

EARLY CAREER DEVELOPMENT

Program Guidelines 2025/26

FOR INDIVIDUALS: Residency and Mentorship

Grant Program Summary

Application Intake – Open: May 14 | **Close:** June 25 | **Results Expected:** Mid-October 2025

Who Can Apply: Individual emerging and early career artists in all disciplines who meet the basic training requirements. See **Who Can Apply** section.

Program Purpose: This program supports immersive and high-impact opportunities for Emerging and Early Arts Practitioners to develop their artistic or administrative practice, participate in learning opportunities and knowledge transfer, and expand their career experience.

Maximum funding amount: \$30,000

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 ɫəkwəŋən (Lekwungen) people, known today as the Songhees and Esquimalt Nations, on whose lands we operate our main offices.

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

Table of Contents

ABOUT EARLY CAREER DEVELOPMENT	3
Grant Amounts	4
WHO CAN APPLY	4
Early Arts Practitioner Eligibility	4
Basic Training Definition	5
ELIGIBLE ACTIVITIES AND EXPENSES	5
Residency Examples	6
Mentorship Examples	6
Eligible Expenses	7
Required Artist Fees and Compensation	7
Compensation to Elders and Knowledge Keepers	7
EXCLUSIONS – WHAT WILL NOT BE FUNDED	8
WHEN AND HOW TO APPLY	9
Accessibility Support	9
WHAT IS NEEDED FOR THE APPLICATION	10
HOW DECISIONS ARE MADE	12
Assessment Process	12
Assessment Criteria	12
Designated Priority Groups	13
NOTIFICATION OF RESULTS AND FEEDBACK	13
PAYMENT OF GRANTS AND REPORTING REQUIREMENTS	13
Final Reports	14
Recognition of Grants	14
Confidentiality of Information	14
ABOUT THE BC ARTS COUNCIL	14
2025/26 EARLY CAREER DEVELOPMENT - APPLICATION CHECKLIST FOR INDIVIDUALS	16

Program guidelines are reviewed and updated with each grant program intake.

Be sure you are working with the most current guidelines.

Any changes to the guidelines made after the grant program opens will be highlighted.

About Early Career Development

Early Career Development supports immersive and highly impactful learning opportunities for Emerging and Early Arts Practitioners (EAP) 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.

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

Arts and culture organizations and individual Early Arts Practitioners can apply to this program through six components:

For Individual Early Arts Practitioner (use these Guidelines):

Residency component supports Early Arts Practitioners who have completed basic training and are transitioning into professional practice to complete a learning-focussed residency with an arts and culture organization.

Mentorship component supports Early Arts Practitioners who have completed basic training and are transitioning into professional practice to engage in one-on-one learning and knowledge transfer with an established practitioner in their art form or field of practice.

For Arts and Culture Organizations (see [Guidelines for Organizations](#)):

Internship supports arts and culture organizations to host a paid, learning-focussed internship for an Early Arts Practitioner who has completed basic training and is transitioning into professional practice.

Cohort supports arts and culture organizations to host paid, learning-focussed positions for a group or cohort of Early Arts Practitioners who are transitioning into professional practice.

For Arts and Culture Organizations in Regional Communities – Basic Training Project (see [Guidelines for Basic Training](#)):

Basic Training supports emerging and Early Arts Practitioners 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.

Only Arts and Culture Organizations in regional communities can apply to the Basic Training component.

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

Basic Training - Cohort supports arts and culture organizations in regional communities to provide paid, foundational on-the-job training and experiential learning for a group of two or more new and emerging arts 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

Before you begin your application, make sure you are eligible as an applicant, and your proposed activities are eligible. Ineligible applications will not be forwarded for assessment.

Early Arts Practitioner Eligibility

To be eligible, an Early Arts 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 legally allowed to work in Canada as a Canadian citizen or a Permanent Resident.
- Ordinarily reside in B.C. and have lived in the province for at least 12 months immediately prior to the application deadline. For more information, review our [Determining B.C. Residency](#) page. The Early Arts Practitioner must be prepared to provide documentation to support residency status upon request.
- Not be enrolled in full-time studies when the project is taking place.
- Not have participated in two previously successful Early Career Development applications regardless of component. In other words, 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.
- Not have any overdue final reports on previous BC Arts Council grants.

AND EITHER

- Identify with one of the BC Arts Council's [Designated Priority Groups](#) and have completed basic training in their field of practice within **ten** years of the application closing date. See Basic Training Definition below.

OR

- Have completed basic training in their field of practice within **five** years of the application closing date. See Basic Training Definition below.

Early Arts Practitioners are eligible if basic training will be complete within six months of the application closing date and before the proposed activity begins.

Basic Training Definition

“Basic training” means appropriate and relevant education that has prepared an Early Arts Practitioner to work at a professional level. This typically involves learning essential and foundational skills through guided and formal instruction or mentorship during which a student will receive feedback, their work will be reviewed and critiqued, and they will develop and deepen their knowledge in their field of practice. Some examples of basic training include:

- Traditional knowledge transfer from an Elder, Knowledge Keeper, or established arts and culture practitioner
- Apprenticeship with a qualified, peer-recognized arts and culture practitioner
- Degree, diploma, or certificate from an academic institution

Self directed learning such as watching online videos with minimal engagement or feedback, drop-in classes, or a series of workshops is not eligible. Contact a Program Advisor to confirm your eligibility. You may be required to submit supporting documentation.

Basic training requirements for emerging arts administrators may be flexible. Contact a Program Advisor for more information.

Eligible Activities and Expenses

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 Arts Practitioner.
- Activities may include a combination of learning and creation. However, creation, development, and revision of new work cannot 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.
- You must fairly compensate arts and culture practitioners in alignment with standards in the field of practice.
- You must follow international intellectual property rights standards and cultural ownership protocols.
- A Mentorship where two or more Early Arts 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 application will be assessed on its individual merit.

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 emerging artistic producer participates in a six-month residency at a theatre company with direct mentorship from the artistic director and general manager. Or an emerging filmmaker attends a two-month residency to learn directing and editing skills at a production house with direct mentorship from the lead artistic team.
- Participation in an established 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 where a visual artist plans to complete work for an upcoming exhibit.
- 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 learns about the properties of wood and developing new skills with traditional and modern tools by mentoring with a master carver.
- A ceramic artist mentors with a master ceramicist to learn surface design and share culturally specific techniques.
- An emerging opera singer travels to Italy to mentor with a vocal coach and engage with their network of opera professionals.
- A festival producer mentors with an artistic producer 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 Arts 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; 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 hires an editor or dramaturg to help edit the next draft of their manuscript or play.

Eligible Expenses

The priority for this program is to support [subsistence](#) costs for the Early Arts 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, 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, materials, and other reasonable costs directly related to your eligible activities (not including capital expenses -- see **Exclusions - What Will Not Be Funded** section below).
- Purchase of equipment directly related to the project up to \$2,500.
- Rental or lease of specialized equipment or space 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 should 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.
- Childcare costs associated with time off for learning activities.
- Accessibility costs directly related to the project that are not eligible in the Access Support program. *

*** If you identify as D/deaf or having a disability**, you may request additional funding for access support expenses to carry out the learning activities. See **Accessibility Support** below.

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).

Compensation to Elders and Knowledge Keepers

Determine compensation to Elders and Knowledge Keepers according to community context and appropriate protocols. Describe the approach used to determine the fair rate in your application.

Resources

Recommended Fee Schedules (by discipline)

- CARFAC (Canadian Artists' Representation / Le Front des artistes canadiens) <https://www.carfac.ca/>
- CAEA (Canadian Actors Equity Association) <https://www.caea.com/>
- CFM (Canadian Federation of Musicians) <https://cfmusicians.afm.org/>
- CADA (Canadian Alliance of Dance Artists) <https://cadawest.org/>
- IMAA (Independent Media Arts Alliance) <https://www.imaa.ca/>
- IATSE (International Alliance of Theatrical Stage Employees) <https://iatse.net>
- UBCP-ACTRA (Union of BC Performers) <https://ubcpactra.ca/>

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.

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 or renovation costs, purchase of property, or equipment purchases over \$2,500.
- Feasibility studies, start-up costs, or seed money.
- Activities where arts and culture are 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.
- Activities funded with BC Arts Council funds delivered through third-party delivery partners: ArtStarts, First Peoples' Cultural Council, BC Live Performance Network, or Creative BC.

When and How to Apply

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

Applications – Open: May 14 | **Close:** June 25 | **Results:** Mid-October 2025

Applications will be accepted until 11:59 p.m. (Pacific Time) on Wednesday, June 25, 2025.

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

This grant program is expected to open again in 2026. 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 to access the online application. Instructions are on our website: [How to Apply Online](#).
- We recommend you register at least 2 weeks before the application closing date.
- Additional information may be requested to process registration requests. Register early to avoid delays.
- It may take up to 5 business days to process your registration request after we have received all required documents.
- You will receive an email when your registration request is approved. Once approved, you will be able to create your profile and access the online application.
- Add the email address NoReply@BCArtsCouncil.ca to your safe senders list and check your spam folders.

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.

Next Intake: This grant program is expected to open again in 2026. A [Grant Program Calendar](#) showing our annual grant program schedule is available on our website

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:

Erin Macklem, Accessibility Coordinator at 778-698-1416 or BCACaccess@gov.bc.ca

Find out more about accessibility supports 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 accepts 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:

- Answers to questions in the application. Questions with a red * are mandatory and must be answered. [The Application Preview](#) is a downloadable Word document that can be used offline to prepare your responses.

Some of the key questions and material you should prepare for in advance include:

- A general description of the project and main activities.
- Information about where, when, and with whom your basic training occurred.
- Details on up to five relevant experiences or activities. For example, additional courses, awards, exceptional opportunities or experiences, or volunteer or paid work in the arts sector.
- A work plan that aligns with and supports your learning goals. Use a time period 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.
- Answers to questions including:
 - Introduce yourself and your artistic practice. Include any personal, social, or cultural identity details you are comfortable sharing and that are relevant to your application.
 - Describe your artistic, learning, and/or 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?
 - 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.
 - 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?
 - How will this project support or benefit specific arts and culture practices, and the arts sector?
 - 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 reciprocal benefits to these communities?
 - How will you, your mentor(s), or host organization 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.

Consider the following when preparing your statement:

- If identity factors are an important consideration or context for your artistic practice or this project, consider referencing them within your biographical statement.
- Assessors may not be familiar with your work, specific practice, community, or culture. Provide the information they need to understand the project. Define technical terms or processes and avoid specialized or academic language or expressions that may be difficult to understand.
- Use short, clear sentences or point form while fully responding to each question.
- Word counts indicate the maximum accepted words. You are not required to write to that limit.

You must also complete the project expense summary form. Be sure to:

- Use the Expense Summary Form provided in the application.
- Include detailed notes on each expense line.
- Make sure Amount Requested in the application matches the request in the expense form.

Residency applications must also include:

- Description of the residency including:
 - Name, location, and mandate of the host organization and residency program.
 - Structure and format of the residency.
 - The mentors or instructors involved, and how their experience and expertise will support the learning and career development goals you described above.
 - Your reason for selecting this specific residency.
- Letter or other document of confirmation from the host organization including:
 - confirmation of the structure, timeline, and/or format of the residency.
 - a description of the opportunities, resources, and supports the residency provides.
 - the host organization's commitment to providing a physical and culturally safe environment, describing their practices and values that support this.
 - confirmation of fees and expenses.

Mentorship applications must also include a:

- Description of the mentorship including:
 - Name of mentor(s)
 - Alignment of mentor's expertise and experience with your learning and career development goals. Why have you selected this specific mentor? How will their experience and expertise support the learning and career development goals you described above?
- A maximum two-page letter from the mentor. 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 your 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 ensures sufficient time and attention for individual participants, and—especially for intersecting projects—discuss how their compensation is fair and appropriate.

- Résumé or CV for the mentor

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

How Decisions Are Made

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 peer assessment panels.
- Assessment panels include individuals with broad artistic 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 below 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.

Assessment Criteria

The assessment criteria are the primary lens through which the assessment panel will review and score your application. Keep these criteria in mind as you complete your application. We understand that some of the specific elements listed below may not apply to your project. However, your application should clearly address how your project generally aligns with each of the three areas of assessment. This [Scoring Guide](#), which will be used by the assessors as they review your application, will help you to understand and address the program priorities.

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

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 or host organizations relative to the learning goals and activities.

IMPACT ON THE COMMUNITY AND THE 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 Early Arts Practitioner's community and reciprocal benefit for the mentor(s) or host organization.

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.

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 culture 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.

Notification of Results and Feedback

The BC Arts Council strives to inform each applicant of the results of the assessment process no later than **16 weeks after the intake closing date**.

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. All results are final.

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

Payment of Grants and Reporting Requirements

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 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 processed.

Final Reports

Grant recipients must submit a final report on the completed project to the BC Arts Council within 30 days of the Project End Date provided 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, BC Arts Council and the Province of British Columbia's support should be acknowledged in all promotional materials, both print and online. The approved BC Arts Council logo and Province of British Columbia logo is available as a join file in a single download in a variety of ready-to-use digital formats. Find logo downloads and accompanying graphics standards and usage guidelines [online](#).

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.

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 culture activity in communities across B.C. 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.

2025/26 Early Career Development - Application Checklist for Individuals

Be sure you have included or completed the following before you submit your application.

Before you apply:

- ☐ Plan to submit your complete application at least two days before the deadline to avoid last-minute technological issues.
- ☐ **New BC Arts Council clients:** Register in the [BC Arts Council online system](#) to gain access to the online application. We recommend you register at least two weeks before the application closing date. Additional information may be required to process your registration. It may take up to five business days to process your registration after we receive all required information.
- ☐ **All BC Arts Council clients:** Complete all required updates to your Organizational profile:
 - ☐ Update your mailing address and other contact information.
 - ☐ Complete the Designated Priority Group section (required for funding prioritization).
 - ☐ Complete the Voluntary ID Form (required for funding prioritization).
 - ☐ Ensure you have completed and submitted any overdue final reports for previous BC Arts Council grants. An overdue final report will block your application from being submitted.
 - ☐ Review the Program Guidelines and Application Preview on the [BC Arts Council website](#) for specific requirements for this program.

In your application:

- ☐ Read and respond to all information in the grey text boxes on the online application.
- ☐ Complete each section and answer all questions that are applicable to your project. Questions with the **red *** are mandatory. Be sure your responses indicate your project's alliance with the program's intentions and the assessment criteria. Refer to the [Scoring Guide](#) for support.
- ☐ Ensure your Project Start Date is after the intake closing; include a realistic Project End Date.
- ☐ Complete the relevant training and experience tables and the work plan table by clicking on the "+" to add a new line for each entry.

Expense Summary:

- ☐ Read the preamble at the top of the pop-out expense form.
- ☐ Include all expenses for which you are requesting funding.
- ☐ Include detailed notes for each expense.
- ☐ Indicate whether revenues are confirmed or pending.
- ☐ Make sure Amount Requested in the application matches the request in the Expense Form.

Material to upload:

- ☐ **For Mentorship Applications:** Letter(s) from Mentors confirming their qualifications, capacity, and the nature of their participation (PDF, maximum two letters, one page each).
- ☐ **For Residency Applications:** Letter from host organization confirming participation, dates, etc.
- ☐ Make sure your uploaded material is in the correct format per directions in the guidelines.
- ☐ Ensure you have not submitted material beyond what is requested. Excess material, including multiple links to materials within a single uploaded document, will not be reviewed and may negatively impact the assessment of your application.

Before you submit your application:

- ❑ Review and proofread your application.
- ❑ Ask a friend or trusted colleague to review your application for clarity, omissions, errors, etc.

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.

After you submit your application:

- ❑ Be sure that NoReply@BCArtsCouncil.ca is included in your safe senders list. Notification of results will come from this system email roughly 16 weeks after the intake closing date.
- ❑ Keep your mailing address up to date in your online Profile. Grant payments will be mailed to this address (unless you have registered for Direct Deposit).
- ❑ Once you've received notification of results, contact a Program Advisor for feedback on the assessment of your application.