

# Prince Edward Arts Scholarship

Application Guidelines



## TABLE OF CONTENTS

<b>INTRODUCTION</b>	<b>3</b>
<b>ANSWERING YOUR QUESTIONS</b>	
What is the purpose of the Prince Edward Arts Scholarship program?	4
How much can I apply for?	4
How often can I apply?	4
Who can apply?	4
What makes someone eligible?	5
What can I do with my scholarship?	6
How are applications assessed?	7
What happens if my application is successful?	7
My last application was unsuccessful. Is it worth applying again?	8
<b>APPLICATION INSTRUCTIONS</b>	
Introduction	9
Applicant Information Tab	9
Program Information Tab	9
Program Description Tab	10
Letter of Support Tab	11
Support Materials Tab	12
Declaration Tab	13

Illustrations by Dakota McFadzean

## INTRODUCTION

These guidelines are intended to help you complete your application for a Prince Edward Arts Scholarship. The information is divided into two main sections:

1. We **answer key questions** and define terms used in the application.
2. We provide a **step-by-step process** to the application with additional details to help you understand what we are looking for in each section.

**You may not need all the information or to use every section of this document** – the table of contents will help you find the information that you need quickly.

As an additional resource, SK Arts has made a number of video guides to help people who are not familiar with our online application system. [Click here](#) to find them.

Your most important resource is SK Arts staff. If you have any questions or concerns, please contact the Program Consultant. We want to help you submit the best application possible.

## What is the purpose of the Prince Edward Arts Scholarship program?

The Prince Edward Arts Scholarship (PEAS) program provides funding to Saskatchewan students who are studying or training to be professional artists or arts managers. If you are planning to study in an arts program at an accredited post-secondary institution or recognized arts training institution, this could be the program for you!

We want:

- to enable artists to pursue high-calibre artistic education;
- to provide opportunities for artists to develop their techniques and practice, to engage in creative exploration and expression, and to take creative risks; and
- to enable artists from all areas of Saskatchewan to study with experts in their artistic discipline wherever those educational programs are located.

## How much can I apply for?

Maximum scholarships are:

- \$2,500 for full-time studies over a traditional academic year (eight consecutive months), or
- \$1,000 for part-time studies or shorter programs.

## How often can I apply?

There is only one Prince Edward Arts Scholarship deadline per year, usually in May, and you can only apply for one scholarship at that deadline.

The online application portal is opened for applications around six weeks prior to the deadline and can be accessed from SK Arts' website.

## Who can apply?

Every applicant must be a Saskatchewan resident who is a Canadian citizen or Permanent Resident and have a permanent physical address (which may be a parent or guardian's address) in the province.

Other than that, **any student who has been accepted into, or has applied to, a program that provides training towards a professional career in the arts** can apply. Please note that no scholarship funds will be paid out until your acceptance into the program has been confirmed.

# ANSWERING YOUR QUESTIONS



## What makes someone eligible?

### ***What is “a program that provides training towards a professional career” in the arts?***

Most of the programs that PEAS recipients attend are professional arts training programs. This type of program has a primary mandate in the arts or arts management, and can include studies in various areas including skills development (creation, production, exhibition, presentation, publishing, community arts, or other forms of professional development), arts management or research. These programs could be year-long, multi-year post-secondary programs, but they could also be professional summer schools or other similar programs.

Note that PEAS does not support students pursuing post-graduate programs like a master’s degree.

### ***Where can I study?***

You can attend any program of your choosing that provides training towards a professional career in the arts or arts management. **That program does not need to be in Saskatchewan.** The PEAS program provides opportunities for Saskatchewan students to study wherever they would like.

You could attend a traditional university, like the fine arts program at the University of Saskatchewan or the music program at Simon Fraser University. You could train in certificate programs, like those at the National Theatre School or the Royal Winnipeg Ballet School. You could also attend a summer program or other programs with less traditional models like the Globe Theatre Conservatory or the summer school at The School of Toronto Dance Theatre. If you are unsure whether the program that you are considering would be eligible, contact the Program Consultant.

It’s important to be sure you’re eligible to receive a SK Arts scholarship before doing the work of preparing an application.

You must be based in Saskatchewan, meaning that you have maintained a permanent physical residence in the province for at least one year and live at that address for at least six months every year (this can be your parents’ or guardian’s home). If you are in the middle of your training outside of the province but still meet residency requirements related to your permanent residence, you are still considered a Saskatchewan

## ASK FOR HELP

Call your Program Consultant to ask questions, to discuss your ideas, or to review certain sections of your application. That's what we're here for.

## What can I do with my scholarship?

resident. Note that SK Arts may request proof that you meet the residency requirement.

Past grant recipients with **overdue** reports must clear those with us before applying again.

If you have any questions about your eligibility, contact the Program Consultant to discuss your situation.

### ***What makes an applicant ineligible?***

You are ineligible to apply for PEAS funding if:

- you have completed your undergraduate degree or certificate program in an arts discipline and are now applying for post-graduate work,
- your studies are already supported by another provincial arts funder, or
- you have overdue reports on prior SK Arts grants.

Most activities that relate to your training are eligible; the funding is yours to cover the costs associated with being in school.

The focus of the application should be on **why you want to be an artist or arts manager and why you want to attend this particular school or program.**

### ***Can I go to school outside of the province?***

Yes.

### ***Ineligible Activities:***

- studies in programs that are not at an accredited post-secondary institution or recognized training program
- private lessons
- post-graduate studies
- training that takes place prior to the application deadline
- activities that do not comply with or respect cultural protocols
- activities that use or present Indigenous cultural material, traditional knowledge or stories without permission from the community
- projects that promote hatred or intolerance
- activities that contravene provincial or federal law

Contact the Program Consultant if you have any questions.

# ANSWERING YOUR QUESTIONS

## How are applications assessed?

Applications are reviewed by an independent panel of established professional artists. This review panel meets and discusses the merits of each application to see how well you have responded to the assessment criteria below.

Applications are assessed according to two criteria:

1. **Applicant's Potential** (worth 67% of your total assessment): This is about you, your art, and your level of commitment to an artistic practice or arts management. This is demonstrated by your resumé and accomplishments as well as in your stated learning goals as an artist or arts manager. It is supported by examples of your work and by the required Letter of Support, which should be written by someone who can speak to your potential as a professional in this field.
2. **Quality of Program** (worth 33% of your total assessment): Is the program that you want to attend of professional quality? Is it the right program for someone with your goals or interests? What impact could this program have on your artistic practice, your body of work, or your skills development as you prepare for a career in the arts?

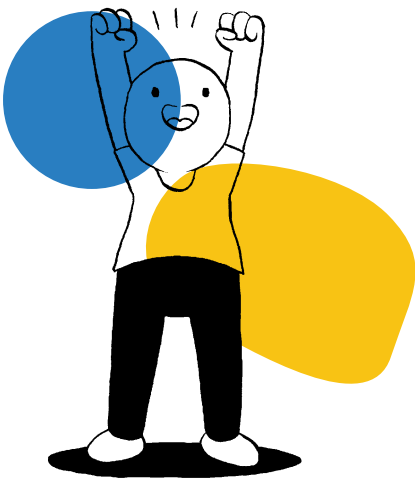
## What happens if my application is successful?

### *Claiming the Grant*

If your application is successful, you will receive an email notification that includes the terms and conditions of funding and all the forms required to claim your scholarship. You must sign and submit the Request for Grant Payment Form to receive your funding. Your scholarship cheque will be released up to 30 days before the start of your training program after approval of your signed Request for Grant Payment by the Program Consultant.

Here are some other things you should be aware of:

- You must meet all conditions for the release of funds and claim your scholarship within 12 months of the date in your notification email or your scholarship may be forfeited.
- SK Arts is required to issue a T4A form to any individual who receives more than \$500 from us during a calendar year.



**My last application  
was unsuccessful.  
Is it worth applying  
again?**

### ***Reporting on the Project***

SK Arts is interested in how your training turned out and how the scholarship benefitted you. You must submit a brief final report no later than 30 days after the end of your school term. You will need to discuss what you accomplished and the potential impact it will have on your career. You will need to explain how the money was spent, but a final budget and receipts are not required for PEAS recipients.

### ***Recognizing the Funder***

In this period of financial restraint, it is important to acknowledge your public funding in any way possible. You should look for every opportunity to acknowledge SK Arts' support of your training: use the SK Arts logo (available for download on our website) or the hashtag #SKarts to thank us on social media, or mention our support whenever you speak about your training. Please help us advocate for continued public support for the arts in Saskatchewan by diligently acknowledging the impact of your scholarship.

The PEAS application process is competitive. Your application was assessed with those from other students who are as passionate about their training as you are. Funding is limited, and many worthy applications are unsuccessful. Before applying again, take the following steps:

- Reread and reconsider your application components and support material.
- Update your resumé to reflect any accomplishments since your last submission.

Call the Program Consultant. They can often provide helpful comments from the review panel and, if you received notification that your application was considered ineligible or was not recommended for funding, the Program Consultant can explain what the problem was and whether you can apply again at the next deadline. Many of these issues can be resolved easily.

**Calling to discuss your results and acting on that feedback is the best response to an unsuccessful application. This practice will serve you well throughout your career in the arts!**



# APPLICATION INSTRUCTIONS

## Introduction

### ASK QUESTIONS EARLY

Even though the application portal is open until midnight on the deadline date, you can only ask questions of staff during office hours.

Here's a concise walk-through of the application, section by section, to help you complete it.

If you have difficulty completing any section of the application, contact the Program Consultant. SK Arts staff are familiar with the program, understand the review process and are happy to answer your questions.

#### ***Application Deadlines:***

The final day to submit your complete application for assessment is **non-negotiable**. Even though the application portal closes at midnight, remember that SK Arts staff only work until 4:30 pm and not at all on weekends. You will have to ask any questions that you have before those times.

To be fair to other applicants, Program Consultants are not authorized to give you an extension. Late applications are not accepted.

## Applicant Information Tab

Your mailing address, telephone, email, and website should be filled in automatically from your registration page. If any information is incorrect or incomplete, you will need to update it on your registration page in the SmartSimple program.

#### ***Resumé:***

Attach a PDF that provides the review panel with information about your experience, any accomplishments you have had or awards you have received. This would include any education, any specific training you've had in the area you want to study, any place your work has been seen, and any arts management experiences you may have had.

## Program Information Tab

- Scholarship Request – This amount is limited to a maximum of \$2,500 for full-time study and \$1,000 for part-time training. For details, see page 4 of this guide.
- Program Tuition – Use this line to list the total tuition for the program that you are attending.
- Project Dates – Your project dates are the period for which you are requesting support. For full-time programs, this is often the start of the first semester and ending with the last semester of the school year. **You can only apply** for one year at a time, even if you are enrolled in a multi-year program. These dates can be in either fall or spring.

## GET A SECOND PAIR OF EYES

Give someone else a copy of your program description or career goals to review. They may even spot items that are missing or questions you haven't fully answered.

## Program Description Tab

For part-time studies, the start date is when you will commence classes or training, and the end date is the final day of classes. All the project expenses you intend to cover with the grant must be incurred during these dates. You must begin your project within one year of the start date on your grant notification. **Remember that your project start date cannot be prior to the application deadline date.**

- Artistic Discipline – Indicate the artistic discipline that you will be studying. Musical theatre students should select Theatre.
- Name of Program – Use this field to specify which program at a larger institution, like the Fine Arts program at McGill University. In that case, “Fine Arts” would be the name of the program.
- Name of Institution – Use this field to provide the name of the school or program you are planning to attend. In the example above (the Fine Arts program at McGill University), you would type McGill University into this field.
- Address of Institution – Provide the address, particularly the city and province (or state and country) of the institution named above.

### *Program Description*

In 200 words or less, tell us about the program you want to attend. Clearly identify how undertaking these studies at this time will advance you as an artist or arts manager, and how they will prepare you for a career. **Remember that the response to this question will be used to help measure the Quality of Program**, which is worth 50% of your total assessment.

### *Describe your career goals and the reasons for your choice of training program.*

In 500 words or less, tell us about yourself: what interests you as an artist or arts manager, how that can be seen in what you've done before and what you would like to do for a career. Remember to relate your goals with the studies or program that you have chosen, what kinds of classes you will be taking, what kind of other projects you might be involved with, and why it is important to do this particular program at this particular time. **A clear understanding of what interests you about being an artist and how that relates to what you've done, where you want to study, and what you want to do for a career helps the review panel measure the Applicant's Potential**, which is worth 50% of your total assessment.

# APPLICATION INSTRUCTIONS

## Letter of Support Tab



If you have any questions or would like help as you write these sections, contact the Program Consultant.

On this tab, you add different types of attachments that help SK Arts assess your scholarship application.

### ***Letter of Support:***

These are very important. Letters of support can help prove that you are committed to becoming a professional artist or arts manager. **You are required to submit at least one letter of support.** This letter should be from someone who is able to assess your past work and can comment on your commitment to a career in the arts. Typically, the best people to submit this type of letter would be your art instructors, mentors, or professional artists who are familiar with you and your art practice. This will allow the review panel an opportunity to hear how a professional artist assesses you and your artistry.

Click the button marked “Send Letter of Support.” That will allow you to enter the name and email address of the individual who will provide this letter for your application. When you click the “Invite” button at the bottom of that pop-up window, that individual will automatically receive the form that they need to complete, and they will send it directly to SK Arts.

It might help to provide that person with information about the program you want to enrol in – you will have to do that separately, of course. This will help them write the strongest letter of support possible.

### ***Letter of Acceptance:***

You must also submit a Letter of Acceptance to the program you want to attend. If you haven’t received confirmation, that’s okay. We will require this once you receive it.

If you have any brochures or information about the program you want to attend, you should include them here. This type of material also helps the review panel measure the Quality of Program, which is an important criterion.

## Support Materials Tab

### GIVE YOURSELF TIME

It takes time to put together a good application. We're all deadline driven, but if you leave it to the very last minute, you never know what may happen... your computer may crash.

### *What are support materials?*

The best type of support material shows both your work and the appropriateness of the program you want to attend. If you want to take a post-secondary program in ceramics, for example, sending photographs of your previous ceramic work would be stronger than sending photographs of paintings that you have done. All of this helps with a positive assessment of your application.

Applicants are required to submit examples of their prior artistic work. Please keep in mind the following guidelines and technical requirements, and make sure that the materials you submit are of high quality. Poor-quality support materials cannot be reviewed as well by the review panel.

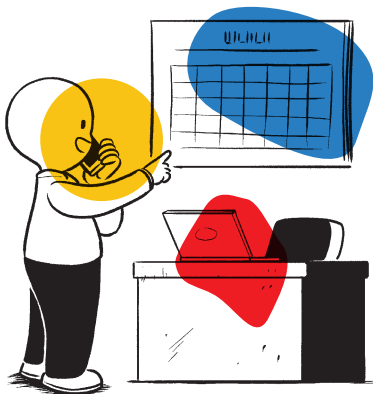
In addition to submitting the support materials below, **you must also attach a list of the support material you are including**. This will help the reviewers as they assess your application.

- Theatre applicants: one monologue (maximum 5 minutes in avi, mov, mpg, or mp4 format)
- Dance applicants: one solo work (maximum 5 minutes in avi, mov, mpg, or mp4 format)
- Musical Theatre applicants: one video (maximum 7 minutes in avi, mov, mpg, or mp4 format) that provides three excerpts, one each of a song, a monologue, and a solo dance
- Literary applicants: writing sample, published or unpublished (maximum 10 pages in PDF format)
- Media, Film, Video applicants: video segment (maximum 5 minutes in avi, mov, mpg, or mp4 format) and website URL (if available)
- Music applicants: audio segment or audio/video segment (maximum 5 minutes in mp3 format for audio or avi, mov, mpg, or mp4 format for video) or website URL (if available)
- Visual applicants: digital images (maximum 10 in JPEG format) and/or video segment (maximum 5 minutes in avi, mov, mpg, or mp4 format) and website URL (if available)
- Multidisciplinary applicants: refer to the discipline requirements above for each element, but include **no more than 7 minutes, 10 pages, or 10 images in total**

***Excess materials will not be reviewed by the panel.*** Note that the application system will not allow you to upload any single file larger than 2 GB.

# APPLICATION INSTRUCTIONS

## Declaration Tab



**If you are an arts management student, or if your discipline is more specific than you find listed above** (if you want to specialize in lighting design for theatre, for example), please contact the Program Consultant to discuss appropriate support materials.

### ***Should I include internet links?***

Any example of past work and your commitment to a professional career in the arts helps the review panel assess your application. Links to websites, Instagram accounts, or other forms of social media illustrating your work are absolutely appropriate, although you may wish to avoid online materials that are very informal.

### ***Release of Information:***

If you want to receive information about SK Arts' programs, activities and upcoming grants deadlines, you must tick the box to authorize us to add your name to our mailing list.

Although we never release the names of unsuccessful applicants, we do publish the names of recipients on our website and in our annual report. If you've ticked these boxes to give us permission, we may also provide the addresses of scholarship recipients on request to media and/or to your MLAs and MPs.


### ***Acknowledgement:***

To enable us to process your grant application, you **must** tick the box provided here to indicate that you have read and understood the explanatory statements.



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 skartsboard

 saskarts

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SK Arts acknowledges that the land currently known as the Province of Saskatchewan is comprised of portions of lands from Treaties 2, 4, 5, 6, 8 and 10, the territories of the Nêhiyawak, Anihšînāpēk, Dene, Dakota, Lakota and Nakota nations, and the homeland of the Métis.

We give thanks to the host Indigenous communities in this province, as we bear the collective responsibility to honour and respect their protocols and homes and to engage meaningfully with their knowledges in our work.