

PROGRAM GUIDELINES 2021/21

SCHOLARSHIP PROGRAM

About the BC Arts Council

The BC Arts Council is an agency of the provincial government established under 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.

Our Vision

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 strategic plan lays out four strategic directions for the BC Arts Council, and is intended to facilitate more equitable access to arts funding, and is 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



Program Impacts and Changes Due to COVID-19

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

- Ensure you are working with the latest version of the program guidelines as posted on the BC Arts Council website. Any changes to the guidelines made after the original posting will be clearly highlighted.
- Restrictions are in place on funding for activities that involve travel and/or in-person gatherings over 50. Currently BC Arts Council Scholarship awards to support international study are not affected by this blackout. Details are posted on our [dedicated COVID-19 update page](#).
- The protocols in response to COVID-19 may change, and your application will be assessed with this in mind. To the best of your ability, please clearly state how you are planning for your project to respond to any changes that may occur.
- If your application is successful and you need to adjust your project to respond to unforeseen developments due to the COVID-19 pandemic, please contact your program officer. They will work with you to find creative approaches to uphold the original intention of your funded project, including remote and virtual solutions.
- The most up-to-date information is posted on our [COVID-19 update page](#). Updates will also be announced on our [Facebook](#) and [Twitter](#) accounts.

About the Scholarship Program

The Scholarship Program supports the development of B.C.'s rich diversity of future artists and arts and cultural practitioners. Awards of up to \$6,000 per year are available to B.C. residents to attend full-time post-secondary arts training or to pursue high school half day dance programs.

Application Deadline

The deadline for submissions to the Scholarship Program is April 30, 2021, **no later than 11:59 p.m.**

All applications must be submitted via the online grant application system. Applicants must ensure that all information and documentation in their online profile is up to date prior to submitting an application.

New applicants must register in the [online system](#) before submitting an application. **Approval of a new registration request may take up to four business days.** New registrants will be notified of approval and provided access to grant applications. Applications by mail, email, or fax are not accepted.

All applicants are encouraged to discuss their application with the program officer prior to submission.

Application Assistance

Applicants who identify as Deaf and/or living with disabilities and who require accommodation or assistance to develop and submit an application to this program should contact the program officer or email bcartscouncil@gov.bc.ca for more information.

Receiving application assistance does not influence the assessment of the application.

Eligibility Requirements

Applicants are welcome to confirm eligibility with the Scholarship Program Officer prior to submission. Ineligible applications will not be forwarded for assessment.

Applicant Eligibility

To be eligible, you must:

- Be at least 15 years of age as of April 30, 2021.
- Be a Canadian citizen or Permanent Resident who ordinarily resides in B.C., having lived in the province for at least the 12 continuous months prior to an application being submitted.
 - Temporary absences to attend school are acceptable. For more information, please review our [Determining B.C. Residency page](#).
- Be enrolled in a program of study that is: a fine arts diploma, degree or certificate program, or professional dance training, 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 combination with high school studies.
- Be a full-time student with an equivalent course load for one or two terms between Summer 2021, Fall 2021, or Spring 2022.
 - A full-time student is defined by the educational institution or by a combination of half-day dance and half-day high school studies.

NOTE: You do not have to know at the time of application if you are accepted into your program.

Program Eligibility

Recognized fields of practice include:

- arts and cultural administration
- community-engaged arts practice
- contemporary and traditional applied arts (carving, ceramics, furniture, glass, graphic design, industrial design, illustration, jewellery, beading, metal arts, textiles)
- Deaf, Disability and Mad arts
- dance (performance, choreography)
- literary (creative writing, fiction, graphic novel, nonfiction, poetry, playwriting, publishing, screenwriting, spoken word)
- media arts (animation, audio/sound art, film, interactive digital media, new media, video)
- multi- and interdisciplinary arts practice
- museum studies (collections management, conservation, curatorial practices, museum education)
- music (performance (instruments, voice), composition, conducting, music production)
- theatre (performance, directing, technical & design, musical theatre, circus arts)
- visual arts and curatorial (drawing, painting, photography, installation, sculpture, mixed media)

Exclusions

Awards are not available to support the following fields of practices or program types:

- Apprenticeships, residencies or mentorships
- Architecture or interior design
- Basic workshops, seminars, individual projects
- Business training
- Fashion design
- History of art or general art appreciation
- Journalism
- Literature or language study
- Music, dance or art therapy
- Studies of an essentially academic nature
- Summer-only programs
- Teacher training (including fine arts education programs) or music/dance pedagogy

Support for residencies and mentorships are available to eligible emerging artists and early career practitioners through the BC Arts Council's [Early Career Development Program](#) as well as through the [First Peoples' Cultural Council Indigenous Arts Scholarship](#).

Eligible applicants may apply to both this Scholarship Program and the [Indigenous Arts Scholarship Program](#), but can only accept one award if successful in both.

Grant Amounts

The maximum award is \$3,000 for each term of full-time studies (Summer 2021, Fall 2021 or Spring 2022), up to a maximum of \$6,000.

Application Requirements

It is the applicant's responsibility to submit a complete application. Eligible applications and support material will be assessed as submitted.

A complete online application must include:

- Information about your program and how it relates to your artistic goals and development.
- An Artistic Statement describing your creative process, vision, and passion.
- A list of your educational and training history.
- A list of recent exhibitions, performances, publications, and/or community involvement.
- Name and email address of one person who will provide a confidential letter of reference.
 - This person must be a current or recent instructor, or someone from the community who is familiar with your artistic practice and program of study.
 - Your reference will be automatically sent a form to complete via the online system. Emails will come from <BC.ArtsCouncil.NoReply@gov.bc.ca>.
- A portfolio of recent (i.e. majority of work created within the last year) artistic work selected to best demonstrate abilities and potential. **See Appendix for Portfolio Requirements.**
- A résumé for Degree/Diploma 3rd year students and above, or where required as part of portfolio.
- Parent or guardian consent for applicants under the age of 19.

Equity and Cultural Context

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

Your application will be assessed against other applications from the same level of study using the following criteria. Applicants should keep these criteria in mind as they complete their application.

ARTISTIC WORK (60%)

The assessment panel will evaluate portfolio materials and artistic statements as the primary component for this assessment and will consider:

- Calibre of work, demonstrated ability, progress and potential within the context of your current level of training.
- Strength of your artistic statement and its alignment with your portfolio materials.
- Clarity of positioning your work within its cultural context.

IMPACT AND CONTRIBUTION (30%)

The assessment panel will evaluate your written statements and consider:

- Level of impact of program of study on the development of your independent artistic practice.
- Degree of impact and contribution your work may have on the arts and cultural sector.
- Degree of impact this scholarship may have as aligned with BC Arts Council's priorities.

ACHIEVEMENT (10%)

The assessment panel will evaluate current and past achievements including:

- Level of commitment to your practice as evidenced by past performances, exhibitions, achievements, recognition, and general involvement in artistic community.
- Strength of reference letter.

Assessment Process

Merit-based, independent assessment is the primary method of evaluation for all applications to this program. Assessment panels are comprised of individuals with a mix of broad professional knowledge, experience, geographical representation and diverse aesthetic, institutional, and cultural viewpoints, including those from Indigenous perspectives.

The following process is used to evaluate every application:

- The BC Arts Council receives online applications and reviews applications for eligibility.
- The assessment panel evaluates the applications using the assessment criteria outlined above and determines the level of funding and/or conditions on payment of awards.
- The BC Arts Council informs each applicant of the assessment panel's decision in writing.

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

Notification of Awards

Decisions will be made within sixteen weeks of the application deadline. Notification will be sent via the online system to the contact linked to the online application. Results cannot be requested in advance.

Awards are paid in one or two instalment(s) upon proof of full-time status.

Successful applicants are required to:

- Submit official documentation from their educational institution confirming enrolment as a full-time student for one or two terms between Summer 2021 and Spring 2022 to release payment(s).
 - A letter from the registrar's office with the student's name, program of study and confirmation as a full-time student in one or two terms, is preferred.
- Provide this documentation to the BC Arts Council at the time of registration, but no later than January 15, 2022, or the award may be cancelled.
- Notify the Scholarship Program Officer of significant changes in education plans or enrolment status.
 - Awards are not automatically transferable from one program or institution to another.
 - Students who do not remain full-time are no longer eligible to receive the award.

Payment of Awards

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

The BC 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 final reports.
- 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

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 assessment panel. 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 print 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.

As well, funded applicants with a website are encouraged to add a link to the [BC Arts Council](#) website.

Contact Information – We're here to help!

Anissa Paulsen – Scholarship Program Officer
236-478-2560 | 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

Program guidelines are reviewed annually. Be sure that you are working with the most current guidelines available on the program page on the BC Arts Council website.

Appendix: Portfolio Requirements

Submit only the type and number of materials outlined below for your field of practice. Excess materials will be removed and will not be presented for assessment.

Applicants are advised to review and adhere to the [Upload Requirements for Support Material guidelines](#). It is the applicant's responsibility to ensure that all support material is in a readable format. Poor quality files may adversely affect an applicant's success. Applicants are encouraged to test all materials before submitting their application. Requested supporting material must be submitted via the online system unless otherwise indicated. Do not send hard copy materials.

To support the Portfolio Requirements, you must provide:

- Recent work (i.e. majority of work created in the last year) that best demonstrates your artistic abilities and potential.
- An inventory identifying and describing the samples of work in your portfolio (date, title, materials, size, collaborators).
 - A Portfolio Inventory Form is provided for this information in the application.
 - Indicate relevant timecode(s) to ensure assessors are reviewing the applicable parts of video or audio submissions. Otherwise only the first few minutes of each submission will be considered, up to 10 minutes total per applicant.

Arts & Cultural Administration, Community-engaged Arts Practice, Museum Studies

- Résumé outlining relevant experience (PDF, maximum 2 pages).
- An essay, published or unpublished, dealing with issues of concern in the field (PDF, up to 10 pages).
 - May include up to 5 images or up to 2 minutes audio or video documentation.

Contemporary and Traditional Applied Arts

- Up to 12 high-quality images of your work.
 - A video recording up to 2 minutes may replace 4 images.
- Design students may provide written description of 1 or 2 comprehensive projects or concepts (combined into 1 PDF, up to 10 pages)
 - May include up to 5 images or up to 2 minutes audio or video documentation.

Curatorial Practices

- Résumé outlining relevant experience (PDF, maximum 2 pages).
- An exhibition proposal discussing concept, design, installation and interpretation, including venue details (fictitious or actual), how the exhibit will be presented and how the exhibit serves the venue's mandate (PDF, up to 10 pages).
 - May include up to 5 images or up to 2 minutes audio or video documentation.

Dance

All Dance Applicants

- Include a video introduction stating name, level of study and current institution of study.
- Selections should show full movement and ensure that the entire body, including feet, can be seen.
- Wear light-coloured leotards and avoid costumes to allow body movement to be clearly observed.
- Selections should show a range of interpretive movement and improvisation.
- Individual recordings are required; groups of applicants in one recording will not be reviewed.
- Ensemble stage production samples are not recommended.
- If dancing in a group, be sure to clearly identify yourself.
- Live performance samples are not recommended because of distance, light levels and quality of documentation. Where possible, use work recorded in-studio. Do not dub sound over movement.
- Indicate relevant timecode(s) on application's portfolio inventory form to ensure assessors are reviewing the applicable parts of each video. Otherwise only the first few minutes of each submission will be considered, up to 10 minutes total per applicant.

Classical Ballet

- Up to 1 minute of barre exercise with various views and 2 minutes exercises in the centre.
- Three (3) contrasting samples of choreography or excerpts from the classical repertoire including pointe work (bare feet optional) and improvised movement to demonstrate personal artistry.

Contemporary Ballet

- Up to 3 minutes of technical work (barre and centre) demonstrating technical range, control, suitability and capacity for your level, the dance form you are studying and your career trajectory and interests in contemporary ballet.
- Three (3) contrasting samples: such as a solo repertoire, an in-studio performance excerpt and improvised movement to demonstrate personal artistry.

Contemporary, Modern, Traditional, Flamenco, Other

- Up to 3 minutes of technical work (floor work, standing/centre work and across the floor).
- Three (3) contrasting samples: such as a solo repertoire, an in-studio performance excerpt, and improvised movement to demonstrate personal artistry.

Choreography

- Three (3) contrasting samples that may be complete works or excerpts demonstrating how the applicant's choreographic ideas are developed.
 - If you are an interpreter as well as a choreographer, one sample should consist of your work performed by other dancers.

Deaf, Disability and Mad Arts

Pick one of the following options.

- Up to 12 high-quality images of recent work.
 - A video recording up to 2 minutes may replace 4 images.
- Up to 3 video or audio recordings of complete works or excerpts.
 - Indicate relevant timecode(s) on application's portfolio inventory form to ensure assessors are reviewing the applicable parts of each video. Otherwise only the first few minutes of each submission will be considered, up to 10 minutes total per applicant.

Literary / Creative Writing

Combine all writing samples into 1 PDF, up to 20 pages.

Nonfiction / Fiction

- 1-3 short stories or 2-3 chapters from a novel with a brief summary (up to 1 page) of the remainder.

Poetry

- Up to 10 poems.

Playwriting / Screenwriting

- Completed one-act play or excerpt from a full-length play with a brief summary (up to 1 page) of the remainder.

Publishing

- Up to 3 samples of completed work.

Graphic Novel

- Completed work or excerpt(s) with 1-page synopsis.

Spoken Word

- Completed work or excerpt(s) with 1-page synopsis.
 - May include 1 recording, up to 2 minutes, as appropriate.

Media Arts (including Film Directing)

- Up to 3 complete works or excerpts.
 - Indicate relevant timecode(s) on application's portfolio inventory form to ensure assessors are reviewing the applicable parts of each video. Otherwise only the first few minutes of each submission will be considered, up to 10 minutes total per applicant.
- Minimum of 1 sample of work must be directed by the individual applicant.
- For collaborative projects used as samples, ensure your role is clearly identified in the Portfolio Inventory Form.

Music

All Music Applicants

- Include a video introduction stating name, level of study and current institution of study.
- Performance recordings should be unedited and of the best possible sound quality.
- Indicate relevant timecode(s) on the application's portfolio inventory form to ensure assessors are reviewing the applicable parts of video or audio submissions. Otherwise only the first few minutes of each selection will be considered, up to 10 minutes total per applicant.

Performance (Instruments) and Jazz

- Three (3) contrasting selections that demonstrate the applicant's technical, stylistic and interpretive abilities, including one Canadian work.
- Samples should reflect a range of 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.

Vocalists

- Three (3) contrasting selections that demonstrate the applicant's technical, stylistic and interpretive abilities, including one Canadian work.
- Selections should be sung in appropriate languages. Classical singers should provide at least one selection in a language other than English.

Conducting

- Three (3) video recordings that demonstrate the applicant's technical, stylistic and interpretive abilities.
- One recording must show the conductor working with the ensemble in rehearsal to achieve the interpretive objective.
- Recordings should allow viewers to see both the ensemble and the conductor.
- Each recording should be accompanied by a brief statement of the applicant's interpretive objective for the work selected.

Composition

- Up to 3 recordings of original compositions demonstrating the applicant's technical and stylistic abilities.
- Submit scores for each selection (PDF, up to 5 pages).

Production

- Up to 3 recordings demonstrating the applicant's technical and stylistic abilities.

Theatre**All Theatre Applicants**

- Include a video introduction stating name, level of study and current institution of study.
- Performance recordings should be unedited and of the best possible sound quality.
- Indicate relevant timecode(s) on the application's portfolio inventory form to ensure assessors are reviewing the applicable parts of video or audio submissions. Otherwise only the first few minutes of each selection will be considered, up to 10 minutes total per applicant.

Circus Arts

- Three (3) distinct works demonstrating a range of styles.

Performance (including Musical Theatre)

- Three (3) distinct works demonstrating a range of styles.
 - In any scene, the applicant must play a principal role.
 - One sample 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 must include one monologue.
- Musical Theatre applicants are encouraged to demonstrate abilities in singing, dancing and acting; one sample must include acting only.
- Include a classical work and Canadian content, when possible.

Theatre Directing (*For Film Directing - see Media Arts*)

- Videos of 2 short scenes or excerpts (one classical and one contemporary) directed by applicant.
- Brief Director's Statement explaining these excerpts were selected (PDF, up to 2 pages).
- Concept Statement about the works submitted (PDF, up to 2 pages).
- Notated scripts to accompany each selection.

Technical and Design

- Two (2) samples of work in any of the formats below.
 - Up to 5 minutes total video recording.
 - Up to 5 minutes total audio recording.
 - Up to 12 digital images from either course work or productions.
 - A design portfolio for costume and set design students (PDF, up to 10 pages).
 - A prompt book or archival video with audio of applicant calling the cues for stage management students (PDF up to 10 pages or recording up to 5 minutes).
- Where possible, include video of work in production as one of your submitted samples.
- Where possible, include 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.).

Visual Arts

- Up to 12 high-quality images of recent work.
 - A video recording up to 2 minutes may replace 4 images.
- Images based on sketchbook materials are discouraged.
- For installation work, where possible, provide photos (or up to 2 minutes of video) of the complete installation with multiple views and indicate scale on the Portfolio Inventory Form.