

# Early Career Development

# for Individuals – Mentorship component

# Application Preview

Updated: 5 May 2025

## Overview

This is a preview or sample of the BC Arts Council Early Career Development Application for Individuals applying for Mentorship. This sample will be updated if the application is updated or changed in any way after launch, 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 in 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:

* **Erin Macklem, Accessibility Coordinator at 778-698-1416 or** BCACaccess@gov.bc.ca
* Find out more about accessibility supports at [BCArtsCouncil.ca/accessibility](http://www.bcartscouncil.ca/accessibility).

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

* **Performing Arts:** Breanna Fabbro – 604-558-9360– Breanna.Fabbro@gov.bc.ca
* **Studio Arts:** Michelle Benjamin - 236-478-2582 - 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/application-assistance/).

Ensure that you meet all eligibility criteria for this program and confirm that your **Profile**, including mailing address and other contact information, is up to date before submitting this application.

Your application will automatically save in the online grant management system every 5 minutes. 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

A red 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 your Personal Profile:** 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.

## *\** **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/). The designated priority groups include applicants and arts and culture 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 in your Personal Profile before submitting the application.

Once these sections are completed, the information will remain in your Profile. You will not need to provide it again unless there are changes.

We encourage applicants to complete the Voluntary Self-ID sections for statistical and research purposes.

#### \* I have reviewed the new Designated Priority Groups and Voluntary Self-ID tabs on the Organizational Profile.

(check box)

## Applicant Details

A red asterisk (\*) indicates the field is mandatory.

Information on this tab provides an overview of the applicant’s history and experience in their field of practice. Be sure to review the Early Career Development Guidelines *[here](https://www.bcartscouncil.ca/app/uploads/sites/508/2025/05/FY2025-26-ECD-Individuals-Program-Guidelines.pdf)* before 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 count limit.

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

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)

#### \* Criminal Record Review Act

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.

(check box)

#### \* British Columbia Resident Acknowledgement For information on B.C. Residency requirements, please see www.bcartscouncil.ca/determining-b-c-residency

\* I am a Resident of B.C. and I have lived in B.C. for at least one year immediately prior to this application

(check box)

## \* **If requested, I can produce proof of residency including one or more of the following: A valid BC ID card, BC Driver's license, or BC Services Card**

(check box)

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

(Year-Month-day)

## 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 have reviewed the Early Career Development Guidelines [*here*](https://www.bcartscouncil.ca/app/uploads/sites/508/2024/05/FY2024-25-ECD-Organizations-Guidelines-FINAL.pdf) and Scoring Guide [*here*](https://www.bcartscouncil.ca/app/uploads/sites/508/2025/05/ECD-Scoring-Guide-Individuals.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 count limit.

#### \* What component are you applying to? Please select:

* *Answers to this question will significantly change application content.
If uncertain, review the*[*program guidelines*](https://www.bcartscouncil.ca/program/early-career-development/)*to read about each of the components.*Mentorship

#### \* Amount Requested

Maximum request is $30,000.

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

(numeric field)

#### \* Project Start Date

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

(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.

(text field)

(30 words maximum)

#### \* Duration in Weeks

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

(numeric field)

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

(text field)

(100 characters maximum)

#### \* Describe your project including a summary of the main activities.

(text field)

(250 words maximum)

#### If this is a collaborative project—for example, if you and one or more other artists are applying to participate in the same mentorship—add the names of the other artist/s here. Describe how you are collaborating, what the relationship is among collaborators and the mentor, and how this project is made better through the collaboration. Be sure to read the information on collaborative projects in the program guidelines.).

(text field)

(200 words maximum)

## Impact on the Early Arts Practitioner

In your responses to the questions in this section, consider the assessment criteria below and the support provided in the *[Scoring Guide.](https://www.bcartscouncil.ca/app/uploads/sites/508/2025/05/ECD-Scoring-Guide-Individuals.pdf)*

*IMPACT ON THE EARLY ARTS PRACTITIONER (50%)*

* *Contribution to the Early Arts Practitioner’s professional and artistic growth and the next stage of their career.*
* *Depth of knowledge transfer and urgency relative to the Early Arts Practitioner’s learning and career development goals.*
* *Early Arts Practitioner’s experience and capacity to undertake the project.*
* *Experience and capacity of mentors and host organizations relative to learning goals and activities.*

#### \* Relevant Education and Training

Provide up to three starting with the most recent.

Table Format:

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

1. Name (text field)
2. Most recent relevant basic training: (select one)
* High School Diploma
* Apprenticeship
* Certificate
* Diploma
* Undergraduate Degree
* Graduate Degree
* Mentorship
* Traditional Knowledge Transfer
* Other
1. Focus of training or name of program (text field)
2. Name of institution, traditional knowledge keeper / mentor, etc. (text field)
3. Month and year completed (text field)

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

(+ Button)

#### \* Provide up to five relevant experiences or activities. For example, additional courses, awards, exceptional opportunities or experiences, volunteer or paid work in the arts sector, etc.). For cohorts, enter each practitioner's name followed by their information.

Table Format:

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

1. Name (text field)
2. Activity
3. Location (for example, community, organization, etc.)
4. Duration
5. End date

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

(+ Button)

#### If the Early Arts Practitioner is currently enrolled in full-time studies, when will those studies be complete? Provide a specific date.

(text field)

(50 words maximum)

#### If the Early Arts Practitioner has received or participated in a previous Early Career Development project, describe the project including dates.

(text field)

1. words maximum)

#### \* Briefly introduce yourself and your current artistic practice. Include any personal, social, or cultural identity details you are comfortable sharing and that are relevant to your application. (Remember that assessors do not see any information from your online Profile.)

(text field)

(200 words maximum)

#### \* Describe your artistic, learning, and career development goals as they relate to this project. What skills do you hope to develop? What knowledge do you want to acquire? Where do you hope to be in your practice in five years? Ten years? Be specific and provide examples.

(text field)

(300 words maximum)

#### \* Name of mentor. If more than one mentor is being proposed, provide name of primary mentor.

(text field)

#### \* Why have you selected this specific mentor? How will their experience and expertise support your learning and career development goals?

(text field)

(200 words maximum)

#### \* Website or link for mentor, if available.

(text field)

#### \* Why is this the right time in your career or practice to engage in this specific learning activity? How will this opportunity have an impact on your practice, future opportunities, and long-term career goals? Be specific. Talk about how that impact will be measured.

(text field)

(200 words maximum)

## Impact on the Community and Arts Sector

In your responses to the questions in this section, consider the assessment criteria below and the support provided in the *[Scoring Guide](https://www.bcartscouncil.ca/app/uploads/sites/508/2025/05/ECD-Scoring-Guide-Individuals.pdf).*

*IMPACT ON THE ORGANIZATION, COMMUNITY, AND ARTS SECTOR (30%)*

* *Support or benefit to specific arts and culture practices, including in relation to identified needs in the sector.*
* *Contribution to the artistic practices of equity-deserving arts practitioners and communities.*
* *Ethical approaches to research, collaboration, ownership, protocols, and issues of cultural appropriation.*
* *Respectful engagement with Indigenous peoples, communities, practices, materials, and beliefs.*
* *Contribution to communities located outside major urban centres (as applicable).*
* *Impact on the organization and mentor(s), and opportunities for reciprocal learning.*

#### \* What artistic, cultural, geographic, or other communities do you engage with, and how will you have an impact on these communities through this project, now and in the future?

(text field)

(200 words maximum)

#### \* How will this project support or benefit specific arts and culture practices, and the arts sector?

(text field)

(300 words maximum)

#### \* If you are working with people or materials from underserved communities or communities outside your own, what steps will you take to collaborate respectfully, and honour ownership and protocols? How will the project provide meaningful and/or reciprocal benefits to these communities?

(text field)

(400 words maximum)

## Applicant Readiness

*In your responses to the questions in this section, consider the assessment criteria below and the support provided in the [Scoring Guide](https://www.bcartscouncil.ca/app/uploads/sites/508/2025/05/ECD-Scoring-Guide-Individuals.pdf).*

*APPLICANT READINESS (20%)*

* *A realistic work plan that supports the learning outcomes*
* *A realistic and reasonable plan for using the money.*
* *Plans and processes that confirm a safe, respectful, and equitable work environment including fair compensation and support for those who experience barriers or disability.*

#### \* Provide a work plan that aligns with and supports the Early Arts Practitioner’s learning goals. Use time periods that are appropriate for your project. For example, for a one-year project, use monthly or bi-monthly periods; for a six-month project, you might use a combination of weekly and monthly periods.

Table Format:

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

1. Date/Time Period
2. Number of hours
3. Location
4. Learning Objective
5. Activity
6. Mentor(s) and other participants

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

(+ Button)

#### \* Explain how you will pay people fairly.

(text field)

(200 words maximum)

Resources

CARFAC (Canadian Artists’ Representation / Le Front des artistes canadiens) [*https://www.carfac.ca/*](https://www.carfac.ca/)
CAEA (Canadian Actors Equity Association) [*https://www.caea.com/*](https://www.caea.com/)
CFM (Canadian Federation of Musicians) [*https://cfmusicians.afm.org/*](https://cfmusicians.afm.org/)
CADA (Canadian Alliance of Dance Artists) [*https://cadawest.org/*](https://cadawest.org/)IMAA (Independent Media Arts Alliance) [*https://www.imaa.ca/*](https://www.imaa.ca/)

*IATSE (International Alliance of Theatrical Stage Employees)*[*https://iatse.net/*](https://iatse.net/) *UBCP-ACTRA (Union of BC Performers)*[*https://ubcpactra.ca/*](https://ubcpactra.ca/)

First Peoples’ Culture Council's [*Working with Elders document*](https://fpcc.ca/resource/working-with-elders/)is a free resource to support anyone interested in engaging with Elders and Knowledge Keepers.

#### \* How will you, your mentor(s), and/or hosts ensure that accessibility and safety standards are maintained? Consider physical safety, cultural safety, mental wellbeing, etc. Discuss support for those who experience barriers or disability.

(text field)

(200 words maximum)

## Budget

\* Button: Click here to enter or view the Expense Summary

(Expense Form Pop-Out Window)

All applicants must complete this expense summary.

* *Maximum request is $30,000. 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.*
* *Subsistence maximum is $750 per week, prorated for part-time activities. For example, if you will be working on the project for one day per week, you might request $150/week ($750 divided by a 5-day work week = $150/day). If you are working for three days per week, you might request $450.*

Table Format: Expenses Category (listed below), Project Forecast (numeric field), Notes (text field)

### Expenses:

* Subsistence (see above for maximum per week, prorated for part-time activities)
* Travel and related expenses (e.g., accommodation, meals) for eligible 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 Honoraria (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

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

#### \* Mentor Letter: Upload up to two signed letters from mentors confirming their participation in the project—only one letter per mentor. (PDF, two pages maximum per letter)

The letter must include a:

Description of their experience that makes them qualified to provide training, mentorship, and/or knowledge transfer that will respond directly to the Early Arts Practitioner’s stated learning goals.

Confirmation of their capacity to participate in the project.

Commitment to providing a physical and culturally safe work environment, describing their practices and values that support this.

Statement about the potential reciprocal impacts of the project on the mentor and on their community of practice.

Confirmation of the schedule and format of the mentorship.

Confirmation of the agreed rate of compensation

If the mentor is working with more than one Early Arts Practitioner on multiple projects, they must acknowledge this in their letter, address how the work plan that will ensure sufficient time and attention for individual participants, and—especially for intersecting projects—discuss how their compensation is fair and appropriate.

(Upload Drag and Drop Box)

## \* **Resumé or CV for the mentor (PDF)**

(upload button)

## 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.

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

Please Select

* Yes
* No

#### \* 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 Yes, with my project application (option 1) is selected, the following will appear.

## 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.

Your responses will not be seen by assessors and will not be used I the assessment of your application.

#### 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

#### Have you ever received BCAC funding?

Please Select

* Yes
* No

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

(number field)

#### Did you refer to the Scoring Guide?

Please Select

* Yes
* No
* I don’t know

##### If yes, did you find it helpful?

* Yes
* Somewhat
* No
* I don't know

##### How can we improve it?:

(100 words maximum)

#### Would you like to offer any additional feedback on the application process?

(100 words maximum)

## Declaration

A red asterisk (\*) indicates the field is mandatory.

#### \* Declaration and Consent

*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).*

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:

**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)