

BC ARTS COUNCIL SCHOLARSHIPS AWARD PROGRAM PORTFOLIO REQUIREMENTS CHECKLIST

Program Impacts and Changes Due to COVID-19



The BC Arts Council recognizes the immense and unprecedented impact the COVID-19 pandemic is having, and will likely continue to have, on the B.C. arts and culture sector. While every effort will be made to minimize revisions after posting, program guidelines may need to be updated to align with the most current provincial and federal orders and directives and public health information.

In light of this evolving situation, please take note of the following general considerations:

- Ensure you are always working with the latest version of the program guidelines, as posted on the BC Arts Council website. The posting date is identified at the bottom of the page, and any changes to the guidelines made after the original posting are highlighted.
- A temporary blackout has been placed on new funding and applications for activities that involve travel and/or in-person gatherings between March 26 and June 30, 2020. This date could be adjusted if the current provincial and federal orders and directives in place are extended.
- Your application will be adjudicated to the best of the adjudication panel's ability based on the published program guidelines and the assumptions addressed within the proposal, recognizing that the responses to COVID-19 may continue to shift rapidly.
- If your application is successful, you may need to adjust your project to respond to further developments in the COVID-19 pandemic that were unknown at the time of application and/or adjudication. Please contact your program officer, who will work with you to find creative and flexible approaches to uphold the original intention of your funded project, including remote or virtual solutions.
- The most up-to-date information will always be posted on our dedicated [COVID 19 FAQ page](#) and individual program pages. Updates will also be announced on our [Facebook](#), and [Twitter](#) accounts.

IMPORTANT CHANGES TO THIS PROGRAM:

2020-03-26 – Submission deadline extended to May 15, 2020

This document outlines the portfolio requirements for the **BC Arts Council Scholarships Award Program** application by field of practice. Portfolio materials and the portfolio inventory must be uploaded to the online application form and submitted prior to the **May 15 deadline**. Please see the Scholarship Guidelines for complete information on application requirements.

Portfolio materials are the most significantly weighted part of the application evaluation process in this competition. Samples of work should best demonstrate the applicant's abilities, progress, and potential.

GENERAL PORTFOLIO CONSIDERATIONS

- All portfolio submissions must be submitted as part of the online application.
- Do not send original or hard copy artworks in any medium.
- The majority of a candidate's artistic work submitted in support of this application must have been produced, created, performed or completed within the past year.
- The applicant should be clearly identified in any group work.
- It is up to the applicant to select the portfolio platform within the parameters of the discipline which most appropriately shows their work. Please consult with the Program Officer if a combination of material types better suits the nature of the work.
- Description of portfolio sample(s) is captured in the Portfolio Inventory as part of the online application.
- Excess support material will be removed from the application and not forwarded to the adjudication committee. In some circumstances

Portfolio Submission:

NOTE: Portfolio materials must be submitted as part of the applicant's online application.

Naming: Please label each file with:

SURNAME, GIVEN NAME, ORDER NUMBER, and TITLE OF WORK . FILE EXTENSION (.jpg, .mp3, etc.)

For example: SmithSara01Painting.jpg.

The order number will ensure the works are presented chronologically and follow your Portfolio Inventory list. Do not put any special characters or symbols or quotation marks (e.g. #?_"&| ...) in the file name. Include the extension in the file name.

The following file extensions are supported:

Audio: .mp3,.flac,.wma,.wav,.ra,.rm,.mid,.midi,.ogg

Video: .mp4,.mov,.flv,.ogv,.webm,.wmv,.mkv,.avi,.mov,.rm,.asf,.rmvb,.mpg,.mpeg,.mpg,.mp2,.m4v

Image: .jpeg,.jpg,.gif,.png,.bmp

Written material: .pdf

(Videos may take a few minutes before they become accessible while they are copied to a media server. The preview thumbnail will appear as 3 dots until this is completed.)

URLs: Large files and video (over 2GB) can be submitted via link to an external website, such as Vimeo (<https://vimeo.com/>). You may choose to password protect your submission and we require that it stay live from **May 15th** until August 30th. For details on compression see <https://vimeo.com/help/compression>. Include the hyperlink and password (if necessary) on the Portfolio Inventory found in the application form.

NOTE: Do not upload compressed files, or any material requiring software, plug-ins, extensions or other executables to be downloaded or installed.

Before submitting your final online application, **test the portfolio materials to make sure that they are readable and of good quality**. It is the responsibility of the applicant to ensure all portfolio submissions are in a readable format. Poor-quality images and recordings may adversely affect the application's chances of success.

Portfolio Formats

Digital Images

Suggested **minimum** parameters for each image:

Resolution 72dpi

1024x768 pixels

500K

The following image formats are not accepted: PowerPoint, PDF, slideshows.

Video and Audio Files

Works should be indexed for each sample. On the Portfolio Inventory list found within the online application provide the following for each work submitted:

- the timecode at which you wish the committee members to start their viewing/listening or any specific sections you want to draw their attention to
- information to identify the applicant in any group material

Writing samples

Writing portfolios must be submitted as PDF files. All writing should be double spaced in 11 pt font (except poetry which may be single spaced).

Papers and essays will be evaluated based on clarity of ideas and quality of writing, including correct spelling and grammar.

Portfolio Inventory

Within the online application, there is a Portfolio Inventory that provides a space to list and describe individual submissions. Applicants will be asked to catalogue the following for each submitted work:

- Item Number
- Title, Name of submission
- Creation (or performance) date
- Description of work (or other notes specific to your discipline as outlined below)
- URL (if applicable)

Discipline Specific Requirements

Arts Administration & Community-Based Arts Practice

- A curriculum vitae (CV) outlining relevant experience in arts administration or community arts practice.

- A paper or essay, published or unpublished, in the field of arts administration or community-based arts practice, which deals with issues of concern in the field. Must not exceed 10 pages.
- Community-Based Arts Practice applicants may also include visual or audio documentation of relevant projects (please catalogue on the Portfolio Inventory).

Conservation Studies

- A curriculum vitae (CV) outlining relevant experience.
- A paper or essay, published or unpublished, in the field of conservation, that deals with issues of concern in the field not to exceed 10 pages,
- Documentation of a conservation project (if applicable), not to exceed five images (please catalogue on the Portfolio Inventory).

Museology

- A curriculum vitae (CV) outlining relevant experience.
- A paper or essay, published or unpublished, in the field of museology, that deals with issues of concern in the field. Must not exceed 10 pages.

Curatorial Studies

- A curriculum vitae (CV) outlining relevant experience.
- A proposal for an exhibition of 3 to 5 pages that discusses the concept, design, installation, and interpretation of the exhibition. Be specific about the venue (fictitious or actual) in which the exhibition will be presented and how it extends the mandate of the venue.
- Additional materials may be included. Visual documentation not to exceed 12 images (please catalogue on the Portfolio Inventory).

Creative Writing

- Portfolios must not exceed 20 pages. Additional pages will not be reviewed. Works do not have to be published.
- For excerpts please add a paragraph for context and an up to 1-page summary as part of the 20 pages of written work.
- Applicants should submit the best sample(s) of current work representing the focus of their studies. This may consist of any of the following genres or a combination thereof not to exceed the maximum (see above):
 - **Non-fiction/fiction:** 1 - 3 short stories or 2 - 3 chapters from a novel with a one-page synopsis of the remainder (synopsis is included in word count)
 - **Poetry:** 12 poems
 - **Playwriting (including screenwriting):** a completed one-act play or excerpt from a full-length play with a one-page synopsis of the remainder.
 - **Graphic novel:** up to 20 pages with a 1page synopsis (synopsis is included in page count)
 - **Spoken word:** up to 20 pages and a recording (see Theatre-Acting requirements in the portfolio section)

Dance

- A sample of recent work (completed within the last year), no more than 10 minutes in length with components outlined below.
- Selections should provide a variety of material with full movement and ensure that the entire body, including the feet, can be seen.

- Dancers should wear light-coloured leotards and avoid wearing costumes so that body movement can be observed clearly.
- A video introduction stating name, level of study and current school or institution of study.
- Each applicant must submit an individual portfolio recording. The BC Arts Council will not review groups of applicants on one recording. If dancing in a group be sure to clearly identify yourself.
- Live performance samples are often not desirable because of distance, light levels, and quality of documentation. For this reason, all samples of work may be recorded in-studio. Do not dub sound over movement.

Study Levels For Ballet Students

Junior	Senior
Cecchetti/RAD: Grades 1 to 5, Pre-elementary, Elementary, Intermediate, Advance Foundation, Advanced 1 Royal Winnipeg Ballet School/Russian: Levels I-V National Ballet School: School Grades 5 to 9	Cecchetti/RAD: Advanced 2, Solo Seal Award Royal Winnipeg Ballet School/Russian: Levels VI, VII National Ballet School: School Grades 10 to 12

Classical Ballet to include:

- No more than 1 minute of barre exercise providing various views, and additionally, 2 minutes of exercises in the centre; and
- 3 samples of choreography or excerpts from the classical repertoire. Some pointe work is essential for dancers aged 14 or older. Interpretive movement/improvisation is recommended and an opportunity to show the applicant's personal artistry (bare feet optional).
- Ensemble stage production samples are not recommended.

Contemporary Ballet to include:

- A short demonstration (2 to 3 minutes) of daily technical work (barre and centre), demonstrating your technical range, control, suitability and capacity for your level, the dance form you are studying and your career trajectory and interests in contemporary ballet; and
- 3 samples: a solo repertoire, an in-studio performance excerpt, and improvised movement (recommended to demonstrate personal artistry).
- Ensemble stage production samples are not recommended.

Contemporary and modern dance and other disciplines/forms to include:

- Methodical development and progression of contemporary technical class work including a range of exercises demonstrating competency in all areas listed: floor work, standing/centre work, and across the floor (2 to 3 minutes).
- Solo repertoire, improvised movement, and an in-studio performance excerpt.
- Ensemble stage production samples are not recommended.

Choreography:

- Provide two contrasting samples of work. The samples may be complete works or excerpts and should demonstrate how the applicant's choreographic ideas are developed. If the applicant is an interpreter as well as a choreographer, one sample should consist of work performed by other dancers.

Contemporary Applied Arts: Design and Craft

- A maximum of 12 high-quality digital images.
- Portfolio material should emphasize work completed in the past year; with most recent work presented first in the sequence of images. Where appropriate, video recordings can be included: a 5-minute video counts as four images.
- If appropriate, design students may provide a PDF portfolio offering comprehensive projects or concepts to a maximum 10 pages.

NOTE: Applicants pursuing studies in design (graphic design, visual design such as for gaming, industrial design, etc.) or in functional/utilitarian craft practices (clay, jewellery/metal arts, wood, fiber, etc.) will be adjudicated in this category.

Craft artists may choose to come to Visual Arts or Contemporary Applied Arts depending on the expertise and discourse best suited to evaluate their work. See [Scholarship FAQs](#) for more information.

Media Arts

- Recording of 2-3 complete works or excerpts totaling a maximum of 10 minutes.
- Works should have been completed within the past two years and demonstrate creative control. When a collaborative project is submitted, a second sample of work directed by the individual applicant should be provided.
- Due to time constraints, the adjudication committee may not be able to view all work submitted. Applicants are encouraged to indicate on the Portfolio Inventory if they wish to draw their attention to a specific section.

Music

- Three selections as outlined below. Work must have been produced within the last year, preferably the last 6 months.
- Performance recordings should be of the best possible sound quality, cued/indexed as indicated on the Portfolio Inventory, and unedited.
- Please submit complete movements or works; however, due to time constraints, the adjudication committee will be unable to listen to works in their entirety. Applicants must indicate on the Portfolio Inventory the time at which they wish the committee to begin listening.

Composition:

- Three original compositions demonstrating the applicant's technical and stylistic abilities.
- Please submit a copy of scores for each selection as an electronic file(s).

Performance:

INSTRUMENTALISTS:

- Three contrasting selections that demonstrate the applicant's technical, stylistic, and interpretive abilities, including one Canadian work.

- Samples should reflect a range of different composers, styles, eras and/or tempi. Ensemble work is advisable only if the applicant's part in the ensemble is of a solo nature and readily distinguished from the rest of the ensemble.
- Applicants studying collaborative piano should provide three accompanying or chamber music examples that convey a range of technical, stylistic and expressive situations.

VOCALISTS:

- Three recordings providing a survey of the applicant's technical, stylistic and interpretive abilities, including one Canadian work. It is expected that selections are sung in appropriate languages – ordinarily, classical singers will provide at least one selection in a language other than English.

Conducting:

- Three video recordings providing a survey of the applicant's technical, stylistic and interpretive abilities. It is advisable to record the conducting so that the viewers can see both the ensemble and the conductor.
- Each sample should be accompanied by a statement of the applicant's interpretive objective for the work selected.
- One sample should show the conductor working with the ensemble in rehearsal to achieve the interpretive objective.

Theatre**Performance**

- 3 distinct works which demonstrate a range of styles, not to exceed 10 minutes in cumulative length. In any scene, the applicant must play a principal role. One sample work must be an audition-style presentation, filmed in studio for portfolio or audition purposes. A combination of distance and close-up shots is recommended.
- Acting applicants are encouraged to include a classical work and must include one monologue.
- Musical Theatre applicants are encouraged to demonstrate abilities in singing, dancing and acting; one sample must include acting only.
- Applicants are encouraged to include Canadian content in their submission.

Directing (*for theatre. If applying for film directing see Media Arts*):

- A video recording containing two short scenes or excerpts, one classical and one contemporary, directed by the applicant and completed within the past year. The cumulative duration of recorded samples must not exceed 10 minutes.
- A Concept Statement about the work submitted. These concept statement(s) should not exceed two double-spaced pages in total.
- Notated scripts to accompany each selection.
- A concise Director's Statement, no more than one double-spaced page telling the adjudicating committee why the applicant selected the portfolio excerpts for the application. Applicants should ensure that this statement is clearly labelled using the naming conventions outlined above.

Technical and Design:

- Design applicants (sound, lighting, set, costume) should provide written design concept statements relating to the submitted samples of work (requirements listed below). These concept statement(s) should not exceed two double-spaced pages in total.
- Applicants majoring in technical and design aspects of theatre should provide samples of work from no more than two of the formats below. Where possible, please include video of work in production as one of your submitted samples. Applicants are encouraged to include and identify samples of the same work at both the concept phase (e.g.. costume drawings, models, lighting plot, etc.) and in production (e.g. production stills or video, etc.) where possible.

VIDEO:

- A recording of the applicant's work in production. Maximum length: 10 minutes.

IMAGES:

- 12 digital images including both course work and productions.

AUDIO:

- No more than 5 minutes in length. No DAT or audio tapes will be accepted.

OTHER:

- From costume and set design applicants: a design portfolio.
- From stage management applicants: a prompt book OR archival video with audio of applicant calling the cues.

Visual Arts and Crafts

General:

- Portfolio requirements for visual arts and crafts applicants consist of high-quality digital images (.jpgs) and in some cases, video recordings.
- Portfolio material should emphasize work completed in the past year; with most recent work presented first in the sequence of images. Do not send original artworks in any medium or still images in presentation formats (such as MS PowerPoint).
- Applicants are strongly encouraged to check the quality of their submissions as poor-quality images adversely affect the application's chances of success.
- Portfolios must not exceed 12 images. If they do, only the first 12 images will be viewed.
- For submissions that combine recordings and still images, a single 5-minute video counts as four images and 1 minute or less replaces one image.

2-D: Painting, Drawing, Printmaking, Photography, Conceptual Craft etc.:

- A maximum of 12 images. Images based on sketchbook materials are discouraged.

3-D: Installation, Sculpture, Performance, etc.:

- A maximum of 12 images, which may include multiple views of each installation/piece (each view counts as 1 image), or

- If installation involves movement or sound, a recording should be used to document the work (maximum 3 minutes, cued to the start of the segment).
- For installation work, where possible, provide a shot of the complete installation in addition to multiple views and indicate scale.

Integrated/New Media:

- Submit one of the following:
 - single frame material (12 images max)
 - motion running video (5 min max)
- Should you be unclear if the application falls under media arts or visual arts, please consult the [Scholarship FAQs](#).