

# BC Arts Council Professional Development Application Preview

Updated: October 30, 2023

## Overview

This is a sample of the BC Arts Council Arts Infrastructure Program Application. This sample will be updated if the application is updated or changed in any way, with changes highlighted in yellow and marked as "updated:". Check back to make sure you have the most current version.

Please select “Web Layout” from the “View” menu in MS Word to correctly view this document. “Navigation Pane” may also be selected in the “View” menu to display sections and subsections.

Applications must be completed on the online system, which requires you to set up a profile in advance.

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

#### If you are D/deaf or have a disability and require support to access the online system or make your application – contact an Accessibility Coordinator to discuss:

* Nicola Dunne –Accessibility Coordinator (Individuals) - 778-405-4007 | [Nicola.Dunne@gov.bc.ca](mailto:Nicola.Dunne@gov.bc.ca)

#### If you have questions about the program or application - contact a Program Advisor to discuss:

* Studio Arts: Paneet Singh – 778-572-6567 – [Paneet.Singh@gov.bc.ca](mailto:Paneet.Singh@gov.bc.ca)
* Performing Arts: Justine Shore – 250-940-8538 – [Justine.Shore@gov.bc.ca](mailto:Justine.Shore@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).

Please ensure that you meet all of the eligibility criteria for this program and confirm that your Individual profile is up to date before submitting this application.

Your application will automatically save in the online grant management system every 5 minutes. We encourage you to continue to click Save Draft regularly to ensure content is safe.

* ***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'.
* Click the down arrow at the front of a section title to contract or expand that section. Three dots under a title indicates the section is collapsed and should be expanded to complete.
* Find "Jump To" menu (middle right) and click the section names to navigate between sections within an application.
* Click and drag hash marks in bottom right of text boxes to contract or expand the box.
* You will not be able to submit the application if you have not completed all mandatory sections or if you have an overdue final report.
* Info boxes, such as this one, can be collapsed (minus sign) or expanded (plus sign) by clicking the small grey box in their top right corner.

## Profile Details

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

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.

### **Registration Profile Summary**

(System Generated Content)

* Name:
* Municipality:
* Province:
* Pronouns:

**If the Profile Summary above is not correct**, go to the applicant profile and update it before completing the application.

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

Changes to address information must be submitted by email to: [bcartscouncil@gov.bc.ca](mailto:bcartscouncil@gov.bc.ca).

#### \*I have reviewed my Personal Profile and made all updates.

(check box)

### 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;
* Located in regional areas (outside greater Vancouver or the capital region).

Complete the Designated Priority Groups Information section and Equity Data Tool in the 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.

#### \*I have reviewed the new Designated Priority Groups and Equity Data Tool tabs on the Organizational Profile.

(check box)

## Applicant Details

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

Information on this tab provides an overview of the applicant’s history and experience in their field of practice.

Ensure you have reviewed the [*Professional Development Guidelines*](https://www.bcartscouncil.ca/app/uploads/sites/508/2023/09/2023-24-Pro-D-Guidelines-Intake-3_FINAL.pdf) 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 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:**

(no word limit)

#### \*What is the applicant's Primary Role within their field of practice?

Please Select:

* Artist
* Artistic Support (i.e. Dramaturg, Editor, etc.)
* Administrator
* Production Staff/Contractor
* Technical Staff/Contractor
* Other

\*If other, describe:

#### \*Resident of B.C. since

(Year-Month-day)

#### \*How many years (number) have you been engaged professionally in your primary practice (paid work)?

Note: This information is collected to identify underserved demographics for future programs and intakes. Years of professional practice is not a consideration in the assessment beyond basic eligibility (two years minimum). Field will only accept numbers.

(Number field)

#### \*Briefly describe your arts practice, your path to your current practice, and your long-term practice intentions. Point form is acceptable.

(250 words maximum)

#### \* Provide up to three relevant career highlights from your professional practice that demonstrate your capacity and experience to undertake this project. Use point form.

(100 words maximum)

#### \*Have you received a grant and completed any outstanding final reports through First People’s Cultural Council’s Indigenous Arts Program?

Please Select:

* yes
* no

## Project Information

An Asterix (\*) 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 have reviewed the [*Professional Development Guidelines*](https://www.bcartscouncil.ca/app/uploads/sites/508/2023/09/2023-24-Pro-D-Guidelines-Intake-3_FINAL.pdf) 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.

#### \*Which type of activity are you requesting support for (check any that apply):

Select the category that best describes your project. See the program guidelines for clear definitions of each activity.

Choose one:

* Course/Workshop
* Mentorship
* Learning Residency
* Other

##### If other, describe:

(text box)

#### \*Amount Requested

(Number field with no decimal places)

#### \*Project Start Date

Note: Project activity must not begin before the date the application is submitted.

(Year-Month-Day)

#### \*Project End Date

(Year-Month-Day)

#### \*Summarize 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)

#### Is this a cohort or group learning activity?

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

##### Please Select:

* yes
* no

#### \*If yes: Provide the names of the other cohort or group members applying.

Table Format: One name per row.

Click '+' button to add additional rows.

#### \*Have you confirmed your participation in this activity with the organization, teacher, master, advisor, host, presenter or mentor as applicable?

Please Select:

* yes
* no

#### If unconfirmed, what is the status of registration, application, invitation, or arrangements?

(25 words maximum)

### Project Overview

In your answers below, provide information about the proposed learning activity or significant opportunity. Complete all that are relevant:

#### School, institution, or host organization:

(text box)

#### Title of course or workshop:

(25 words maximum)

#### Where does the project or activity happen? Identify the specific city/ies or community/ies.

(25 words maximum)

#### Name of instructor/s or mentor/s:

(25 words maximum)

#### Website or link to activity/opportunity:

Button: Click here to enter website(s) or Link(s)

In pop out form:

Enter up to 3 websites/links to your activity/opportunity.

Table format: Three text boxes to complete with weblinks only.

Button: Save

As part of our commitment to accessibility, the BC Arts Council is 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: Use text box below for written answer.

#### \*Describe your proposed learning activities and/or the focus of the course, mentorship or residency. In your own words, tell us what you will be doing.

(200 words maximum)

#### \*What are your learning goals and/or career development goals, as they relate to this application? Be specific and provide examples.

(100 words maximum)

Option 2: Upload a verbal or sign language response and

* 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 4 minutes total.

File(s) must 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

Option 2: Upload below for verbal or Sign Language response

File(s) must be no longer than 4 minutes, not exceed 50MB, and must use a supported file extension (see drag and drop box for allowable file types).

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.

Drag and dop box: Option 2: Click here to upload audio and ASL formats

### Impact on the Applicant

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

Reflecting on your learning goals as stated above, respond to the following questions:

#### \*How will this activity enhance your artistic/professional practice, growth, skill level, or technique? What will you learn? Be specific.

(150 words maximum)

#### \*How will this activity increase potential for future opportunities and have an impact on your long-term career trajectory?

(150 words maximum)

#### \*Why is this the right time for you to engage in this activity?

(150 words maximum)

#### \*Why will this specific mentor, course, workshop, organization, and/or opportunity help you to achieve your learning goals as stated above?

(150 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

#### \*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)

#### \*Is your work influenced by, or does it involve or reflect cultures or communities outside of your own?

Please select:

* yes
* no

##### If yes: Describe steps taken to respectfully reflect and collaborate with these communities and integrate an equitable and ethical approach in your work.

(150 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)

#### \*Does your project present any accessibility challenges, e.g., physical, financial, technological, etc.?

Please select:

* yes
* no

##### If yes: How do you plan to address those challenges and remove barriers to access?

(150 words maximum)

#### \*How does this project and/or your artistic practice align with BCAC's priorities of Reconciliation, Equity, Diversity, Inclusion, and Access?

(200 words maximum)

### Feasibility

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

#### \*What is the workplan, timeline, or schedule? Include milestones, benchmarks, and/or specific dates and times.

(100 words total)

#### \*Will artists, arts and cultural practitioners, and technicians involved with this project be paid in alignment with industry standards within the field of practice (e.g., CARFAC)?

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)

#### \*Are you employed by an organization that will benefit from this project?

Please Select:

* yes
* no

##### If Yes, How is your employer contributing to or supporting your participation (if at all)? For example, paid time off, paying some costs, providing space, etc.

(100 words maximum)

#### \*Does your project present any risk to physical safety for yourself or for those with whom you are planning to engage?

Please select:

* yes
* no

##### If yes: How do you plan to ensure safety, or what qualifications do you, your mentors, and/or hosts have to ensure safety standards are maintained?

(100 words maximum)

#### Does your project involve emotionally sensitive or traumatic material?

Please select:

* yes
* no

##### If yes: What supports are in place to ensure emotional and mental well-being during your activities?

(100 words maximum)

## Budget

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

The Expense Summary should include eligible expenses related to the project as described in the Project Information tab. Only include expenses for which you are requesting support – we only want to know how you are spending BC Arts Council funding. Do not include other revenues or expenses that are not eligible or do not relate to the project. Review the program guidelines for a list of eligible expenses.  
The total request should match the request amount on the Project Information tab.  
Click the Expense Summary button to complete or view the form.

Button: \*Click here to enter or view Expense Summary (Pop out form)

*In pop out window:*

All applicants must complete this expense summary.

* Maximum request is $7500. Only include expenses for which you are requesting support.
* It is not necessary to complete each line. You can leave an expense field blank as appropriate.
* Provide notes for each included expense.
* Dollar values should be entered in numeric format only - no special characters, e.g., $, etc.

Table Format: The following categories in the Expense Form have two input fields each line:

* Project Forecast amounts (number box)
* Notes (Provide details for all relevant expenses.)

### Expenses:

* **Subsistence** (maximum $750 per week, prorated for part-time activities)
* **Travel and related expenses** (e.g., accommodation, meals) 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 Notes section.
* **Supplies** (e.g., consumable supplies, equipment rental, reference material, etc.)
* **Eligible Fees or Honouraria** (e.g., for mentors, instructors and advisors or tuition, registration, residency)
* **Production/Exhibition/Program/Rehearsal Space and Venue Rental**

Total Expenses: (Auto-added total)

This total must match the total request on the Project Information tab

Button: Save

Button: Close

## Support Material

Information and materials included on this tab should directly relate to and support the project for which you are seeking funding.

Refer to program guidelines to see the maximum amount and types of support materials requested for this application.

Samples of previous work or general letters of support are not required or accepted.

#### \*ALL APPLICANTS: Upload your curriculum vitae (CV) or resume that includes professional training and related paid professional activities / work experience (maximum 3 pages, 1 file)

(Drag and dop box)

#### Upload the following for Mentorship, Learning Residency, Courses or Workshops:

1. Confirmation from the institution, teacher, host, presenter, advisor, or mentor (maximum 2 PDF files). Confirmation should include specific information about agreements, activities, schedule, compensation, and/or fees.
2. Resume or bio for any individual advisors or mentors participating in the project outside of a formal organization or institution. (PDF, up to two pages)

(Drag and dop box)

## Access Support

The [*Access Support*](https://www.bcartscouncil.ca/program/access-support/) program 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.
* Collectives led by individual artists or arts and culture practitioners who self-identify as Deaf or have a disability.
* Organizations with a primary purpose to support practitioners who are Deaf or have a disability, as specified in the organization’s constitution.

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

Please Select

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

### If Option 1: Access Support Application

#### \* Type of Access

(check boxes – select any that apply)

* Sign Language Interpretation
* Captioning/CART
* Transcriber/Editor
* Visual Describer
* Project Coordinator/Assistant
* Support Worker
* Accessibility Software or App Subscriptions
* 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 format: The following categories are required to be completed for each line or entry:

* Description of barriers/supports: 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: +

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

(Number Field)

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

Please Select

* 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 format: The following categories are available to completed for each line or entry:

* Source
* Description
* Amount

Use the '+' to add additional lines.

Button: +

#### 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):

(text box)

#### 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)?

(number field)

## Declaration

#### 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.

In addition, the applicant organization’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:

Senior 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)