

2023 Creative Youth Program



Call for Submissions

Overview

The Creative Youth Program aims to provide a paid opportunity for local youth that are exploring a creative discipline and to contribute to the local creative sector. The successful artist will showcase a piece of their creative discipline monthly in the City of Kelowna's Cultural Services e-newsletter. The Creative Youth Program is intended to tap into the skills and perspectives that young people bring to cultural organizations and the community as artists, decision makers and volunteers.

This program advances several areas of the [2020-2025 Cultural Plan](#), specifically, Strategy 9.1: *expand the role of youth in the creative sector*.

We are currently seeking submissions to fill the position starting in September 2023, for a 6-month commitment. The first article for the newsletter is due on the 22nd of each month prior to the first newsletter.

To review examples of past Creative Youth Program participants, please visit [our website](#).

Objectives

The program intends to:

- Provide paid opportunities for local youth to gain experience in their artistic discipline
- Share the experience of youth in our local creative sector with our community; and
- Encourage youth to grow as artists in their home communities.

Eligible Artists

Eligible artists must:

- Be between the age of 15 and 21
- Reside within the Regional District of Central Okanagan
- Be pursuing an artistic discipline of any form
- Be available for a 6-month commitment; and
- Be new to the program and have not participated previously.

The Creative Youth Program welcomes submissions from under-represented artists of all backgrounds including, but not limited to, Indigenous, Black and racialized persons; refugee, newcomer and immigrant persons; two-spirit, LGBTQ+ and gender non-binary persons, persons with DiverseAbilities and those on low-incomes or living in poverty.

Application Process

Apply by completing the online form on our website. Submissions should include a demonstration of their artistic discipline (photograph, etc., if applicable) and a small write-up about their experience as a local artist.

Using the online form, applicants will be required to:

- Provide relevant personal information including contact information;
- Demonstrate their ability to meet the objectives of the program and their eligibility to participate; and,
- Give an overview of the first three months of their submissions, as a sample of what would be expected if they were selected.

Applications are due on June 30, 2023 at 3 p.m. (PST). Applications to this in-take may be considered in future iterations of the program.

We are committed to ensuring equitable access to our submission process. Submitting artists are invited to contact culture@kelowna.ca or 250-469-8650 with questions or comments.

Review Process

All applications will be reviewed by City staff. Decisions will be made based on the following criteria:

- Eligibility for this program
- Ability to meet the program objectives
- Suitability of the sample content
- Diversity in medium and theme of the artistic discipline
- Ability to carry out the program for the allotted duration

Selected artists will be required to sign a Memorandum of Understanding (MOU) outlining their commitment to the program and the expectations of the artist and the City. See Appendix A for a Sample MOU.

Payment

This is a paid opportunity, of \$100 per monthly article, inclusive of all applicable taxes.

Contact Information

If you have any questions, please contact the Cultural Services team.

Phone: 250-469-8650

Email: culture@kelowna.ca

FAQ's

Is there a deadline to apply?

Applications for the September 2023 start date are due on June 30, 2023.

Is any form of art considered?

Yes! Any artform can participate in this program, including but not limited to, interdisciplinary art, social practice art, digital or electronic art, installation, visual art, performance art, music or literary arts.

Please note that along with providing photos of your work (if you are not a writer) you will be required to include a short write-up about the piece and your experience developing it as a youth in the Central Okanagan.

What is the typical timeline for the program?

We are seeking a commitment of 6 months.

It is estimated that it would take the artist 2-3 hours per month to prepare their article.

When would my articles be due?

Your article will be due on the 22nd of each month.

How/when do I receive payment?

Payment is distributed by cheque and will be sent directly to your mailing address, as provided in the Memorandum of Understanding (MOU).

When will I hear back about my application?

Applicants can expect to receive information about their submission by Aug. 1, 2023

Appendix A: Sample Memorandum of Understanding

Memorandum of Understanding

This agreement made the xx day of xx, 20xx

Between:

CITY OF KELOWNA, CULTURAL SERVICES

a municipal corporation having its offices at:

101 - 1360 Ellis Street
Kelowna, British Columbia
V1Y 2A2

(the City)

And:

An independent contractor located at:

Address:

(the Artist)

Whereas:

- A. The City is piloting a Youth in the Arts e-newsletter column dedicated to displaying the experience that Kelowna youth have in the local creative sector; and
- B. The Artist has submitted a proposal with the intent to develop content for the Youth in the Arts e-newsletter column (the Project).

Therefore:

The Memorandum of Understanding (MOU) set out herein between the City and the Artist stipulates the terms of the Project including responsibilities of the respective parties, identification of deliverables and a timeline for completion of principal tasks.

This MOU can be amended at any time by written agreement of the City and the Artist.

The Artist will:

- a) develop 6 monthly, fully prepared articles (the Content) by the 22th of each month on the theme of youth in the creative sector of Kelowna (**September 2022-February 2023**);
- b) provide a headshot that can be used by the City of Kelowna for the purpose of promoting the artist and the project;
- c) abide by all applicable by-laws, statutes, ordinances, and regulations of any government agency;
- d) not assign or transfer any interest in this agreement or the Project without the prior written consent of the City;
- e) indemnify and hold harmless the City and its personnel from all actions, proceedings, losses, expenses, and costs arising out of, or in any way connected with the Artist's project, the construction of the Project, failure by the Artist to pay for labour and materials, contamination of any site resulting from the Project, breach or default by the Artist under this agreement, or any wrongful act, omission, or negligence of the Artist;
- f) manage the Project to ensure that the timelines as outlined above are met;
- g) work collaboratively with the City to develop promotional materials regarding the project;
- h) must acknowledge the relationship with the City of Kelowna on all communications and promotional materials relating to its activities, websites and, social media posts,. Acknowledgement is provided by using the City of Kelowna logo in accordance with prescribed standards. For a copy of the logo and usage guidelines, email culture@kelowna.ca;
- i) create original artworks and not infringe upon any copyright; and
- j) not launch another iteration of this project (or similar concept) during the time period, without written consent from the City.

The City will:

- a) pay to the Artist \$100 per month for a total project cost of \$600, (inclusive of all applicable taxes) 50% payment shall be provided upon execution of this agreement and the final 50% to be provided on **September 1, 2023**, provided there is full compliance with all of the other terms of this agreement; and
- b) the City will designate a contact person for the Artist to direct all inquiries to.

The parties also agree that:

- a) all Content will be submitted in digital format. Additionally, if any Content is deemed incomplete by the City, it will not be accepted by the City, and the City will notify the Artist immediately of the changes required to complete the Content;
- b) any communication by the Artist with the public, including any media organization, with regard to the Project must have approval of the City;
- c) the City will have the right to alter or cease the content at its sole discretion;
- d) the Artist is an independent contractor and is not employee or agents of the City and as such is not entitled to employment-related benefits from the City;

- e) if the Artist violates or fails to comply with any provisions of this agreement, the City may give the Artist notice of default. If the default is not rectified to the City's satisfaction within the time specified in the City's notice, the City may, by giving one week's notice, terminate the Artist's rights under this agreement.
- f) the City has the right to promote the project and artist prior to, during and after the Project. The ability to promote the Project includes but is not limited to photographs of the artist and copies of the articles to be posted where determined appropriate at the discretion of the City.
- g) all communication regarding the Program will be through:

- **ARTIST INFO**

- Cultural Services Branch, City of Kelowna, 1360 Ellis Street, Kelowna, BC V1Y 2A2
Attention: Nicole Cantley, ncantley@kelowna.ca

The signatures below confirm that both parties understand and agree to the terms set out herein.

ACKNOWLEDGED AND AGREED:

By the Artist:

Date: _____

Signature: _____

Print Name: _____

By the City:

Date: _____

Signature: _____

Print Name: _____