



FIRST PEOPLES'
CULTURAL COUNCIL

Arts Program

Indigenous Arts Program Arts Administrator Internships 2022/23 Funding Guide

Application Deadline:

October 4, 2022, at 4:30 p.m. PT

Late proposals will not be considered.

Apply on our Grant Portal: www.fpcc.ca/login

Please retain this Arts Program Funding Guide in your files. If your funding request is approved, the policies and information contained in this guide will be a useful resource.

This program is supported through a partnership with the BC Arts Council. It is also made possible with funding from Government of British Columbia's Ministry of Indigenous Relations and Reconciliation through the First Peoples' Cultural Foundation.



BRITISH COLUMBIA
ARTS COUNCIL



BRITISH
COLUMBIA

Supported by the Province of British Columbia



FIRST PEOPLES'
CULTURAL FOUNDATION



Table of Contents

***FPCC Statement on COVID-19* 3**

***Indigenous Arts Program*..... 3**

 Organizations and Collectives Basket.....4

***Arts Administrator Internships Program Description*..... 4**

 Definitions for the purposes of this grant.....5

***Funding Information* 5**

***Timeline*..... 5**

***Program Eligibility Criteria* 5**

 Who is eligible to apply?6

 Who is not eligible to apply?6

 Eligible Expenses.....7

 Ineligible Expenses7

***Application Requirements* 7**

***How to Apply*..... 8**

***Peer Review Process*..... 8**

***Notification of Awards*..... 9**

***Payment of Awards*..... 9**

***Application Deadline*..... 9**

***Program Contact* 9**



FPCC Statement on COVID-19

The health and safety of everyone involved in FPCC programs, communities, and especially Elders, is of the utmost importance to us. We are taking action to maintain safe operations while supporting our communities and participants. While actions to provide vaccines are currently underway there is no cure or treatment for COVID-19. We want to be very careful that our programs do not put anyone at risk and ensure that they follow the current orders of the [Provincial Health Officer](#).

FPCC supports each First Nation's self-determined right to protect their community and we respect any additional guidelines set by Chief and Council or local governments to help keep their communities safe.

Following these guidelines will help us take care of one another and keep each other safe.

Please note:

- All programs must be aware of and follow current guidelines from the Provincial Health Officer.
- Applicants must consider how the program will proceed under strict COVID-19 restrictions.
- Please ensure that your project proposal meets the requirements listed in this document.
- It is critical that we take care of and protect our Elders and Knowledge Keepers, and those at a higher risk of illness. We need to work together to find safe ways to involve Elders.
- FPCC staff are here to assist program participants with unexpected and unplanned changes as a result of COVID-19 impacts on programs.

We will do our best to share information and respond to changes together. If you have any questions, please [contact program staff](#).

Indigenous Arts Program

The FPCC Indigenous Arts Program (IAP) supports the creation, development, production, marketing, promotion, distribution and dissemination across all forms of creative expressions. This includes but is not limited to ceremonial and oral, visual, performance, music, literary, media, sculptural, carving, regalia making and weaving.

The IAP is bundled into three baskets of program offerings, the baskets are:

- Individual Artists Basket
- Organizations and Collectives Basket
- Arts Music Basket

Each basket provides support for artists to positively impact community creative sovereignty in their respective activities, training, knowledge transfer and professional development.



IAP provides financial support to First Nations, Metis, and Inuit creatives with priority given to projects intended for the revitalization First Nations arts, languages, cultures and heritage in B.C.

Organizations and Collectives Basket

The FPCC Organizations and Collectives Basket acknowledges that Indigenous peoples have cared for these lands and their artistic and cultural practices since time immemorial. Therefore, Indigenous peoples are the rightful stewards of these practices and creative projects should be led and initiated by Indigenous artists and arts professionals.

This funding opportunity supports B.C. Indigenous artists, arts and culture organizations, groups/collectives, administration professionals and First Nations governing bodies with projects that contribute to the transmission of traditional arts practices and knowledge, professional and community development, creative growth, cultural workspaces, and capacity building in all creative expressions. This funding basket includes the following grant streams:

- Organizations & Collectives.
- Community Arts Spaces.
- Arts Administrator Internships and Mentorships.
- Sharing Traditional Arts Across Generations.

Arts Administrator Internships Program Description

This grant will support Indigenous-led internship and training opportunities for individuals who have demonstrated a commitment to arts administration, cultural management, community cultural coordination, arts and culture facilitation or curatorial practice in a gallery or museum. This grant is made possible through a partnership with BC Arts Council. It is also made possible with funding from Government of British Columbia's Ministry of Indigenous Relations and Reconciliation through the First Peoples' Cultural Foundation.

To facilitate ongoing and community-based work, projects may be structured to support professional development of the intern in one of two ways:

- An individual can arrange an internship placement with an arts and culture organization 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.

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 center Indigenous voices, describe lasting benefits to the intern, community artists, and the infrastructure that supports those artists. Activities related to community-based arts and culture administration are 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.

Please note: Applications must be collaboratively prepared by interns, their mentor, and the supporting host organization.

Definitions for the purposes of this grant

- “Indigenous artist” refers to an applicant who is a First Nations, Métis, or Inuit practitioner of both traditionally based and/or contemporary/experimental art forms. Registered Indian Status is not required.

Funding Information

Grant amount: up to \$40,000

Timeline

- Applications due **October 4, 2022.**
- Grants awarded* by **December 16, 2022.**
- Funds Distributed by **January 27, 2023.**
- Interim Report due no later than **August 1, 2023 (if applicable).**
- Projects concludes no later than **December 31, 2023.**
- Final Report due no later than **January 31, 2024.**

**FPCC strives to deliver funds as early as possible, but this may be delayed by various factors. Please note that overdue prior year reports and delays in signing Funding Agreements will affect the timeline for receiving funds. To speed funding delivery, we suggest that current recipients begin working on reporting prior to the project completion and submit as soon as the project is complete – do not wait for the January 31st deadline. Final reports are reviewed and approved on a first-come, first-served basis.*

Program Eligibility Criteria

To be eligible for the IAP 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, or curatorial practice in gallery or museum contexts.
- Demonstrate the support of a mentor and recognized Indigenous artists, creatives, cultural, or community leaders.



- Submit only one application per deadline.
- Submit a Final Report for any previous IAP grants (if applicable). You will not be eligible to apply until all active IAP grants are closed.
- 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 workstation, technical, and other support for the intern.

In addition, the **project** must:

- Have a start date after the application deadline.
- Demonstrate an achievable project timeline.
- have a clear objective for the internship
- provide clear professional development opportunities for the Indigenous arts administrator/cultural manager and intern
- not have the same project funded through the BCAC support programs
- Present a realistic and balanced budget, which clearly demonstrates financial need and, if applicable, identifies other sources of revenue required to complete the project.

Who is eligible to apply?

- An intern applicant – an Indigenous artist or arts administration professional, 19 years of age or older, who has been a resident of British Columbia for the past year.
- 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.

Please 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.

Who is not eligible to apply?

- Public institutions (e.g., schools and universities).
- For-profit organizations and businesses.
- Committees, groups, task forces without an established governing body.
- Provincial/territorial and municipal governments and their agencies.
- Federal or provincial government departments and agencies.



- Organizations/individuals with incomplete or outstanding reporting with FPCC.

Eligible Expenses

- Intern's monthly wages 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.
- Specialized equipment and tools for projects (with strong justification) up to 15% of funding request.
- Equipment rental costs.

Please Note: 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. In addition to office space, internship hosts are expected to provide technical facilities and support.

Ineligible Expenses

- Expenses that take place before the project begins.
- Accumulated deficits, annual operating losses, or debt.
- In-school accredited K-12 programs, including First Nations and non-First Nations or public programs as well as curriculum development for such programs.
- Projects related to post-secondary education.
- Capital and business development costs.
- Activities or gatherings not related to the project.
- Activities that do not comply with current provincial COVID-19 guidelines.
- Capital renovation costs.

Application Requirements

Applications will not be reviewed unless all necessary information is provided. Applicants must submit completed applications that include:

- A project description detailing the objectives, activities, and participants.
- A thorough workplan with dates for key activities.
- A description of the applicant, organization, or collective's background, artistic mandate, and plans. Include incorporation documents if the organization is registered.
- Key participants' resumes, biographies or creative background including artistic, educational and career accomplishments.
- A community engagement plan describing the protocols for the community (or communities) and artists that have been identified as being served by this project.
- A balanced 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 and 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, a description of how you have addressed protocols.
- Two current letters of support for the applicant and proposed project.
- **All letters of support must be dated and signed.**
- The most recent annual financial statements **if the applicant is a registered organization.**
- If applicable, samples of previous, related work from applicant artist(s) and mentor(s) (*Be selective with samples of work and include a maximum of 5 images in jpg format; 5 minutes of select video or audio recordings in mp3, mp4, or mov format; or 3 pages of writing in .doc or pdf format*).
- If applicable, a numbered list clearly identifying and describing the samples (*The numbered list should correspond with the numbers or names of your image files and include information such as date, title, materials, size, and collaborators. 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*).

How to Apply

- Applicants are advised to read the program guidelines and application form and discuss their project with Arts Program staff well before submitting their proposals. The FPCC grant portal allows you to work on and save your draft application. Give yourself plenty of time to write your application prior to the deadline.
- Applications must be completed and submitted by the deadline on FPCC's Grant Portal: www.fpcc.ca/login. If you do not have access to internet or where accessibility is concerned, please contact Arts Program staff.
- Applications will only be discussed with the person named as the "applicant" or "primary contact person." Arrangements to speak with another person must be requested in writing.
- Applications will not be accepted after the deadline date.

Peer Review Process

- Applications that have been submitted by the deadline will be reviewed for completeness by Arts Program staff.
- An interdisciplinary review committee composed of established Indigenous artists and arts professionals will be convened to review all applications and make recommendations.
- 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.
- Funding decisions of the FPCC are final. Decisions cannot be appealed unless evidence suggests that procedural error may have occurred during the assessment process.



FPCC may initiate a process to review and potentially reverse a grant decision where there are serious concerns about the recipient or the funded activities.

Notification of Awards

- Applicants will be notified of the PRC decision approximately 12 weeks after the application deadline. Please do not contact Arts Program staff regarding the status of your application during this time.
- Notification will be sent via the online system to the primary contact provided in the application. Results will not be released by telephone or email.
- Successful applicants must submit a Final Report through their Grant Portal account, no later than one month after completion of the project. You will not be eligible to apply to any of our programs until your final report is submitted.
- 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. Logos are available on request.
- In the event an application is unsuccessful, FPCC Arts Program staff are happy to provide feedback, upon request.

Payment of Awards

- Successful applicants will be required to complete the funding agreement in the grant portal before receiving a grant.
- Grants are taxable income and must be reported as such. Individuals receiving grants on their own behalf or on behalf of a group are issued T4As for the year in which the grant payment is processed.
- Payments will be processed within 6-8 weeks of your notification of award. Please do not contact Arts Program staff regarding the status of your application during this time.

Application Deadline

October 4, 2022, at 4:30 p.m. PT
Late proposals will be ineligible

Program Contact

To discuss your project ideas or seek additional information, please contact:

Nikki Rohani, Arts Program Coordinator
Email: nikki@fpcc.ca
General office phone: 250-652-5952