

PROFESSIONAL DEVELOPMENT GUIDELINES 2023

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](#).

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 also complete the Voluntary Self-Identification section, but it is not mandatory.

About Professional Development

Professional Development grants assist professional artists, cultural practitioners, production and technical personnel, and arts administrators with specific, short-term learning activities intended to advance their practice or career. Activities should lead to clearly articulated learning or career outcomes, goals, or objectives. Common professional development activities are provided below.

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

When and How to Apply

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

Applications will be accepted until 11:59 p.m. on December 14, 2023.

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 your 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.

You may only submit one application per intake. Unsuccessful applicants may re-apply with the same project in a different intake. If an applicant is unsuccessful twice with the same project, the application and proposed activity must be substantively changed.

You can receive only one Professional Development grant per BC Arts Council fiscal year (April to March).

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 and the eligibility of their project 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, you must:

- 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. You must be prepared to provide documentation to support your residency status upon request.
- demonstrate professional status by meeting the following criteria:
 - have completed appropriate and relevant training in your discipline at a level that would be recognized as professional by other practitioners working in similar disciplines. Training may be through post-secondary institutions, traditional knowledge transfer, or apprenticeship with a qualified practitioner;
 - have a minimum two years of professional practice in your field following basic training;
 - be recognized as professional by other practitioners working in a similar discipline;
 - be committed to working full-time at your practice when financially possible;
 - meet discipline-specific criteria, as below:
 - **Performing Artist:** a demonstrated body of previous professional work;
 - **Visual or Craft Artist:** at least two professionally curated shows or exhibitions where artists fees have been received;
 - **Visual Arts Critic or Curator:** have curated two or more exhibitions or published two or more works of critical writing for which you have received professional fees;
 - **Media Artist:** have directed/created or hold creative control on at least one project subsequent to basic training for which you have been paid professional fees. This may include student works which have been professionally exhibited or screened;
 - **Creative Writer:** at least one book professionally published;
 - **Arts Administration, Publishing, Producer, Artistic Support Staff:** two or more years of full- or part-time paid employment (permanent or contract) in arts or cultural administration or artistic support at an arts and culture organization or at a professional book or periodical publisher;
 - **Deaf, Disability and Mad Arts:** a demonstrated body of work in or across any artistic practice;
 - **Community-Engaged Arts Practice:** facilitated two participatory arts projects in a community setting or learning environment;
 - **Multi- and Interdisciplinary Practice:** a demonstrated body of professional public work that integrates multiple fields of practice;
 - **Museum or Indigenous Culture Centre Professional:** two or more years of full- or part-time paid employment (permanent or contract) in a museum or Indigenous Cultural Centre;

- **Production and Technical Personnel:** two or more years of full- or regular part-time paid employment (permanent or contract) in arts and cultural production or as a technician in an arts and cultural institution, organization, or venue.
- have submitted any overdue final reports on previous BC Arts Council grants as of the submission deadline for this program.

OR

- have received at least one grant through the First Peoples' Cultural Council 's Indigenous Arts Program and have submitted any outstanding final reports for that grant.

Emerging artists and early career practitioners with less than two years of professional practice may be eligible for support through the BC Arts Council's [Early Career Development program](#).

What Types of Activities are Eligible

Contact a Program Advisor to confirm the eligibility of an activity. Eligible activities may include, but are not limited to:

Course or Workshop: A course or workshop following a specified curriculum or including specific skills acquisition or learning outcomes. This may include masterclasses or private studies with a specific focus. Online courses are eligible if registration is required, live instruction or mentorship is provided, and classes follow a schedule. Self-directed online learning is not eligible. Projects with multiple courses or workshops must be connected to overarching learning goals.

Mentorship: An individual structured relationship with a qualified professional, or group of professionals. Projects with multiple mentors must be connected to overarching learning goals.

Learning Residency: A learning-based residency that includes significant opportunities for skill development or knowledge exchange. Projects may offer a mix of learning and creation; however, as learning is the priority of this program, creation must not be the sole or primary objective. Self-directed residencies without significant opportunities for learning and knowledge transfer are not eligible. For creation-based residency projects, consider applying for a discipline-specific Individual Arts Grant.

Cohort or group learning projects are eligible. Each member of the cohort must be eligible and must apply to this program individually. Each application will be assessed separately. Shared expenses should be identified.

What Expenses Can Be Funded

Grants are available to support:

- [subsistence expenses](#) (maximum \$750/week for full-time activities) intended to support basic living costs when you are devoting most of your time to the learning activity. For part-time activities, the weekly subsistence rate should be prorated accordingly. Weeks do not need to be consecutive;
- travel expenses, accommodation, and meal per diems for professional development activities outside of your region. Travel expenses may be for yourself or for a mentor/advisor. The maximum meal per diem is \$65 per day. Expense details must be provided in the budget;

- consumable supplies and costs of materials directly related to the learning activities, including software subscriptions;
- rental or lease of specialized equipment and supplies directly related to the learning activities;
- accessibility services (e.g., ASL, personal support worker) or rental equipment related to access needs of mentors or advisors during project activities; *
- fees paid to mentors, instructors, advisors, Elders, and Traditional Knowledge Keepers. Compensation must align with activity and community contexts and industry standards within the field of practice (e.g., CARFAC, IMAA, etc.), including adhering to international intellectual property rights standards and cultural ownership protocols;
- course, workshop, or learning residency registration fees;
- childcare costs associated with time off for classes or learning activities;
- rental of venue or studio required for learning 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:

- expenses incurred or activities started prior to submitting the application;
- projects focused on creation, presentation, or production;
- projects focused on basic training in another practice / discipline that are not connected to the applicant's primary artistic practice / discipline.
- research not directly connected to learning activities;
- self-directed studies;
- production of promotional materials, e.g., recordings, portfolios, demo reels, and/or websites;
- [capital expenses](#), e.g., construction, renovation, or purchase of property or equipment;
- projects secondary to other purposes, e.g., competitions; fundraising; conventions; family, religious, or community celebrations;
- vocational or unpaid work placements required for accreditation, e.g., apprenticeship;
- training to support teaching of non-professional artists, e.g., community-based programs or teaching children;
- tuition or registration fees towards a degree or certificate at a post-secondary institution. Scholarship funding is available through the BC Arts Council and First Peoples' Cultural Council. Funding for certificate programs not eligible through the BC Arts Council's scholarship program may be eligible. Contact a Program Advisor to confirm;
- studies of an academic nature including anthropology, ethnomusicology, literature or language study, art history, or general art appreciation;
- language studies that do not directly relate to an existing artistic practice. Applicants must have a history of working across languages in their body of work and must demonstrate tangible use of languages in their future work.
- 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.;
- training for arts therapy;
- touring expenses;
- travel to auditions or audition tours;
- travel solely for the purpose of attending a conference or annual general meeting;
- travel to present at a marketplace or showcase;
- projects or activities funded through other programs of the BC Arts Council or its third-party delivery partners.

Grant Amounts

The maximum request amount is \$7,500.

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

BC Arts Council intends to support successful applications at 100% of their request, however grants may be awarded for less than requested.

Funding priority may be given to applicants who self-identify as part of a designated priority group.

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 must include a:

- precise description of the proposed learning activity including information about the course/workshop, name of instructors, host organization, mentor, or company, and their relevance, as applicable;
- statement of your specific learning or career goals;
- description of how this project will impact your professional practice or future opportunities;
- workplan, timeline, itinerary, or schedule that includes significant milestones;
- summary of eligible expenses;
- statement about how the organization you are employed by is supporting the project if your activity or learning will provide direct benefit to the organization;
- statement about compensation to participating professional artists and practitioners;
- statement describing how this project may benefit your identified communities;
- completed Designated Priority Group Questionnaire (in your online Personal Profile) if you wish to be considered for strategic funding;
- support material as detailed below.

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.

Support Material

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

Required Support Material includes:

- your Curriculum Vitae (CV) or resume that includes professional training and related paid professional artistic activities (PDF, maximum three pages).
- documentation from the institution, teacher, master, advisor, or mentor confirming the specific arrangements and agreements, including fees and schedule;
- resume or biographical statement (PDF, maximum two pages) for any individual advisors or mentors participating in the project outside of a formal organization or institution;

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, while 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 committee will assess the:

- impact on the applicant's artistic or professional practice;
- 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 course, workshop, mentors, host, opportunity, event, or presenting organizations.

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

When considering the significance of the project more broadly, the committee will assess the:

- impacts of the project on B.C.'s arts and culture sector, including but not limited to:
 - contribution to the art form or practice, including reclamation, preservation, or innovation;
 - contribution to rural and remote communities; and
 - how the project addresses an identified need in the sector.
- short and long-term impact on the applicant's identified community, e.g., artistic, cultural, geographic, etc.;
- integrity of the project including ethical approaches to:
 - research, collaborative processes, contributors, source materials, cultural considerations, and protocols.
 - engagement with Indigenous people, communities, practices, materials, beliefs; and
- meaningful contribution to equity-deserving and under-represented artistic practices, arts practitioners, and cultural communities.

FEASIBILITY (20%)

When considering the viability of the project, the committee will assess the:

- clarity of the work plan or timeline;
- 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 any mentors, instructors, or host organizations to undertake or support the project; and
- measures in place to ensure the safety of all participants, including physical, emotional, cultural, etc.

Assessment Process

The following process is used to evaluate every application:

- 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 and/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 received.

Final Reports

Recipients must submit a final report with the required documentation of the completed project to the BC Arts Council within 30 days of the Project End Date in the application.

Final Reports must be submitted through the online system.

Future applications will be ineligible if reporting requirements are not met.

Confidentiality of Information

The collection, use, and disclosure of personal information are subject to the privacy provisions of the Freedom of Information and Protection of Privacy Act. The applicant's information will be shared in confidence with members of the assessment panel. The names and locations of successful award recipients may be published, along with the amount of the award, in the Annual Report of the BC Arts Council as well as in various communications and promotional vehicles of the BC Arts Council and Government of British Columbia. Social Insurance Numbers are provided to Canada Revenue Agency through the issuance of T4As.

Recognition of Assistance

In recognition of funding, the support of the BC Arts Council and the Government of British Columbia should be acknowledged in all promotional materials, both print and online.

The approved BC Arts Council and provincial logo and graphics standards are available [online](#) in a variety of ready-to-use digital formats.

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

Contact Information

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.

Performing Arts:

Paneet Singh | 778-572-6567 | Paneet.Singh@gov.bc.ca

Studio Arts:

Michelle Benjamin | 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.**

Professional Development: Application Checklist

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 form.

Text boxes in application:

- precise description of the project.
- up to three relevant career highlights from your professional practice that demonstrate your capacity and experience to undertake this project.
- detailed description of your specific learning or career goals and a summary of how this project will impact your professional practice and/or future opportunities.
- workplan, timeline, itinerary, or schedule that includes significant milestones and/or benchmarks.
- if your activity or learning will provide direct benefit to an organization you are employed by, a summary of how the organization is supporting the project.
- clear statement about compensation to every professional artist and practitioner participating in the project.
- statement describing how this project may benefit your identified communities, as applicable.
- brief summaries of how this project and/or your practice align with BCAC's priorities of Reconciliation, Equity, Diversity, Inclusion, and Access.

Pop-out forms:

- summary of eligible expenses with notes for each expense.

Uploaded documents:

- your curriculum vitae (CV) or resume.

For Mentorship, Learning Residency, Courses, or Workshops:

- documentation from the institution, teacher, master, advisor, or mentor confirming specific financial and scheduling arrangements and agreements.
- a resume or biographical statement for advisors or mentors.

And finally:

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