

Guidelines for 2020/21

UPLOAD REQUIREMENTS FOR SUPPORTING MATERIAL

Supporting or portfolio material demonstrates an applicant's practice and previous work and should be relevant to the proposed activities in an application. A combination of materials may be requested in order to best support the application and assist the assessment panel in making a decision.

Materials are submitted in a digital format as part of the online application. Hard copies will not be accepted.

Please do not submit materials beyond what is requested in the guidelines; they will not be presented for assessment.

It is the responsibility of the applicant to ensure that all supporting materials are of a 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.

Applicants are advised to review and adhere to the following requirements:

Naming Digital Files

Use the following naming convention for the file name of each submitted digital file:

- Surname, Given Name (or Organization Name), File Order Number, Title of Work
 - Ensure the file extension (e.g. pdf, jpg) 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 OR ArtGallery01Sketch.jpg

Portfolio Inventory (not applicable to all programs)

The Portfolio Inventory form is found within the Supporting Materials or Portfolio tab of the online application. This form provides space to list and describe the files submitted with an application. 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.

Formats & File Extensions

Most file uploads are expected to be under 50MB, however media files up to 2GB each may be uploaded to the online system. Large digital files may 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>). Submissions in this manner may be password protected. Supporting material must be available for a minimum of four (4) months after the program deadline date.

Contact Information

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

For general information or further assistance, please contact:
250 356-1718 | bcartscouncil@gov.bc.ca