



Indigenous Arts Program

GUIDELINES: Arts Administrator Internships

COVID-19 Program Information

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 (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.



ARTS ADMINISTRATOR INTERNSHIPS GRANT DESCRIPTION

PLEASE CONSULT WITH THE PROGRAM COORDINATOR BEFORE PREPARING YOUR APPLICATION

The Arts Administrator Internships 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 30, 2021 at 11:59 pm PST

Late proposals will be ineligible

WHO CAN APPLY

For the purposes of this program, the term “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.

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, 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**
- 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 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.
- Equipment rentals.

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.

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' **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
- 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.*

HOW TO APPLY

Applicants are advised to read through the program guidelines and application form and *discuss their project with the Arts Program staff* well before submitting their proposals. The FPCC grant portal allows you to work and save your draft application. Give yourself plenty of time to write your application.

- FPCC Arts uses an online grant portal. Applications must be submitted through this grant portal; If you do not have internet access, please contact program staff
- Under normal circumstances, proposals 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
- Successful applicants must submit a Final Report no later than one month after completion of project



- 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.

PEER REVIEW PROCESS

- Applications will be reviewed by FPCC staff for completeness only
- An interdisciplinary review committee composed of established Indigenous artists and arts professionals will be convened to review all applications and make recommendations,
- **All applicants will be advised of jury decisions approximately 12 weeks after the application deadline - please do not contact staff about the status of your application,**
- 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. **You also 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. You will not be eligible to apply to any of our programs until your final report is submitted.**

Please note that requests far exceed available funds.

PAYMENT OF AWARDS & FINAL REPORT

- Successful applicants will be required to complete a funding agreement before receiving a grant. The funding agreement will be made available through the grant portal,
- **Grants are taxable income and must be reported as such.** Individuals receiving grants on their own behalf or on behalf of a collective are issued T4As for the year in which the grant payment is processed,
- **A Final Report is required one month after the conclusion of your project. You will not be eligible to apply to any of FPCC's grant programs until your Final Report is submitted.**

Please note: We recommend applicants create a profile on the **First Peoples' Arts Map:**

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



FIRST PEOPLES'
CULTURAL COUNCIL
Arts Program

TO DISCUSS YOUR PROJECT IDEAS OR SEEK ADDITIONAL INFORMATION:

please contact:

Sophia Bain

Arts Program Staff

First Peoples' Cultural Council

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

Phone (250) 886 7035

Email: sophia@fpcc.ca

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