

EARLY CAREER DEVELOPMENT

Program Guidelines 2024/25

Basic Training Pilot Program

FOR ORGANIZATIONS in Regional Communities

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.

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Program guidelines are reviewed and updated regularly.

Be sure you are working with the most current guidelines for each intake.
Updates to the guidelines made after the original posting will be clearly highlighted.

About Early Career Development

Early Career Development supports immersive and highly impactful opportunities with measurable learning outcomes for emerging and early career practitioners to:

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

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

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

For Individual (see [Guidelines for Individuals](#)):

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

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

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

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

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

****NEW** For Organizations in Regional Communities – Basic Training Pilot Project (use these Guidelines):**

For the purposes of BC Arts Council grants and funding priorities, **regional communities are those outside of the Capital Region and Greater Vancouver**. Greater Vancouver includes the municipalities of the [Metro Vancouver Regional District](#) *excluding Bowen Island*. The Capital Region includes the municipalities of the [Capital Regional District](#) *excluding Sooke, Metchosin, the Gulf Islands, or the Juan de Fuca electoral area*.

Basic Training is a new component in the Early Career Development program intended to support emerging and early career arts and culture practitioners (Arts Trainees) who may not have access to training opportunities (for example, post-secondary studies) because of where they are located. This component is 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.

The program will support mentorship and on-the-job learning that will enable Arts Trainees to work in their community, launch their professional practice, and support a regional arts and culture organization. This component will help arts organizations in regional areas to support and develop a new *and local* generation of arts and culture workers and build capacity, sustainability, and opportunities to address succession.

This will be accomplished through:

- Connecting emerging artists living in regional communities with local arts organizations.
- Increasing access to the Early Career Development program (and other programs for individual artists) by offering support for basic training outside of institutional learning (which is supported through the BC Arts Council's Scholarship program).
- Supporting eligible organizations to build capacity through investing in community members.

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

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

See **Examples of Eligible Basic Training Internship or Cohort Activities** below for more information and examples of activities this grant program intends to support.

Grant Amounts

Maximum request amount is \$30,000.

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

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

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

Who Can Apply

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

Designated Priority Groups

The BC Arts Council has committed to targeted investment in underserved and equity-deserving 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 cultural practitioners who are:

- Indigenous (First Nations, Métis, or Inuit) Peoples

- Deaf or experience disability
- Black or people of colour
- Located in areas outside [greater Vancouver or the Capital Region](#).

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.

Eligible Organizations

To be eligible, an organization must be located in an area outside [greater Vancouver or the Capital Region](#).

An eligible organization must also 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 (paid or volunteer) 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.
 - 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.
 - Offers ongoing public programming by experienced arts and cultural practitioners.

- 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:
 - 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.
 - Offers ongoing public programming by experienced arts and cultural practitioners, the majority of which is not programming of faculty or student works.
 - 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 Requirements section below for more detail.

OR

- An **eligible book publisher** according to the criteria in the guidelines of the BC Arts Council's [Project Assistance: Literary Arts](#) or [Operating Assistance: Book Publishers programs](#).

All eligible organizations must also:

- Provide public arts and cultural 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 cultural 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](#).
- Have completed and submitted any overdue final reports on previous BC Arts Council grants by the application closing date for this grant program.

Ineligible Organizations

The following organizations are **not** eligible to apply for this grant:

- Organizations located in greater Vancouver or the Capital Region
- 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 Arts Trainee should encourage the individual artist to apply through the Mentorship or Residency component.

Eligibility Requirements – Arts Trainee

To be eligible to participate in a Basic Training Internship or Cohort, an Arts Trainee must:

- Live in the applicant organization's region and not have to relocate or find accommodation to participate.
- Be at least 18 years of age as of December 31, 2024.
- Not have had any basic training (for example, post-secondary arts training), or not have had more than two years experience working in the arts and cultural sector.
- Demonstrate a commitment to the arts sector and their own creative practice through education or experience. Examples might include high school classes, community arts involvement, volunteer work, artistic achievements, or awards.
- Demonstrate the support of recognized local arts and cultural practitioners and/or cultural and community leaders.
- Be interested in or actively pursuing a career or practice in one or more of the fields of practice funded by the BC Arts Council, including but not limited to: Arts Administration, Publishing, Producer, Artistic Support Staff; Community-Engaged Arts Practice; Creative Writer; Deaf, Disability and Mad Arts; Media Artist; Multi- and Interdisciplinary Practice; Museum or Indigenous Culture Centre Professional; Performing Artist (music, theatre, dance, circus arts, comedy); Production and Technical Personnel; Visual Arts Critic or Curator; Visual or Craft Artist.
- Be a Canadian citizen or Permanent Resident who ordinarily resides in B.C. and has lived in the province for at least 12 months immediately prior to the application closing date. For more information, review our [Determining B.C. Residency page](#). You must be prepared to provide documentation to support your residency status upon request.
- Not be enrolled in full-time studies when the learning activities are taking place.
- Not have received previous Early Career Development funding in any component.
- Not be named in any other application in this program's current intake.
- Not be intending to use this grant for a career pivot.
- Not have any overdue final reports on previous BC Arts Council grants.

Eligible Basic Training Internships or Cohort Activities

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

Eligible Basic Training - Internships must:

- Identify an eligible Arts Trainee who will be engaged as a paid employee (either on salary or with a formal contract) in an immersive and structured experience. Part- and full-time placements are eligible. Employment terms, including pay level and status (for example, salaried and on payroll with deductions or on contract), benefits, hours of work, and length of employment must be outlined in the application and agreed to by the Arts Trainee.

Eligible Basic Training - Cohorts must:

- Provide paid on-the-job training and experiential learning opportunities to a group of at least two eligible Arts Trainees who must be identified in the application, and who will be working on the same activity in an immersive, cohesive, and structured experience.

- Engage all cohort members for the full duration of the project.

General eligibility considerations for a Basic Training Internship or Cohort:

- Activities must prioritize high-quality learning, knowledge transfer, and skill development, and include specific learning objectives with tangible outcomes and have significant impact for the Arts Trainee.
- Activities may include a mix of learning and creation. However, the creation and development of new work must not be the sole or primary objective.
- Activities must take place over a minimum of eight weeks to a maximum of one year.
- Activities must take place in organizations located **in areas outside [greater Vancouver or the Capital Region](#)**.
- Remote or hybrid activities are eligible if all other criteria are met.
- Organizations must designate a qualified mentor within the organization. It is possible to have more than one mentor or to identify a main mentor within the organization and other sources of expertise from outside the organization. However, a series of unrelated activities is not eligible. Applicants must clearly describe how different mentors contribute to a cohesive project.
- If the proposed Arts Trainee 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 basic training in the discipline and a meaningful learning experience. **This grant cannot be used to support an ongoing staff position.**

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 do not meet this compensation requirement (for example, commission-based sales of artworks, percentage of door sales).

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

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

Examples of Eligible Basic Training Internship or Cohort Activities

Eligible Basic Training Internship or Cohort activities might include (but are not limited to):

- An aspiring stage actor in Fort St. John has participated in high school productions and volunteered as an usher at their local theatre company. The company hires them as an Arts Trainee for one year to participate in all aspects of mounting a season of plays. They will mentor with the Artistic Director with additional mentorship opportunities with the Stage Manager and a local dramaturg.
- A Nuu-chah-nulth carver has worked on numerous small carving projects, learning her technique from YouTube videos, and watching her father, a Master Carver. An Indigenous carving festival in Tofino hires her to train with the festival's Creative Director to learn about all

aspects of organizing and producing an arts festival. Additional training opportunities will be offered by an Indigenous carver on the Board of Directors and the festival's Executive Director.

- Three recent high school graduates living in Nelson, Winlaw, and Trail are hired by a regional museum as a Basic Training cohort to receive basic training from the curator in exhibit development.

Basic Training Internship or Cohort activities that are *not* eligible might include (but are not limited to):

- An emerging actor in Powell River is hired by a local theatre company to help produce a new season of shows for the community without any training or mentorship from staff.
- Three aspiring media artists living in Prince George are invited to work as a cohort at the 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.
- An emerging arts administrator has been working for the past two years with the public gallery in their rural town and applies with the gallery for basic training funding to support their continued work.

Eligible Expenses

The priority for this program is to support the salary or compensation for the Arts Trainee(s). Appropriate compensation is fundamental to all components of this program.

Other eligible costs include:

- Mandatory employment related costs and related employment benefits for the Arts Trainee(s).
- Supplies and other reasonable costs directly related to the work of the Arts Trainee(s) (not including capital expenses -- see Exclusions - What Will Not Be Funded section below). Details must be provided in the budget form.
- Compensation for a mentor(s). Compensation paid to a mentor already working within 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 activities.
- Accessibility services (for example, ASL, personal support worker) or rental equipment related to access needs of mentors, interns, or cohort members while engaged in the learning activities.

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, renovation, or purchase of property or equipment).
- Feasibility studies, start-up costs, or seed money.
- Activities that are not based upon artistic or curatorial decision making, or where arts and culture is not the primary focus.

- Activities that require payment from artists to participate; fundraising activities; conferences and conventions; family, religious, anniversary, or community celebrations.
- Contests and competitions, except if competition is integral to the art form or cultural practice, for example: hip-hop and street dance, poetry slams, powwows.
- [Subsistence](#) (living costs) paid to artists or arts and cultural 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.
- Projects or activities funded with BC Arts Council funds delivered through third-party delivery partners: ArtStarts, First Peoples' Cultural Council, BC Touring Council, or Creative BC.

When and How to Apply

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

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

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

Organizations may apply to only one component of the Early Career Development program per intake.

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

New applicants:

- [Register and create a profile](#) in the online system. **It may take up to 5 business days to process your registration request.**
- Additional information may be requested to inform general eligibility and process registration requests. Register early to avoid delays.
- You will receive an email when your registration request is approved. Once approved, you will be able to access the online application. Add the email address **NoReply@BCArtsCouncil.ca** to your safe senders list and check your spam folders.

To add a new contact or association to your organization:

- See [How to Apply](#) online. Requests may take up to 5 business days to process and approve.

All applicants:

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

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

Accessibility Support

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:

Clayton Baraniuk, Accessibility Coordinator at 250-978-9839 or Clayton.Baraniuk@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.

A complete application for a Basic Training Internship or Cohort must include:

- Statements addressing the organization's:
 - History, mandate, mission, and core values.
 - Recent and current artistic programming and upcoming activities relevant to the project.
 - Expertise and human resource capacity to manage the Internship or Cohort.
 - Policies or processes to support and promote a safe and respectful workplace.
- Details of the position reflecting the learning goals of the Arts Trainee(s) and objectives of the applicant organization, including:
 - Job title and location of position(s).
 - A statement contextualizing the proposed rate of pay in relation to comparable pay levels within the organization, proposed hours worked, and the area's living wage.

- Rationale for selection of the Arts Trainee.
- Qualifications and skills expected of the Arts Trainee(s).
- Learning objectives and potential impact for the Arts Trainee(s).
- Anticipated impact of the Arts Trainee(s) on the organization, especially in relation to the organization's mandate.
- Detailed work plan including a schedule or timeline appropriate to the learning opportunities and projected outcomes. Include specific milestones and describe the activities the Arts Trainee(s) will be engaged in, with whom, and when.
Note: Notification of results is generally 16 weeks after the application closing date. Plan accordingly if your learning activities are dependent on this grant funding.
- A list from the Arts Trainee of up to five recent training, activities, experiences, or achievements indicating relevance to the project. Examples include courses, significant activities, awards, exceptional opportunities, volunteer, or paid work in the sector, etc.
- Balanced budget. Be sure to:
 - Use the Project Budget Table provided in the application.
 - Include detailed notes on the budget.
 - Indicate whether revenues are confirmed or pending (as applicable).
 - Balance in-kind revenue with in-kind expenses.
 - Make sure Amount Requested in the application matches the request amount in the Project Budget Table.
- Biographical statement from each Arts Trainee addressing:
 - Their current artistic practice and interests.
 - Their learning and career development goals as they relate to this project.
 - How working with the applicant organization and mentor will have an impact on their artistic practice and future career in the arts.
 - Any challenges they face pursuing an artistic career or practice that relate specifically to their location.
 - Their consent to the terms of employment outlined by the host organization.
- Statement from the designated mentor within the organization (maximum two pages) including:
 - Their specific experience and qualifications to provide training, mentorship, or knowledge transfer that will respond directly to the articulated learning goals.
 - A confirmation of their capacity to carry out the mentorship.
 - Their commitment to providing a physically and culturally safe work environment and describing their practices and values that support this.
 - A statement about the potential reciprocal impacts of the project on the mentor, the organization, and the community of practice.
- Letters from partners or collaborators, if applicable, confirming the nature of their participation (maximum two letters, one page each). Do not include general letters of support.

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

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

- Current list of the organization's board of directors, editorial advisory board, trustees, or board of management, including their board position, occupation/expertise, start date, and place of residence.

- Current list of administrative, artistic, or editorial staff and significant contractors, including name, position, place of residence, and employment status (for example, permanent or part-time).
- Copy of the organization's certified constitution if the applicant is a not-for-profit organization OR a statement of the primary purpose of the organization for all other applicants. **Do not include by-laws.**
- 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. See details below.

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, then ensure a set of financial statements for each year has been uploaded to your profile.

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.

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

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

Assessment Criteria - How Decisions Are Made

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

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

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

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

IMPACT ON THE ARTS TRAINEE/EARLY CAREER PRACTITIONER (50%)

The assessment panel will evaluate the impact on the Arts Trainee(s)' artistic career and professional practice by considering the:

- Significance and depth of knowledge transfer and learning.
- Opportunities for the Arts Trainee's professional growth and the development of the next stage of their career.
- Timeliness, urgency, and relevance of the activities in relation to the Arts Trainee's learning and career development goals.
- Suitability of the mentor(s) and host organization relative to the Arts Trainee's experience and learning goals.

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

The assessment panel will evaluate the impact on the applicant organization, the Arts Trainee's identified communities (for example, artistic, cultural, geographic), and B.C.'s arts and culture sector by considering the:

- Impact on and benefits for the organization and mentor(s), and opportunities for reciprocal learning.

- Contribution to the artistic practices of [equity-deserving](#) arts practitioners and cultural communities.
- Opportunities for reclamation, preservation, and/or innovation of the art form or practice.
- Integrity of the project including ethical approaches to:
 - Research, collaborative processes, source materials, cultural considerations, and protocols.
 - Engagement with Indigenous people, communities, practices, materials, beliefs.
- Timeliness, urgency, and relevance of the activities in relation to identified need(s) in the sector.
- Contribution to communities located outside major urban centres.

FEASIBILITY (20%)

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

- Clarity of the work plan and appropriateness of the timeline to the learning outcomes.
- Clarity and appropriateness of the budget, including fair compensation for all participants.
- Arts Trainee's experience and capacity to undertake the project.
- Experience and capacity of mentors and the host organization to undertake and support the learning activities.
- Rigour of human resource practices and policies in relation to providing fair remuneration, equitable employment, and a safe, respectful work environment.
- Level of accessibility and safety of engagement, including but not limited to physical spaces, intellectual accessibility, cultural and emotional safety, and support for those who experience barriers or disability.

Assessment Process

The following process is used to evaluate every application to this grant program:

- The BC Arts Council receives applications and reviews each one for eligibility.
- Eligible applications are forwarded to independent assessment panels. Assessment panels are comprised of individuals with broad knowledge, experience, geographical representation, and diverse aesthetic, institutional, and cultural viewpoints, including those from Indigenous perspectives.
- Assessment panels evaluate eligible applications using the assessment criteria above and determine the level of funding and any conditions on payment of grants.
- Funding prioritization may be applied to applicants considered part of a designated priority group.
- The BC Arts Council informs each applicant of the assessment panel's decision in writing.
- Applicants may check the status of their application at any time through the online system.
- All results are final.

Notification of Results

The BC Arts Council's commitment is to inform each applicant of the results of the assessment process no later than 16 weeks after the application deadline.

Notification is sent by email to the primary contact linked to the application.

Emails are sent through the online system. Be sure the email address **NoReply@BCArtsCouncil.ca** is on your safe sender list.

Results will not be shared before the official notification letters are sent.

Feedback

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

Payment of Grants

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

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

- Does not carry out its planned program of activities.
- Makes major changes in artistic or administrative direction.
- Does not meet its obligations as a grant recipient, including submission of final reports.
- Fails to comply with legal obligations.
- Fails to respect the commitment to provide a safe and respectful workplace free from harassment, discrimination, and sexual misconduct.

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

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

Final Reports

Grant recipients must submit a final report of the completed project to the BC Arts Council within 30 days of the Project End Date stated in the application.

Final Reports must be submitted through the online system.

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

Recognition of Grants

In recognition of grant funding, the support of the BC Arts Council and the Province of British Columbia should be acknowledged in all promotional materials, both print and online. The approved BC Arts Council and provincial logo and graphics standards are available [online](#) in a variety of ready-to-use digital formats.

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

Confidentiality of Information

The collection, use, and disclosure of personal information are subject to the privacy provisions of the Freedom of Information and Protection of Privacy Act. The applicant's information will be shared in confidence with members of the assessment panel. The names and locations of successful grant recipients may be published, along with the amount of the grant, in the Annual Report of the BC Arts Council as well as in various communications and promotional vehicles of the BC Arts Council and Province of British Columbia. Social Insurance Numbers are provided to Canada Revenue Agency through the issuance of T4As.

Contact us. We are here to help.

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

Breanna Fabbro – Program Advisor for Performing Arts

604-558-9360 | Breanna.Fabbro@gov.bc.ca

Michelle Benjamin – Program Advisor for Studio Arts

236-478-2582 | Michelle.Benjamin@gov.bc.ca

For general information, contact:

(250) 356-1718 | BCArtsCouncil@gov.bc.ca

About the BC Arts Council

The BC Arts Council is an agency of the Province of British Columbia under the Arts Council Act, nurturing and supporting arts and cultural activity in communities across British Columbia. In the [Extending Foundations: Action Plan for 2022-2024](#), the BC Arts Council reaffirms its commitment to principles of reconciliation, equity, diversity, inclusion, and access in all of its programs and processes.

The BC Arts Council conducts its own operations and funding activities in accordance with legislation and other guiding documents such as the [BC Human Rights Code](#), [Accessible BC Act](#), [Accessible Canada Act](#), the [Declaration on the Rights of Indigenous Peoples Act](#) and [Action Plan](#), and the [United Nations Declaration on the Rights of Indigenous Peoples](#), as well as the [Calls to Action of the Truth and Reconciliation Commission](#).

For more information about the BC Arts Council's mandate, vision, values, and strategic directions, visit the [About](#) and [Priorities](#) sections on the BC Arts Council website.

Early Career Development: Application Checklist (for Basic Training PILOT)

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

In your Organization Profile on the BC Arts Council online grant system:

- 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).

Text boxes in application:

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

Pop-out forms:

- Budget table with notes explaining request amounts.

Uploaded documents:

- Biographical statement (in text or audio/ASL format) for each Arts Trainee outlining their learning goals and the impact this project will have on them and any communities they engage with.
- List and descriptions of up to five education, training, achievement, or experience highlights from each Arts Trainee.
- Detailed work plan including a schedule or timeline.
- Letters from up to two partners or collaborators confirming the nature of their participation (if applicable).
- One-page biographical statement from the designated mentor(s) within the organization.

And then:

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

And finally:

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