PROJECT ASSISTANCE: EARLY CAREER DEVELOPMENT

FOR INDIVIDUALS and COLLECTIVES

Component 3: Residency and Component 4: Mentorship

Applications must include portfolio materials demonstrating the applicant's practice and previous work that are relevant to the proposed activities in the application.

A combination of materials may be submitted in order to best serve the application, in which case maximums should be adjusted accordingly. Portfolio materials must not exceed the maximums requested. Do not submit material other than what has been requested; it will not be presented for assessment.

All portfolio material must be submitted as part of the online application. Hard copy portfolio material will not be accepted.

- visual artists and curators: up to ten images of recent work and/or exhibitions;
- writers and composers: a writing or score sample of up to five pages;
- performing and media artists: up to three minutes of audio-visual support;
- administrators: up to two pages describing a recent arts administration project, plus up to three images, if applicable.

It is the responsibility of the applicant to ensure all portfolio submissions are good quality and in a readable format. Poor quality materials may adversely affect an applicant's chances of success. Applicants are advised to test all portfolio materials before submitting their final application.

Naming Digital Files

Use the following naming convention for the file name of each submitted digital file:
- Surname, Given Name, File Order Number, Title of Work
  - Please ensure the file extension is included in the file name
  - Ensure the first nine (9) file order numbers begin with a zero so that they are presented chronologically and follow your image list.
  - Do not use special characters, symbols, or quotation marks (e.g. #?_"&|) in the file name.
- **Example**: SmithSarah01Painting.jpg

Portfolio Inventory

The Portfolio Inventory form is found within the Supporting Materials tab of the online application. This form provides space to list and describe the files submitted with an application in support of the assessment process. All submitted portfolio materials must be recorded on the form. Portfolio materials not included on the form will not be made available to the assessment panel.

Applicants are required to record the following for each submitted work:

NAME OF REQUIREMENT	DESCRIPTION
Order Number	Match number with numbering convention on submitted files
Title/Name of Selection of Work	Match name with name of work used on submitted files
Performance or Creation Date	Date which the work was completed or recorded
Description of Work	Include timecode(s) to highlight sections for assessment committee and relevant information to identify applicant in group material
URL/Website Link	If material is provided on external website (e.g. vimeo), include hyperlink and password, if applicable.

Portfolio Formats & File Extensions

Files up to 2GB each may be uploaded to the online system. Large digital files may take not be immediately accessible while they are copied to a media server. The preview thumbnail will appear as three (3) dots until this upload is completed.

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

Supported file extensions include:
- AUDIO: .mp3, .flac, .wma, .wav, .ra, .rm, .mid, .midi, .ogg
  - Minimum parameters for each image: Resolution 72dpi | 1024x768 pixels | 500K

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

- IMAGE: .jpeg, .jpg, .gif, .png, .bmp
  - .pdf, .ppt or other slideshows are not accepted

- WRITTEN: .pdf
  - Text must be double spaced in 11-point font; however, poetry may be single spaced

Files over 2GB may be submitted via a link to an external website, such as Vimeo (https://vimeo.com). Submission may be password protected.

Supporting material must be available for a minimum of four (4) months after the program deadline date.

For questions or more information, contact the Program Officer or the BC Arts Council office.