

# BC Arts Council Scholarship Program 2019 Guidelines and Application Form

This program supports the development of B.C.'s future professional artists by assisting with pre-professional training of students of the arts. Awards of up to \$6,000 per year are available to B.C. residents who will be attending eligible full-time post-secondary degree or diploma programs or high school half day dance programs. Successful applicants are selected based upon their application and portfolio through a competitive adjudication process. Receipt of funding does not guarantee assistance in subsequent years.

## **DEADLINE: APRIL 30, 2019**

Submit your application by mail (postmark), courier or hand deliver (by 4:00PM) to the address above (Alternate submission options for Portfolio and Artistic Appraisal components).

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[Portfolio Requirements Booklet](http://www.bcartscouncil.ca/guidelines/artists/youth/scholarship_awards.html), [FAQs](#), and [Artistic Appraisal forms](#) available at:  
[http://www.bcartscouncil.ca/guidelines/artists/youth/scholarship\\_awards.html](http://www.bcartscouncil.ca/guidelines/artists/youth/scholarship_awards.html)

***BC Arts Council program guidelines and application forms are revised annually.  
Please ensure you are working with the most current program guidelines for each intake.***

## Territorial Acknowledgement

The BC Arts Council acknowledges it carries out its work on the traditional territories of Indigenous nations throughout British Columbia. We pay our respects to the Elders, past and present, descendants and custodians of these lands. We honour the knowledge keepers and the continuing relationships with Indigenous people in

B.C. that develop through our work together. The BC Arts Council thanks the Lekwungen speaking people and the Esquimalt and Songhees First Nations for allowing us to operate our main offices within their traditional territories.

## About the BC Arts Council: New Foundations

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The BC Arts Council is an agency of the provincial government established by the *Arts Council Act*, for the purposes of:

- Providing support for the arts and culture in British Columbia;
- Providing persons and organizations with the opportunity to participate in the arts and culture in British Columbia; and
- Providing an open, accountable and neutrally administered process for managing funds for British Columbia arts and culture.

In July 2018, the BC Arts Council released [New Foundations: Strategic Plan for the British Columbia Arts Council 2018-2022](#), which articulates the following vision:

*“Artists and cultural organizations in British Columbia are well-supported, thriving, and able to reach their full potential under principles of equity, diversity, accessibility, and reconciliation. Arts and culture are seen as fundamental to developing vibrant and resilient communities, where the people of British Columbia are highly engaged in the province’s unique arts and culture sector recognized for its innovation and leadership in Canada and abroad.”*

### Strategic Directions

The new strategic plan lays out four new strategic directions for the BC Arts Council, intended to facilitate more equitable access to arts funding and informed by the current context facing the arts and culture sector in B.C.:

- Sustainability and Creative Development
- Equity, Diversity and Access
- Indigenous Arts and Culture
- Regional Arts and Community Arts

### Values

The current year is one of transition, as Council’s funding priorities and programs begin to navigate from the previous strategic plan to the full implementation of its new strategic directions. Throughout this transition, Council is highlighting and strengthening some of its previous commitments, as expressed through values such as access, recognition, engagement and consultation, while signalling the new values that will guide all of Council’s decisions and activities, from program design to the peer review process, into the future:

- Artistic Development and Achievement
- Indigenous Engagement and Cultural Vitality
- Equity, Access and Diversity
- Collaboration and Partnerships
- Engagement and Participation
- Recognition and Promotion
- Fair and Transparent Governance

**Considering Cultural Context:** The BC Arts Council is committed to the standards and principles of the [United Nations Declaration of the Rights of Indigenous Peoples \(the Declaration\)](#) and the [Calls to Action of the Truth and Reconciliation Commission](#).

Consider issues around cultural appropriation and ownership if using the cultural expressions, aesthetics or iconography of various communities removed from their social, political and cultural roots. Cultural appropriation can also occur when there is insufficient credit given to the sources of artistic and cultural work. Have you addressed cultural protocols and/or received permissions where required, including appropriate community consent, support, advice and/or collaboration? Address these in your application, if necessary.

## Eligibility

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### Applicant Eligibility

1. At least 15 years of age at the time of application. Applicants who do not meet this requirement must submit a letter outlining reasons for special consideration (subject to approval by the jury).
2. A Canadian citizen or Permanent Resident, able to provide a Canadian social insurance number.
3. A permanent resident in British Columbia. Applicants must be prepared to provide supporting documents.

For the purposes of this program a B.C. resident is one whose primary residence has been in B.C. for at least one year immediately prior to application, and who ordinarily lives in B.C. (for at least six months each year with the exception of attending a post-secondary program of study) and files tax returns to Canada Revenue Agency as a British Columbia resident.

If you spent the year prior to application as a full-time student who has continued studying since high school, your residency may also be defined as the Canadian province in which your parent(s) (your main financial supporter), step-parent(s), sponsor or legal guardian have lived most recently for 12 continuous months.

B.C. residents should carry B.C. Medical, B.C. driver's licence/ID and, if they have student loans, they should be issued by British Columbia. Students also must intend to return to B.C. when their studies are completed.

4. Will be attending an eligible full-time program as per Program Eligibility.

### Program Eligibility

1. Fine-arts diploma or degree program at a recognized college, university, institution or academy, in any country in one of the recognized areas (listed below), or a pre-professional half-day dance program in conjunction with high school studies.

#### Recognized areas of artistic study include:

- arts administration
- community-based arts practice
- museums (museology, conservation, curatorial practice, preparator)
- literary (creative writing, publishing)
- dance (performance, choreography)
- contemporary applied arts (design and craft)
- media arts (film, video, audio/sound art, new media, interactive digital media)
- theatre (acting, directing, technical, design, musical theatre)
- music (performance, composition, conducting)
- visual arts, craft, and curatorial practice

**NOTE:** Priority may be given to courses of study directly related to the student's artistic discipline and where the program or applicant is focused on the development of an independent artistic practice.

2. Full-time course load for 2 semesters between summer 2019 - summer 2020 (one semester full-time is acceptable if completing a program/degree/diploma to be eligible for a half award).

For the purpose of this award, full-time is a full course load for two semesters as determined by the educational institution. If a student fails to maintain full-time status, the student must notify the BC Arts Council and may be asked to return the award. Dance half day programs require a full-time combination of half-day dance program and half high school studies.

Recipients of awards must advise the Program Officer, Scholarship Awards Program, in writing, of changes in their program of study. Awards are not automatically transferable from one institution or program to another.

In limited circumstances, applications for full-time studies (such as some certificate programs) that support the development of B.C.'s future professional artists but do not meet all of the required criteria (including type of program) may be eligible, subject to a review process.

- Consult with the Scholarship Program Officer regarding proposed course of study.
- Submit a statement describing rationale for pursuing this course of study, and how it aligns with the intentions of the Scholarship Awards Program, with the completed application.
- Applications will be reviewed by Management Committee as well as by the Scholarship Adjudication Committee. These committees will determine the eligibility of the studies and the merit of the application.

**NOTE:**

- Applicants are invited to contact the BC Arts Council to establish eligibility and discuss their application prior to submission.
- You do not have to know, at the time of application, if you are accepted into a study program.

**Disciplines and areas of study not recognized for eligibility under this program include:**

- language study
- journalism
- interior design
- teacher training (including fine arts education programs)
- architecture
- music or dance pedagogy
- music, dance, or art therapy
- history of art, general art appreciation, and work of an essentially academic nature
- apprenticeships or mentorships
- summer only programs

Assistance is **not** available for travel expenses, basic workshops, seminars, individual projects, summer school programs, or retroactive use.

## Grant Amounts

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The maximum award level is \$6,000 for full-time studies of two semesters (maximum \$3,000 if attending a final single semester).

**Junior Studies** include programs up to and including the second year of a university, academy or college program. Junior study awards are **available a maximum of four times**.

**Senior Studies** include programs following completion of the second year of undergraduate studies, professional diploma programs, or graduate studies. The applicant must be majoring in the applicable arts program. Senior study awards are **available a maximum of six times**.

**NOTE:** Ballet students: See dance section of the *PORTFOLIO REQUIREMENTS* booklet to determine level of study.

## Adjudication Process

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Application forms and updated guidelines are available in February. Merit-based, independent assessment is the primary method of evaluation.

Application steps:

- The British Columbia Arts Council receives applications and acknowledges receipt, by email, within 4 weeks of the application deadline.
- Council staff reviews applications for eligibility.
- A jury, with expertise in particular artistic discipline(s), genre(s) or practice(s), evaluates the proposals using the assessment criteria outlined below and determines the successful applicants.
- Council informs each applicant of the decision in writing (email or letter). Results are not available over the phone. Feedback may be requested once results are released.

After the deadline, applicants are encouraged to provide updates to their contact information, proposed course of study, or transcripts.

## Assessment Criteria

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The Scholarship Program is highly competitive with an average of one in four recipients. Samples of work should best demonstrate abilities, progress, and potential according to program guidelines.

Applications are evaluated on:

- Calibre of work and demonstrated ability. Portfolios are the primary component of adjudication and are considered across applications at the same level of study in competition with all submissions. Quality of presentation is a consideration;
- Applicant's goals and achievements;
- Artistic Appraisals; and,
- Nature and length of the proposed program of study and how it relates to the applicant's objectives.

## Notification of Awards

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- Results are sent in out in August.
- Awards are paid to the applicant once proof of registration from the approved institution is received.
- After January 15, 2020, awards may be cancelled if sufficient documentation has not been provided.
- Awards are paid in full in Canadian dollars.
- The Ministry of Finance will issue T4As to award recipients by the end of February.

## Application Requirements and Checklist

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Please complete and submit the following. Incomplete or ineligible applications will not be reviewed by the jury.

- Section 1-6 **Scholarship Awards application form** with written statements
- Section 7 **Portfolio** of recently completed work **and Portfolio Inventory** list.  
See [Portfolio Requirements Booklet](#) for details
- Section 8 **Repertoire or CV** (optional for writing, design, craft, visual arts, media arts)
- Section 9 **Additional Information:**
  - Two Artistic Appraisals** (confidential, sent separately via mail or email)
  - Letter of acceptance** (when available).
  - Transcript** (unofficial with final spring grades)
- Section 10 **Declaration and Signatures**

If the applicant cannot provide transcripts or a letter of acceptance by the application deadline, the applicant must include, in the application, a letter explaining the reason for the omission. Any updates to contact information, grades, or course of study are possible after the deadline by contacting the program officer, in writing or via email.

### Required if an award is granted:

**Proof of Registration** Official documentation from the institution verifying registered full-time course load for two semesters between summer 2019 - summer 2020.

Awards are paid only when the applicant supplies **proof of full-time registration** from the approved institution. The Council prefers a letter provided through the registrar's office, indicating the student's name and program, confirming full time status for two upcoming semesters of studies. Applicants are encouraged to provide this information as soon as they have registered, but no later than January 15, 2020, or the award may be cancelled.



**Section 1: Applicant Profile**

Have you received Scholarship funding from this program in the past? No <input type="checkbox"/> Yes <input type="checkbox"/> Please specify which year(s): _____	<b>FOR BCAC USE ONLY:</b> FILE # _____
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<b>PERSONAL DATA</b>	
Name: _____ <small style="display: flex; justify-content: space-between; width: 100%;"> <span>LAST NAME</span> <span>FIRST NAME</span> <span>MIDDLE NAME(S)</span> <span>Any Previous Name Known By</span> </small>	
Present Address: _____ City/Province/Country: _____	Send correspondence to: <input type="checkbox"/> Present Address <input type="checkbox"/> Permanent Address Postal Code: _____
Telephone: _____ Permanent Address (if different from above): _____	Email: _____ Permanent Phone #: _____ Social Insurance Number (mandatory): _____
Date of Birth: ____ yy ____ mm ____ dd Age as of April 30, 2019: _____	Remember Let the office know if you move so we can make sure correspondence goes to the correct address. Add <a href="mailto:BCArtsCouncil@gov.bc.ca">BCArtsCouncil@gov.bc.ca</a> to your safe senders list to ensure you receive communications.

<b>PROOF OF RESIDENCY:</b> I am a Canadian Citizen <input type="checkbox"/> I am a Permanent Resident <input type="checkbox"/> (Proof of legal status attached)	
I am a resident of British Columbia and will supply proof of residency if requested <input type="checkbox"/>	
Permanent Resident of B.C. since: MONTH _____ YEAR _____	
Province in which your 2019 federal income tax return was filed: _____	
Have a valid BC ID or driver's license: Yes <input type="checkbox"/> No <input type="checkbox"/> If not, from where: _____	
Have valid BC medical: Yes <input type="checkbox"/> No <input type="checkbox"/> If not, from where: _____	
Student Loan: Yes <input type="checkbox"/> From which province? _____ No <input type="checkbox"/>	

<b>INSTITUTION AND PROGRAM OF STUDY</b> –Proposed studies between summer 2019 and summer 2020	
Level of study: <input type="checkbox"/> Junior <input type="checkbox"/> Senior	
Institution Name: _____	
City: _____	Province/State & Country: _____
Name of degree or diploma sought with major (i.e. Bachelor of Fine Arts, Major in Visual Arts): _____	
Total duration of degree or diploma (i.e. 4 years, Sept. 2016 – April 2020): _____	
Upcoming study period (Year and month) (i.e. Sept. 2019 – April 2020): _____	

## Section 2: Adjudication

Check one of the follow to determine the adjudication panel which will assess your application. Should you have multiple focuses, please check your primary focus. If your practice is not represented or your work is interdisciplinary please specify under “Other”.

For office use only									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### CONTEMPORARY APPLIED ARTS

<input type="checkbox"/> carving	<input type="checkbox"/> furniture	<input type="checkbox"/> graphic & web design	<input type="checkbox"/> illustration	<input type="checkbox"/> textiles
<input type="checkbox"/> ceramics	<input type="checkbox"/> glass	<input type="checkbox"/> industrial design	<input type="checkbox"/> metal & jewellery	

### CREATIVE WRITING

<input type="checkbox"/> fiction	<input type="checkbox"/> juvenile	<input type="checkbox"/> poetry	<input type="checkbox"/> screenwriting & playwriting	<input type="checkbox"/> spoken word
<input type="checkbox"/> graphic novel	<input type="checkbox"/> non-fiction			

### DANCE

<input type="checkbox"/> choreography	<input type="checkbox"/> classical ballet performance	<input type="checkbox"/> contemporary ballet performance	<input type="checkbox"/> contemporary/modern dance (non-ballet)
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### MEDIA ARTS

<input type="checkbox"/> animation	<input type="checkbox"/> film	<input type="checkbox"/> interactive digital media	<input type="checkbox"/> new media	<input type="checkbox"/> video
<input type="checkbox"/> audio/sound art				

### MUSIC

<b>Brass:</b> <input type="checkbox"/> Trumpet <input type="checkbox"/> French Horn <input type="checkbox"/> Trombone <input type="checkbox"/> Tuba  <input type="checkbox"/> Composition <input type="checkbox"/> Conducting  <input type="checkbox"/> Jazz <small>(check instrument and/or composition)</small>	<b>Keyboards:</b> <input type="checkbox"/> Piano <input type="checkbox"/> Collaborative Piano <input type="checkbox"/> Organ  <input type="checkbox"/> Percussion <small>(specify major instrument)</small>	<b>Strings:</b> <input type="checkbox"/> Violin <input type="checkbox"/> Viola <input type="checkbox"/> Cello <input type="checkbox"/> Bass (double bass) <input type="checkbox"/> Guitar <input type="checkbox"/> Harp	<b>Voice:</b> <input type="checkbox"/> Soprano <input type="checkbox"/> Mezzo Soprano <input type="checkbox"/> Contralto <input type="checkbox"/> Tenor <input type="checkbox"/> Baritone/Bass	<b>Winds</b> <input type="checkbox"/> Flute <input type="checkbox"/> Oboe <input type="checkbox"/> Clarinet <input type="checkbox"/> Bassoon <input type="checkbox"/> Saxophone
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### VISUAL ARTS

<input type="checkbox"/> drawing & painting	<input type="checkbox"/> mixed media	<input type="checkbox"/> performance	<input type="checkbox"/> photography	<input type="checkbox"/> sculpture
<input type="checkbox"/> installation	<input type="checkbox"/> multimedia		<input type="checkbox"/> printmaking	<input type="checkbox"/> socially engaged practice
<input type="checkbox"/> material practice				

### THEATRE

<input type="checkbox"/> acting	<input type="checkbox"/> directing	<input type="checkbox"/> musical theatre	<input type="checkbox"/> technical & design
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- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> ARTS ADMINISTRATION           | <input type="checkbox"/> CURATORIAL |
| <input type="checkbox"/> COMMUNITY-BASED ARTS PRACTICE | <input type="checkbox"/> MUSEOLOGY  |
| <input type="checkbox"/> CONSERVATION                  |                                     |

Other Discipline or specialization (please explain)
_____



**Section 3: Educational History**

NAME OF INSTITUTION CURRENTLY ATTENDING:		CURRENT LEVEL/YEAR (completed):	PROGRAM / MAJOR:
<b>TRAINING HISTORY – BEGIN WITH MOST RECENT INSTITUTION</b>			
INSTITUTION (and location)	PROGRAM	DATES ATTENDED	DIPLOMA/DEGREE HELD, LEVEL ACHIEVED
PRIVATE INSTRUCTION	AREA OF SPECIALIZATION	LENGTH OF COURSE	DEGREE OR GRADE ACHIEVED

**Section 4: Financial Data**

<b>BUDGET FOR PROPOSED YEAR OF STUDY:</b>		
<b>TYPE OF EXPENSE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Tuition/Instructor's Fees		
Living Expenses		
Equipment/Instruments		
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		
	<b>TOTAL COSTS</b>	
<b>SOURCES OF INCOME</b>		
Employment Revenue		
Other Scholarships or Bursaries or Loans		
Other (specify)		
Other (specify)		
BC Arts Council Scholarship: up to \$6,000		
	<b>TOTAL INCOME</b>	

**Section 5: Confidential Artistic Appraisal Information**

**Please list the two references completing the *Artistic Appraisal - Confidential Report on Candidate* forms; one must be your current instructor. These must be submitted on or before April 30, 2019 and have applicant's name in the subject line if submitted via email.**

(1)	Name	Title
	Institution	Email
(2)	Name	Title
	Institution	Email

## Section 6: Artistic Information Written Submission

Answer the following

1. List major exhibitions, examinations, productions, publications, or festivals and any significant recognition achieved (including when and in what capacity). If box is insufficient, a separate page or CV may be attached.

2. Outline your reasons for entering your chosen program/course of studies. (one paragraph)

3. Artistic statement (one page): This statement explains the nature of your work, your goals in your chosen field of study and how you are active in your discipline. It may also describe your creative process, philosophy, vision, and passion. For work in a specific cultural context this would be an appropriate place to explain your relationship to that work and how appropriate protocols are being addressed. **(one-page, 500 words max, double-spaced, font size 11).**

CLOSED

## Section 7: Portfolio

A portfolio of current work must accompany this application.

**SEE SPECIFIC REQUIREMENTS FOR EACH DISCIPLINE IN THE [PORTFOLIO REQUIREMENTS BOOKLET](#).**

The British Columbia Arts Council is not responsible for lost or damaged portfolios.

Ensure that all submissions are clearly labelled and match this inventory.

Materials sent in excess of requirements may disqualify an application.

### Description requirements for the following Portfolio Inventory

**ARTS ADMINISTRATION/COMMUNITY-BASED ARTS PRACTICE/MUSEOLOGY:** CV and 10 page essay/paper

Provide **title, publication information** (when/where), and **date which work was completed**.

**CONSERVATION STUDIES** CV and 10 page essay/paper

Provide **title, publication information** (when/where), and **date which work was completed**.

Project documentation, for each object, provide **name of object, age of object, image descriptions, material, size, and technical comments**.

**CURATORIAL STUDIES** CV and 3-5 page exhibition proposal.

Provide **title, publication information** (when/where), and **date which work was completed**. If providing visual documentation, title, artist, size execution date etc.

**CREATIVE WRITING** Up to twenty pages.

Provide **titles, publication information** (when/where), and **date when work was completed**. For partial works, a paragraph providing story context or summary may be included as part of the submission.

**DANCE** Sample of work not to exceed 10 minutes, including three selections

Provide **name of selection, choreographer, date and venue of taping session. List duration of the complete work, if an excerpt is performed**. Description to identify the applicant when working with partner or group.

Provide your **name, current institution and level of study in your video introduction**.

**MEDIA ARTS** Sample of work not to exceed 10 minutes

Provide **name(s) of selection(s), title, your role(s) or credit(s), genre, production date(s), length, names and roles of collaborating artists**.

**MUSIC** Three selections

— **COMPOSITION**

Provide name of **selection, date of composition, instruments, date and place of performance, names of performers**.

Please clearly label and number portfolio and scores in the order in which the works should be heard.

— **INSTRUMENTAL**

Provide **name of selection, composer, date of performance/recording**.

— **VOICE**

Provide **name of selection, composer, date of performance/recording and language**.

**THEATRE** Sample of work not to exceed 10 minutes, including three selections

— **ACTING, DIRECTING AND MUSICAL THEATRE**

Provide **name of production, role, author and relevant production details** (date, venue, producer, director where produced, length etc.)

— **TECHNICAL AND DESIGN**

Provide **name of production, authors of the works presented, dates, applicant's role/work done, any special design considerations**, and the **dates, venues, and producing organizations**, if applicable. Please identify where samples are showing the same work at different stages (i.e. drawings and in production).

**VISUAL ARTS & CONTEMPORARY APPLIED ARTS** Twelve images

All files must be correspondingly numbered starting with your most recent work. (Do not send original works.)

Provide **title of works, medium or technical specification, size, execution date (and role if work was collaborative)**.

## Portfolio Inventory

Complete the form below for portfolio works accompanying this application.  
 Indicate the order in which the items should be viewed/heard and timecodes to start viewing video materials.  
 See previous page for description information

Name of Applicant \_\_\_\_\_ Discipline \_\_\_\_\_

Format of Support Material (i.e. DVD / printed essays / web link) \_\_\_\_\_ Number of physical items (i.e. 1 DVD, 1 USB flash drive) \_\_\_\_\_

Please indicate what platform(s) is necessary to view your portfolio material (i.e. Win DVD, QuickTime, Web browser, DVD Player, Windows Picture viewer for .jpps, etc.) \_\_\_\_\_

<input type="checkbox"/> I am submitting my portfolio using Vimeo	Hyperlink: _____ Password: _____
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I am submitting my portfolio via the BC Arts Council website upload <https://bcac-upload.econ.gov.bc.ca>

Item No.	Title/Name of Selection	Date of Performance/Creation	Description (see pg. 6) and timecode (if applicable):

A CV may be included instead of this page. CVs for Creative Writing/Visual Arts/Design/Craft/Media Arts disciplines are optional and encouraged.

## Section 8: Performing Arts Repertoire

Name of Applicant \_\_\_\_\_ Discipline \_\_\_\_\_

Applicants in the performing arts (dance, drama, music) are requested to list repertoire established in the past 2 years. List repertoire starting with most recent works.

- (a) **Acting and dance** students should indicate roles they have performed/choreographed/composed.
- (b) **Music** students should provide a list of solo, chamber and/or significant orchestral works performed.
- (c) **Directing** students should indicate works they have directed and other related theatrical experience.
- (d) **Technical theatre** students should indicate work experience for theatrical productions and course projects.

## Section 9: Application Attachments

### Artistic Appraisals

Two confidential appraisals are required commenting on the applicant’s artistic merit, ability, and potential.

- These should be submitted on the appropriate [forms](#). It is the applicant's responsibility to advise referees that these appraisals must be completed and submitted. Letters not on forms but addressing the same criteria will also be accepted.
- At least one appraisal must be completed by a current (or most recent) teacher/tutor. Other options for referees include curators, editors, etc.
- These are due for the April 30th postmark deadline and can be submitted:
  - (a) with the application in a sealed envelope signed by the referee across the seal; or
  - (b) forwarded directly to the BC Arts Council by the referees (via mail or email; for email please include applicant’s name in the subject line).

### Letter of acceptance

A letter from the proposed institution of study if entering first year or a new program. The Letter of Acceptance differs from Proof of Registration. The letter is necessary for an applicant to be eligible for an award. Where students are continuing in the same program at the same institution, the transcript of grades will be used as proof of acceptance. This may be submitted after the deadline when available.

### Transcripts

A final copy of grades from the applicant’s most recently completed period of study is required to complete the application. If final spring grades are not available at the deadline, enclose a copy of the interim transcript for the deadline and provide an update when final grades become available. (official transcripts not required).

## Section 10: Collection and Consent

In submitting this application, we the undersigned hereby declare that:

- a) the applicant meets all of the criteria of fundamental eligibility for this program;
- b) to the best of our knowledge and belief the information provided in this application is complete and true in every respect;
- c) any personal information submitted with this application has been done so with authorization from the individual(s) concerned.

*The information on this application is collected in accordance with Section 26(c) and (e) of the Freedom of Information and Protection of Privacy Act and will be used for the following purposes: tracking and distributing funding, program evaluation and development, communication and outreach. Personal information may be disclosed to external jurors in order to adjudicate this application, and the applicant’s name, location, funded activity and award amount may be made publicly available should funding be awarded. If successful, your Social Insurance Number will be disclosed to Canada Revenue Agency through the issuance of T4As.*

Print Name	Date (YYYY/MM/DD)	Signature of Applicant	Signature of Parent or Guardian if applicant is under 16
If you have questions about the collection, use, or disclosure of personal information please contact Director, BC Arts Council, 800 Johnson Street, Victoria, B.C., V8W 9W3 Phone: (778) 698-3533.			