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the arts

PRINCE EDWARD ARTS SCHOLARSHIP PROGRAM GUIDELINES

Application Closing Date: May 1

incorporating the former Premier's Centennial Arts Scholarship and Prince Edward Drama Scholarship programs

The *Prince Edward Arts Scholarship (PEAS)* provides funding to students who are Saskatchewan residents and who have been accepted or have applied to study or train in arts programs at accredited post- secondary institutions or recognized arts training institutions.

The PEAS program provides support to students who want to pursue professional artistic training by:

- enabling students to pursue high-calibre artistic education and skills development at accredited post-secondary or recognized arts training institutions;
- providing opportunities for them to develop their artistic techniques and practice, to engage in creative exploration and expression, to take creative risks and to sustain their educational goals;
- enabling artists from all areas of Saskatchewan to study with experts in their artistic discipline, wherever those educational programs are located;
- being accessible to Indigenous/Métis peoples, individuals from culturally diverse backgrounds, and people in rural and remote regions of the province; and
- contributing to the realization of the mandate and strategic priorities of the Saskatchewan Arts Board.

CONTACT

It is strongly recommended that applicants, particularly first-time applicants, contact the Program Consultant before preparing an application as they can clarify eligibility and program requirements, and provide advice relevant to your application.

Philip Adams

(306) 964-1164 (Saskatoon) or 1-800-667-7526
padams@saskartsboard.ca

**APPLICATIONS MUST BE SUBMITTED ONLINE AT THE
SASKATCHEWAN ARTS BOARD'S APPLICATION PORTAL
saskarts.smartsimple.ca**

- *Applications and support material must be submitted before the application closing date.*
- *Applicants are typically informed of scholarship decisions by letter no later than 90 days after the application closing date.*



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Scholarship Amount

**Maximum scholarship amount: Full-time studies – \$2,500
Part-time studies – \$1,000.**

*The process for adjudicating scholarship applications is competitive and funds are limited.
An application may not be funded or may not be funded for the full amount requested.*

Scholarship Recipients:

- **If the application is successful, a cheque for the approved scholarship amount will be released to the recipient or to the individual listed in the “Name for Cheque Issue” box on the Application Form after a signed voucher is submitted to the Arts Board and no sooner than 30 days before the beginning of the term of study.**
- **The Saskatchewan Arts Board is required to issue T4A forms for taxation purposes to individuals for amounts received over \$500.**
- **A scholarship recipient must meet all conditions for the release of the funds and claim their scholarship within 12 months after the date of the letter notifying them of the results of their application.** If the conditions are not met and the scholarship is not claimed within this 12-month period, the Arts Board reserves the right to rescind the scholarship.
- **A scholarship recipient must begin the funded training or education program no later than 12 months from the start date initially approved.** If the recipient does not begin the program within this 12-month period, the Arts Board reserves the right to rescind the scholarship.
- **A scholarship recipient must receive approval from the Arts Board to make major changes to a funded training or education program** including modifications to dates and/or significant budget revisions. If the program is significantly changed without approval, the Arts Board reserves the right to rescind the scholarship.
- **A scholarship recipient is required to submit a final report to the Arts Board no later than 30 days after the end of their term of study.**
- **A scholarship recipient is required to acknowledge the Saskatchewan Arts Board’s financial support** wherever possible.
- The Saskatchewan Arts Board may contact a recipient at any time regarding any conditions affiliated with the scholarship received as a result of the application.

Eligibility

Who can apply?

Students who meet the Arts Board's Saskatchewan Residency Requirements (*see below*) and have been accepted or have applied to any of the following programs at accredited post-secondary institutions or recognized arts training institutions:

- Undergraduate studies (full or part-time) for a career as a professional artist in any arts discipline
- Undergraduate or certificate studies (full or part-time) in applied arts (e.g., design and production in any arts discipline)
- Undergraduate or certificate studies (full or part-time) in arts administration
- Training in certificate arts programs (e.g., National Theatre School, Canada's National Ballet School or Royal Winnipeg Ballet School, etc.)
- Training in summer arts programs or other part-time arts programs (e.g., Royal Winnipeg Ballet School, Globe Theatre, Persephone Theatre and other dance, theatre, music, voice, literary and media or visual arts programs).

Saskatchewan Residency Requirements

Applicants must:

- a) Be Canadian citizens or Permanent Resident of Canada;
- b) Be residents of Saskatchewan and have a permanent physical address in Saskatchewan;
- c) Have lived and pursued their creative work and careers in the province for a minimum of one year prior to the date of making this application; and
- d) Live in Saskatchewan for at least six months in a year.

Exception: An applicant who meets the criteria for Saskatchewan residency described above but is temporarily absent from the province for an arts education opportunity may be eligible to apply for a Prince Edward Arts Scholarship.

- The absence must be for no more than four years and not be recurring.
- The applicant must maintain their permanent physical address in Saskatchewan, must intend to return to the province at the end of the term and cannot receive funding for this training from the jurisdiction of their temporary residence.

The Saskatchewan Arts Board may request additional information beyond that included in the application including proof of Saskatchewan residency. Proof of residency is not required as part of the application but must be available on request. If requested, an applicant must be able to provide two or more documents that verify residency status. Documentation may include, but is not limited to, a valid Saskatchewan Health registration card, a valid Saskatchewan driver's license, evidence of income taxes paid in the previous year as a Saskatchewan resident and/or other documentation that verifies Saskatchewan residency. If sufficient documentation is not produced upon request, the applicant is ineligible.

Who can't apply?

- Individuals who have completed undergraduate degrees or certificate programs in their arts discipline, in their applied arts field or in arts administration.
- Applicants who have outstanding reports for any previous grant or scholarship received from the Saskatchewan Arts Board.

What can't be funded?

- Studies in programs that are not undertaken at an accredited post-secondary institution or in a recognized training program (*if unsure about the program, seek advice from the Program Consultant*)
- Studies at the post-graduate level or for work on a master's creative thesis or a MFA graduating exhibition or performance
- Private lessons

Eligibility *(continued)*

What can't be funded? *(continued)*

- Studies undertaken prior to the application closing date
- Applications:
 - That do not include a sample of the applicant's work
 - Delivered, postmarked or sent by courier after the application closing date
 - That are incomplete, illegible or unsigned
 - Submitted by e-mail or fax.

Support Material

- **The support material is an important part of your application. It is shared with the adjudicators and will have a significant impact on the assessment of your application.**
- Material submitted in excess of the maximums indicated in this application package will not be forwarded to the jurors or considered during the adjudication process.
- One copy of support material submitted by successful applicants will be retained by the Saskatchewan Arts Board.
- All other support material will be returned only if requested by an applicant within 30 days of the date of the letter notifying them of the grant decision. The Arts Board will dispose of the extra support material after that date. The Arts Board makes every effort to handle and return support material safely however, it is not responsible for the loss of any material.

Support material will include:

1. **Resumé** (*maximum 2 pages*) – submit on 8½x11 white paper, single-sided, page numbered.
Include a description of relevant work and experience, notable accomplishments (e.g. awards) and website URLs (if available).
2. **Letter of Acceptance**
Enclose:
 - Letter of acceptance from the institution presenting the proposed program. (If the letter is not available at the time of application, it may be submitted when it is received.)
 - Program brochure (if available).
3. **Letters of Support** (*minimum 1, maximum 3*)
 - **Applications must be supported by at least one Letter of Support.** Individuals providing these must be qualified to assess the artistic merit of your work and your commitment to a career in the arts. You should choose arts instructors, mentors, or other professionals in the area in which you wish to study. To maintain confidentiality, the individual completing the Letter of Support must send the form directly to the Saskatchewan Arts Board. The Letter of Support form is included in this package (pages 11-12) and is available on the Arts Board's website.
 - Enclose a list of the individuals that will provide Letters of Support (include names, e-mail addresses and/or telephone numbers).
4. **Sample of Applicants Work**
Applicants are required to submit a sample of their recent work.
 - Dance and Theatre applicants: Performance sample (video segment – *maximum 5 minutes*).
 - Theatre applicants include at least one monologue.
 - Dance applicants include at least one solo work.
 - Literary applicants: Writing sample – published or unpublished (*maximum 10 pages*).
 - Media, Film, Video applicants: Video segment (*maximum 5 minutes*) and website URL (if available).
 - Music applicants: Audio segment or audio/video segment (*maximum 5 minutes*).
 - Visual applicants: Digital images (*maximum 10*) and/or video segment (*maximum 5 minutes*) and website URL (if available).
 - Multidisciplinary applicants: Refer to the discipline requirements above for each element but *no more than 5 minutes, 10 pages or 10 images in total*.

Support Material Technical Requirements

- Audio – mp3
- Video – avi, mov, mpg, mp4 (maximum file size 1GB)
- Still images – JPEG files
- Print – Word or PDF files **or** printed single-sided, double-spaced, page numbered on 8½ x 11 paper (portrait format)
- Submit:
 - Only 1 copy of USB drives, CDs and support material that can be scanned
 - 4 copies of items that cannot be scanned (*DVDs, brochures, etc.*)
- Label USB drives, CDs, DVDs and any material that cannot be scanned with the program name, applicant name and application closing date
- Ensure the USB drive, CD and DVDs are readable, and still and moving images are clear
- DO NOT submit:
 - Paper documents that are double-sided as only one side of each page will be scanned and provided to the jury
 - Original works of art.

Adjudication

Applicants are to consider the Adjudication Criteria when developing the content of their applications.

For information about the Saskatchewan Arts Board's adjudication process and how funds are allocated, visit our website at www.artsboard.sk.ca/adjudication.

The Saskatchewan Arts Board will rely on third-party review and assessment of this application as part of its due diligence. A panel of assessors comprised of artists and professional arts educators will assess eligible applications through a competitive process based on the following:

Adjudication Criteria

For Artist Applicants:

1. Artistic merit (*based on samples of work and letters of support*)
2. Potential impact of the proposed training on the applicant's career and professional practice.

For Applied Arts and Arts Administration Applicants:

1. Potential impact of the proposed training on the applicant's career and professional practice
2. Merit of the proposed program.

Confidentiality of Information

The personal and confidential information that an applicant provides in an application is collected, used and disclosed in accordance with the provisions of the Freedom of Information and Protection of Privacy Act and the Personal Information Protection and Electronic Documents Act. This information is required to process the application. The applicant's personal and confidential information will only be disclosed as necessary to employees of the Saskatchewan Arts Board and the adjudicators. The Saskatchewan Arts Board will respond to any inquiries regarding the privacy policies and procedures, including requests to access the applicant's personal information.

If awarded a scholarship, the recipient's name, community, project description and scholarship amount will be made known publicly. The Saskatchewan Arts Board is required to report to the public on the funds it disburses through its programs.