

SCHOLARSHIPPROGRAM GUIDELINES 2025/26

Acknowledgement

The BC Arts Council acknowledges it carries out its work on the land of Indigenous nations throughout British Columbia. We pay our respects to the Elders and Knowledge Keepers, past and present, descendants and custodians of these lands and waters. We are grateful for the continuing relationships with Indigenous people that develop through our work together. We acknowledge and raise our hands to the $l = k^w = \eta = 1$ (Lekwungen) people, known today as the Songhees and Esquimalt Nations, on whose lands we operate our main offices.

Scholarship Program Summary

Applications - Open: March 5 | Close: April 30 | Results Expected: August 2025

Who Can Apply: Eligible B.C. residents studying full-time in an eligible program during the Summer 2025, Fall 2025 or Spring 2026 terms. See details in Who Can Apply section below.

Program Purpose: To support a rich diversity of B.C.'s future generation of artists, arts administrators, and arts and cultural practitioners.

Scholarship amount: \$3,000 per term of full-time study, up to a maximum of \$6,000 (two terms)

Application Checklist: An application checklist is located below. It is important to follow all steps in this checklist.

Next Intake: The Scholarship program is expected to open again in March 2026.

PROGRAM GUIDELINES 2024/25

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Program guidelines are reviewed and updated with each program intake.

Be sure you are working with the most current guidelines.

Any updates to the guidelines made after the grant program opens will be highlighted.

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 <u>Scholarship application preview</u>. 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 <u>Appendix: Required Artistic Samples</u> 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.
- o Descriptions of your artistic samples (use the Inventory Form within the application)
- o Reference letters are <u>not</u> required and should not be submitted.
- Share your feedback about the process and program in the Feedback tab of the application (optional).
- o Read the Declaration tab and complete the acknowledgement.
- o 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.

About the Scholarship Program

The BC Arts Council's Scholarship Program provides money to eligible students. The purpose of the program is to support B.C.'s future generation of artists, arts administrators, and arts and cultural practitioners. The program is open to B.C. residents who are studying full-time in an eligible post-secondary art program or high school half-day pre-professional dance program. Students should be committed to developing their independent artistic and creative practice towards a career in the arts and culture sector.

Scholarship Amounts

Successful Scholarship applicants will receive payments of \$3,000 for each term of full-time study, up to a maximum of \$6,000 for 2 terms. This year's application covers the following terms:

- Summer 2025
- Fall 2025
- Winter/Spring 2026

Successful applicants must submit proof of full-time enrolment from their school before payment is released.

Applicants from B.C. First Nations You may apply to the BC Arts Council Scholarship program and the <u>First Peoples' Cultural Council Indigenous Arts Scholarship Program</u> (if eligible). If you are successful in both programs, the maximum combined funding would be \$15,000.

Who Can Apply

Before you begin your application, make sure <u>you are eligible</u>, and <u>your program of study is eligible</u>. Ineligible applications will not be forwarded for assessment.

Applicant Eligibility

To be eligible, you must:

- Be at least 15 years of age as of December 31, 2025.
- Be a Canadian citizen or Permanent Resident of Canada.
- Be a B.C. resident who ordinarily resides in B.C. and has a physical address in B.C.
- Have lived in B.C. for at least 12 continuous months immediately prior to the application closing date (not including months of full-time post-secondary study).
 - o Temporary absences to attend school outside of B.C. are acceptable.
 - You must be prepared to provide documentation, such as a StudentAid BC loan or Canada tax return filed as a B.C. resident, to support your residency status (if requested).
 - o For more information, review our <u>Determining B.C. Residency page.</u>
- Be enrolled in either:
 - A certificate, diploma, or degree (Bachelor's, Master's, or PhD) program at a college, university, or academy, in any country in one of the fields of practices or programs of study listed below.
 - A professional or pre-professional dance training program at a college, university, or academy in any country.
 - o A pre-professional half-day dance program in combination with high school studies.

NOTE: You do not need to know if you are accepted into your program before you submit your application. You may update the BCAC Program Advisor of your acceptance into your program at any time.

- Be enrolled as a full-time student in one or two of the following terms: Summer 2025, Fall 2025 or Spring 2026.
 - o Enrolment status is defined by your school.
 - o A pre-professional half-day dance program in combination with high school studies is considered full-time.
- Not have any overdue final reports on other BC Arts Council grants.

Program Eligibility

Accepted fields of practices or programs of study include, but are not limited to:

- Arts administration and cultural management
- Community-based arts practice
- Craft-based artistic practices (beadwork, book arts, ceramics, fibre arts, glass, jewellery, metal arts, textile arts, woodworking)
- D/deaf, Disability and Mad (DDM) arts
- Dance (pre-professional or professional studies in performance or choreography)
- Independent critical and curatorial practice
- Indigenous Fine Arts (carving, drawing, jewellery, painting, textile arts, weaving, wearable art, including regalia)
- Literary arts (children or youth literature, comic arts, fiction, graphic novels, nonfiction, poetry, playwriting, publishing)
- Media arts (3-D animation, audio or sound art, film, new media, video)
- Multi- or interdisciplinary arts practice
- Museum studies (collections management, conservation, curatorial practices, exhibition design, museum education)
- Music (composition, conducting, music production, performance for instruments or voice)
- Socially-engaged art practice
- Spoken word and storytelling
- Theatre (acting, applied theatre, circus, comedy, design and production, devising, directing, musical theatre)
- Visual arts (2-D animation, drawing, illustration, installation, mixed media, painting, performance art, photography, printmaking, sculpture)

Exclusions - What Will Not Be Funded

Scholarships are not available to support the following practices, programs, or career pursuits:

- Apprenticeships, residencies, or mentorships
- Archival studies
- Art minors
- Business training or degrees
- Journalism, including podcasting
- Library sciences

- Music, dance, or other arts and creative therapies
- Online masterclasses or self-directed studies
- Studies or practices of an academic nature including anthropology, archaeology, art history, general art appreciation, ethnomusicology, law, literature or language study, media studies, musicology
- Studies or practices focussed within creative industries or the commercial art, music and
 entertainment sector including architecture, commercial animation, communication design,
 culinary arts, graphic design, industrial design, interior design, video game design, web design,
 commercial fashion design, commercial music production, commercial film and television
 programs such as acting for film/tv, directing for film/tv, film/tv production, make-up and
 special effects, screenwriting
- Summer-only programs or short-term workshops, seminars or courses that are not a required part of an accredited certificate, diploma, or degree program
- Teacher training including fine arts education programs or music/dance/art/theatre pedagogy

Support for residencies, mentorships and group knowledge transfer opportunities are available to eligible emerging artists and early career practitioners through the BC Arts Council's <u>Early Career Development Program</u> and the <u>First Peoples' Cultural Council Arts Strengthening Program</u>.

Support for non-credit courses and workshops may be available to eligible established and practicing artists and arts and cultural practitioners through the BC Arts Council's <u>Professional Development</u> program.

When and How to Apply

Submit your application through the online grant system.

Applications - Open: March 5 | Close: April 30 | Results: August 2025

Applications will be accepted until 11:59 p.m. (Pacific Time) on Wednesday, April 30, 2025.

The Scholarship program is expected to open again in 2026. You are welcome to apply for multiple Scholarships as long as you and your program are eligible.

New applicants:

- Register and create a profile in the online system to access the online application. Instructions are on our website: <u>How to Apply Online</u>.
- We recommend you register at least 2 weeks before the application closing date.
- Additional information may be requested in order to process registration requests. Register early to avoid delays.
- It may take up to 5 business days to process your registration request <u>after</u> we have received all required documents.
- You will receive an email when your registration request is approved. Once approved, you will be able to create your profile and access the online application.
- Add the email address **NoReply@BCArtsCouncil.ca** to your safe senders list and check your spam folders.

All applicants:

- Once you are registered in the online system, you will be able to access the online application.
- We encourage you to read through these guidelines to make sure you and your program of study are eligible before you apply. Contact the Program Advisor if you have questions.

Registration questions? Contact <u>BCArtsCouncil@gov.bc.ca</u> or 250-356-1718 for registration assistance. The BC Arts Council office hours are 8:30 a.m. to 4:30 p.m., Monday to Friday.

Application Assistance

If you self-identify as D/deaf or having a disability, you are eligible for the BC Arts Council's Application Assistance program.

Application Assistance pays for support services for creating and submitting grant applications.

Accessibility requests are confidential and will not be part of the assessment panel's evaluation of your Scholarship application.

For more information or to request assistance, contact:

Nicola Dunne, Accessibility Coordinator at 778-405-4007 or Nicola.Dunne@gov.bc.ca

Find out more about accessibility supports online at <u>BCArtsCouncil.ca/accessibility</u>.

How Decisions Are Made

Assessment Process

The following process is used to evaluate every Scholarship application we receive:

- The BC Arts Council reviews each application for eligibility.
- Eligible applications are evaluated by a group of people who work in the Arts and Culture sector (assessment panels). Assessment panels include individuals with broad artistic knowledge, experience, geographical representation, and diverse aesthetic, institutional, and cultural viewpoints, including those from Indigenous perspectives.
- Assessors read and score the applications. They base their scores on the assessment criteria listed below.
- Your application scores will be compared to other applications from the same field of practice.
- The assessors rank, or order, the applications.
- The highest ranked applications in each field of practice will get funding. The assessment panel also determines the level of funding and any conditions on scholarship payments.
- Funding priority may be given to applicants who self-identify as part of a designated priority group as defined below.
- The BC Arts Council sends an email to each applicant with the assessment panel's decision approximately 16 weeks after the intake closing date.
- Applicants may check the status of their application at any time through the online system.
- All results are final.

Assessment Criteria – How Assessors Assign Scores

The areas of assessment for the Scholarship program are described below along with their scoring percentage. Compelling, detailed and specific responses in your application will score higher. Vague or confusing answers, not addressing questions, or not responding to the criteria will score lower. Keep these criteria in mind as you complete your application.

ARTISTIC WORK (50%)

The assessment panel will consider:

- Your artistic samples and how they demonstrate your ability, progress and potential as related to your current level of training, program of study, and individual situation.
- The strength of your artist statement and how your artistic samples support your statement.
- The level of commitment and dedication to your artistic practice. This may be demonstrated through past performances, exhibitions, achievements, recognition, or your involvement in an artistic or other community.

IMPACT (50%)

The assessment panel will consider the:

- Urgency, potential and relevance for your program of study to help you develop your independent artistic practice and achieve your future goals.
- Degree of impact you or your art may have on your field of practice or identified communities.
- Integrity of your practices including approaches to research, collaborative processes, contributors, source materials, and cultural contexts and protocols (as applicable).

Designated Priority Groups

The BC Arts Council has committed to targeted investment in underserved and equity-deserving groups and the development of equity support initiatives, including a policy to support <u>designated priority groups</u>. These identified groups will be the focus of BC Arts Council strategic measures, through dedicated programs, funding prioritization processes, partnerships, and outreach.

The BC Arts Council's designated priority groups include applicants and arts and cultural practitioners who are:

- Indigenous (First Nations, Métis, or Inuit) Peoples
- Deaf or experience disability
- Black or people of colour
- Located in areas outside greater Vancouver or the capital region

Applicants who would like to identify as part of a designated priority group must complete the Designated Priority Groups and Voluntary Self-Identification sections in their online Personal Profile.

Notification of Results

The BC Arts Council strives to inform each applicant of the results of the assessment process no later than 16 weeks after the application closing date.

Notification is sent by email to the primary contact linked to the application. Emails are sent through the online system. Be sure the email address **NoReply@BCArtsCouncil.ca** is on your safe sender list.

Results will not be shared before the official notification letters are sent.

Feedback

Contact a Program Advisor for feedback on the assessment of your application after you have received notification of the results.

Scholarship Payments

Scholarships are paid in one or two installments after proof of full-time enrolment is received. Successful applicants are required to:

- Submit an enrolment verification letter from their school's registrar office. The letter must include the student's name, program of study and confirmation as a full-time student in one or two terms during Summer 2025, Fall 2025 or Spring 2026.
- Upload the document(s) to the BC Arts Council online system in order to release payment(s).
 - o Proof of enrollment is required for each term of full-time study.
 - Final proof of enrollment must be received no later than March 1, 2026, or the scholarship may be cancelled.
- Notify program staff of significant changes in education plans or enrolment status.
 - Scholarships are not automatically transferable from one program or institution to another.
 - o Scholarships cannot be deferred beyond the Spring 2026 term.
 - o Students who do not remain full-time are no longer eligible to receive the scholarship.

Scholarship payments 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.
- Makes 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.

Scholarships will be paid by cheque and sent to the mailing address listed in the individual or organization profile in the online system unless the applicant is registered for direct deposit.

Scholarships are taxable income and must be reported. Individuals receiving scholarships are issued T4As for the year the payment is processed.

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 grant recipients may be published, along with the amount of the grant, in the Annual Report of the BC Arts Council as well as in various communications and promotional vehicles of the BC Arts Council and Province of British Columbia. Social Insurance Numbers are provided to Canada Revenue Agency through the issuance of T4As.

Contact us. We are here to help.

If you experience barriers in understanding this written information, or if you have questions after you review these guidelines, contact the Program Advisor.

BC Arts Council office hours are 8:30 a.m. to 4:30 p.m. (Pacific Time), Monday to Friday.

Anissa Paulsen – Scholarship Program Advisor 236-478-2560 | Anissa.Paulsen@gov.bc.ca

For general information, contact: 250-356-1718 | BCArtsCouncil@gov.bc.ca

About the BC Arts Council

The BC Arts Council is an agency of the Province of British Columbia under the Arts Council Act, nurturing and supporting arts and cultural activity in communities across British Columbia. In the Extending Foundations: Action Plan for 2022-2024, the BC Arts Council reaffirms its commitment to principles of reconciliation, equity, diversity, inclusion, and access in all of its programs and processes.

The BC Arts Council conducts its operations and funding activities in accordance with legislation and other guiding documents such as the <u>BC Human Rights Code</u>, <u>Accessible BC Act</u>, <u>Accessible Canada Act</u>, the <u>Declaration on the Rights of Indigenous Peoples Act</u> and <u>Action Plan</u>, and the <u>United Nations Declaration on the Rights of Indigenous Peoples</u>, as well as the <u>Calls to Action of the Truth and Reconciliation Commission</u>.

For more information about the BC Arts Council's mandate, vision, values, and strategic directions, visit the <u>About</u> and <u>Priorities</u> sections on the BC Arts Council website.

Appendix: Required Artistic Samples

You should review the <u>Upload Requirements for Support Material guidelines</u>. It is your responsibility to ensure all files are working properly. Poor quality files may negatively affect the review of your application. Test all files before submitting your application.

General Requirements for all Artistic Samples

- Submit samples that reflect your strongest work. Your samples should showcase your artistic abilities, progress and potential to the assessment panel.
- Make sure your selected artistic samples connect to and support what you are saying in your artist statement.
- All artistic samples must be recent so assessors understand where you are in your artistic practice and training.
- Submit only the type and number of artistic samples outlined below for your field of practice or program of study.
- Excess materials will not be reviewed.
- Complete the online Inventory Form in the application. List and describe the samples of work you are submitting so the assessors have context for your work (for example, date created, title, materials used, size, collaborators, time stamp(s) for audio or video files).
 - List time stamp(s) to direct assessors to the strongest / most relevant parts of video and audio files. Otherwise only the first few minutes of each submission will be viewed.
 - Assessors will only view a combined total of up to 8 minutes per applicant.

Specific Artistic Sample Requirements for each Field of Practice

Arts & Cultural Administration, Museum Studies

- An essay, published or unpublished, dealing with issues of interest to the field (PDF, up to 8 pages)
- OR, written documentation describing a significant project you were involved with (PDF, up to 8 pages) which may include up to 4 images or up to 2 minutes audio or video documentation

Community-based or Socially-engaged Arts Practice

- Up to 10 high-quality images of recent work
 - o A video or audio recording of up to 1 minute may replace 2 images
- OR, written documentation describing a significant project (PDF, up to 8 pages) which may include up to 4 images or up to 2 minutes audio or video documentation. Your documentation should explain:
 - o The nature of the project and its goals or intentions
 - o The community/ies involved, how they were engaged
 - Your role within the work

• How your work incorporated cultural/physical safety policies, community agreements and upheld ethical practices.

Craft-based Artistic Practices

- Up to 10 high-quality images of recent work
 - o A video recording up to 1 minute may replace 2 images
- OR, written documentation describing a significant project (PDF, up to 8 pages) which may include up to 4 images or up to 2 minutes audio or video documentation

Curatorial Practices

• 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 community and venue (PDF, up to 8 pages). Documentation may include up to 4 images or up to 2 minutes audio or video documentation

Dance

All Dance Applicants

- Videos should be of the best possible sound and light quality. If possible, use work recorded in-studio. Do not dub sound over movement.
- Direct assessors to the strongest / most relevant parts of audio / video files by indicating specific time stamp(s) on the inventory form in the application. Otherwise only the first few minutes of each submission will be viewed.
- Assessors will only view a combined total of **up to 8 minutes of support material per applicant**.
- If dancing in a group, be sure to clearly identify yourself on the inventory form found in the application.
- It is ok to submit samples from a combination of styles if it is reflective of your current practice and program.

Classical / Contemporary Ballet

- Up to 2 minutes of technical work (barre and centre), plus
- **For Classical Ballet Applicants**: Two or three contrasting samples of choreography or excerpts from the classical repertoire to demonstrate personal artistry
- **For Contemporary Ballet Applicants**: Two or three contrasting samples: such as a solo repertoire, an in-studio performance excerpt or improvised movement to demonstrate personal artistry

Contemporary / Modern

- Up to 2 minutes of technical work (floor work, standing/centre work and across the floor), plus
- Two or three contrasting samples: such as a solo repertoire, an in-studio performance excerpt, or improvised movement to demonstrate personal artistry

Choreography

- Two or three contrasting samples that may be excerpts or complete works / works in progress
- If you are an interpreter as well as a choreographer, one sample should consist of your work performed by other dancers

Other dance styles such as Hip Hop / Flamenco / Afro Caribbean / Latin / Folk Dance

• Two or three samples from a technique class or movement practice that may be excerpts or complete works / works in progress

Deaf, Disability and Mad Arts

- Up to 10 high-quality images of recent work
 - o A video recording up to 1 minute may replace 2 images
- OR, up to 3 video or audio recordings of complete works or excerpts
 - Indicate relevant time stamp(s) on application's inventory form to ensure assessors are reviewing the strongest / most relevant parts of each video / audio file. Otherwise, assessors will only review the first few minutes of each video / audio, up to a combined total of 8 minutes per applicant.
- OR, written documentation describing your practice (PDF, up to 8 pages) which may include up to 4 images or up to 2 minutes audio or video documentation

Indigenous Fine Arts

- Up to 10 high-quality images of recent work
 - o A video recording up to 1 minute may replace 2 images
 - o For installation work, provide up to 3 photos (or up to 1 minute of video) to show the complete installation and scale.
 - Do not combine multiple views into one .jpeg image. Excess materials will not be forwarded for assessment.
- OR, up to 3 video or audio submissions of complete works or excerpts
 - Indicate relevant time stamp(s) on application's inventory form to ensure assessors are
 reviewing the strongest / most relevant parts of each video / audio file. Otherwise,
 assessors will only review the first few minutes of each video / audio, up to a combined
 total of 8 minutes per applicant.
- OR, written documentation describing your practice or a significant project (PDF, up to 8 pages) which may include up to 4 images or up to 2 minutes audio or video documentation

Literary / Creative Writing

Combine all writing samples into 1 PDF, up to 10 pages. Double-spaced. 12-pt serif font.

It is ok to include samples from a combination of genres if it is reflective of your practice and program of study.

Nonfiction

1-3 complete works or excerpts (up to 10 pages total)

Fiction

• 1-3 short stories or a chapter from a novel with a brief summary of the remainder of the novel (up to 10 pages total)

Poetry

- Up to 8 poems (up to 10 pages total)
 - o Use inventory form to list each poem and corresponding page number within PDF

Publishing

- An essay, published or unpublished, dealing with issues of interest in the publishing field
- OR, 1-3 samples of work you have edited, marketing materials you have developed, examples of design or layout work, etc. (up to 10 pages total)

Graphic Novel / Comic Arts

• 1-2 chapters or excerpt(s) with 1-page synopsis of remainder (up to 10 pages total). When possible, include art samples that support your writing as this will provide additional context for the assessors. Use the inventory form to credit the collaborating artist or writer (as applicable).

Media Arts (including Film and 3-D/digital Animation)

- 1-3 complete audio or video works or excerpts
 - Indicate relevant time stamp(s) on application's inventory form to ensure assessors are reviewing the strongest / most relevant parts of each video / audio file. Otherwise, assessors will only review the first few minutes of each video / audio, up to a combined total of 8 minutes per applicant.
- OR, up to 10 high-quality images, if applicable
- OR, a combination of images and audio/video. A video recording up to 1 minutes may replace 2 images
- When submitting collaborative work as samples, make sure to clearly identify your role and acknowledge other contributors on the inventory form found in the application

Multi-disciplinary Arts

- Up to 10 high-quality images of recent work
 - o A video recording up to 1 minute may replace 2 images
 - For installation work, provide up to 3 photos (or up to 1 minute of video) to show the complete installation and scale.

- Do not combine multiple views into one .jpeg image. Excess materials will not be forwarded for assessment.
- OR, up to 3 video or audio submissions of complete works or excerpts
 - o Indicate relevant time stamp(s) on application's inventory form to ensure assessors are reviewing the strongest / most relevant parts of each video / audio file. Otherwise, assessors will only review the first few minutes of each video / audio, **up to a combined total of 8 minutes per applicant.**
- OR, written documentation describing your practice or a significant project (PDF, up to 8 pages) which may include up to 4 images or up to 2 minutes audio or video documentation

Music

All Music Applicants

- Performance recordings should be unedited (one continuous take) and of the best possible sound quality.
- Recordings should be recent (within six months to one year when possible).
- Direct assessors to the strongest / most relevant parts of audio / video files by indicating specific time stamp(s) on the inventory form in the application. Otherwise only the first few minutes of each submission will be viewed.
- Assessors will only view a combined total of up to 8 minutes of support material per applicant.
- It is ok to submit samples from a combination of genres if it is reflective of your current practice and program.

Performance (instruments) and Jazz (vocals and composition)

- Three (3) contrasting recordings that demonstrate the applicant's technical, stylistic, and interpretive abilities
- Samples should reflect a range of composers, styles, eras and/or tempi
- Ensemble work is acceptable 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 recordings that demonstrate the applicant's technical, stylistic, and interpretive abilities
- Selections should be sung in appropriate languages. Classical singers should provide at least one selection in a language other than English.

Conducting

- Up to 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
- Up to 5 pages from any one musical score

Music Production / Sound Engineering

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

Spoken Word / Storytelling

- Include a video introduction stating name, level of study entering and current school
- Up to 3 audio or video recordings of completed works or excerpts (up to 8 minutes total)

Theatre

All Theatre Applicants

- Recordings should be recent (within six months to one year when possible)
- Performance recordings should be unedited (one continuous take) and of the best possible sound quality.
- Direct assessors to the strongest / most relevant parts of audio / video files by indicating specific time stamp(s) on the inventory form in the application. Otherwise only the first few minutes of each submission will be viewed.
- Assessors will only view a combined total of up to 8 minutes of support material per applicant.

Circus Arts / Comedy

- Up to 3 videos demonstrating a range (when possible) of material / work
- If submitting live performance videos where you are not the only performer, be sure to use the inventory form in the application to clearly identify yourself.

Musical Theatre

- Include a brief video introduction stating name, level of study entering and current school.
- Musical Theatre applicants are encouraged to demonstrate abilities in singing, dancing, and acting
- Three (3) distinct works demonstrating a range of styles
 - o In at least one submission, the applicant must play a principal role.
- If submitting live performance videos where you are not the only performer, be sure to use the inventory form in the application to clearly identify yourself.

Performance / Acting / Devising

- Include a brief video introduction stating name, level of study entering and current school.
- Three (3) distinct works demonstrating a range of styles
 - o In any scene, the applicant must play a principal role.
 - Samples may be an audition-style presentation, filmed in studio for portfolio or audition purposes.
 - o Acting applicants must include one monologue.
- If submitting live performance videos where you are not the only performer, be sure to use the inventory form in the application to clearly identify yourself.

Applied / Community-Engaged Theatre

- Written documentation describing a significant project (PDF, up to 8 pages) which may include up to 4 images or up to 2 minutes audio or video documentation. Your documentation should explain:
 - o The nature of the project and its goals or intentions
 - The community/ies involved, how they were engaged
 - Your role within the work
 - o The aspects of theatre applied in the creation / realization of the work
 - How your work incorporated cultural/physical safety policies, community agreements and upheld ethical practices

Playwriting

• Completed one-act play or excerpt from a full-length play with a brief summary of the remainder if necessary to provide context for the assessors (up to 10 pages total, not including title page, character list or setting pages)

Theatre Directing (For Film Directing - see Media Arts)

- Videos of 2 short scenes or excerpts directed by applicant, up to 8 minutes total.
- Brief Director's Statement explaining why these excerpts were selected (PDF, up to 2 pages).
- Concept Statement about the works submitted (PDF, 1 page)
- Notated scripts to accompany each selection (PDF, 2 pages)

Production and Stage Management

- Videos of 2 short scenes or excerpts produced or called by applicant, up to 8 minutes total.
- A prompt book or archival video with audio of applicant calling the cues for stage
- A sample of a production schedule or budget (as applicable)
- Series of written notes including staged blocking notes with small charts and videos.

Technical and Design

• 1-3 samples of work in any of the formats below

- Up to 5 minutes total video recording
- o Up to 5 minutes total audio recording
- o Up to 8 digital images from either course work or productions
- o A design portfolio for costume and set design students (PDF, up to 8 pages)
- 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.).
- Clearly identify what role you played in the work you are submitting.

Visual Arts (including 2-D Animation)

- Up to 10 high-quality images of recent work(s)
 - o A video recording up to 1 minute may replace 2 images
- For installation work, provide up to 3 photos (or up to 1 minute of video) to show the complete installation and scale.
- Do not combine multiple views into one .jpeg. Excess materials will not be forwarded for assessment.
- A combination of videos and images is acceptable. Use the format that will best showcase your artistic samples to the assessment panel.