EARLY CAREER DEVELOPMENT
Program Guidelines 2025/26
FOR ORGANIZATIONS: Internship and Cohort

Grant Program Summary

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

Who Can Apply: Arts and Culture Organizations, Indigenous Governments, Indigenous Community Organizations, and Book Publishers. See details in **Who Can Apply** below.

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 ləkʷəŋən (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.

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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 clearly <mark>highlighted.</mark>

About Early Career Development

Early Career Development supports immersive and highly impactful opportunities, with measurable learning outcomes, 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 Organizations (use these Guidelines):

Internship supports arts and culture organizations to host a paid, learning-focussed internship for an Early Arts Practitioner who has completed their 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 (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.

For Individual Early Arts Practitioners (see Guidelines for Individuals):

Residency component supports Early Arts Practitioners who have completed their 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 their 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.

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 your organization is eligible, the Early Arts Practitioners(s) you intend to work with are eligible, and your proposed activities are eligible. Ineligible applications will not be forwarded for assessment.

Eligible Organizations

To be eligible, an organization must be:
- Registered and in good standing as a non-profit society or community service co-op in B.C. for at least one fiscal year prior to application with:
  - The majority of key staff and board members based in B.C.
  - Creative control and decision making for programming and engagement primarily maintained within the organization and by leadership based in B.C.
  - A purpose or mandate primarily dedicated to arts and culture programming and activities.
  - **or**
  - A purpose or mandate to provide services to the arts and culture sector in B.C.
  - Operations and activities that reflect this dedicated purpose or mandate.

  OR

- An **Indigenous (First Nations, Métis, Inuit) community organization** registered and in good standing as a non-profit society or community service co-op in B.C. for at least one fiscal year prior to application with:
  - The majority of key staff (paid or volunteer) and board members based in B.C.
  - A commitment to offering regular arts and culture activities.

  OR

- An **Indigenous (First Nations, Métis, Inuit) government** in B.C. that offers regular arts and culture activities.

  OR

- An **arts and culture organization** operated by a local government in B.C. for at least one fiscal year prior to application, that:
  - Maintains an ongoing arm's length, community-based board of management or advisory structure that sets policy for the organization's programs and services.

- o Holds a dedicated programming space and has at least one dedicated staff person in an artistic, curatorial, editorial, or administrative leadership position who is responsible for programming and engagement.
- o Offers ongoing public programming by experienced arts and culture practitioners.
- o Primarily operates with autonomy, holding creative control and decision making for programming and engagement within the organization, with separate financial records for operations. See Financial Statement Requirements section below for more detail.

OR

- An **arts and culture organization** operated by a public post-secondary institution in B.C. for at least one fiscal year prior to application, that:
  - o Holds a dedicated programming space and has at least one dedicated staff person in an artistic, curatorial, editorial, or administrative leadership position who is responsible for programming and engagement.
  - o Offers ongoing public programming by experienced arts and culture practitioners, the majority of which is not programming of faculty or student works.
  - o Primarily operates with autonomy, outside of curriculum, holding creative control and decision making for programming and engagement within the organization, with separate financial records for operations. See Financial Statement section below for more detail.

OR

- An **eligible book publisher** according to the criteria in the guidelines of the Project Assistance: Literary Arts or Operating Assistance: Book Publishers programs

An eligible organization must also:

- Provide public arts and culture programming (or service to the arts and culture sector) in B.C. as a primary activity and have done so for a minimum of one year before the application closing date.
- Engage skilled artistic, curatorial, editorial and/or administrative leadership (volunteer or paid) for project or service delivery.
- Provide programs or publications that benefit or are of interest to the community at-large and not solely the interests of its nonprofit society members.
- Fairly compensate artists, arts and culture practitioners, technicians, Elders, and Knowledge Keepers. Compensation must align with project contexts and industry standards within the field of practice.
- Follow international intellectual property rights standards and cultural ownership protocols.
- Follow the Criminal Records 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.
- Not have any overdue final reports on previous BC Arts Council grants.

Ineligible Organizations

The following types of organizations are not eligible to apply for this grant:
- Private or for-profit entities (except in the case of for-profit book publishing companies)
- Member-funded societies
- Social service organizations
- Industrial sites, archaeological sites, heritage sites, or historic places
- Organizations dedicated to archives

- Arts or Curatorial Collectives. Collectives hoping to work with an Early Arts Practitioner should encourage the individual artist to apply through the [Mentorship or Residency component](#).

Eligible Early Arts Practitioners

To be eligible to participate in a project with an organization, 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 citizen, a Permanent Resident, or hold a work permit.
- 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 Internship or Cohort 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 and Designated Priority Groups definitions 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 a given field of practice. Some examples of basic training include:

- Traditional knowledge transfer from an Elder, Knowledge Keeper, or established cultural 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 an Internship or Cohort:
- 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 program is not intended to support a career change or provide basic training for an Early Arts Practitioner pivoting to a new field of practice. The focus of the application must align with the EAP's basic training.
- Activities must take place over a minimum of eight weeks to a maximum of one year.
- Virtual projects are eligible if all other criteria are met.
- Organizations must designate a qualified mentor within the organization. You can have more than one mentor or identify a main mentor within the organization and other sources of expertise from outside the organization. However, a series of unrelated mentorship activities is not eligible. You must clearly describe how different mentors contribute to a cohesive project.
- If the proposed intern or a cohort member is a recent or current employee of the organization, you must clearly indicate how the activities are new or supplemental to the previous or current work, and how the project is providing a meaningful learning experience. This grant cannot be used to support an ongoing staff position.
- You must follow intellectual property rights standards and cultural ownership protocols.

An eligible Internship project must also:
- Identify an eligible Early Arts Practitioner who will be engaged as a paid employee in an immersive and structured experience. Part- and full-time internships are eligible.

An eligible Cohort project must also:
- Engage all cohort members for the full duration of the project.
- Provide paid, learning-focussed opportunities to a group of at least two eligible Early Arts Practitioners who must be identified in the application, and who will work together in an immersive, cohesive, and structured experience. While they must be engaged in the same project, activities for individual participants may vary to allow for skill-building or knowledge-transfer opportunities aligned with the learning goals and career objectives of each participant.

Applicants for a Cohort should consult a Program Advisor to ensure the eligibility of the project.

Examples of Eligible Internships and Cohorts

Examples of eligible Internships might include but are not limited to:

- An emerging curator is engaged in a year-long internship at a public gallery under the mentorship of the chief curator, through which they are directly involved in the curation and mounting of a series of exhibits.
- An emerging dancer is hired as an intern for eight weeks at a professional dance company where they learn innovative dance and choreography techniques under the mentorship of the artistic director.
- A lighting technician who recently graduated from a certificate program interns for one year at a non-profit theatre under the mentorship of the technical director.

Examples of Internships that are *not* eligible might include but are not limited to:

- An emerging production manager is hired by a theatre company to produce a season of shows with no mentorship from staff.
- A community arts organization hires an emerging visual artist to mentor with their bookkeeper for one year.
- An orchestra hires an aspiring conductor to work with musicians in preparation for a concert until the visiting conductor arrives, at which point the emerging conductor observes rehearsals and performs administrative tasks.

Examples of eligible Cohort projects might include but are not limited to:

- Two emerging producers work for five months with a summer festival's production manager to learn best practices in scheduling, site coordination, and crew management.
- A museum hires three early career museum technicians who mentor with the conservator in the use of new technologies for the preservation of artifacts.

Examples of Cohort projects that are *not* eligible might include but are not limited to:

- Three emerging media artists are invited to work at a public gallery: one will help curate a new exhibit, one will work with the marketing director to develop their social media presence, and the third will help write and produce catalogues for the upcoming exhibitions.
- A dance company engages four emerging dancers to participate in the development of a new dance presentation. The resident choreographer works with the dancers to create the new piece, and the emerging dancers premiere and tour it.

Eligible Expenses

The priority for this program is to support the salary or compensation for the Early Arts Practitioner(s). Appropriate compensation is fundamental to all components of this program. We recommend that applicants consider Living Wage requirements in their location as well as standards for their organization and field of practice. See **Resources** below.

Eligible expenses include:
- Salary or compensation for the Early Arts Practitioner(s).
- Mandatory employment related costs and related employment benefits for the Early Arts Practitioner(s).
- Travel and accommodation costs associated with the temporary relocation of the Early Arts Practitioner(s).

- Supplies, materials, and other reasonable costs directly related to eligible activities.
- Purchase of equipment directly related to the project up to $2,500.
- Compensation for a mentor(s). Compensation paid to a mentor already working in an organization is only eligible if the hours are supplemental or not part of regular working hours. Funding is not intended to subsidize an organization's existing operating or salary expenses, but rather to support additional costs associated with the Internship or Cohort.

Required Artist Fees and Compensation

Eligible projects must include appropriate payment to the Early Arts Practitioner, artists, arts and culture practitioners, and other arts and culture workers participating in the proposed activities. At a minimum, payments to artists should be at the recommended rates set by an arts service organization, professional association, or by established practitioners within the field of practice.

Compensation to Elders and Knowledge Keepers

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

Resources

[Living Wages in BC and Canada - Living Wage for Families BC](#)

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:

- Operating expenses.
- Activity or programming costs and other expenses that would be incurred whether or not the Early Career Development application is successful.
- Project phases or activities that begin before the application closing date.
- Project deficits, budget deficits and 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 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.
- Subsistence for artists or culture practitioners.
- Costs of producing commercial recordings or demo reels.
- Creation, development, or preparation of work, including for performances, and exhibitions.
- Touring expenses or international travel costs of foreign artists visiting British Columbia.
- Activities where art therapy, health or therapeutic work is the primary focus or outcome.
- Vocational placements required as part of basic training or accreditation (formal apprenticeship, practicum, co-op programs).
- Unpaid work placements.
- Curriculum-based activities or projects related to continuing education or post-secondary programs at educational institutions.
- 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.
- Podcasts and radio programming that are not embedded within an established artistic practice or specifically dedicated to the dissemination of artistic works.
- 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.

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

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

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

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. It may take up to 5 business days to process your registration request **after** we have received all required documents.
- Additional information may be requested to 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 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. 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

Organizations with a primary purpose to serve D/deaf or disability arts practices may be 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 elements. 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 accepting parts of applications in audio and sign language formats. See instructions within the application.

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

A complete application 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 that you should prepare for in advance include:

- A statement describing the organization's history, mandate, mission, and core values.
- A general description of the project and main activities.

- Information about where, when, and with whom the Early Arts Practitioner's basic training occurred (provided in a table in the online application).
- Details on up to five relevant experiences or activities for the Early Arts Practitioner. For example, additional courses, awards, exceptional opportunities or experiences, or volunteer or paid work in the arts sector. (provided in a table in the online application).
- A work plan that aligns with and supports the Early Arts Practitioner's learning goals. Use a time period that is 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.
- A biographical statement prepared by each Early Arts Practitioner (up to 800 words each) responding to the points below. See the application for additional guidance on preparing this document:
  1. 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 project.
  2. 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? Be specific and provide examples.
  3. Why is this the right time in your career or practice to engage in this specific learning activity? How will this opportunity, this organization, and this mentor have an impact on your practice, future opportunities, and long-term career goals? How will that impact be measured?
  4. Confirm your agreement with the terms of engagement (length of project, hours of work, rate of pay) as described by the host organization

Early Arts Practitioners should consider the following when preparing their statement:

- If identity factors are an important consideration or context for their artistic practice or this project, consider referencing them within the biographical statement.
- Assessors may not be familiar with their 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. If specialized terms must be included, provide a brief definition.
- Use short, clear sentences or point form while still providing answers that fully respond to each question.
- Word counts indicate the maximum accepted words. You are not required to write to that limit.

You have the option of providing the biographical statement in one of three formats. You can provide a written document, an audio file, or a video file. See application for allowable formats.

You must also:

- Provide a balanced project budget. Include detailed notes and ensure the Amount Requested in the application matches the request amount in the Budget.
- Provide up to two signed letters from mentors confirming their participation in the project—one letter per mentor. (PDF, two pages maximum per letter). The letter must include a:
  o Their experience that makes them qualified to provide training, mentorship, and knowledge transfer that responds directly to the Early Arts Practitioner's learning goals.
  o Confirmation of their capacity to participate in the project.

- o   Commitment to providing a physical and culturally safe work environment, describing their practices and values that support this.
  - o   Statement about the potential reciprocal impacts of the project on the mentor and on their community of practice.
  - o   Confirmation of the schedule and format of the mentorship
- Letters from partners or collaborators, if applicable, confirming the nature of their participation (Maximum two letters, one page each, PDF). These must not be general letters of support.

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

Online Profile Updates Required from Organizations

Before you apply, you must update your online Organization Profile with the following:

- Board of directors, editorial advisory board, trustees, or board of management, including their board position, occupation/expertise, start date, and place of residence.
- Administrative, artistic, or editorial staff and significant contractors, including name, position, place of residence, and employment status (for example, permanent or part-time).
- Required upload(s):
  - o   **For non-profit societies:** a PDF copy of the organization's certified constitution.
  - o   **For extraprovincial non-share corporations:** PDF copies of the organization's official Certificate of Incorporation under the Canada Not-for profit Corporations Act, Form 4001 Articles of Incorporation, and bylaws.
  - o   **For community service cooperative associations:** a PDF copy of the organization's certified Memorandum of Association and bylaws.
  - o   **For all other applicants**, a statement of the primary purpose of the organization.
- Completed Designated Priority Group information section (required for funding prioritization).
- Answers in the Equity Data Tool that are relevant to your organization (required for funding prioritization). You are not required to answer every question.
- Signed financial statements for your two most recently completed fiscal years.

Financial Statements Requirements

All organizations must upload to their online profile signed financial statements for their **two** most recent completed fiscal years.

Following standard accounting formatting, financial statements should include comparative information for the prior fiscal year. If a comparative year is not included within a single set of statements, provide a set of financial statements for each year.

Not-for-profit organization financial statements, including those internally prepared, must include:

- A balance sheet, income statement, and notes following standard accounting formatting.
- An itemized list of grants identified by funder, included either in the income statement or in an attached schedule.
- A breakdown of operating net assets, distinguishing between unrestricted net and capital assets.
- Signatures of the preparer and **two** board members affirming board approval.

For applicants operating under the umbrella of a local government, an Indigenous government, or a post-secondary institution, financial statements must include:

- A statement of income and expenses for the applicant's activities alone.
- A signature of the umbrella organization's financial officer.
- Notes indicating if the applicant entity may accrue assets, surpluses, or deficits from one year to the next.
- An itemized list of grants received that are related to the applicant, not the entire umbrella organization, and identified by funder, either in the income statement or attached schedule.

Balance sheets and/or ledgers alone are not considered complete financial statements.

RESOURCE: Samples of a Balance Sheet and Income Statement are available through Community Gaming Grants application resources, under Example Documents.

The type of financial statements are required are outlined in the chart below.

The type of financial statements required are based on the single largest BC Arts Council grant received in the organization's previous two fiscal years, **not including** Resilience Supplements, Arts Impact grants, or Arts Infrastructure Program grants.

If you did not receive an applicable grant in the previous two fiscal years, internally prepared financial statements are acceptable.

BC Arts Council reserves the right to request audited financial statements if deemed appropriate, regardless of the amount of the applicant's previous funding.

Previous BC Arts Council Grant Received (as per above)	Type of Financial Statements Required
$0 to $15,000	Internally prepared financial statements
$15,001 - $40,000	Independently prepared financial statements: **Notice to Reader/Compilation Engagement Report**
$40,001 - $100,000	Independently prepared financial statements: **Review Engagement**
Greater than $100,000	Independently prepared financial statements: **Audit**

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. The **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 and host organizations relative to the learning goals and activities.

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.

APPLICANT READINESS (20%)

- A realistic workplan 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 organizations 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

Identifying as a designated priority group means the majority of your activities, programming, and financial and human resources are dedicated to one of the groups listed above. This may be demonstrated in one or more of the following areas: purpose statement, practices, practitioners, staffing, leadership, and engagement.

If your organization or collective would like to be considered for strategic measures including priority funding under the Designated Priority Groups policy, you must complete the Designated Priority Groups and Equity Data Tool sections in your online Organization Profile.

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 application 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 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.

2025/26 Early Career Development - Application Checklist for Organizations

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 documents.
- ☐ **All BC Arts Council clients:** Complete all required updates to your Organizational profile:
    - ☐ Update your mailing address and other contact information.
    - ☐ Upload your most recent signed financial statements. See Financial Statements Requirements section of guidelines.
    - ☐ Update your Board list and Staff list.
    - ☐ Upload your organization's certified constitution (for not-for-profits) or statement of purpose (for all other organizations). Do not include by-laws.
    - ☐ Complete the Designated Priority Group section (required for funding prioritization).
    - ☐ Complete the Equity Data Tool (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 alignment 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.

Budget:

- ☐ Read the preamble at the top of the pop-out budget form.
- ☐ Include all relevant expenses and revenues for activities described in the application.
- ☐ Include detailed notes for each expense.
- ☐ Be clear which expenses are covered by the request to this program.
- ☐ Ensure any ineligible expenses are covered by other revenue sources.
- ☐ Indicate whether revenues are confirmed or pending.
- ☐ Be sure your budget is balanced, and balance in-kind revenues with in-kind expenses.
- ☐ Make sure Amount Requested in the application matches the requested amount in the Budget.

Material to upload:

- ☐ A statement from the Early Arts Practitioner responding to the questions in the application (PDF, maximum 800 words).
- ☐ Letters from Mentors confirming their qualifications, capacity, and the nature of their participation (PDF, maximum two letters, one page each).
- ☐ 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 Organization 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.