

EARLY CAREER DEVELOPMENT

Program Guidelines 2024/25

FOR INDIVIDUALS—Residency and Mentorship

Acknowledgement

The BC Arts Council acknowledges it carries out its work on the land of Indigenous nations throughout British Columbia. We pay our respects to the Elders and Knowledge Keepers, past and present, descendants and custodians of these lands and waters. We are grateful for the continuing relationships with Indigenous people that develop through our work together. We acknowledge and raise our hands to the ləkʷəŋən (Lekwungen) people, known today as the Songhees and Esquimalt Nations, on whose lands we operate our main offices.

Table of Contents

ABOUT EARLY CAREER DEVELOPMENT	3
GRANT AMOUNTS	4
WHO CAN APPLY	4
Designated Priority Groups	4
Early Career Practitioner Eligibility	4
ELIGIBLE ACTIVITIES AND EXPENSES	5
Required Artist Fees and Compensation.....	6
Residency Examples	6
Mentorship Examples	7
Eligible Expenses	7
EXCLUSIONS – WHAT WILL NOT BE FUNDED	8
WHEN AND HOW TO APPLY	9
ACCESSIBILITY SUPPORT.....	10
WHAT IS NEEDED FOR THE APPLICATION	10

ASSESSMENT CRITERIA - HOW DECISION ARE MADE 11

 Assessment Process 12

NOTIFICATION OF RESULTS..... 13

 Feedback..... 13

 Payment of Grants..... 13

 Final Reports 13

 Recognition of Grants 14

 Confidentiality of Information..... 14

CONTACT US. WE ARE HERE TO HELP. 14

ABOUT THE BC ARTS COUNCIL..... 14

EARLY CAREER DEVELOPMENT: APPLICATION CHECKLIST (FOR INDIVIDUALS) 15

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.

About Early Career Development

Early Career Development supports immersive and highly impactful opportunities, with measurable learning outcomes, for Emerging and Early Career Practitioners to:

- Develop their artistic or administrative practice.
- Participate in knowledge transfer, skill sharing, and reciprocal learning in the sector.
- Expand their career experience, professional networks, and exposure.
- Build capacity in their identified community(ies) (for example, geographic, cultural, area of practice).

This program does not support the creation or development of new artistic projects.

Assistance through this program is available to both arts and culture organizations and to individual art practitioners through six components:

For Individuals (use these Guidelines):

Residency supports Early Career Practitioners to pursue a learning-focused residency with an arts and culture organization.

Mentorship supports Early Career Practitioners to engage in one-on-one learning through a mentorship with an established practitioner working in their field, art form, or field of practice.

For Organizations (see [Guidelines for Organizations](#)):

Internship supports arts and culture organizations to host an Early Career Practitioner in a paid internship.

Cohort supports arts and culture organizations to host a group or cohort of Early Career Practitioners in paid professional development positions.

****NEW** For Organizations in Regional Communities – Basic Training Pilot Project (see [Guidelines for Basic Training](#)):**

Basic Training is a new component in the Early Career Development program intended to support emerging and early career arts and arts practitioners (Arts Trainees) who may not have access to training opportunities (for example, post-secondary studies) because of where they are located. We developed this component in response to needs identified through sector-wide consultations, in conversations with artists and arts organizations in regional areas, and through a review of results from recent program intakes.

Basic Training - Internship supports arts and culture organizations in regional communities to provide paid on-the-job training and experiential learning opportunities for new and emerging artists, arts administrators, and arts and cultural practitioners who want to work in their home communities.

Basic Training - Cohort supports arts and culture organizations in regional communities to provide paid on-the-job training and experiential learning opportunities for a group of two or more new and emerging artists, arts administrators, and arts and cultural practitioners who want to work in their home communities.

Grant Amounts

Maximum request amount is \$30,000.

You may request up to 100% of the total budget.

We encourage you to submit a realistic budget outlining the funds required to feasibly carry out the learning activities. BC Arts Council intends to support successful applications at 100% of the request. However, in some cases, grants may be awarded for less than requested.

BC Arts Council grant programs are highly competitive, and we are not able to support all eligible projects. Success rates in BC Arts Council grant programs are generally between 20% to 40%. Visit the [BC Arts Council Recipients](#) page to review a list of successful applicants and the range of previous grants for this grant program.

Who Can Apply

You are encouraged to discuss your eligibility with a Program Advisor before applying. Ineligible applications will not be forwarded for assessment.

Designated Priority Groups

The BC Arts Council has committed to targeted investment in underserved and equity-deserving groups and the development of equity support initiatives, including a policy to support [designated priority groups](#). These identified groups will be the focus of BC Arts Council strategic measures, through dedicated programs, funding prioritization processes, partnerships, and outreach.

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

Early Career Practitioner Eligibility

To be eligible, an Early Career Practitioner must:

- Be working or practicing in an area funded by the BC Arts Council, including but not only:
 - Arts Administration
 - Community-Based Arts
 - D/deaf, Disability and Mad Arts
 - Literary Arts (creative writing, publishing)
 - Media Arts
 - Multi- and Interdisciplinary Arts
 - Museums or Indigenous Culture Centres

- Performing Arts (music, theatre, dance, circus arts, comedy, production and/or technical)
- Visual Arts (critic, curator, artist in contemporary or traditional visual arts and/or craft, including Indigenous Arts)
- Be a Canadian citizen or Permanent Resident of Canada who ordinarily resides in B.C. and has lived in the province for at least 12 months immediately prior to the application closing date. For more information, review our [Determining B.C. Residency](#) page. You must be prepared to provide documentation to support your residency status upon request.
- Not be enrolled in full-time studies when the Residency or Mentorship is taking place.
- Not have received two previous Early Career Development grants. An individual may participate in a maximum of two Early Career Development projects in their lifetime.
- Not be a participant in any other application in this program's current intake.
- Have completed and submitted any overdue final reports on previous BC Arts Council grants by the application closing date 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 field of practice within **ten** years of the application closing date.

OR

- Have completed basic training in their field of practice within **five** years of the application closing date.

Early Career Practitioners may be eligible if basic training will be complete within six months of the application closing date and before the proposed activity begins if all other criteria above is met.

"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
- Apprenticeship with a qualified, peer-recognized arts and cultural practitioner
- Degree, diploma, or certificate from an academic institution
- Self-directed learning may be eligible. Contact a Program Advisor to discuss.

The basic training requirements for Emerging Arts Administrators may be flexible. Contact a Program Advisor for more information.

Eligible Activities and Expenses

We encourage you to contact a Program Advisor to discuss eligibility of your proposed activities before applying.

General eligibility considerations for a Residency or Mentorship:

- Activities must prioritize learning, knowledge transfer, and skill development, and include specific learning objectives with tangible outcomes for the Early Career Practitioner.
- Activities may include a mix of learning and creation. However, the creation and development of new work must not be the sole or primary objective.

- Interdisciplinary knowledge transfer is eligible, but this grant program is not intended to provide basic training for applicants seeking to pivot to a new field of practice.
- Activities must take place over a minimum of eight weeks to a maximum of one year.
- Activities may take place in B.C., in Canada, or internationally.
- Virtual projects are eligible if all other criteria are met.
- It is possible to have more than one mentor or to identify a main mentor and other sources of expertise. However, a series of unrelated mentorships is not eligible. Applicants must clearly describe how different mentors contribute to a cohesive residency or mentorship project.
- Activities must fairly compensate arts and cultural practitioners in keeping with standards within the field of practice.
- Activities must follow international intellectual property rights standards and cultural ownership protocols.
- A Mentorship where two or more Early Career Practitioners engage in the same learning activities with the same mentor is eligible with these requirements:
 - Each participant and the proposed activities must meet the eligibility criteria.
 - Each participant must apply separately.
 - Each applicant will be asked to address how shared costs will be managed in the case that not all members of the collaborative project are successful.
 - Each application will be assessed on its own merit including impact on the individual applicant.

Required Artist Fees and Compensation

Eligible projects must include appropriate payment to the artists, arts and culture practitioners, and other arts and culture workers engaged in the proposed activities. At a minimum, payments to artists should be at the recommended rates set by the arts service organization, professional association, or established practitioners within the field of practice. Honorariums, and payment structures that are not guaranteed, or that risk low or non-payment to artists and other professionals do not meet this compensation requirement (for example, commission-based sales of artworks, percentage of door sales).

You can determine compensation to Elders and Knowledge Keepers according to community context and appropriate protocols. You should describe the approach used to determine the fair rate in your application.

Resource: The First Peoples' Culture Council [Working with Elders](#) document was developed as a free resource to support anyone interested in engaging with Elders and Knowledge Keepers.

Residency Examples

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

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

- An emerging painter registers in an established eight-week intensive residency program to learn specific skills and techniques from established painters and to gain exposure and feedback from curators.

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

- A self-directed residency at which a visual artist intends to complete work for an upcoming exhibition.
- A residency at which an actor intends to do research in support of their solo performance-in-progress.
- A residency for an artist trained in one field of practice that provides basic training in a new field; for example, a ceramics artist enrolls in a writer's residency to learn basic skills as a poet.
- A residency that does not take place in an [arts and culture organization](#).

Mentorship Examples

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

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

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

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

Eligible Expenses

The priority for this program is to support [subsistence](#) costs for the Early Career Practitioner.

You may request subsistence costs of up to \$750 per week, prorated for part-time weeks.

Subsistence costs are intended to support basic living costs such as housing costs, food, and local transportation while pursuing your learning activities.

Other eligible expenses include:

- Travel and accommodation costs (for applicant and/or mentor) that are directly related to the activity. Provide details in the Notes section of the budget.
- Supplies and other reasonable costs directly related to your eligible activities (not including [capital expenses](#) -- see **Exclusions - What Will Not Be Funded** section below).
- Rental or lease of specialized equipment and supplies directly related to the learning activities.
- Residency fees paid to a host organization.

- Fees paid to mentors and other professionals. Compensation rates for mentors may vary depending on the activity and the nature of the mentorship. Keep these notes in mind:
 - A mentor should be compensated at a level appropriate to their experience and involvement and reflecting industry standards. This may be an hourly or project rate, or other appropriate structure determined in consultation with the mentor.
 - If the applicant is working with or shadowing a mentor at the mentor's place of work, that mentor may already be receiving compensation for their time. Under these circumstances, it may be appropriate to negotiate a flat mentorship fee.
 - If a mentor chooses to not receive payment for their contribution, they must acknowledge this in their letter.
 - Successful applicants are encouraged to develop a formal contract with the mentor confirming rate of pay, time commitment, and other arrangements as determined in advance.
 - For further considerations, see Required Artist Fees and Compensation section above.
- Rental of venue or studio space required for learning activities.
- Childcare costs associated with time off for classes or learning activities.
- Accessibility costs related to the project that are not eligible for the Access Support program.*

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

Exclusions – What Will Not Be Funded

Grants are not available to support:

- Project phases or activities that begin before the application closing date.
- Project deficits, budget deficits or contingency funds.
- [Capital expenses](#) (for example, construction, renovation, or purchase of property or equipment).
- Feasibility studies, start-up costs, or seed money.
- Activities that are not based upon artistic or curatorial decision making, or where arts and culture is not the primary focus.
- Activities that require payment from artists to participate; fundraising activities; conferences and conventions; family, religious, anniversary, or community celebrations.
- Contests and competitions, except if competition is integral to the art form or cultural practice, for example: hip-hop and street dance, poetry slams, powwows.
- Costs of producing commercial recordings or demo reels.
- Podcasts and radio programming that are not embedded within an established artistic practice or specifically dedicated to the dissemination of artistic works.
- Activities where art therapy, health or therapeutic work is the primary focus or outcome.
- Creation, development, or preparation of work, including for performances, and exhibitions.
- Touring or travel expenses not directly associated with the proposed activity. Funding for these activities may be available through the [Arts Circulation and Touring Grant](#).
- Vocational placements required as part of basic training or accreditation (for example, formal apprenticeship, practicum, co-op programs).

- Curriculum-based activities or projects related to continuing education or post-secondary programs at educational institutions.
- Unpaid work placements.
- Training to support teaching of non-professional artists. For example, teaching community-based programs or teaching children.
- Activities primarily intended for or focused within creative industries or the commercial sector (with the exception of book publishers), including film and 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 and development, mass media, journalism, podcasts, screenwriting, graphic design, industrial design, interior design, commercial fashion design, commercial dance, culinary arts, architecture, games, sports, recreation.
- Projects or activities already 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.

When and How to Apply

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

Applications – Open: May 29 | **Close:** July 10 | **Results:** November 2024

Applications will be accepted until 11:59 p.m. (Pacific Time) on Wednesday, July 10, 2024.

You may submit only one application to this grant program per intake.

This grant program is expected to open again in 2025. A [Grant Program Calendar](#) showing our annual grant program cycle is available on our website.

New applicants:

- [Register and create a profile](#) in the online system. **It may take up to 5 business days to process your registration request.**
- Additional information may be requested to inform general eligibility and process registration requests. Register early to avoid delays.
- 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:

- Once you are registered in the online system, you will be able to access the online application. We encourage you to read through these guidelines, or talk with a Program Advisor, to make sure you and your proposed activities are eligible before you apply.

Registration questions? Contact BCArtsCouncil@gov.bc.ca or 250-356-1718 for registration assistance. The BC Arts Council office hours are 8:30 a.m. to 4:30 p.m., Monday to Friday.

Accessibility Support

If you self-identify as D/deaf or having a disability, you are eligible for the BC Arts Council's accessibility support programs.

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

Access Support provides funding to support access costs associated with 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.

For more information or to request assistance, contact:

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

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

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.

An application checklist is included at the end of these guidelines.

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.

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

A complete application for Residency or Mentorship must include a:

- Detailed work plan including a schedule or timeline appropriate to the learning opportunities and projected outcomes. Include specific milestones and describe the activities you will be engaged in, with whom, and when.
Notification of results is generally 16 weeks after the application closing date so plan accordingly if your activities are dependent on this grant funding.
- Statement indicating where, when, and with whom your basic training occurred.
- Description of up to three highlights from your career and training with a statement about each highlight's relevance to this project.
- Balanced project budget. Be sure to:
 - Use the Project Budget Table provided in the application.
 - Include detailed notes on the budget.
 - Make sure Amount Requested in the application matches the request amount in the Project Budget Table.
- Biographical statement describing:
 - Your artistic or professional practice and your career goals.
 - The relevance and timeliness of the proposed learning activities.

- The potential impact on your short- and long-term career development and goals, and how that impact will be measured.
- The impact on your own identified communities and the arts community in B.C.

Residency applications must also include:

- The name of the host organization and name of residency program (if part of an organization's existing programs)
- A description of the residency including the location and mandate of the host organization, and the artists and communities served.
- Letter or other document of confirmation from the host organization including a brief description of the opportunities, resources, cost and/or expenses, and supports the residency will offer.

Mentorship applications must also include a:

- Description of the mentorship project addressing the following:
 - Rationale for selection of mentor
 - Alignment of mentor's expertise and experience with your desired learning and career development
- A maximum two-page letter from the mentor confirming their participation. The letter should include a:
 - Statement indicating their specific experience and qualifications to provide training, mentorship, and/or knowledge transfer that will respond directly to your learning goals.
 - Confirmation of their capacity to carry out the mentorship.
 - Confirmation of their commitment to providing a physical and culturally safe work environment and describing their practices and values that support this.
 - Statement about the potential reciprocal impacts of the project on the mentor and on your community of practice.
 - Confirmation of the rate of compensation, and the structure and format of the mentorship.
- Resumé or CV for the mentor

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

Assessment Criteria - How Decision Are Made

The assessment criteria are the primary lens through which the assessment panel will review and score your application.

The [Extending Foundations: Action Plan for 2022-2024](#) includes the BC Arts Council's commitment to placing reconciliation, equity, diversity, inclusion, and access at the centre of its activities with the intention to address historic funding inequities. Equity considerations are embedded throughout the assessment criteria and the assessment process.

Keep these criteria in mind as you complete your application. Some of the specific points listed below may not apply to your proposed project. However, your application should clearly explain how the proposed project generally addresses each area of assessment.

Your application will be evaluated by a peer assessment panel based on the following criteria:

IMPACT ON THE EARLY CAREER PRACTITIONER (50%)

The assessment panel will evaluate the impact on the Early Career Practitioner by considering the:

- Opportunities for the Early Career Practitioner’s professional and artistic growth and the development of the next stage of their career.
- Significance and depth of knowledge transfer and learning.
- Timeliness, urgency, and relevance of the activities in relation to the Early Career Practitioner’s stated learning and career development goals.
- Suitability of the mentor(s) or host organization relative to the Early Career Practitioner’s experience and learning goals.

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

The assessment panel will evaluate the impact on the Early Career Practitioner’s identified communities (for example, artistic, cultural, geographic) and B.C.’s arts and culture sector more broadly, by considering 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 communities located outside major urban centres (as applicable).
- Impact on and benefits for the mentor(s), and opportunities for reciprocal learning.

FEASIBILITY (20%)

The assessment panel will evaluate the feasibility of the project by considering the:

- Clarity of the work plan 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 or host organizations to undertake and support the learning activities.
- Level of accessibility and safety of engagement, including but not limited to physical spaces, intellectual accessibility, cultural and emotional safety, and support for those who experience barriers or disability.

Assessment Process

The following process is used to evaluate every application to this grant 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 knowledge, experience, geographical representation, and

diverse aesthetic, institutional, and cultural viewpoints, including those from Indigenous perspectives.

- Assessment panels evaluate eligible applications using the assessment criteria above and determine the level of funding and any conditions on payment of grants.
- Funding prioritization may be applied to applicants considered part of a designated priority group.
- 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.
- All results are final.

Notification of Results

The BC Arts Council's commitment is to inform each applicant of the results of the assessment process no later than 16 weeks after the application 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 will not be shared before the official notification letters are sent.

Feedback

Contact a Program Advisor for feedback on the assessment of your application after you have received notifications of the results.

Payment of Grants

Grant 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 cheque and sent to the mailing address listed in the individual or organization profile in the online system unless the applicant is registered for direct deposit.

Grants are taxable income and must be reported. Individuals receiving grants on their own behalf or on behalf of a collective are issued T4As for the year the grant payment is processed.

Final Reports

Grant recipients must submit a final report 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.

You cannot submit future applications to BC Arts Council grant programs if reporting requirements are not met.

Recognition of Grants

In recognition of grant 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.

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

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 Province of British Columbia. Social Insurance Numbers are provided to Canada Revenue Agency through the issuance of T4As.

Contact us. We are here to help.

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

Breanna Fabbro – Program Advisor, Performing Arts
604-558-9360 | Breanna.Fabbro@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

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 BC Arts Council conducts its 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.

Early Career Development: Application Checklist (for Individuals)

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

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

- Update your address and other contact information.
- Complete the Designated Priority Group section (required for funding prioritization).
- Complete the Voluntary Self-Identification section (optional).

Text boxes in application:

- Project start and end dates are confirmed. Project does not start before the application deadline (July 10, 2024).
- Request amount that matches the request amount in your expense form.
- All mandatory text-based questions have been answered.
- All non-mandatory text-based questions that are relevant to your project have been answered.

Pop-out forms:

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

Uploaded documents:

- Biographical statement outlining your learning goals and the impact this project will have on you and any communities you engage with.
- Detailed work plan including schedule or timeline.
- Residency only:** letter or other document of confirmation from host organization confirming your participation in residency.
- Mentorship only:** letter from your mentor confirming their participation.
- Mentorship only:** your mentor's curriculum vitae (CV) or resume.

And then:

- Complete the Access Support tab (as applicable).
- Share your feedback in the Feedback tab (optional).
- Read the Declaration tab and complete the acknowledgement.

And finally:

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