

# PROGRAM GUIDELINES 2020/21

## SCHOLARSHIPS AWARD PROGRAM

### 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 BC Arts Council’s values guide all decisions and activities, from program design to the peer review process. We strive for constant improvement under these values in how we serve artists and cultural organizations throughout B.C.

- 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

## About the Scholarship Program

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This scholarship 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.

## Application Deadline and Submission

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The deadline for Scholarship applications is **April 30, 2020, no later than 11:59 p.m.** All applications must be submitted via the online application system.

Applicants need to register on the [new online system](#) before submitting an application. The registered applicant must be the student applying for the award. Please note that approval of a new registration request may take up to 4 business days. New registrants will be notified of approval and access to grant applications. Applications by mail, email or fax will not be accepted.

Please contact the Scholarship Program Officer if you have any accessibility or accommodation considerations in the application process or program eligibility.

## Eligibility Requirements

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**Applicants are encouraged to contact the BC Arts Council's Scholarship Program Officer to establish eligibility and discuss their application prior to submission.**

### Applicant Eligibility

#### **An applicant must be:**

- Attending an eligible full-time program as per Program Eligibility below.
- 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 adjudication committee).
- A Canadian citizen or Permanent Resident, able to provide a Canadian social insurance number.
- 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
- One 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
- One who 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 to be considered a B.C. resident.

**NOTE:**

Eligible applicants may apply to both this Scholarship Award Program and the Indigenous Arts Scholarship Program, offered by [First Peoples' Cultural Council](#), however, only one award can be accepted if applicant is successful in both.

### Program Eligibility

**An eligible program of study must be:**

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

**Recognized fields 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
- Full-time course load for 2 semesters between summer 2020 - spring 2021. One semester full-time is acceptable if applicant is completing a program/degree/diploma (in such a case applicant is only eligible for half of the maximum award amount). For the purpose of this award, full-time is a full course load for two semesters as determined by the educational institution.

**NOTE:**

- Priority will 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.
- You do not have to know at the time of application if you are accepted into a study program. However, you will have to provide documentation of acceptance if you receive an award.
- Recipients of awards must advise the Scholarship Program Officer, in writing, of changes in their program of study.
- Awards are not automatically transferable from one institution or program to another.
- Assistance is not available for travel expenses, basic workshops, seminars, individual projects, summer school programs, or retroactive use.

- 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.
- 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 Scholarships Award Program, with the completed application.
  - Applications will be reviewed by B.C. Arts Council staff as well as by the Scholarship adjudication committee. These committees will determine the eligibility of the studies and the merit of the application.

### Program Exclusions

**Disciplines and fields 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

### 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 Checklist](#) to determine level of study.

### Application Requirements

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All applicants, especially those new to this program, are urged to discuss their program of study and eligibility with the program officer prior to applying.

**It is the applicant's responsibility to ensure applications are complete. The BC Arts Council will not contact applicants to address errors or to request missing application requirements, including support material. Eligible applications will be assessed as they have been submitted.**

All applicants must create an Applicant Profile by registering with the new online system before they can apply and should ensure all information and documentation in their online Profile is up-to-date with each subsequent application.

Applicants must submit a complete online application including all requested support material. All support materials must be submitted via the online system unless otherwise indicated.

**The online application must include:**

- A portfolio and inventory of recently completed work (see [Portfolio Requirements Checklist](#)).
- Names and email address inviting a minimum one and up to two people who can each provide a letter of reference. Please ensure one is a current or recent instructor who is familiar with your practice, program of study and current work.  
**NOTE:** Letters of reference are confidential and will not be seen by the applicant. Appraisers listed in the application will be contacted directly and asked to complete a form through the online system. Emails are generated via the system and come from <noreply@smartsimple.com>.
- Letter of acceptance from institution, if available, for applicants entering a new institution or program of study.
- Applicants under the age of 19 at the time of application must have a parent or guardian's consent in order to apply to the BC Arts Council scholarship program. This declaration of consent is part of the online application form.
- A curriculum vitae (CV) is highly encouraged for all senior applicants and required as part of the portfolio for Arts Administration and Museology applicants. No more than two pages.
- The most recent transcript from current studies. An unofficial transcript with final spring grades is acceptable; if final grades are not yet available, interim grades should be submitted for the application deadline and final grades emailed once available.

**NOTE:** If 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 and submit the documents as soon as possible after the application deadline as outlined below.

**After online application submission deadline:**

Application updates (such as the following) are possible after the April 30 deadline by contacting the program officer, in writing via email:

- Letter of acceptance from institution, if not previously provided
- Change in contact information
- Transcript of most recent grades, if not previously provided
- Change in program or course of study
- Change in enrolment status

**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 2020 - spring 2021.

**NOTE:** Awards are paid in two instalments only when the applicant supplies **proof of full-time registration** from the approved institution. The BC Arts Council prefers a letter provided through the registrar's office, indicating the student's name and program and 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, 2021, or the award may be cancelled.

## Equity and Cultural Context

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In its Strategic Plan [New Foundations: 2018-2022](#), the BC Arts Council makes a commitment to principles of equity, diversity, accessibility, and truth and reconciliation in all of its programs and processes. The Council also conducts its own operations and funding activities in accordance to legislation such as the [BC Human Rights Code](#), [Accessible Canada Act](#) and the [United Nations Declaration of the Rights of Indigenous Peoples](#), as well as [Calls to Action of the Truth and Reconciliation Commission](#).

The BC Arts Council acknowledges the cultural, geographic and regional diversity of the province, and recognizes the distinct and varied contexts of Indigenous, cultural and regional communities. The BC Arts Council also recognizes that all artistic practice exists within diverse and specific cultural contexts. All applicants are encouraged to contemplate a variety of factors around cultural appropriation, representation, and equitable and ethical collaboration processes, and to clearly position their work within its cultural context within their application.

## Assessment Criteria

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The areas of assessment are set out below, along with their relative weighting.

In each area of assessment, the adjudication committee considers the detailed written statements, portfolio and other support material provided.

The Scholarship Program is highly competitive with an average of one in four recipients receiving an award.

### ARTISTIC WORK (60%)

Portfolios are the primary component for this assessment. Calibre of work and demonstrated ability will be considered within the context of applicant's current level of training. Samples of artistic work should be selected to best demonstrate abilities, progress and potential. Critical self-reflection is encouraged in the Artistic Statement.

### IMPACT OF STUDY (30%)

This assessment focuses on potential impact of the proposed program on the artistic development of the applicant and alignment with applicant's stated goals. The adjudication committee may consider clarity of training goals, alignment with the scholarship program guidelines, barriers to access and cultural context.

### ACHIEVEMENT AND CONTRIBUTION (10%)

This assessment considers an applicant's past performance, achievement, involvement in their field of practice and/or previous recognition.

## Adjudication Process

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Merit-based, independent assessment is the primary method of evaluation. All applications are assessed by peer review juries. Juries are comprised of individuals with expertise in particular artistic disciplines, genres or practices. When selecting jury and committee members, the Council considers broad professional knowledge, expertise, geographical representation and diverse aesthetic, institutional, and cultural viewpoints, including those from Indigenous perspectives.

### **The following process is used to evaluate every application:**

- The British Columbia Arts Council receives applications via the online system.
- Council staff reviews applications for eligibility.
- The jury evaluates the applications using the assessment criteria outlined above and determines the level of funding and conditions on payment of awards.
- Council informs each applicant of the Jury's decision in writing.

Applicants are urged to contact their program officer for feedback on their applications.

## Notification of Awards

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Applicants will be notified of the result of their application in August. Notification will be sent via the online system to the applicant as listed in the online application. Results will not be released by telephone or regular email.

## Payment of Awards

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All payments of grant monies to the grant recipient are subject to an authorizing appropriation under the Financial Administration Act.

- Payments are mailed once all additional paperwork (such as proof of full-time enrolment) has been received by Council staff.
- Awards are paid in two instalments to the successful applicant (or one instalment if applicant receives half award of \$3,000)
- After January 15, 2021, awards may be cancelled if sufficient documentation has not been provided.
- Awards are paid in Canadian dollars.
- Students who do not remain full-time are no longer eligible to receive the award.

**NOTE:** Applicants must provide updates to B.C. Arts Council regarding their contact information, proposed course of study, transcripts, or enrolment status.

The British Columbia Arts Council reserves the right to redistribute, delay or suspend payments if the recipient:

- Does not carry out its planned program of activities
- Undergoes major changes in artistic or administrative direction
- Does not meet its obligations as a grant recipient, including submission of proof of registration and full-time enrolment status
- Fails to comply with legal obligations
- Fails to respect the commitment to provide a safe and respectful workplace free from harassment, discrimination and sexual misconduct.

**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.

## Confidentiality and Recognition of Awards

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### Confidentiality of Information

The collection, use, and disclosure of personal information are subject to the privacy provisions of the Freedom of Information and Protection of Privacy Act. The applicant's information will be shared in confidence with members of the adjudication jury. The names and locations of successful award recipients may be published, along with the amount of the award, in the Annual Report of the BC Arts Council as well as in various communications and promotional vehicles of the BC Arts Council and Government of British Columbia. Social Insurance Numbers are provided to Canada and Revenue Agency through the issuance of T4As.

### Recognition of Assistance

In recognition of funding, the support of the BC Arts Council and the Province of British Columbia should be acknowledged in all promotional materials, both hard copy and online. The approved BC Arts Council and provincial logo and graphics standards are available [online](#) in a variety of ready-to-use digital formats. The joint logo should be used on posters, brochures, print ads and programs and used where possible on media releases and signs related to the funded project.

As well, funded organizations with a website are encouraged to add a link to the BC Arts Council website.

## Contact Information

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All applicants must discuss the eligibility of their proposed request with the program officer prior to submission.

Anissa Paulsen – Program Officer  
236-478-2560 | [Anissa.Paulsen@gov.bc.ca](mailto:Anissa.Paulsen@gov.bc.ca)

A full list of program officers is available on [our website](#).

For general information or further assistance, please contact:

Telephone: 250 356-1718  
Email: [bcartscouncil@gov.bc.ca](mailto:bcartscouncil@gov.bc.ca)

**Program guidelines are reviewed annually.  
Please ensure you are working with the most current program guidelines for each intake.**