorship. Keep these notes in mind:
 - a mentor should be compensated at a level appropriate to their experience and involvement and reflecting industry standards. This may be an hourly or project rate, or other appropriate structure determined in consultation with the mentor.
 - if the applicant is working with or shadowing a mentor at the mentor's place of work, that mentor may already be receiving compensation for their time; under these circumstances, it may be appropriate to negotiate a flat mentorship fee;
 - if a mentor chooses to not receive payment for their contribution, they must acknowledge this in their letter; and
 - successful applicants are encouraged to develop a formal contract with the mentor confirming rate of pay, time commitment, and other arrangements as determined in advance.
- rental of venue or studio space required for learning activities;
- childcare costs associated with time off for classes or learning activities;
- accessibility services (e.g., ASL, personal support worker) or rental equipment related to access needs of mentors or advisors during project activities; *

* If you identify as Deaf or having a disability, you may request additional funding for access support expenses (e.g., ASL interpretation, personal support worker, transcription, specialized equipment, etc.) to carry out the learning activities. Review the Access Support program guidelines prior to requesting funds at: www.BCArtsCouncil.ca/program/access-support/.

What Will Not Be Funded

Grants are not available to support:

- project phases or activities that have begun prior to the application 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;
- projects or activities that are not based upon artistic or curatorial decision making, or where arts and culture is not the primary focus, including: pay-to-play activities; fundraising activities; competitions; conferences and conventions; family, religious, anniversary, or community celebrations;
- costs of producing commercial recordings or demo reels;
- creation, development, or preparation of work, including for competitions, 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;
- unpaid work placements.
- curriculum-based activities or projects related to continuing education or post-secondary programs.

- activities related to the commercial sector, e.g., film or television for theatrical release or prime-time broadcast; voice-over work or acting for camera; music production for film or TV; animation; video game design or development; journalism; screenwriting; graphic design; industrial design; interior design; commercial fashion design; architecture; etc.;
- projects or activities funded through other BC Arts Council grant programs.
- projects or activities funded with BC Arts Council funds delivered through third-party delivery partners: ArtStarts, First Peoples' Cultural Council, BC Touring Council, or Creative BC.

Ineligible applications will not be forwarded for assessment.

Grant Amounts

Applicants may:

- request a grant of a maximum of \$30,000.
- request funding for up to 100% of the project budget.

BC Arts Council intends to support successful applications at 100% of the request; however, grants may be awarded for less than requested. BC Arts Council programs are highly competitive and support is not available for all eligible projects. Success rates in BC Arts Council programs are generally between 20% to 40% of requests to programs. Visit the [BC Arts Council Recipients](#) page to review a list of previous successful applicants and the range of grants for this program.

What is Needed for the Application

You are responsible for submitting a complete application through the online system. You will not be contacted to address errors or missing requirements. Eligible applications are assessed as submitted.

A complete application for Residency or Mentorship must include a:

- detailed work plan including a schedule or timeline appropriate to the learning opportunities and projected outcomes. Describe the activities you will be engaged in, with whom, and when;
- statement indicating where, when, and with whom your basic training occurred;
- description of up to three highlights from your career and training with a statement about each highlight's relevance to this program;
- balanced project budget using the table provided. Include notes for all expenses and indicate whether revenues are confirmed or pending;
- biographical statement describing:
 - your artistic or professional practice and your career goals;
 - the relevance and timeliness of the proposed learning activities;
 - the potential impact on your career development and goals, and how that impact will be measured;
 - the impact on your own identified communities and the professional arts community in B.C.; and
 - the level of artistic risk and challenge as they relate to your career development.

As part of our commitment to accessibility, the BC Arts Council is now accepting parts of applications in audio and sign language formats. See instructions within the application.

An application for Residency must also include a:

- description of the residency addressing the following:
 - host organization (location, mandate, artists and communities served, etc.);
 - name of the residency program (if part of the organization's existing programs); and
- letter or other document of confirmation from the host organization including a brief description of the opportunities, resources, and supports the residency will offer.

An application for Mentorship must also include a:

- description of the mentorship project addressing the following:
 - rationale for selection of mentor;
 - alignment of mentor's expertise and experience with your desired learning and career development; and
 - the structure and format of the mentorship.
- one-or two-page letter from the mentor confirming their participation. The letter should include a:
 - biographical statement indicating their qualifications to mentor you;
 - confirmation of their capacity to carry out the mentorship;
 - commitment to providing a physical and culturally safe work environment;
 - confirmation of the agreed rate of compensation; and
 - statement about the potential impact of the project on the mentor, on you, and on your community of practice.
- a resumé or CV for the mentor.

Support Material

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

Additional required support material includes:

- two signed letters of reference from established professionals in the applicant's discipline, commenting on the residency/mentorship's value and potential impact on the applicant's professional and career development. Letters should be from people who are familiar with the applicant's training, practice, and long-term career aspirations. Letters must include applicant's name, refer to the Early Career Development program, and be uploaded to the application.

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

How Applications Will Be Assessed

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 address historic funding inequities. Strategic funding measures may be applied to applicants who identify as a member of a designated priority group as stated above. Equity considerations are embedded throughout the assessment criteria and the assessment process.

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

IMPACT ON THE APPLICANT (50%)

When considering the impacts of the project on the applicant, the assessment panel will assess the:

- impact on the applicant's artistic or professional practice;
- significance and depth of knowledge transfer and learning;
- opportunities for the applicant's professional growth and the development of the next stage of their career;
- timeliness, urgency, and relevance of the activities in relation to the applicant's learning or career development goals; and
- suitability of the mentor(s) or host organization relative to the applicant's experience and learning goals.

IMPACT ON THE COMMUNITY AND THE ARTS SECTOR (30%)

When considering the project's impacts on the applicant's identified communities (e.g., artistic, cultural, geographic, etc.) and B.C.'s arts and culture sector more broadly, the assessment panel will assess the:

- opportunities for reclamation, preservation, and/or innovation of the art form or practice;
- contribution to the artistic practices of equity-deserving arts practitioners and cultural communities;
- integrity of the project including ethical approaches to:
 - research, collaborative processes, source materials, cultural considerations, and protocols;
 - engagement with Indigenous people, communities, practices, materials, beliefs;
- timeliness, urgency, and relevance of the activities in relation to identified need(s) in the sector;
- contribution to rural and remote communities;
- impact on and benefits for the mentor(s), and opportunities for reciprocal learning; and
- level of accessibility including but not limited to physical spaces, affordability, and support for those who experience barriers or disability.

FEASIBILITY (20%)

When considering the viability of the project, the assessment panel will assess the:

- clarity of the work plan or timeline and appropriateness of the timeline to the learning outcomes;
- clarity and appropriateness of the budget, including fair compensation for all participants;
- applicant's experience and capacity to undertake the project;
- experience and capacity of mentors or host organizations to undertake or support the project;
- measures in place to ensure a culturally, emotionally, and physically safe environment for all participants.

Assessment Process

The following process is used to evaluate every application to this program:

- The BC Arts Council receives applications and reviews each one for eligibility.
- Eligible applications are forwarded to independent assessment panels. 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 assessment panels evaluate eligible applications using the assessment criteria above and determine the level of funding or conditions on payment of grants.
- The BC Arts Council informs each applicant of the assessment panel's decision in writing. All decisions are final.
- Applicants may check the status of their application at any time through the online system.

Notification of Grants and Feedback

The BC Arts Council informs each applicant of the results of their application no later than 16 weeks after the submission deadline.

Notification is sent by email to the primary contact linked to the application.

Emails are sent through the online system. Be sure the email address **NoReply@BCArtsCouncil.ca** is on your safe sender list.

Results cannot be requested in advance.

You are encouraged to contact a Program Advisor for feedback on the assessment of your application after notifications have been released.

Payment of Grants

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.
- makes 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 will be paid by direct deposit or by cheque sent to the mailing address listed in the individual or organization profile in the online system unless registered for direct deposit.

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 grant recipients may be published, along with the amount of the grant, 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 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.

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

Contact Information

If you have questions after you have reviewed these Program Guidelines and the [Frequently Asked Questions](#) on the BC Arts Council web page, contact a Program Advisor.

Erin Macklem – Program Advisor, Performing Arts
(778) 698-1416 | Erin.Macklem@gov.bc.ca

Michelle Benjamin – Program Advisor, Studio Arts
(236) 478-2582 | Michelle.Benjamin@gov.bc.ca

For general information, contact:
(250) 356-1718 | BCArtsCouncil@gov.bc.ca

**Program guidelines are reviewed and updated regularly.
Be sure you are working with the most current guidelines for each intake.
Any changes to the guidelines made after the original posting will be clearly highlighted.**

Early Career Development: Application Checklist (for Individuals)

Be sure you have included or completed the following before you submit your application. Review the program guidelines and/or the application for specific requirements:

In your profile on the BC Arts Council online grant system:

- update your address and other contact information.
- complete the Designated Priority Group Questionnaire (required for strategic funding).
- complete the Voluntary Self-Identification section (optional).

Text boxes in application:

- all mandatory text-based questions have been answered.
- all non-mandatory text-based questions that are relevant to your project have been answered.

Pop-out forms:

- summary of eligible expenses with notes for each expense (the budget).

Uploaded documents:

- biographical statement outlining your learning goals and the impact this project will have on you and any communities you engage with.
- detailed work plan including schedule or timeline.
- two signed letters of reference from established professionals in your discipline.
- Residency only: letter or other document of confirmation from organization confirming your participation in residency.
- Mentorship only: letter from your mentor confirming their participation.
- Mentorship only: your mentor's curriculum vitae (CV) or resume.

And then:

- complete the Access Support tab (as applicable).
- share your feedback in the Feedback tab (optional).
- read the Declaration tab and complete the acknowledgement.

And finally:

- ask a friend or trusted advisor to review your application for clarity, omissions, errors, etc.
- submit your application!