

Aboriginal Arts Development Awards



GUIDELINES



Arts Administrators' Internships and Mentorships

PROGRAM OBJECTIVE

The Aboriginal Arts Development Awards Program assists emerging Aboriginal artists or arts professionals, and arts organizations with projects that contribute to professional, artistic and creative development. The program is made possible with support from the BC Arts Council and an investment from the New Relationship Trust.

PROGRAM DESCRIPTION

The Aboriginal Arts Administrators' Internships and Mentorships program will support internship and training opportunities for individuals who have a demonstrated commitment to arts administration and cultural management. To facilitate ongoing community-based work, projects may be structured to support the professional development of an arts administrator 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 mentorship, or
- An individual can arrange a structured relationship with a qualified professional who will provide specific mentorship, at a distance and through organized visits, while the intern is working with an existing community-based organization.

The program will accept applications jointly prepared by potential interns, their mentor and the host organization that will support the placement and/or mentorship. 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. Internships should focus on activities related to community-based arts and culture administration, such as:

- organizing workshops, events and other arts activities
- conducting research
- network building
- support, documentation and promotion of local artists

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

For purposes of this program, the term "Aboriginal artists" will include status, non-status, Métis or Inuit.

GENERAL ELIGIBILITY CRITERIA

To be eligible, applicants must:

- be an emerging Aboriginal arts professional, 19 years of age or older, who has been a resident of British Columbia for at least the past year, AND an Aboriginal arts, cultural or heritage organization
- have previous experience that demonstrates a commitment to arts administration and cultural management
- demonstrate the support of recognized Aboriginal artists, cultural or community leaders
- demonstrate the support of a mentor
- be otherwise ineligible for BC Arts Council support programs

Aboriginal Arts Development Awards will assist with projects initiated and directed by Aboriginal arts professionals and organizations, that are not otherwise eligible for existing BC Arts Council programs.

Full-time students are not eligible for funding through the Aboriginal Arts Development Awards.

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 an Aboriginal arts administrator/cultural manager
- be unrelated to full-time study at an accredited post-secondary institution
- present a balanced and reasonable budget, identifying all sources of required support for the project
- indicate an achievable project timetable.

EXPENSES

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

Maximum amounts

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

APPLICATION REQUIREMENTS FOR INTERNSHIPS OR MENTORSHIPS

To be properly evaluated all proposals must include the following materials and information:

- A completed and signed application form (additional pages may be attached)
- A project description detailing the objectives, activities, timeline and project participants
- Background information about host organization
- Key participants' biographies and/or resumes of artistic, educational and career accomplishments
- A balanced project budget, which details planned expenditures and any additional revenues or support
- If you are working with traditional knowledge, please explain how you have addressed protocols where required.
- **Two current letters of support for the applicants and proposed project. Letters from mentors may also confirm participation.**

Applications may include samples of related work done by the intern, mentor or host organization

This could include a maximum of 10 pages of writing, up to 20 images (in the form of a CD of digital still images in jpg format, slides or photographs), or 10 minutes of video or audio recordings. Include a list that clearly identifies and describes these samples (date, title, materials, size and/or collaborators).

GENERAL INFORMATION

- Applicants are advised to read through the program guidelines and application form, and discuss their project with the Arts Program Coordinator before submitting their proposals.
- Under normal circumstances, forms submitted by FAX or email will not be accepted.
- Send written material on unstapled, single-sided, 8 ½ x11 white paper (when possible).
- If you wish to have your support material returned, please include a **self-addressed stamped envelope** with your application. Please note, the First Peoples' Council 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 person whose name appears as the "applicant" or "contact person" on the application form.

APPLICATION CLOSING DATE

There will be one closing date for applications

Original proposal materials must be postmarked or couriered by

October 15, 2009

Late proposals will be considered ineligible.

ADJUDICATION PROCESS

- Submitting a proposal does not guarantee funding.
- Applications will be reviewed by First Peoples' Council 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 regarding awards.
- Projects emphasizing community participation and benefits to Aboriginal artists will receive priority.
- 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 14 weeks after the application deadline.**
- The First Peoples' Heritage, Language and Culture Council 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.
- Successful applicants must acknowledge the support of the Aboriginal Arts Development Awards Program in all materials produced in relation to the funded project.

For additional information or to request forms, please contact:

The Arts Program Coordinator

First Peoples' Heritage, Language & Culture Council

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

Phone (250) 652-5952

Fax (250) 652-5953

Email: cathi@fphlcc.ca