



# **Aboriginal Arts Development Awards**

## **GUIDELINES**

### **Arts Administrator Internships and Mentorships**



#### **PROGRAM OBJECTIVES**

The Aboriginal Arts Development Awards Program assists emerging Aboriginal artists, arts administration professionals and arts organizations and collectives with projects that contribute to professional, artistic and creative development in all disciplines. The program is made possible through a partnership with the BC Arts Council and a contribution from the New Relationship Trust.

#### **PROGRAM DESCRIPTION**

The Arts Administrator Internships and Mentorships program will support internship and training opportunities for individuals who have a demonstrated commitment to arts administration, cultural management, community cultural coordination, arts and culture facilitation and stimulation, or curatorial practice in gallery or museum contexts. To facilitate ongoing community-based work, projects may be structured to support the professional development of the intern in one of two ways:

- An individual can arrange an internship placement with a cultural organization in any location, that will provide qualified and specific arts administration mentorship, or
- An individual can arrange a structured relationship with a qualified mentor(s) who will provide specific arts administration mentorship, at a distance and through organized visits, while the intern is working with an existing community-based organization.

Applications must be jointly prepared by interns, their mentor and the supporting host organization. As part of the application process, parties must define the structure and content for the internship, and develop a learning plan that is relevant to the interests and practical needs of participants. Plans must describe lasting benefits to the intern, community artists and the infrastructure that supports those artists. Activities related to community-based arts and culture administration is a priority. This could include, but is not limited to the following activities:

- organizing workshops, events and other arts activities
- community based research and planning
- community outreach and network building
- support, documentation and promotion of local artists
- community cultural coordination or arts and culture facilitation
- curatorial practice in a gallery or museum

Priority will be given to projects hosted by existing First Nations and Indigenous community-based arts groups and organizations with a demonstrated commitment to the arts.

For the purposes of this program, the term “Aboriginal artists” refers to a person with Indigenous descent or heritage, and includes First Nations, Métis or Inuit practitioners of both traditionally based and/or contemporary/experimental art forms. Registered Indian Status is not required.

## **GENERAL ELIGIBILITY CRITERIA**

### **Applications to this program will be accepted from:**

- an intern applicant – an emerging Aboriginal artist or arts administration professional, 19 years of age or older, who has been a resident of British Columbia for the past year, AND
- a host arts and culture organization. **Note:** Projects initiated and directed by Aboriginal arts administration professionals and organizations are a priority. Aboriginal arts cultural or heritage organizations are strongly encouraged to participate as internship hosts.

### **To be eligible, the intern applicant must:**

- have previous experience that demonstrates a commitment to arts administration, including a broad range of arts management, community cultural coordination, arts and culture facilitation and stimulation, or curatorial practice in gallery or museum contexts.
- demonstrate the support of recognized Aboriginal artists, cultural or community leaders
- demonstrate the support of a mentor
- not be a full-time student

### **To be eligible, the host organization must:**

- have a demonstrated commitment to arts and culture
- demonstrate the ability to provide quality mentorship and support suited to the intern’s learning goals
- provide a work station, technical and other support for the intern

### **To be eligible, projects must:**

- be hosted by an arts or culture organization. In addition to office space, internship hosts are expected to provide technical facilities and support.
- **have a clear objective for the internship or mentorship**
- provide clear professional development opportunities for the Aboriginal arts administrator/cultural manager
- present a balanced and reasonable budget, identifying all sources of required support
- indicate an achievable project timeline
- be ineligible for existing BC Arts Council support programs

**Eligible expenses:** Intern’s monthly stipend for up to 11 months, mentor’s fees, expenses related directly to relevant research, training or travel and small allowance for host organizations demonstrating need.

**The following expenses are not eligible for funding through this program:** projects related to post-secondary education; capital and business development costs; equipment purchase (such as a camera, video camera, laptop, etc.); capital renovation costs; and expenses incurred in annual community celebrations.

Host organizations must contribute to the proposed internship costs (which can include work space, administrative fees, organizational costs, etc). The host must cover any "mandatory employment related costs" associated with the internship.

## FINANCIAL INFORMATION

### **Maximum amounts:**

- Grants for Arts Administrator Internships and Mentorships will not exceed \$30,000.

## APPLICATION REQUIREMENTS

### **To be properly evaluated, all proposals must include:**

- A completed and signed application form (additional pages/information may be attached)
- A project description detailing the objectives, activities and participants. This should include a detailed project timeline.
- Artistic mandate and background information about the host organization.
- Key participants' **CV/resumes or biographies**, including artistic, educational and career accomplishments.
- A project budget, which details planned expenditures, resources and additional revenues or other support (including in-kind contributions).
- If you are working with traditional knowledge, please explain how you have addressed protocols where required.
- **A letter from the intern** providing "a statement of learning goals" in the intern's own words.
- **Two current letters of support for the applicants and proposed project.** Letters from mentors may also confirm participation. There is a confirmation of participation letter template available on our website ([www.fpcc.ca/arts/programs](http://www.fpcc.ca/arts/programs)).
- The most recent annual financial statements, if a registered organization.
- **Samples of previous, related work** from the intern, mentor and host organization. Be selective and include a maximum of 10 pages of writing, up to 20 images – in the form of a CD or USB of images in jpg format or photographs – 10 minutes of select video or audio recordings on CD, DVD, USB or 10 pages of writing. **\*Do not send original artwork or your only existing copies.**
- A numbered list that clearly identifies and describes these samples (date, title, materials, size and/or collaborators). This list should correspond with the numbers or names of your image files. Example: 1. Eagle, mask, alder wood, 1x2 feet, 2010.

## GENERAL INFORMATION

**Applicants are advised to read through the program guidelines and application form, and discuss their project with the Arts Program staff before submitting their proposals.**

- Applications with support materials must be postmarked or sent by the deadline.
- Under normal circumstances, forms submitted by FAX or email will not be accepted.
- Send printed material on unstapled, single-sided, 8 ½ x11 white paper (when possible).
- Support material will be returned if a **self-addressed, stamped envelope** is provided. However, FPCC is not responsible for loss of or damage to submitted materials. **\*Do not send originals or only existing copies of support material.\***
- Under normal circumstances, proposals will only be discussed with the applicant or named contact person.

- **Successful applicants must acknowledge the support of the First Peoples' Cultural Council's Aboriginal Arts Development Awards Program in all materials produced in relation to the funded project.**

### **APPLICATION CLOSING DATE**

There will be one deadline for applications in 2017  
Original proposal materials must be postmarked or couriered by  
**Tuesday, October 31, 2017**  
**Late proposals will be considered ineligible**

### **ADJUDICATION PROCESS**

- Submitting a proposal does not guarantee funding.
- Applications will be reviewed by FPCC staff for completeness and clarity.
- An interdisciplinary jury composed of established Aboriginal artists and arts professionals will be convened to review all applications and make recommendations.
- Priority will be given to projects emphasizing community participation and ongoing benefits to Aboriginal artists.
- Funds available to this program are limited. Therefore, projects that request achievable levels of financial assistance and demonstrate financial need will receive priority.
- Applicants will be advised of jury **decisions approximately 16 weeks after the application deadline (January or February 2018).**
- FPCC reserves the right to require confirmation of other sources of funding prior to releasing funds, to request access to financial records of the project and to require receipts for expenses incurred by the project.
- If your application is successful, you will be required to complete paperwork before receiving a grant. Also, you will be required to complete a Final Report Form and send images or videos of your activities one month after the conclusion of your project.

To discuss your project ideas, seek additional information or to request application forms, please contact:

Arts Program Staff

### **First Peoples' Cultural Council**

1A Boat Ramp Road, Brentwood Bay, B.C., V8M 1N9

Phone (250) 652-5952 (ext. 210 or 212)

Fax (250) 652-5953

Email: [cathi@fpcc.ca](mailto:cathi@fpcc.ca)

Download a copy of the **Artist Grant Proposal Writing Handbook** to guide you through the process of completing your application form.

[www.fpcc.ca/arts/toolkit/Grant-Writing-Handbook.aspx](http://www.fpcc.ca/arts/toolkit/Grant-Writing-Handbook.aspx)