

EARLY CAREER DEVELOPMENT

Program Guidelines 2023/24

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

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](#).

In order to identify as a designated priority group, organizations must demonstrate that the majority of activities, programming content, and financial and human resources are dedicated to one of the groups listed above. This may be demonstrated in one or more of the following areas:

purpose statement, practices, practitioners, staffing, leadership, and engagement. Organizations that would like to identify as part of a designated priority group must complete the Designated Priority Groups and Equity Data Tool sections in their online Organizational Profile.

About Early Career Development

Early Career Development supports immersive and highly impactful opportunities, with measurable 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, and 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 (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 [Guidelines for Individuals](#)):

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 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 Organizational Profile (including mailing address and new Designated Priority Group section) before submitting the 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

Organizations with a primary purpose to serve Deaf or disability arts practices may be 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 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:

- Clayton Baraniuk, Accessibility Coordinator at 250-978-9839 or Clayton.Baraniuk@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.

Organizations may submit one application per intake.

To be eligible, an organization must:

- Be 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:
 - the majority of key staff (paid or volunteer) and board members based in B.C. with creative control and decision making for programming and engagement primarily maintained within the organization and by leadership based in B.C.; and
 - a purpose/mandate primarily dedicated to arts and culture programming and activities; or
 - a purpose/mandate to provide services to the arts and culture sector in B.C.

OR

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

OR

- Be an arts and culture organization operated by a local government in B.C. for at least one fiscal year prior to application that:
 - maintains an ongoing arm's length, community-based board of management or advisory structure that sets policy for the organization's programs and services;
 - holds a dedicated programming space and has at least one dedicated staff person in an artistic, curatorial, or administrative leadership position who is responsible for programming and engagement;
 - offers ongoing public programming by professional arts and cultural practitioners; and

- primarily operates with autonomy, holding creative control and decision making for programming and engagement within the organization, with separate financial records for operations (see Financial Statements section below for more detail).

OR

- Be an arts and culture organization operated by a public post-secondary institution in B.C. for at least one fiscal year prior to application that:
 - holds a dedicated programming space and has at least one dedicated staff person in an artistic, curatorial, or administrative leadership position who is responsible for programming and engagement;
 - offers ongoing public programming by professional arts and cultural practitioners, the majority of which is not programming of faculty or student works; and
 - primarily operates with autonomy, outside of curriculum, holding creative control and decision making for programming and engagement within the organization, with separate financial records for operations (see Financial Statements section below for more detail).

OR

- Be an eligible book publisher according to the eligibility requirements in the guidelines of the Project Assistance: Literary Arts or Operating Assistance: Book Publishers programs.

An eligible organization must also:

- provide public arts and cultural programming or service to the arts and culture sector in B.C., as a primary activity, and have done so for a minimum of one year prior to the application deadline;
- provide programs that benefit the community and not solely its members' interests;
- engage skilled artistic, curatorial, and administrative leadership (volunteer or paid) for project or service delivery;
- fairly compensate artists, arts and cultural practitioners, technicians, Elders, and/or 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](#);
- have completed and submitted any overdue final reports on previous BC Arts Council grants by the submission deadline for this program.

Arts or Curatorial Collectives are not eligible to apply to the Early Career Development program. Collectives hoping to engage an Early Career Practitioner should encourage the individual artist to apply through the Mentorship or Residency component.

Eligibility Requirements – Early Career Practitioner

To be eligible to participate in an Early Career Development project, 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., 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; 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.

Early Career Practitioners 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, organizational needs are secondary;
- 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, however the program is not intended to provide basic training in order to pivot to a new field 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;
- organizations must designate a qualified mentor within the organization. It is possible to have more than one mentor or to identify a main mentor within the organization and other sources of expertise from outside the organization. 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;

An eligible Internship project must:

- identify an eligible Early Career Practitioner who will be engaged as a paid employee in an immersive and structured experience. Part- and full-time placements are eligible. If the intern is a recent or current employee of the organization, the application must clearly indicate how the project is in addition or supplemental to the previous or current work, and how the project is providing a meaningful learning experience. This grant cannot be used to support an ongoing staff position.

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 in the application, 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.

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

- an emerging curator is engaged in a year-long internship at a public gallery under the mentorship of the Chief Curator, through which they are directly involved in the curation and mounting of a series of exhibits;
- an emerging writer interns for six months at a book publishing house where they are mentored by the editorial director on all aspects of developing and publishing a list of books;
- an emerging dancer is hired as an intern for eight weeks at a professional dance company where they learn innovative dance and choreography techniques under the mentorship of the artistic director;
- a lighting technician who recently graduated from a certificate program interns for one year at a non-profit theatre under the mentorship of the technical director.

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

- an emerging production manager is hired by a theatre company to produce a season of shows with no mentorship from staff.
- a community arts organization hires an emerging visual artist to mentor with their bookkeeper for one year.
- an orchestra hires an aspiring conductor to work with musicians in preparation for a concert until the visiting conductor arrives, at which point the emerging conductor observes rehearsals and performs administrative tasks.

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

- two emerging producers work for five months with a summer festival's production manager to learn best practices in scheduling, site coordination, and crew management.
- a museum hires three early career museum technicians who mentor with the conservator in the use of new technologies for the preservation of artifacts.

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

- three emerging media artists are invited to work at a public gallery; one will help curate a new exhibit, one will work with the marketing director to develop their social media presence, and the third will help write and produce catalogues for the upcoming exhibitions.
- a dance company engages four emerging dancers to participate in the development of a new dance presentation. The resident choreographer works with the dancers to create the new piece, and the emerging dancers premiere and tour it.

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 What Will Not Be Funded, below);
- compensation for a 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.
- accessibility services (e.g., ASL, personal support worker) or rental equipment related to access needs of mentors or Early Career Practitioner(s) during project activities.

What Will Not Be Funded

Grants are not available to support:

- operating expenses;
- project phases or activities that have begun prior to the application submission deadline;
- project or budget deficits and contingency funds;
- [capital expenses](#) (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;
- 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);
- member-funded societies;
- industrial/archaeological/heritage sites or historic places or organizations dedicated to archives;
- creation 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.;
- podcasts and radio programming that are not embedded within established artistic practice or specifically dedicated to the dissemination of artistic works. Activities based within journalism, broadcasting, creative industry, or for general interest or commercial purposes are not eligible for support;
- 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; and
- 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. You will not be contacted to address errors or missing requirements. Eligible applications are assessed as submitted.

A complete application for an Internship or Cohort project 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 identified communities and the professional arts community in B.C.;
 - the level of artistic risk and challenge as they relate to the early career practitioner's career development.

As part of our commitment to accessibility, the BC Arts Council accepts parts of applications in audio and video formats. See instructions within the application.

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 and primary 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, the applicant'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 board positions, occupation/expertise, location, 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.

- a completed Designated Priority Group information section.
- answers in the Equity Data Tool that are relevant to your organization. You are not required to answer every question.
- signed financial statements for the two most recently completed fiscal years, as per below.

Financial Statements must include:

- a balance sheet, income statement, and notes following standard accounting formatting.
- an itemized list of grants identified by funder, either in the income statement or attached schedule.
- a breakdown of operating net assets, distinguishing between unrestricted net and capital assets.
- signatures of the preparer and two Board members affirming Board approval.

Financial Statements are based on the single largest grant received in the organization's previous two fiscal years, excluding Resilience Supplements, Pivot Program, Arts Impact Grants, and Arts Infrastructure Program grants.

If you did not receive any applicable grants in your previous two fiscal years, internally prepared financial statements are acceptable.

For applicants 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.

BC Arts Council staff reserves the right to request audited financial statements if deemed appropriate, regardless of the amount of the applicant's previous funding.

Previous BC Arts Council Grant Received (as per above)	Minimum Documentation
Up to \$15,000	Internally prepared Financial Statements
\$15,001 - \$40,000	Independently prepared Financial Statements: Notice to Reader/ Compilation Engagement Report
\$40,001 - \$100,000	Independently prepared Financial Statements: Review Engagement
Greater than \$100,000	Independently prepared Financial Statements: Audit

How Applications Will Be Assessed

In [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 organizations considered designated priority groups as stated above. Equity considerations are embedded throughout the assessment criteria and the assessment process.

Assessment criteria are designed to speak to the diversity of ways organizations throughout the province can be achieving and contributing. The areas of assessment are described below along

with their relative weight and are used to review all eligible applications. Your application should address how your project fulfils each area of assessment. Keep these criteria in mind as you complete your application.

IMPACT ON THE EARLY CAREER PRACTITIONER (50%)

When considering the impacts of the project on the Early Career Practitioner, the assessment panel will assess the:

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

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

When considering the project’s impacts on the organization’s and Early Career Practitioner’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 organization and 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;
- Early Career Practitioner’s experience and capacity to undertake the project;
- experience and capacity of mentors and the host organization to undertake or support the project;
- measures in place to ensure a culturally, emotionally, and physically safe environment for all participants;

- rigour of human resource practices and policies in relation to providing fair remuneration, equitable employment, and a safe, respectful work environment.

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.
- Applicants may check the status of their application at any time through the online system.

Notification of Awards

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.

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 Organizations)

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 Organization Profile on the BC Arts Council online grant system:

- update your address and other contact information
- upload your most recent signed financial statements
- update your Board list and Staff list
- upload your organization's constitution (not-for-profit organizations only)
- complete the Designated Priority Group Questionnaire (required for strategic funding)
- complete the Equity Data Tool (required for strategic funding)

Text boxes in application:

- project start and end dates are confirmed
- all mandatory text-based questions have been answered.
- all non-mandatory text-based questions that are relevant to your project have been answered.
- request amount that matches the request amount in your budget form

Pop-out forms:

- Budget table with notes explaining amounts

Uploaded documents:

- biographical statement for each Early Career Practitioner outlining their learning goals and the impact this project will have on them and any communities they engage with.
- detailed work plan including a schedule or timeline.
- letters from up to two partners or collaborators confirming the nature of their participation (if applicable)
- one-page biographical statement from the designated mentor within the organization

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!