

# Professional Development

## Program Guidelines 2026/27

### Grant Program Summary

**Grant program purpose:** To support B.C.-based professional artists, arts and culture practitioners, production and technical personnel, and arts administrators with specific, short-term learning activities intended to advance their practice or career.

**Maximum grant amount:** \$7,500

**Applications – Open:** August 12 | **Close:** September 23 | **Results expected:** late January 2027

**New applicants:** Must register in the Grant Management System before September 16.

**Next intake:** Spring 2027 (subject to change). You can find the [Grant Program Calendar](#) on the Funding section of our website.

**Who can apply:** B.C.-based individual established artists in all disciplines, arts administrators and artistic support staff, museum and Indigenous cultural centre professionals, production, and technical personnel. Applicants must meet all eligibility criteria listed in the [Who can apply](#) section below.

### Contact us. We are here to help.

Review these program guidelines and the [Frequently Asked Questions](#) on the BC Arts Council website before applying. Contact a Program Advisor if you have questions.

#### Performing Arts

Justine Shore | 250 940-8538 | [Justine.Shore@gov.bc.ca](mailto:Justine.Shore@gov.bc.ca)

#### Studio Arts

Paneet Singh | 778 572-6567 | [Paneet.Singh@gov.bc.ca](mailto:Paneet.Singh@gov.bc.ca)

For general information, contact:

250-356-1718 | [BCArtsCouncil@gov.bc.ca](mailto:BCArtsCouncil@gov.bc.ca)

BC Arts Council office hours are 8:30 a.m. to 4:30 p.m. (Pacific Time), Monday to Friday.

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**Guidelines are reviewed and updated before every intake.**

Be sure you are working with the most current version.

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

## Acknowledgement

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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 Xwsepsum (Kosapsum) Esquimalt Nations, on whose lands we operate our main offices.

## About Professional Development

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**Professional Development** support B.C.-based professional artists, arts, and culture practitioners, production and technical personnel, and arts administrators with specific, short-term learning activities intended to advance their practice or career. Activities should lead to clearly articulated learning or career outcomes, goals, or objectives. Common professional development activities are provided below.

Grants are not intended to support the creation of new work, research (unless it is directly related to the learning activity), self-directed learning, full-time studies, or travel expenses that are associated with auditions, attending conferences, showcases or events focused on presentations.

See [Exclusions - What Will Not Be Funded](#) for additional information. Funding may be available for excluded activities through the following BC Arts Council grant programs:

- Individual Arts Grants
- Scholarship Program
- Arts Circulation and Touring Grant for Individuals

### Grant amounts

**Maximum grant amount is \$7,500.**

You may request a grant amount for up to **100%** of the total eligible project expenses.

Submit a realistic budget that shows how much money you need to complete the activities. BC Arts Council intends to support successful applications at 100% of their request. However, in some cases, grants may be awarded for less than requested.

BC Arts Council grant programs are competitive. We are not able to support all eligible applications. We generally fund between 20% to 40% of eligible applications in a program intake.

## Who can apply

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Before you begin your application, make sure **you are eligible** and **your proposed activity is eligible**. Ineligible applications will not be forwarded for assessment. If you have questions about eligibility, contact a Program Advisor.

### Applicant eligibility

**To be eligible, you must:**

- Be a Canadian citizen or Permanent Resident of Canada.
- Be a B.C. resident who ordinarily resides in B.C. and has lived in B.C. for at least 12 continuous months immediately prior to submitting an application. For more information, review our

[Determining B.C. Residency](#) page. You must be prepared to provide documentation to support your residency status (if requested).

- Be recognized as professional by other practitioners working in a similar artistic practice.
- Be committed to working full-time at your practice when financially possible.
- Demonstrate professional status by submitting a CV or resume that indicates the following:
  - Details about the appropriate and relevant training you have completed that has prepared you to work in your field of practice. Training may be through post-secondary institutions, knowledge transfer, or apprenticeship with a qualified practitioner.
  - Have a minimum two years of being paid to do your work in your field following basic training.
  - Meet discipline-specific criteria outlined below:
    - **Performing Artists (Theatre/Dance/Music/Multidisciplinary/Other Performance based Arts Practices):** A demonstrated body of previous professional work with at least two public presentations for which you have been paid a professional fee.
    - **Visual or Craft Artists:** At least two professionally curated shows or exhibitions for which you have received professional fees.
    - **Visual Arts Critics or Curators:** Curated two or more exhibitions or published two or more works of critical writing for which you have received professional fees.
    - **Media Artists:** Directed, created, or held creative control on at least one project subsequent to basic training for which you have been paid professional fees. This may include student works which have been professionally exhibited or screened.
    - **Creative writers and Spoken Word and Literary Performance Artists:** At least one book (or equivalent – 40 pages of poetry or 120 pages of prose) professionally published or a professional history of recent public performances of your original work in dub, sound, or performance poetry, storytelling, or other performance literature forms for which you have received payment on at least three separate occasions.
    - **Arts Administrators, Publishers, Producers, Artistic Support Staff:** Two or more years of full- or part-time paid employment (permanent or contract) in arts and culture administration or artistic support at an arts organization, or at a professional book or periodical publisher.
    - **D/deaf, Disability and Mad Arts:** A demonstrated body of work in or across any artistic practice for which you have received professional fees.
    - **Community-engaged Arts Practice:** Facilitated two participatory arts projects in a community setting or learning environment.
    - **Multi- and Interdisciplinary Arts Practice:** A demonstrated body of professional public work that integrates multiple fields of practice, with at least two public presentations for which you have been paid a professional fee.
    - **Museum or Indigenous Culture Centre Professionals:** Two or more years of full- or part-time paid employment (permanent or contract) in a museum or Indigenous cultural centre.

- **Production and Technical Personnel:** Two or more years of full- or regular part-time paid employment (permanent or contract) in arts and culture production or as a technician in an arts and culture institution, organization, or venue.

**OR**

- **For Indigenous Artists who don't meet the discipline-specific criteria above:** Have received at least one grant through the First Peoples' Cultural Council Individual Artists Program or Indigenous Arts Program and not have any overdue final reports for that grant.

**To be eligible, all applicants must also:**

- Not be working under a private or for-profit entity.
- Have final creative control over your artistic work.
- Fairly compensate artists, arts and culture practitioners, technicians, Elders, and Knowledge Keepers. Compensation must align with project and community contexts and industry standards within the field of practice.
- Engage skilled artistic, curatorial, editorial, and administrative leadership (volunteer or paid) for project or service delivery.
- 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](#).
- Be applying for either the first or second time with a learning opportunity; if you have applied twice unsuccessfully for the same opportunity, the new proposal must be substantively changed.
- Not have any overdue final reports on previous BC Arts Council grants.

**Ineligible applicants**

- Emerging artists and early career practitioners with less than two years of professional practice. These applicants may be eligible for support through the BC Arts Council's [Early Career Development program](#).
- Students studying full-time in eligible arts training programs. Students may be eligible for support through the BC Arts Council's [Scholarship program](#).
- Artists who work exclusively in commercial and/or private capacities (for example: wedding and event performers, corporate choreographers, event photographers/videographers, commission and commercial gallery-based visual artists, graphic designers and illustrators, journalists)

**What you can apply for**

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**Examples of eligible activities**

**Course or workshop:** A course or workshop following a specified curriculum or including specific skills acquisition or learning outcomes. This may include masterclasses or private studies with a

specific focus. Online courses are eligible if registration is required, live instruction or mentorship is provided, and classes follow a schedule. Self-directed online learning is not eligible. Activities with multiple courses or workshops must be connected to overarching learning goals.

**Mentorship:** An individual structured relationship with a qualified professional, or a group of professionals. Activities with multiple mentors must be connected to overarching learning goals.

**Learning residency:** A learning-based residency that includes significant opportunities for skill development or knowledge exchange. Projects may offer a mix of learning and creation; however, as learning is the priority of this grant program, creation must not be the sole or primary objective.

**Self-directed residencies without significant opportunities for structured learning and knowledge transfer without identified learning goals are not eligible. For creation-based residency projects, consider applying for a discipline-specific [Individual Arts Grant](#).**

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

### Eligible expenses

#### Grants are available to support:

- [Subsistence expenses](#) (maximum \$750/week for full-time activities) intended to support basic living costs when you are devoting most of your time to the learning activity. For part-time activities, the weekly subsistence rate should be prorated accordingly (less than 30 hours per week at \$25/hour). Weeks do not need to be consecutive.
- Travel expenses, accommodation, and meal per diems for professional development activities outside of your region. Travel expenses may be for yourself or for a mentor/advisor. The maximum meal per diem is \$65 per day. Expense details must be provided in the budget.
- Consumable supplies and costs of materials directly related to the learning activities, including software subscriptions.
- Rental or lease of specialized equipment and supplies directly related to the learning activities.
- Accessibility services (for example, ASL interpretation, personal support worker) or rental equipment related to access needs of mentors or advisors during project activities.
- Fees paid to mentors, instructors, advisors, Elders, and Knowledge Keepers.\*\*
- Course, workshop, or learning residency registration fees.
- Childcare costs associated with time off for classes or learning activities.
- Rental of venue or studio required for learning activities.
- Equipment or materials directly related to the project (up to \$750 maximum)

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

## **\*\*Required artist payment in project activities**

Eligible activities must include appropriate payment to artists, arts and culture practitioners, and other members of the project team engaged in the proposed activities. Payments to artists should be consistent with the recommended rates set by relevant arts service organizations, professional associations, or established practitioners within the field of practice. Payment structures that are not guaranteed, or that risk low or non-payment to artists do not meet this compensation requirement (for example, honoraria, commission-based sales of artworks, percentage of door sales).

### **RESOURCES**

Recommended Artist and Crew Fee Schedules (by discipline)

**CARFAC** ([Canadian Artists' Representation / Le Front des artistes canadiens](#))

**CAEA** ([Canadian Actors Equity Association](#))

**CFM** ([Canadian Federation of Musicians](#))

**CADA** ([Canadian Alliance of Dance Artists](#))

**IMAA** ([Independent Media Arts Alliance](#))

**IATSE** ([International Alliance of Theatrical Stage Employees](#))

**UBCP-ACTRA** ([Union of BC Performers](#))

**Compensation to Elders and Knowledge Keepers** Applicants should determine compensation to Elders and Knowledge Keepers according to community context and appropriate protocols. Applicants should describe the approach used to determine the fair rate in their application.

**RESOURCE:** The First Peoples' Culture Council's [Working with Elders](#) document is a free resource to support those 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 is submitted.
- Projects focused on artistic creation, presentation, or production.
- Projects focused on basic training in a field of practice not connected to the applicant's primary artistic practice or focus. For example, a theatre creator applying to take an introductory course in mixed media curation.
- Research not directly connected to learning activities.
- Self-directed learning or studies or where projects or activities do not include an instructor or mentor.
- Production of promotional materials (for example, recordings, portfolios, demo reels, pitch decks, or websites).
- [Capital expenses](#) (for example, construction, renovation, or purchase of property).
- Equipment purchases over \$750.

- Projects or activities where artistic practices are not the primary focus.
- Fundraising activities.
- 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.
- Vocational or unpaid work placements such as unpaid internships; practicums, or apprenticeships required for accreditation. Apprenticeships and these types of activities should clearly demonstrate how the benefits of this learning activity will be for you as an artist rather than the organization.
- Training to support teaching of non-professional artists. For example, teaching community-based programs or teaching children. If you are interested in a teaching program to train professional artists, please contact a Program Advisor to discuss eligibility.
- Activities that are carried out to satisfy course requirements, tuition, or registration fees towards a degree, diploma, or certificate at a post-secondary institution, college, university, or academy. Scholarship funding may be available to support full-time studies through the [First Peoples' Cultural Council](#) (for B.C. First Nations artists) and [BC Arts Council Scholarship](#) programs. Funding for part-time certificate programs not eligible through the BC Arts Council's Scholarship program may be eligible in Pro-D. Contact a Program Advisor to confirm.
- Activities associated with applicant's ongoing academic studies (for example, an MFA student cast in a mainstage production at a university that they are currently attending.) If you are enrolled in a program, be clear how this application is supporting your individual artistic practice and is separate from the activities of your studies, required for credit or otherwise.
- Studies of an academic nature including anthropology, ethnomusicology, literature or language study, art history, or general art appreciation.
- Language studies that do not directly relate to an existing artistic practice. Applicants must have a history of working across languages in their body of work or must demonstrate tangible use of languages in their future work. Contact a Program Advisor to confirm.
- Projects or activities that are primarily intended for or focused within creative industries or the commercial sector (with the exception of book publishing), including architecture, commercial fashion design, commercial film and television, screenwriting, commercial music activities, culinary arts, games, sports, recreation, mass media, journalism, podcasts, graphic design.
- Works intended for the commercial media arts industry (for example, television or film for theatrical release or prime-time broadcast, animation, video games).
- Podcasts and radio programming that are not embedded within established artistic practice or specifically dedicated to the dissemination of artistic works.
- Projects where health, arts therapy, or other therapeutic work is the primary project focus or outcome.
- Projects or activities that will benefit a private or for-profit entity such as a business, or as part of an organization, rather than an individual artistic practitioner. (If you are affiliated with an organization, be clear how this application is supporting your practice as separate from the activities of your organization).
- 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](#).

- Projects or activities previously funded through other BC Arts Council grant programs.
- Projects or activities previously funded with BC Arts Council funds received through third-party delivery partners: ArtStarts, First Peoples' Cultural Council, BC Live Performance Network, or Creative BC.

## When and how to apply

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**Applications – Open:** August 12 | **Close:** September 23 | **Results expected:** late January 2027

**New applicants must register before:** September 16

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

**Applications will only be accepted until 11:59 p.m. (Pacific Time) on Wednesday, September 23**

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

You can receive only one Professional Development grant per BC Arts Council fiscal year (April 1 to March 31).

## New applicants

- Closely review these guidelines to make sure you are eligible and your activity is eligible.
- Register and create a profile in the BC Arts Council's online Grant Management System (GMS) to access the application. Instructions are on our website: [How to Apply Online](#).
- We recommend you register at least 2 weeks before the application closing date.
- New registrations go through a review. The review and approval process may take up to five business days after we have received all required documents. **Register early to avoid delays.**
- **Registration requests received within five business days of the application closing date will not be processed until after the grant program has closed.** You will not be able to submit an application if you are not registered.
- You will receive an automated email when your registration request is approved.
- Add the automated email address **NoReply@BCArtsCouncil.ca** to your safe senders list and check your spam folders.
- Once approved, you will be able to complete your Personal Profile and access the application.

## Returning applicants

- Closely review these guidelines to make sure you and your activity are eligible.
- Update your Personal Profile in the online system before starting the application.

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

## Accessibility support

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

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

**Access Support** provides additional funding for access costs related to 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 the scope of a project. Accessibility requests are confidential and will not be part of the assessment panel's evaluation of a grant application.

For more information or to request assistance, contact:

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

Find out more about accessibility supports online at [BCArtsCouncil.ca/accessibility](https://BCArtsCouncil.ca/accessibility).

## What is needed for the application

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You are responsible for submitting a complete application. We will not contact you to address errors or missing requirements. Eligible applications are assessed as submitted.

As part of our commitment to accessibility, the BC Arts Council accepts specific 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.

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

### A complete application must include:

- Precise description of the proposed learning activity or significant opportunity (course/workshop description, name of instructors, host or presenting organization, mentor, or company, and their relevance, as applicable).
- Statement of your specific learning or career goals.
- Description of how this project will impact your professional practice or future opportunities.
- Workplan, timeline, itinerary, or schedule that includes significant milestones.
- Budget form indicating eligible expenses.
- Statement about how the organization you are employed by is supporting the project if your activity or learning will provide direct benefit to the organization.
- Statement about compensation to participating professional artists and practitioners.
- Statement describing how this project may benefit your identified communities.
- Completed Designated Priority Group section (in your online Personal Profile) if you wish to be considered for strategic funding.
- Support material as detailed below.

## Required support material

Review and follow the [Upload Requirements for Support Material](#) before uploading support material to your online application.

- **Only submit support material that is described below** and related to your proposed activity.
- **Do not submit any additional material.** Excess support material, including multiple links to materials within a single uploaded document, will not be reviewed.
- **Test your materials before submitting your application.** Make sure all support materials open properly and can be read or viewed clearly.
- **Complete the inventory form in the application.** Use this form to provide additional context or information for the assessors about the image, video, audio, or text files you are uploading.
- **Name your files** beginning with your Last Name, First Name, Support Material Type, followed by any additional info such as Image Title, Viewing Order, or Project Partner name. For example:
  - SmithersNelsonCV.doc
  - SmithersNelson Image Title 1.doc
  - SmithersNelson Reference letter partner 2.doc

### Required support material for this application includes:

- Your curriculum vitae (CV) or resume that includes professional training and related paid professional artistic activities (PDF, maximum three pages).
- Documentation from the institution, teacher, master, advisor, or mentor confirming the specific arrangements and agreements, including fees and schedule.
- Resume or biographical statement (PDF, maximum two pages) for any individual advisors or mentors participating in the project outside of a formal organization or institution.

## How funding decisions are made

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### Peer assessment

The following process is used to evaluate applications to this grant program:

- The BC Arts Council reviews each application for eligibility.
- Eligible applications are forwarded to an independent peer assessment panel. Assessment panels include individuals (assessors) with broad artistic knowledge, experience, geographical representation, and diverse aesthetic, institutional, and cultural viewpoints, including those from Indigenous perspectives.
- Assessors read and score the applications using the assessment criteria below.
- The assessment panel discusses, then ranks the applications. Grants are awarded based on this ranking.
- Funding priority may be given to applicants considered part of a [designated priority group](#).
- The BC Arts Council informs each applicant of the peer assessment panel's decision approximately 16 weeks after the application closing date.
- Applicants may check the status of their application at any time through the online system.

- All results are final.

### Assessment criteria

**The assessment panel will read and evaluate your application based on the following criteria.**

Each criteria category is assigned a percentage of your application's total score. For example, a category weighted at 20% means you can score between 1 and 20 in that area. Compelling, detailed, and specific answers with strong evidence and clear alignment with the assessment criteria will score higher.

Keep these criteria in mind as you complete your application.

### IMPACT ON THE APPLICANT (50%)

When considering the impacts of the activities on the applicant, the committee will assess the:

- Impact on the applicant's artistic or professional practice.
- Opportunities for the applicant's professional growth and the development of the next stage of their career.
- Timeliness, urgency, and relevance of the activities in relation to the applicant's learning or career development goals.
- Suitability of the course, workshop, mentors, host, opportunity, event, or presenting organizations.

### IMPACT ON THE COMMUNITY AND THE ARTS SECTOR (20%)

When considering the significance of the activities more broadly, the committee will assess the:

- Impacts of the project on B.C.'s arts and culture sector, including but not limited to:
  - Contribution to the art form or practice, including reclamation, preservation, or innovation.
  - Contribution to rural and remote communities.
  - How the project addresses an identified need in the sector.
- Short and long-term impact on the applicant's identified community (for example, artistic, cultural, or geographic community).
- Integrity of the project including ethical approaches to:
  - Research, collaborative processes, contributors, source materials, cultural considerations, and protocols.
  - Engagement with Indigenous people, communities, practices, materials, beliefs.
  - Measures in place to ensure the safety of all participants, including physical, emotional, and cultural.
- Meaningful contribution to equity-deserving and under-represented artistic practices, arts practitioners, and cultural communities.

### FEASIBILITY (30%)

When considering the viability of the project, the committee will assess the:

- Clarity of the work plan or timeline.
- Clarity and appropriateness of the budget, including fair compensation for all participants.

- Applicant's experience and capacity to undertake the project.
- Experience and capacity of any mentors, instructors, or host organizations to undertake or support the project.
- The overall activities relative to the scope of the request.

### Designated Priority Groups

The BC Arts Council is committed to targeted investment in underserved and equity-deserving groups. These [designated priority groups](#) are the focus of strategic measures, dedicated programs, funding prioritization processes, and other equity support initiatives.

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 also complete the Voluntary Self-Identification section, but it is not mandatory.

### Notification of results and feedback

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The BC Arts Council intends to inform applicants of the assessment results approximately **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 official notification emails are sent.

### Feedback

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

If a previous application for the same project was unsuccessful, we recommend that you request feedback from the Program Advisor and address the concerns in your next application.

### Payment of grants and reporting requirements

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Grant payments are subject to an authorizing appropriation under the *Financial Administration Act*.

The BC Arts Council reserves the right to redistribute, delay, or suspend payments if the recipient:

- Does not carry out its planned program of activities.
- Makes major changes in artistic or administrative direction.
- Does not meet its obligations as a grant recipient, including submission of final reports.
- Fails to comply with legal obligations.

- Fails to respect the commitment to provide a safe and respectful workplace free from harassment, discrimination, and sexual misconduct.

Grants will be paid by cheque and sent to the mailing address listed in the individual or organization profile in the online system unless the applicant is registered for [direct deposit](#).

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

### Final reports

Grant recipients must submit a final report for the completed project. Final reports must be submitted through the online system within 30 days of the project end date noted in the application.

You will not be able to submit future applications to the BC Arts Council if you have an overdue final report. If at any time, there are significant changes to your approved project or timeline, contact the Program Advisor associated with this program.

### 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 and Province of British Columbia logos and guidelines for use are available [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 BC Arts Council's annual report as well as in various communications and promotional vehicles of the BC Arts Council and the Province of British Columbia. Social Insurance Numbers are provided to Canada Revenue Agency through the issuance of T4As.

### About the BC Arts Council

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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. The BC Arts Council is actively committed to reconciliation, equity, diversity, inclusion, and access through our 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 our website. The [What is the BC Arts Council?](#) video on our website includes ASL interpretation with voice over and captions.

## Professional Development: Application Checklist

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Be sure you have included or completed the following before you submit your application. Review the program guidelines and the application for specific requirements. Call a Program Advisor if you have any questions.

### Before you apply:

Plan to submit your complete application at least two days before the deadline to avoid last-minute technological issues.

- ☐ **New applicants:** Register in the BC Arts Council online system before September 16 to gain access to the online application. **Registration requests can take up to 5 business days to process.**
- ☐ **Existing applicants:** Complete all required updates to your Personal Profile
- ☐ Ensure you have completed and submitted any overdue final reports for previous BC Arts Council grants.
- ☐ Review the Program Guidelines and Application Preview on the [BC Arts Council website](#) for specific requirements for this program.

### In your application:

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Be sure to read all information outlined in the grey text boxes on the online application, which includes instructions, suggestions, and criteria considerations.

- ☐ Complete each section and answer all questions that are applicable to your project. Questions with the **red \*** are mandatory.
- ☐ Precise description of the project.
- ☐ Up to three relevant career highlights from your professional practice that demonstrate your eligibility, capacity, and experience to undertake this project.
- ☐ Detailed description of your specific learning or career goals and a summary of how this project will impact your professional practice and future opportunities.
- ☐ Workplan, timeline, itinerary, or schedule that includes significant milestones and/or benchmarks.
- ☐ If your activity or learning will provide direct benefit to an organization you are employed by, a summary of how the organization is supporting the project.
- ☐ Clear statement about compensation to every professional artist and practitioner participating in the project.
- ☐ Statement describing how this project may benefit your identified communities (as applicable).
- ☐ Brief summaries of how this project or your practice align with BCAC's priorities of Reconciliation, Equity, Diversity, Inclusion, and Access.

### Pop-out forms to complete in the application:

- ☐ Website(s) or link(s) to activity/opportunity form-links to course, workshops or mentor's webpage if applicable.

- ❑ Budget Form - Summary of eligible expenses with notes for each expense.

### Uploaded documents:

- ❑ CV or resume outlining your relevant basic training and work experience.

### For Mentorship, Learning Residency, Courses, or Workshops:

- ❑ Documentation from the institution, teacher, master, advisor, or mentor confirming specific financial and scheduling arrangements and agreements.
- ❑ Resume or biographical statement for advisors or mentors.

### Before you submit your application

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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.

- ❑ Review and proofread your application.
- ❑ Cross reference your answers against the assessment criteria.
- ❑ Make sure you have uploaded all support material and test that all website links are working.
- ❑ Ask a friend or trusted advisor to review your application for clarity, omissions, errors, etc.

### After you submit your application:

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