



Indigenous Arts Program

FPCC COVID-19 Statement

Tcwemstwalhkalap

Taking care of one another in Ucwalmicwts, Lil'wat from Mount Currie

The health and safety of everyone involved in FPCC programs, communities, and especially Elders, is of the utmost importance to us. While the Government of B.C. has relaxed some guidelines, there is currently no cure or treatment for COVID-19. We want to be very careful that our programs do not put anyone at risk. FPCC supports each First Nation's self-determined right to protect their community and we respect any guidelines set by Chief and Council or local governments to help keep their communities safe. At FPCC we are taking action to maintain safe operations while supporting our communities and participants. It is critical that we take care of and protect our Elders and those at a higher risk of illness. We need to work together to find safe ways to involve elders that does not include in-person meetings. Please ensure that your project proposal meets the FPCC COVID-19 requirements. We will be as flexible as possible to accommodate unexpected and unplanned changes that might arise. We will do our best to share information and respond to changes together. If you have any questions please contact program staff.

FPCC-funded projects must agree to the following COVID-19 project guidelines:

- Abide by your community or First Nation's COVID-19 plan and orders
- Follow the orders and guidelines stated by the [B.C. Health Officer](#) (BCHO)
- Avoid any in person contact with Elders for program related activities, unless you currently live in the same household
- Avoid travel between First Nations communities, provinces, or countries for program related activities
- Practice social distancing for any small group activities for your program ensuring that indoor spaces allow for safe social distancing, and have approved indoor ventilation
- Singing activities will be limited to outdoor settings with increased physical distancing
- Small Gatherings are permitted, excluding Elders or those who are at a high-risk for contracting COVID-19
- Please follow the recommendations of the BCHO for gatherings. Wearing masks is recommended and ensure that the [BCHO COVID-19 safety protocols](#) are in place for any gatherings. Any gathering is a risk and we need to do our best to minimize the risk by safe practices
- As per the BC Health Officer orders, do not plan any program activities for groups over 50 individuals. The smaller the group the less chance for exposure. We recommend that as much work as possible happens online and remotely
- When gathering, practice food safe measures, avoid sharing food, dishes, or utensils



- Avoid sharing any equipment as this increases the risk of transferring the virus. If this is necessary, make sure items are thoroughly sanitized with no risk of virus transmission
- Do not require in-person participation in program activities but find solutions to make programs accessible for those who do not wish to gather in person
- Project proposals must be prepared to modify their projects at any time if the BC Health Officer orders change. You may view the COVID-19 Phase 1-3 guidelines [here](#)

FPC staff are here to support you and assist in planning or modifying your projects as we want everyone to continue this important work.

GUIDELINES: Arts Administrator Internships and Mentorships

INDIGENOUS ARTS PROGRAM (IAP) OBJECTIVES

The Indigenous Arts Program assists Indigenous 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 Margaret A. Cargill Foundation.

INDIVIDUAL ARTS GRANT DESCRIPTION

The Arts Administrator Internships and Mentorships program will support internship and training opportunities for individuals who have demonstrated a 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 collaboratively 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.

FINANCIAL INFORMATION

Maximum amounts:

- Grants for Arts Administrator Internships and Mentorships available up to \$30,000

APPLICATION CLOSING DATE

September 15, 2020 at 4:30 pm PST

Late proposals will be ineligible

WHO CAN APPLY

For the purposes of this program, the term “Indigenous artist” 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.

Applications to this program will be accepted from:

- an intern applicant – an emerging Indigenous 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 Indigenous arts administration professionals and organizations are a priority. First Nations arts cultural or heritage organizations are strongly encouraged to participate as internship host



NOTE: If there is a question about whether you live in British Columbia, you may be asked to provide documentation. Your proof of residency can include a valid British Columbia services card, a valid British Columbia driver's license or evidence of income taxes paid in the previous year as a British Columbia resident.

ELIGIBILITY CRITERIA

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 Indigenous artists, cultural or community leaders
- demonstrate the support of a mentor
- not be a full-time student

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

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 Indigenous arts administrator/cultural manager and intern
- present a balanced and reasonable budget, identifying all sources of required support, including in-kind contributions. (*In-kind contributions are given in the form of goods or services and not money. They are recorded in the budget as funds from other sources and not as part of your FPCC funding request.*)
- not have the same project funded through the BCAC support programs
- have a start date after the application deadline

Eligible expenses include:

- 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
- capital renovation costs; and expenses incurred in annual community celebrations
- equipment purchases, for example:
 - camera
 - video camera
 - laptop
 - sewing machine, etc.

Note: Equipment rentals are eligible

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

APPLICATION REQUIREMENTS

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 (*In-kind contributions are given in the form of goods or services and not money. They are recorded in the budget as funds from other sources and not as part of your FPCC funding request*)
- If you are working with traditional knowledge, please explain how you have addressed protocols
- A statement of learning goals from the intern in their 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)
- The most recent annual financial statements, if a registered organization
- **Samples of previous, related work** from applicant artist(s) and mentor(s) **Be selective** and include a maximum of 20 images in jpg format; 10 minutes of select video or audio recordings in mp3, mp4, or mov format; or 10 pages of writing in .doc or pdf format
- Provide a numbered list clearly identifying and describing the samples (date, title, materials, size, collaborators). This list should correspond with the numbers or names of your image files. In the case of collaborations and group performances, please identify the roles of participating artists in the work.
Example: 1. Eagle, mask, alder wood, 1x2 feet, 2010



APPLICATION REQUIREMENTS

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 must be submitted through the online grant portal by the deadline
- If you are not able to complete an application online, please contact program staff
- Under normal circumstances, proposals will only be discussed with the person named as the “applicant or contact person”. Arrangements to speak with another person must be requested in writing
- Successful applicants must submit a Final Report no later than one month after completion of project
- 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 Indigenous Arts Program in all materials produced in relation to the funded project**

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 Indigenous 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 Indigenous artists
- Funds available to this program are limited. Therefore, projects that request achievable levels of financial assistance and demonstrate financial need will receive priority
- **Please do not contact staff regarding the status of your application.** All applicants will be advised of jury decisions approximately 12 weeks after the application deadline
- 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



TO DISCUSS YOUR PROJECT IDEAS OR SEEK ADDITIONAL INFORMATION:

please contact:

Arts Program Staff

First Peoples' Cultural Council

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

Phone (250) 652-5952, ext. 265

Fax (250) 652-5953

Email: sophia@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 Please note:

We require all applicants to create a profile on the **First Peoples' Arts Map**:

(www.fp-artsmap.ca). This is a free account for connecting with other artists and promoting your artwork, events, and arts organizations/collectives. *Do not create a second profile if you already have an account.*