

Scholarship Application Checklist

You are responsible for submitting a complete application. Eligible applications are assessed as submitted.

Before you apply:

- Read and review the Scholarship program guidelines. All the information you need to know is outlined in our Scholarship guidelines.
- Make sure you are eligible. See [Who Can Apply – Applicant Eligibility](#).
- Make sure your program of study is eligible. See [Who Can Apply – Program Eligibility](#).
- Call the Program Advisor if you need to discuss your eligibility or if you have any questions about the Scholarship program or application process.
- New applicants:** Register and create a personal profile in the BC Arts Council Grant Management online system to access the online application. We recommend you register at least 2 weeks before the application deadline. Registration requests can take up to 5 business days to process once all required documents have been received. See [When and How to Apply](#).
- Add NoReply@BCArtsCouncil.ca to your safe senders list to ensure you receive approval of your registration request.
- For applicants who are D/deaf or have a disability:** Consider applying for Application Assistance which pays for support services for creating and submitting a Scholarship application. Find out more at: BCArtsCouncil.ca/accessibility.
- Complete and submit any overdue final reports on previous BC Arts Council grants (if applicable).

Update your Personal Profile in the BC Arts Council [online grant system](#):

- Update your mailing address and other contact information.
- Complete the Designated Priority Group section (required for funding prioritization).
- Complete the Voluntary Self-identification section (optional).

What you need for your Scholarship application:

- Plan to proofread your application before you submit it.
- Plan to submit your application at least two days before the deadline of April 30 to avoid any last-minute technological issues.
- Understand the assessment criteria that will be used during the review of your application. See [How Decisions Are Made](#).
- As part of our commitment to accessibility you may choose to submit a written artistic statement or a verbal or ASL statement. Options are outlined in the application.
- Review the [Scholarship application preview](#). Prepare your answers and support materials before you begin your online application. A complete online application includes:
 - An Artist Statement describing your creative process in connection with your artistic samples.

- Information about the art program you will be enrolled in during Summer 2025, Fall 2025 or Spring 2026. Be prepared to explain how the program relates to your artistic goals and development.
 - A PDF of your resume or curriculum vitae (CV), up to 2 pages, detailing your educational and training history, awards, achievements, and community involvement as related to your artistic practice. A sample resume can be found on the [Scholarship program](#) webpage, under “Resources.”
 - Samples of recent artistic work. See the [Appendix: Required Artistic Samples](#) in guidelines below for details on the type and number of samples required for your field of practice. Do not submit more than what is required.
 - Descriptions of your artistic samples (use the Inventory Form within the application)
 - Reference letters are not required and should not be submitted.
 - Share your feedback about the process and program in the Feedback tab of the application (optional).
 - Read the Declaration tab and complete the acknowledgment.
 - Parent or guardian consent is required for applicants under the age of 19.
- ❑ Submit your application!

After you submit your application:

- ❑ Add NoReply@BCArtsCouncil.ca to your safe senders’ list. Notification of results will come from this system email in late August 2025, approximately 16 weeks after the application closing date.
- ❑ Keep your mailing address up to date in your online Personal Profile. Scholarship payments and T4As will be mailed to this address.
- ❑ Contact the Program Advisor for feedback on the assessment of your application after you have received notification of the results.