

# BC Arts Council Application Preview - Early Career Development: Organizations (Internship and Cohort)

Updated: June 1, 2023

## Overview

This is a preview, or sample, of the BC Arts Council Early Career Development Application for Organizations applying for an Internship or Cohort project

If the application is updated or changed in any way, this preview will be updated with changes highlighted in yellow and marked as "new". Check back to make sure you have the most current version.

Applications must be completed on the online system which requires you to set up a profile. As a preview of the application, this sample does not contain all application content scenarios.

Applications submitted in a Word document via email will not be accepted.

### If you are an organization with a primary purpose to support Deaf or disability arts and require support to access the online system or make your application – contact the BC Arts Council Accessibility Coordinator to discuss:

* Clayton Baraniuk – [Clayton.Baraniuk@gov.bc.ca](mailto:Clayton.Baraniuk@gov.bc.ca) – 250-978-9839

### If you have questions about the program or application, contact the Program Advisors:

* **Performing Arts:** Erin Macklem – 778-698-1416 – [Erin.Macklem@gov.bc.ca](mailto:Erin.Macklem@gov.bc.ca)
* **Studio Arts:** Michelle Benjamin - 236-478-2582 - [Michelle.Benjamin@gov.bc.ca](mailto:Michelle.Benjamin@gov.bc.ca)

The most recent program guidelines are posted on the relevant program page on the   
[BC Arts Council website](https://www.bcartscouncil.ca/program/early-career-development/).

Please ensure that you meet all of the eligibility criteria for this program and confirm that your Organizational Profile —including your most current Financial Statements— is up to date before submitting this application.

Applications may only be edited by one user in one browser tab at a time. If the application is opened in another browser tab or another browser or by another user at the same time, those additional application views will be 'read only'.

## Profile Details

An asterisk (\* ) indicates the field is mandatory

Your application will automatically save every 5 minutes. We encourage you to continue to click SAVE DRAFT regularly to ensure that current content is safe.

Information on this tab is connected to your applicant profile and includes basic details related to applicant eligibility across BC Arts Council programs. Your applicant profile can be updated at anytime but should be reviewed for changes prior to submitting this application.

(System Generated Content)

Name:

Address:

Municipality:

Province:

Postal Code:

Phone:

Website:

Purpose:

**If the Profile Summary above is not correct,** go to the applicant profile and update it before completing the application. Changes to address information must be submitted by email to: bcartscouncil@gov.bc.ca.

**To access profile information:** click 'Home' (top right). From your home page click 'Organization Profile' (building icon).

### Required Profile Updates

Entries and changes made in the pop out table(s) below will be saved to the organization's registration profile and made available on future applications.

Click button to complete, update, or view lists.

#### *Button: Board Member List* (pop-out form)

Table Form Fields: Name, Board Position, Occupation/Expertise, Start Date, Notes (optional)

#### Button: Staff Member List (pop-out form)

Table Form Fields: Name, Position, Permanent/Seasonal Full-Time/Part-Time, Notes (optional)

### \* Financial Statement Verification

I confirm that signed financial statements for the two most recently completed fiscal years have been uploaded to the organization profile.

(check box)

Tip: Update your profile with your organization's Statement of Purpose.

* This is required prior to submitting this application.
* For non-profits, this is a direct copy from the organization's constitution.
* Navigation: From your system Home page, select Organization Profile. Under the Additional Information tab, scroll half way down to the Purpose text field.

### \* Update your profile with your Organization's constitution / Statement of Purpose

I confirm that the Constitution / Statement of Purpose has been completed on the Organization Profile and, for not-for-profits only, the certified constitution purpose from BC Registry has been uploaded.

Note: \* Any updates to the Constitution / Statement of Purpose text field are required prior to submitting this application

(check box)

### \* Date the Society Annual Report was LAST filed with the Registrar of Companies (not-for-profit organizations only; ensure the correct year is displayed below)

(Year-Month-Day)

### Designated Priority Groups

The BC Arts Council administers supports for [designated priority groups](https://www.bcartscouncil.ca/priorities/priority-groups/).

Supports for designated priority groups may include funding prioritization, dedicated programs, partnerships, outreach, statistics, and reporting on progress.

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

• Indigenous (First Nations, Métis, and/or Inuit) Peoples;

• Deaf or experience disability;

• Black or people of colour;

• Based in regional areas (outside greater Vancouver or the capital region).

Complete the Designated Priority Groups section in your Personal Profile prior to submitting the application.

Once you have completed this section, the information will remain in your Personal Profile. You will not need to provide the information again unless there are changes.

All applicants are also encouraged to complete the Voluntary Self-ID information for statistical and research purposes.

**NEW: Updated information is requested from all applicants. On your profile, click the Designated Priority Groups tab and look for the headline labelled ‘NEW' to submit this additional information.**

(check box) I have reviewed the Designated Priority Groups and Voluntary Self-ID sections on the Personal Profile

## Applicant Details

An Asterisk (\* ) indicates the field is mandatory.

Information on this tab provides an overview of the applicant’s general operations and activities. Answers to the following questions should provide the bigger picture of the history, policies, and activities that inform the proposed project.

Ensure you review Program Guidelines available on the [Grant Programs page](https://www.bcartscouncil.ca/program/early-career-development/) prior to completing this section.

Consider the following when completing your application:

* Assessors may not be familiar with your work, specific practice/s, community/ies, or culture/s. Provide the information they need to understand your project.
* Specific identity factors noted on your system profile are not provided to assessors.   
  If identity factors are an important consideration/context of your artistic practice, please consider referencing them within your application responses.
* Use of short, clear sentences or point form is encouraged, but should still provide answers fully responding to each question.
* Avoid specialized terms, academic language, or expressions that may be difficult to understand. If specialized language must be included, include a brief definition or description of their meaning.
* Word counts indicate the maximum accepted words per question. You are not required to write to the word limit.

### \* What is the applicant's primary field of practice?

Please Select:

* Community-Based Arts Practice
* Dance
* Deaf, Disability and Mad Arts
* Indigenous Cultural Centre
* Literary
* Media Arts
* Theatre
* Museums
* Music
* Visual Arts
* Interdisciplinary/Multidisciplinary
* Other

#### \* If other, describe:

### \* Criminal Record Review Act

*(check box)*

Check this box to confirm the applicant adheres to the Criminal Record 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.

### \* Describe your organization's history, mandate, mission, and core values. Briefly summarize its history in the creation, development, production, or dissemination within your field of arts practice in British Columbia.

(500 words maximum)

### \* Enter the ACTUAL total operating expenses from the most recently COMPLETED fiscal year.

(numeric field)

### \* Enter the PROJECTED total operating expenses from the CURRENT fiscal year.

(numeric field)

## Project Information

An Asterisk (\* ) indicates the field is mandatory.

Information on this tab provides details about the project for which you are seeking funding. Answers to the following questions should make it clear what the project is, who is involved in the project, who benefits from the project, and how the project will happen.

Ensure you review Program Guidelines available on the Grants Program page prior to completing this section.

Consider the following when completing your application:

* Assessors may not be familiar with your work, specific practice/s, community/ies, or culture/s. Provide the information they need to understand your project.
* Specific identity factors noted on your system profile are not provided to assessors.   
  If identity factors are an important consideration/context of your artistic practice, please consider referencing them within your application responses.
* Use of short, clear sentences or point form is encouraged, but should still provide answers fully responding to each question.
* Avoid specialized terms, academic language, or expressions that may be difficult to understand.   
  If specialized terms must be included, include a brief definition or description of their meaning.
* Word counts indicate the maximum accepted words per question. You are not required to write to the word limit.

### \* What component are you applying to?

Answers to this question may change application content.

* Component 1: Internship
* Component 2: Cohort

Maximum request is $30,000.

The amount entered in the Amount Requested field must match the request amount in the project budget form.

### \* Amount Requested:

(numeric field)

Note that the project cannot start before the intake closing date for this program.

\* Project Start Date: (Year-Month-Day)

\* Project End Date: (Year-Month-Day)

### \* Describe your project in 1-2 brief sentences, including title if applicable/determined.

Note: This description may be used to describe your project publicly.

(30 words maximum)

## Project Overview

In your answers below, provide information about the proposed project. Complete all that are relevant:

### \* Job Title

100 words maximum

(text field)

### \* Duration in Weeks

numbers only (minimum of eight weeks and a maximum of 52 weeks)

(numeric field)

### \* Total Number of Hours Per Week

Numbers only

(numeric field)

### \* Hourly Wage

Numbers only

(numeric field)

### \* Provide a statement to contextualize the proposed rate of pay in relation to comparable pay levels within the organization, hours worked, and the living wage in your area and sector.

(100 words maximum)

(text field)

### \* Location of Project (Name of Community)

(100 characters maximum)

(text field)

### If the Early Career Practitioner does not normally reside in the community in which the project takes place, provide usual community of residence (for cohort provide name and community).

(text field)

## Impact on the Early Career Practitioner

The answers to these questions should respond to the Impact on the Early Career Practitioner section of the assessment criteria in the program guidelines.

### \* Early Career Practitioner's name (for cohorts list one name per line)

(text field)

### \* Primary Residence of Intern/Cohort

Residents of British Columbia have lived in British Columbia for at least twelve months immediately prior to application, and ordinarily live in B.C. Intern/Cohort members who have resided outside the province within the last twelve months must be able to demonstrate that their absence was temporary (for example, for educational opportunities) in order to be eligible for support. B.C. residents should have a B.C. Personal Health Number and/or a B.C. driver’s licence/ID, and should have filed an income tax return for the most recent calendar year to Canada Revenue Agency as a British Columbia resident.

(Check Box) The Intern/Cohort members are residents of British Columbia and will provide proof of residency if requested.

### \* Basic Training information

Table Format:

Click on the "+" button to enter the name(s) and details for each Early Career Practitioner.

The table has the following five columns to complete for each entry.

#### Name (text field)

#### Most recent relevant basic training: (select one)

* Apprenticeship
* Certificate
* Diploma
* Undergraduate Degree
* Graduate Degree
* Mentorship
* Traditional Knowledge Transfer
* Other

#### Focus of training or name of program (text field)

#### Name of institution, traditional knowledge keeper / mentor, etc. (text field)

#### Month and year completed (text field)

(+ Button)

#### \* Summary of other relevant training. For cohorts/collaborations, enter each practitioner's name followed by their other relevant training. Use point form. Include dates, level, area of study, etc. Maximum 100 words per practitioner

Click on the "+" button to enter the name(s) and details for each Early Career Practitioner.

(+ Button)

#### \* Describe up to three recent career and/or training highlights indicating relevance to the proposed project. Examples include significant projects, awards, exceptional opportunities, etc. For cohorts/collaborations, enter each practitioner's name followed by their highlights. Maximum 250 words per practitioner.

Click on the "+" button to enter the name(s) and details for each Early Career Practitioner.

(+ Button)

As part of our commitment to accessibility, the BC Arts Council is now accepting parts of applications in audio and ASL formats. There are two options for submitting responses to the following two questions. Select only one option for your response.

* Option 1: Upload a PFD of written response. OR
* Option 2: Upload a verbal or sign language response.

Your submission must only record your verbal answer to the specific question.

Do not add any additional sound, design or production features.

ASL or Sign Language Submissions may be uploaded as video content. Please ensure you have captioned or translated the Sign Language into spoken or written English.   
For support doing this, please enquire about [Application Assistance](https://www.bcartscouncil.ca/program/application-assistance/).

Your verbal/signed answer must be no longer than 6 minutes total.

### \* Upload a biographical statement prepared by each Early Career Practitioner briefly addressing the points below. You can submit the statement in one of two formats (but not both).

* Briefly describe your current practice.
* What are your artistic, learning, and/or career development goals, as they relate to this application? Be specific and provide examples.
* How will this opportunity have an impact on your artistic and/or professional practice? What will you learn? Be specific.
* How will that impact be measured? How will you know you have achieved your learning goals?
* How will this project have an impact on the potential for future opportunities and your long-term career trajectory?
* Why is this the right time for you to engage in this activity?
* What artistic, cultural, geographic, or other communities do you engage with, and how will this project have an impact on these communities?

**Option 1: Use upload button below for written answers.**

#### Button: Biographical statement(s) option 1: Click here to upload as PDF (max 2 pages)

**Option 2: Using the button below, provide only one uploaded file answering the two questions above. See below for audio or audiovisual options.**

The content of the response will be considered against the assessment criteria within the program guidelines and not on format, design, or production quality of the uploaded file. Click button to view maximum file size and permitted file extensions.

File(s) must be no longer than 6 minutes, not exceed 50MB and must use one of these supported file extensions:

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

#### *Button: Biographical statement(s) Option 2: Click here to upload as verbal or Sign Language response*

### \* Rationale for selection of intern/cohort members

(100 words maximum)

### \* Qualifications and skills required

(100 words maximum)

### \* Name of mentor within applicant organization

(text field)

### \* Title of mentor within applicant organization

(text field)

### \* How will your organization and the identified mentor support the Intern/Cohort participants to achieve their learning objectives?

(200 words maximum)

## Impact on the Community and Arts Sector

The answers to these questions should respond to the Impact on the Community and the Arts Sector section of the assessment criteria in the program guidelines.

### \* Anticipated impact on and benefits for the organization and mentor(s), and opportunities for reciprocal learning.

(100 words maximum)

### If your project involves working with individuals or materials from communities outside your own, particularly those that have been historically underserved, describe the steps taken to collaborate with these communities, respect protocols and integrate an equitable and ethical approach in your work.

(250 words maximum)

### \* How might this project contribute to the art form or practice, including reclamation, preservation, or innovation?

(150 words maximum)

### \* How will this activity have an impact on your community or communities? This could mean any or all of your artistic, cultural, geographic, or other communities. Consider both immediate and long-term impacts.

(100 words maximum)

### \* Does this project address an identified need in the sector? Please select:

* yes
* no

#### If Yes: Describe the need and how the project will address it?

(100 words maximum)

### \* Does your project engage with First Nations, Metis, or Inuit Peoples, communities, or content? Please select:

* yes
* no

#### If yes: *Provide context to your relationship and describe plans to ensure a respectful, ethical, and culturally safe engagement.*

(150 words maximum)

### \*Provide plans to address accessibility including but not limited to physical spaces, affordability, and supports for diverse participants.

(no word count limit)

## Feasibility

The answers to these questions should respond to the Feasibility section of the assessment criteria in the program guidelines.

### \* Describe the organization’s current artistic programming and upcoming activities relevant to the proposed position. Include two recent achievements that support the likelihood of success of the proposed project.

(200 words maximum)

### \* Upload 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.

(maximum: 1 file, 2 pages, PDF)

(upload button)

### \* Will artists, arts and cultural practitioners, and crew/technicians involved with this project be paid in alignment with industry standards within the field of practice (e.g., CARFAC, CAEA, CFM, CADA, IMAA etc.) when considering artist/crew fees?

Please Select

* yes
* no
* not applicable

#### If yes: Explain how fair compensation will be determined within the project and/or community context:

(200 words maximum)

### \* Will Elders and/or Traditional Knowledge Keepers involved with this project be compensated fairly according to community context?

Please Select:

* yes
* no
* not applicable

#### If yes: Explain how the compensation level was determined:

(200 words maximum)

### \* How does the organization foster a healthy, safe, and respectful workplace? Briefly describe the organizational and/or human resource practices and policies related to equitable employment, cultural competency and safety, anti-harassment, etc.

(200 words maximum)

### \* Provide an overview of the organization’s expertise and capacity to manage the position(s).

(200 words maximum)

## Budget

Button: \* Click here to enter or view the budget

(Expense Form Pop-Out Window)

All applicants must complete the budget form. Provide detailed notes throughout.

* Maximum request is $30,000.
* See program guidelines for a list of ineligible expenses. Ineligible expenses can be included in the budget but must be covered by non-BCAC revenues and identified in notes.
* All in-kind revenue contributions must include a corresponding in-kind expense.
* Projected revenues must equal projected expenses.
* Update program staff if the status of pending funding changes.
* Individuals who self-identify as being Deaf or having a disability are invited to   
  apply separately for artist-related access support costs on the Access Support tab.   
  Do not include these expenses and revenues in the budget below.
* Provide specifics in Notes section.
* Dollar values must be in numeric format only with no special characters, e.g. $ , £, etc.

### Expenses

The following categories in the budget have two input fields each: numeric inputs for Project Forecast amounts, and text inputs for Notes: Provide details for all relevant revenues and expenses.

#### In-Kind Expenses

* In-kind Expenses (specify)
* In-kind Expenses (specify)
* In-kind Expenses (specify)

Total In-Kind Expenses (This total must equal In-kind Revenue) (Auto-added total)

#### Project Expenses

* Intern Salary (Component 1 only)
* Cohort Compensation (Component 2 only)
* Mandatory Employment Related Costs and Related Benefits (Component 1 and 2 only)
* Fees Paid to Mentors and Other Professional Fees
* Eligible Travel Expenses
* Elders and Honouraria
* Materials and Supplies
* Production/Exhibition/Program/Rehearsal Space and Venue Rentals
* Other Project Expenses

Total Project Expenses (Auto-added total)

Total Expenses (Auto-added total)

### Revenue

The following categories in the budget (Earned and Contributed Revenues, Private Sector Revenues and Public Sector Revenues) have three input fields each expense line:

* numeric inputs for Project Forecast amounts
* drop down select menus for Status that include:
  + Confirmed
  + Pending
* text inputs for Notes: Provide details for all relevant revenue and expenses

#### *In-kind Revenues*

* In-kind Revenues (Specify)
* In-kind Revenues (Specify)
* In-kind Revenues (Specify)

Total In-kind Revenues (This amount must equal in-kind expenses) (auto-added total)

#### Earned, Contributed and Private Sector Revenues

* Applicant cash contribution
* Foundations
* Other Private Sector

Total Earned, Contributed and Private Sector Revenues (Auto-added total)

#### Public Sector Revenues

* BC Arts Council: This request
* Government of BC: Community Gaming Grants
* Government of BC: Other
* Canada Council: Project
* Government of Canada: Dept. of Canadian Heritage
* Other Federal
* Local Government (incl. Municipal and Regional Governments, Trusts, Band Councils, Regional Districts)
* Employment Programs
* Public Post-Secondary Institutions
* Other Public Sector

Total Public Sector Revenues (Auto-added total)

### Summary

* Total Revenues (Auto-added total)
* Total Expenses (Auto-added total)
* Surplus/(Deficit) - Enter notes if not balanced (Input notes)

Button: Save

Button: Close

## Support Material

### Upload any recently prepared planning or policy documents.

Required support material includes:

* Up to 5 current planning and policy documents, such as: strategic plans, human resource policies, anti-racism policies, or cultural safety policies.
* Documents detailing the current approach to equity in your organization should be included, if available; if stand-alone policy documents are not available, you must describe your practices / policies within the application.

(Upload Button)

### Upload PDF letters from up to two partners or collaborators, if applicable, confirming the nature of their participation (maximum two letters, one page each). Do not include general letters of support.

(Upload Button)

### \* A one-page (PDF) biographical statement from the designated mentor within the organization indicating their relevant experience and qualifications and outlining their capacity for and commitment to working with the intern/cohort for the duration of the project.

(Upload Button)

## Access Support

An asterisk (\* ) indicates the field is mandatory

The [Access Support program](https://www.bcartscouncil.ca/program/access-support/) provides an additional contribution towards costs for specific accessibility services, rental equipment and other supports required to carry out a project funded by the BC Arts Council.

Access Support requests are available to:

* Individual artists or arts and culture practitioners who self-identify as Deaf or have   
  a disability.

OR

* Collectives led by individual artists or arts and culture practitioners who self-identify as Deaf or have a disability

OR

* Organizations with a primary purpose to support practitioners who are Deaf or have   
  a disability, as specified in the organization’s constitution.

### \* Are you eligible for access support (as an Individual artist or arts and culture practitioner who self-identifies as Deaf or having a disability)?

* Yes
* No

### \* Will you be applying for Access Support?

* Yes, with my project application (option 1)
* Yes, after I receive my project funding results (option 2)
* No

### Access Support Application:

#### \* Type of Access

(check boxes – select any that apply)

* Sign Language Interpretation
* Captioning/CART
* Transcriber/Editor
* Visual describer/assistant
* Project Coordinator/assistant
* Support Worker
* Accessibility Software or App Subscription
* Rental Equipment
* Travel for Service Providers
* Other

##### If “other” please specify

100 words maximum

#### \* Access Support Detailed Costs – Table format

Below, provide a breakdown of Access Support costs for barriers encountered, services, supports and/or solutions.

Table Fields:

* **Description:** Include specifics on the barriers (for instance communication, mobility, comprehension, physical, technological, visual, etc.), individuals requiring supports, and solutions provided.
* **Cost Breakdown:** Include numbers of staffing positions, providers (when known), rates, numbers of days or hours to clarify how you came to your total number.
* **Total:** Whole numbers only

Use the '+' to add additional lines. Your total should match the amount requested in the field below.

**Button:** Plus symbol to add lines

#### \* Total Request (enter total from table above):

(numeric field)

#### Have you or will you apply for the same Access Supports from the Canada Council for the Arts or other funders?

* Yes
* No

#### Access Support Revenues – Table Format

Enter any Access Support funding from other sources, if applicable. Describe the supports or solutions being provided by the Access Support revenues from other sources

Table fields:

* Source
* Description
* Amount

**Button:** Plus symbol to add lines

#### Anything else we should know?

150 words maximum

## Feedback

We are always looking for ways to improve how we communicate with the arts and culture sector in B.C. This section is optional, and is not part of the application process, but your answers will help us improve the services we provide.

### How did you learn about the intake for this program?

Please Select:

* BC Arts Council Website
* BC Arts Council Social Media
* Direct email from BC Arts Council
* Workshop or Presentation featuring BC Arts Council Staff
* BC Arts Council Program Officer
* Another agency, including newsletter or social media
* Word of mouth, including past applicants
* Traditional media including newspapers or radio

#### If applicable, the agency (see question above):

### In the future, how would you like to be informed about our programs?

Please Select:

* Direct Email, featuring a summary of upcoming arts council programs
* BC Arts Council social media
* BC Arts Council website
* Through communications from other agencies (for example, through professional associations, arts service organizations or collectives)

### Is this your first application to BCAC?

Please Select

* Yes
* No

### Did you attend an Information Session prior to completing your application?

Please Select

* Yes
* No

### Have you ever received BCAC funding?

Please Select

* Yes
* No

### How long did this application take you to complete (hours)?

(numeric field)

## Declaration

The applicant is responsible for the application content. When application assistance has been provided, the applicant must review application content, complete the acknowledgement of declaration content (check box), and submit the application (press the submit button).

### Declaration and Consent

In submitting this application, I declare that, to the best of my knowledge and belief:

* I/we meet all of the eligibility criteria for this program;
* the information provided in this application is complete and true in every respect;
* I/we abide by all applicable laws;
* I am/we are committed to providing safe and respectful working conditions and to fostering   
  a workplace free from discrimination, harassment, and sexual misconduct; and
* any personal information submitted with this application has been submitted with the authorization of the individual(s) concerned and such individual(s), and I, consent (effective as of the date of submission of this application) to the disclosure of this personal information outside of Canada, including by way of the Internet, for public reporting and promotional purposes relating to this program.

### Personal Information

The personal information on this application is collected in accordance with Section 26 (c) and (e) of   
the Freedom of Information and Protection of Privacy Act and will be used for the following purposes: determining suitability for and awarding of funding, tracking and distributing funding, program development and evaluation, and communication and outreach.

Personal information collected through the application process may be disclosed to external peer assessors in order to adjudicate this application. If successful, an individual recipient’s Social Insurance Number may be disclosed to the Canada Revenue Agency through the issuance of T4As.

In addition, the applicant’s name, location, funded activity and award amount may be made publicly available, including worldwide by way of the Internet, should funding be awarded.

If you have questions about the collection, use or disclosure of personal information, please contact:

Director, BC Arts Council Programs

800 Johnson Street, Victoria, BC, V8W 9W3 Phone: 250-356-1718

### \* Acknowledgement

* I understand and agree to the terms and conditions stated above.

*(check box)*