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# BC Arts Council Early Career Development: Individuals (Mentorship)

# Application Preview

Updated: May 30, 2024

## Overview

This is a preview, or sample, of the BC Arts Council Early Career Development Application for Individuals applying for a Mentorship project.

If the application is updated or changed in any way, this preview will be updated with changes highlighted in yellow and marked as "new". Check back to make sure you have the most current version.

Applications must be completed on the online system which requires you to set up a profile.

As a preview of the application, this sample does not contain all application content scenarios.

Applications submitted in a Word document via email will not be accepted.

#### If you are Deaf or have a disability and require support to access the online system or make your application – contact the BC Arts Council Accessibility Coordinator to discuss:

* Nicola Dunne – Nicola.Dunne@gov.bc.ca – 778-405-4007

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

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

The most recent program guidelines are posted on the relevant program page on the [BC Arts Council website](https://www.bcartscouncil.ca/program/application-assistance/).

Please ensure that you meet all the eligibility criteria for this program and confirm that your Individual Profile is up to date before submitting this application.

Your application will automatically save in the online Grant Management System every 5 minutes. We encourage you to continue to click SAVE DRAFT regularly to ensure that current content is safe.

**Applications may only be edited by one user in one browser tab at a time.** If the application is opened in another browser tab or another browser or by another user at the same time, those additional application views will be 'read only'.

Click the down arrow at the front of a section title to contract or expand that section. Three dots under a title indicates the section is collapsed and should be expanded to complete.

Find "Jump To" menu (middle right) and click the section names to navigate between sections within an application.

Click and drag hash marks in bottom right of text boxes to contract or expand the box.

You will not be able to submit the application if you have not completed all mandatory sections or if you have an overdue final report.

Info boxes, such as this one, can be collapsed (minus sign) or expanded (plus sign) by clicking the small grey box in their top right corner.

## Profile Details

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

Information on this tab is connected to your applicant profile and includes basic details related to applicant eligibility across BC Arts Council programs. Your applicant profile can be updated at anytime but should be reviewed for changes prior to submitting this application.

### **Registration Profile Summary**

(System Generated Content)

* Name:
* Municipality:
* Province:
* Pronouns:

**If the Profile Summary above is not correct**: go to your Personal Profile and update it before completing the application.

**To access your Personal Profile**: click 'Home' (top right). From your home page click 'Personal Profile’ (crowd icon). Changes to address information must be submitted by email to: [BCArtsCouncil@gov.bc.ca](file:///%5C%5CSFP.idir.bcgov%5CS173%5CS7305%5CBCAC%5C%40ops%5C80000%20-%20PROGRAM%20GUIDELINES%5C25%20-%20GUIDELINE%20DEVELOPMENT%5CFY2023-24%5CFY2023-24%20-%20ECD%5C2023-34%20-%20ECD%20-%20Application%20Review%5CBCArtsCouncil%40gov.bc.ca).

(check box)

\*I have reviewed my Personal Profile and made all updates.

### Designated Priority Groups

The BC Arts Council administers supports for [*designated priority groups*](https://www.bcartscouncil.ca/priorities/priority-groups/)*.*

The BC Arts Council's designated priority groups include applicants and arts and cultural practitioners who are:

• Indigenous (First Nations, Métis, and/or Inuit) Peoples;

• Deaf or experience disability;

• Black or people of colour;

• Based in regional areas (outside greater Vancouver or the capital region).

Complete the Designated Priority Groups section in your Personal Profile prior to submitting the application.

Once you have completed this section, the information will remain in your Personal Profile. You will not need to provide the information again unless there are changes.

All applicants are also encouraged to complete the Voluntary Self-ID information for statistical and research purposes.

**NEW:** Updated information is requested from all applicants. On your profile, click the Designated Priority Groups tab and look for the headline labelled ‘NEW' to submit this additional information.

#### \*I have reviewed the new Designated Priority Groups and Equity Data Tool tabs on the Organizational Profile.

(check box)

## Applicant Details

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

Information on this tab provides an overview of the applicant’s general operations and activities. Answers to the following questions should provide the bigger picture of the history, policies, and activities that inform the proposed project.

Ensure you review Program Guidelines available on the [*Grant Programs page*](https://www.bcartscouncil.ca/program/early-career-development/) prior to completing this section.

Consider the following when completing your application:

* Assessors may not be familiar with your work, specific practice/s, community/ies, or culture/s. Provide the information they need to understand your project.
* Specific identity factors noted on your system profile are not provided to assessors. If identity factors are an important consideration/context of your artistic practice, please consider referencing them within your application responses.
* Use of short, clear sentences or point form is encouraged, but should still provide answers fully responding to each question.
* Avoid specialized terms, academic language, or expressions that may be difficult to understand.
If specialized terms must be included, include a brief definition or description of their meaning.
* Word counts indicate the maximum accepted words per question. You are not required to write to the word limit.

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

Please Select:

* Community-Based Arts Practice
* Dance
* Deaf, Disability and Mad Arts
* Indigenous Cultural Centres
* Literary
* Media Arts
* Theatre
* Museums
* Music
* Visual Arts
* Interdisciplinary/Multidisciplinary
* Other

##### \* If other, describe:

#### \* Criminal Records Review Act

(check box)

Check this box to confirm the applicant adheres to the Criminal Record Review Act which requires that people who work with or may have unsupervised access to children or vulnerable adults must undergo a criminal record check by the Criminal Records Review Program.

#### \* British Columbia Resident Acknowledgement

For information on B.C. Residency requirements, please see [www.bcartscouncil.ca/determining-b-c-residency](http://www.bcartscouncil.ca/determining-b-c-residency)

(check box)

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

(check box)

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

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

(Year-Month-day)

## Project Information

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

Information on this tab provides details about the project for which you are seeking funding. Answers to the following questions should make it clear what the project is, who is involved in the project, who benefits from the project, and how the project will happen.

Ensure you review Program Guidelines available on the [Grants Program page](https://www.bcartscouncil.ca/program/early-career-development/) prior to completing this section.

Consider the following when completing your application:

* Assessors may not be familiar with your work, specific practice/s, community/ies, or culture/s.
Provide the information they need to understand your project.
* Use of short, clear sentences or point form is encouraged, but should still provide answers fully responding to each question.
* Avoid specialized terms, academic language, or expressions that may be difficult to understand.
If specialized terms must be included, include a brief definition or description of their meaning.
* Word counts indicate the maximum accepted words per question. You are not required to write to the word limit.

#### \* What component are you applying to?

Answers to this question may change application content.

Please Select:

* Mentorship

Maximum request is $30,000.

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

#### \* Amount Requested:

(numeric field)

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

#### \* Project Start Date:

(Year-Month-Day)

#### \* Project End Date

(Year-Month-Day)

#### \* **Summarize your project in 1-2 brief sentences, including title if applicable/determined.**

Note: This description may be used to describe your project publicly.

(30 words maximum)

#### \* Duration in Weeks

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

(numeric field)

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

(100 characters maximum)

#### If this is a collaborative project – for example, if you and one or more other artists are applying to participate in the same mentorship – add the names of the other artist/s here. Be sure to read the information on collaborative projects in the program guidelines.

(100 characters maximum)

### Impact on the Early Career Practitioner/Arts Trainee

The answers to these questions should respond to the Impact on the Early Career Practitioner section of the assessment criteria in the program guidelines.

### \* Early Career Practitioner/Arts Trainee's name (for cohorts list one name per line)

(text field)

#### \* Relevant Education and Training

Table Format:

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

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

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

(+ Button)

#### \* Summary of other relevant training. For cohorts, enter each practitioner's name followed by their other relevant training. Use point form. Include dates, level, area of study, etc. Maximum 100 words per practitioner

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

(+ Button)

#### \* **Describe up to three recent career and/or training highlights indicating relevance to the proposed project. Examples include significant projects, awards, exceptional opportunities, etc. For cohorts, enter each practitioner's name followed by their highlights. Maximum 250 words per practitioner.**

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

(+ Button)

As part of our commitment to accessibility, the BC Arts Council is accepting parts of applications in audio and ASL formats. There are two options for submitting the biographical statement. Select only one option for your response.

Option 1: Upload a PFD of written response. OR

Option 2: Upload a verbal or sign language response.

Your submission must only record your verbal answer to the specific question.

Do not add any additional sound, design, or production features.

ASL or Sign Language Submissions may be uploaded as video content. Please ensure you have captioned or translated the Sign Language into spoken or written English. For support doing this, please enquire about [Application Assistance](https://www.bcartscouncil.ca/program/application-assistance/).

The verbal/signed answer must be no longer than 6 minutes total.

#### \* Upload a biographical statement prepared by each Early Career Practitioner/Arts Trainee addressing each of the points below.

#### You can submit the statement in one of two formats (but not both).

1. Briefly describe your current practice.
2. What are your artistic, learning, and/or career development goals as they relate
to this application? Be specific and provide examples.
3. How will this opportunity have an impact on your artistic and/or professional practice? What will you learn? Be specific.
4. How will that impact be measured? How will you know you have achieved your learning goals?
5. How will this project have an impact on future opportunities and your long-term career trajectory?
6. Why is this the right time for you to engage in this activity?
7. What artistic, cultural, geographic, or other communities do you engage with, and how will this project have an impact on these communities?

Option 1: Use upload box below for written answers.

Drag and Drop box: Biographical statement(s) option 1: Click here to upload as PDF (max 2 pages)

Option 2: Using the box below, provide only one uploaded file with the biographical statement. See below for audio or audiovisual options.

The content of the response will be considered against the assessment criteria within the program guidelines and not on format, design, or production quality of the uploaded file. See box to view maximum file size and permitted file extensions.

File(s) must be no longer than 6 minutes, not exceed 50MB and must use one of these supported file extensions:

* AUDIO: .flac, .mid, .midi, .mp3, .ogg, .ra, .rm, wma, .wav
* VIDEO: .asf, .avi, .flv, .mkv, .mov, .mpeg, .mpg, .mp2, .mp4, m4v, .ogv, .rm, .rmvb, .webm, .wmv

Drag and Drop box: Biographical statement(s) Option 2: Click here to upload as verbal or Sign language response

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

(100 characters maximum)

#### \* Why have you selected this specific mentor? How will their experience and expertise support the learning and career development goals that you described in your biographical statement?

(300 words maximum)

Website or link to mentor, if available:

Button: Click here to enter website(s) or Link(s)

### Impact on the Community and Arts Sector

The answers to these questions should respond to the Impact on the Community and the Arts Sector section of the assessment criteria in the program guidelines. In your answers, we want you to consider how this project and/or your artistic practice align with BCAC's priorities of Reconciliation, Equity, Diversity, Inclusion, and Access.

#### \* If you are working with individuals or materials from historically underserved communities, or communities outside your own – including but not only First Nations and Indigenous communities -- describe:

1. the context of these relationships
2. how your work is influenced by these relationships.
3. the steps you have taken to collaborate, respect protocols, and work equitably and ethically.
4. the project's meaningful benefits to these communities.

(250 words maximum)

#### **\*** **How will this activity have an impact on your community or communities? This could mean any or all of your artistic, cultural, geographic, or other communities. Consider both immediate and long-term impacts.**

(100 words maximum)

\* Describe steps taken to respectfully reflect and collaborate with these communities and integrate an equitable and ethical approach in your work.

### Feasibility

The answers to these questions should respond to the Feasibility section of the assessment criteria in the program guidelines.

#### \* Upload a detailed work plan including a schedule or timeline appropriate to the learning opportunities and projected outcomes. Include specific milestones and describe the activities the early career practitioner(s) will be engaged in, with whom, where, and when. (maximum: 1 file, 2 pages, PDF)

(upload button)

#### \* Will artists, arts and cultural practitioners, and crew/technicians involved with this project be paid in alignment with industry standards within the field of practice (e.g., CARFAC, CAEA, CFM, CADA, IMAA etc. when considering artist/crew fees)?

Please Select:

* Yes
* No
* Not applicable

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/>

##### Explain how fair compensation will be determined within the project and/or community context:

(200 words maximum)

#### \* Will Elders and/or Traditional Knowledge Keepers involved with this project be compensated fairly according to community context?

Please Select:

* Yes
* No
* Not applicable

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

##### Explain how the compensation level was determined:

(200 words maximum)

#### \*What qualifications and plans do you, your mentors, and/or hosts have to ensure physical safety standards are maintained?

(150 words maximum)

#### \*What supports are in place to ensure the emotional and mental well-being of all participants?

(150 words maximum)

#### \*Describe measures you have in place to ensure a culturally safe environment for all participants.

(150 words maximum)

#### Describe any accessibility challenges your project may present and how you plan to address them. Consider physical spaces, affordability, and support for those who experience barriers or disability.

(150 words maximum)

## Budget

Button: click here to enter or view Expense Summary

(Expense Form Pop-Out Window)

All applicants must complete this expense summary.

* Maximum request is $30,000. Only include expenses for which you are requesting support.
* It is not necessary to complete each line. You can leave an expense field blank as appropriate.
* Provide notes for each included expense.
* Dollar values should be entered in numeric format only - no special characters,
e.g., $, etc.
* Subsistence maximum is $750 per week, prorated for part-time activities. For example, if you will be working on the project for one day per week, you might request $150/week ($750 divided by a 5-day work week = $150/day). If you are working for three days per week, you might request $450.

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

### Expenses:

* Subsistence (see above for maximum per week, prorated for part-time activities)
* Travel and related expenses (e.g., accommodation, meals) for eligible activities outside of your region. Travel expenses may be for yourself or for a mentor/advisor. The maximum meal per diem is $65 per day. Expense details must be provided in the Notes section.
* Supplies (e.g., consumable supplies, equipment rental, reference material, etc.)
* Eligible Fees or Honoraria (e.g., for mentors, instructors and advisors or tuition, registration, residency)

Production/Exhibition/Program/Rehearsal Space and Venue Rental

Total Expenses: (Auto-added total)

This total must match the total request on the **Project Information** tab

## Support Material

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

**NEW:** We no longer require reference letters for the Mentorship and Residency components of Early Career Development

####  \* Mentor Letter: Upload one signed letter from the mentor confirming their participation in the project. (PDF, two pages maximum)

The letter must include a:

* Statement indicating their specific experience and qualifications to provide training, mentorship, and/or knowledge transfer that will respond directly to the articulated learning goals.
* Confirmation of their capacity to carry out the mentorship;
* Commitment to providing a physical and culturally safe work environment, describing their practices and values that support this.
* Statement about the potential reciprocal impacts of the project on the mentor and on your community of practice.
* Confirmation of the agreed rate of compensation
* Confirmation of the structure and format of the mentorship

(upload button)

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

(upload button)

## Access Support

An asterisk (\* ) indicates the field is mandatory

The [*Access Support*](https://www.bcartscouncil.ca/program/access-support/) program provides an additional contribution towards costs for specific accessibility services, rental equipment and other supports required to carry out a project funded by the BC Arts Council.

Access Support requests are available to:

* Individual artists or arts and culture practitioners who self-identify as Deaf or have a disability.

OR

* Collectives led by individual artists or arts and culture practitioners who self-identify as Deaf or have a disability.

OR

* Organizations with a primary purpose to support practitioners who are Deaf or have a disability, as specified in the organization’s constitution.

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

Please Select:

* Yes
* No

#### \* If Yes: Will you be applying for Access Support?

Please Select:

* Yes, with my project application (option 1)
* Yes, after I receive my project funding results (option 2)
* No

If Yes, Option 1 selected: Access Support Application:

#### \* Type of Access

(check boxes – select any that apply)

* Sign Language Interpretation
* Captioning/CART
* Transcriber/Editor
* Visual describer/assistant
* Project Coordinator/assistant
* Support Worker
* Accessibility Software or App Subscription
* Rental Equipment
* Travel for Service Providers
* Other

##### If “other” please specify

100 words maximum.

#### \* Access Support Detailed Costs – Table format

Below, provide a breakdown of Access Support costs for barriers encountered, services, supports and/or solutions.

Table Fields:

* **Description:** Include specifics on the barriers (for instance communication, mobility, comprehension, physical, technological, visual, etc.), individuals requiring supports, and solutions provided.
* **Cost Breakdown**: Include numbers of staffing positions, providers (when known), rates, numbers of days or hours to clarify how you came to your total number.
* **Total:** Whole numbers only

Use the '+' to add additional lines. Your total should match the amount requested in the field below.

Button: Plus symbol to add lines

#### \* Total Request (enter total from table above):

(numeric field)

#### Have you or will you apply for the same Access Supports from the Canada Council for the Arts or other funders?

Please Select:

* Yes
* No

#### Access Support Revenues – Table Format

Enter any Access Support funding from other sources, if applicable. Describe the supports or solutions being provided by the Access Support revenues from other sources

Table fields:

* Source
* Description
* Amount

Button: Plus symbol to add lines

#### Anything else we should know?

150 words maximum

## Feedback

We are always looking for ways to improve how we communicate with the arts and culture sector in B.C. This section is optional, and is not part of the application process, but your answers will help us improve the services we provide.

#### How did you learn about the intake for this program?

Please Select:

* BC Arts Council Website
* BC Arts Council Social Media
* Direct email from BC Arts Council
* Workshop or Presentation featuring BC Arts Council Staff
* BC Arts Council Program Officer
* Another agency, including newsletter or social media
* Word of mouth, including past applicants
* Traditional media including newspapers or radio

##### If applicable, the agency (see question above):

(text box)

#### In the future, how would you like to be informed about our programs?

Please Select:

* Direct Email, featuring a summary of upcoming arts council programs
* BC Arts Council social media
* BC Arts Council website

Through communications from other agencies (for example, through professional associations, arts service organizations or collectives)

#### Is this your first application to BCAC?

Please Select

* Yes
* No

#### Did you attend an Information Session prior to completing your application?

Please Select

* Yes
* No

#### Have you ever received BCAC funding?

Please Select

* Yes
* No

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

(numeric field)

#### Did you read the grant program guidelines before you applied?

Please Select

• Yes

• No

##### If yes, Is the new Table of Contents structure helpful?

(100 words maximum)

##### If yes, Is the information in the guidelines generally presented in a clear and logical way?

##### If not, please describe how we can improve?

(100 words maximum)

##### If yes, Are the sections of the guidelines clear and informative? If not, please describe how we can improve.

(100 words maximum)

##### If yes, Please provide any other constructive feedback related to our guidelines and the information presented in them. Your honest answers can help us improve our documents in the future.

(100 words maximum)

##### If not, If you did not read the program guidelines before applying, why not? Your honest answers can help us improve our documents in the future.

(100 words maximum)

#### Did you use the Application Checklist?

Please Select

• Yes

• No

#### Was it a useful tool for preparing your application? Please explain why or why not.

(100 words maximum)

## Declaration

An asterisk (\* ) indicates the field is mandatory

The applicant is responsible for the application content. When application assistance has been provided, the applicant must review application content, complete the acknowledgement of declaration content (check box), and submit the application (press the submit button).

### Declaration and Consent

In submitting this application, I declare that, to the best of my knowledge and belief:

* I/we meet all of the eligibility criteria for this program;
* the information provided in this application is complete and true in every respect;
* I/we abide by all applicable laws;
* I am/we are committed to providing safe and respectful working conditions and to fostering a workplace free from discrimination, harassment, and sexual misconduct; and
* any personal information submitted with this application has been submitted with the authorization of the individual(s) concerned and such individual(s), and I, consent (effective as of the date of submission of this application) to the disclosure of this personal information outside of Canada, including by way of the Internet, for public reporting and promotional purposes relating to this program.

### Personal Information

The personal information on this application is collected in accordance with Section 26
(c) and (e) of the Freedom of Information and Protection of Privacy Act and will be used for the following purposes: determining suitability for and awarding of funding, tracking and distributing funding, program development and evaluation, and communication and outreach.

Personal information collected through the application process may be disclosed to external peer assessors in order to adjudicate this application. If successful, an individual recipient’s Social Insurance Number may be disclosed to the Canada Revenue Agency through the issuance of T4As.

In addition, the applicant’s name, location, funded activity and award amount may be made publicly available, including worldwide by way of the Internet, should funding be awarded.

If you have questions about the collection, use or disclosure of personal information, please contact:

Director, BC Arts Council Programs

800 Johnson Street, Victoria, BC, V8W 9W3 Phone: 250-356-1718

### \* Acknowledgement

Check Box:

I understand and agree to the terms and conditions stated above.