



General Application Guidelines 2019

Please read the online application guidelines carefully and follow all instructions.

The Nova Scotia Talent Trust (NSTT) is an open and encouraging organization that invites applications from all developing, pre-professional Nova Scotia artists.

We support the artistic endeavours of all Nova Scotians from all areas of the province and all walks of life. In particular, we welcome applications from individuals who may be making their first attempt to gain funding for their art studies. Even if you feel uncertain, please give us a try. Every application we receive is treated with respect and careful consideration.

NSTT embraces the principles of transparency and equality.

DEADLINES:

- Completed Spring/Summer applications for the **March 1 deadline** must be submitted by 5:00 p.m. Atlantic Standard Time (AST).
- Completed Fall/Winter applications for the **May 1 deadline** must be submitted by 5:00 p.m. Atlantic Daylight Savings Time (ADT).
- If you apply from outside Nova Scotia in a different time zone, make sure your application is submitted on time. All applications receive a time stamp the moment they are submitted.
- While applicants are invited to submit applications for both the March 1 and May 1 deadlines, a **separate online application must be completed for each application period**. You can only apply to the Fall/Winter deadline after the Spring/Summer application deadline has closed.

APPLICATION TIPS:

- ***Do not wait until the last minute to apply. The application portal closes at 5:00 p.m. AST on March 1, and 5:00 p.m. ADT on May 1. It is strongly recommended that all applicants complete their online applications well before the deadline date to avoid technical problems. Applications that are late due to applicants experiencing technical difficulties will not be accepted. Please be advised that a slow internet connection may cause difficulties with the online application process.***
- Use Google Chrome as your browser for best results with our online application system. The application system will save your files and progress as you go. *(Do not use Internet Explorer as your browser. The application system will not work with it!)*
- Applications to NSTT must be prepared with great care. All supporting materials – recordings of musical, theatrical or dance performances; reproductions of visual art and fine craft; or selections from film and/or digital media – should be clearly presented, well-organized, and easily accessible.



- All written material should be presented in clear language, free from grammatical errors, wherever possible.
- **We advise you to apply for a scholarship even if you have not yet been accepted into your program of study. An acceptance letter can be sent in later.**
- Applicants planning to study at a university, school, or other recognized institution must either provide a copy of the course outline or program description as a PDF file, or a direct web link to the program in the application form. Try to be as specific as possible with your link so the jury does not have to go hunting for your particular program.
- Although applications may be submitted in English and/or French, it is the applicant's responsibility to provide a translated copy of any support material submitted in a language other than English and/or French.
- Poor presentation quality makes it difficult for the Scholarship Selection Committee to assess an applicant's potential and can result in an application scoring lower or being rejected entirely.
- Applicants are strongly encouraged to prepare recordings and other visual materials using the highest quality equipment available to them, and with the assistance of trained experts when possible.
- Grant writing is an essential skill for all professional artists and NSTT has provided these application guidelines to assist you to develop this important aspect of your work. We recommend you ask your teacher or mentor for guidance regarding your application.
- If you have further questions and concerns, email the NSTT Scholarship Program Coordinator at scholarship@nstalenttrust.ns.ca.

SUPPORT MATERIAL:

- Please review the *Guidelines for Support Material* for your discipline (i.e. Choreography, Literary Arts, Theatre Directing, etc.) and follow the instructions as outlined.

ADDITIONAL REQUIREMENTS FOR PRIVATE STUDY ONLY:

- If you plan to study with a private teacher, **you must obtain the following information** from your teacher and submit it in PDF format with your application:
 - a) Formal course outline, including proposed repertoire/curricular goals;
 - b) Number of lessons, as well as the duration and cost of each lesson;
 - c) Statement of interest from your teacher that describes why they think this course of study would be beneficial;
 - d) Anticipated curricular outcome of your successful completion of the study program;
 - e) Current résumé from your teacher.

Please give your teacher enough time to prepare these documents for you. All documents must be attached as PDF files.



REVIEW OF APPLICATIONS:

- Scholarship Applications are reviewed twice per year. Please keep in mind that you are competing with other well-qualified candidates, not only from your own discipline, but from other disciplines as well.
- The Nova Scotia Talent Trust is committed to reviewing applications with the highest levels of fairness and transparency. To ensure NSTT's decisions and evaluations are objective and completely impartial, conflicts of interest will be avoided at all costs.
- The Scholarship Selection Committee consists of 12 professional artists and/or art teachers who are active in Nova Scotia's arts community.
- The assessment criteria the Scholarship Selection Committee uses are as follows:
 - Does the applicant demonstrate exceptional potential and commitment to become an established artist in their chosen field?
 - Will the proposed program of study benefit the applicant on their path to a professional career in the arts?
 - Does the applicant demonstrate the ability to complete the proposed project?
- The Scholarship Selection Committee assesses commitment and potential based on the nature and amount of training an applicant has undertaken in the past, and on the apparent value of the program of study to their continued artistic development.
- **Applications with missing or incomplete components or support materials will not be reviewed.**
- Applicants are advised of application results approximately six weeks after the deadline. Notifications are sent by e-mail.
- **All decisions of the Scholarship Selection Committee meetings are final.**
- **All submissions and support material become the property of the Nova Scotia Talent Trust.**

VALUE OF SCHOLARSHIPS:

- Scholarship amounts are affected by available resources, the number of applicants, and other considerations at the time of selection.
- Scholarships in the past five years have ranged from \$500 to \$3,000; however, there is no fixed upper limit on the amount that can be awarded.

SUCCESSFUL APPLICANTS:

- Before any portion of a scholarship is paid, successful applicants must advise NSTT by letter or e-mail that they have started, or will be starting, the program of study proposed in their applications.



- **Successful applicants must provide confirmation of enrolment in the form of a letter or email** provided by their institution of study or private teacher.
- NSTT requires a statement from your institution that some or all of your tuition has been paid. In the case of private study, an emailed confirmation of payment from your teacher is required before any scholarships are issued.
- Scholarships do not renew automatically. Successful applicants who wish to be considered for scholarship assistance in any subsequent application period must re-apply.
- Although there is no prescribed limit to the number of scholarships NSTT will provide to one applicant, the Scholarship Selection Committee reviews the history of assistance when making its decision. Applicants who have made considerable progress in their artistic development with NSTT's support over a period of time may be passed over in favour of other applicants who are in earlier stages of development.
- Successful applicants are asked to acknowledge the support of the Nova Scotia Talent Trust in all publicity materials. You may download our logo from NSTT website for this purpose.
- NSTT encourages scholarship and Special Award recipients to stay in touch and share highlights/success stories to be posted on our website, Facebook page and/or in our newsletter.
- Only successful scholarship applicants are considered for our Special Awards, which are given out at the end of the year. Special Awards are decided by our Scholarship Selection Committee. There is no additional application process, and winners will be notified by e-mail in late fall.
- **Applicants must advise NSTT of any changes of address, study plans, or developments in their careers pertinent to their application.**
- In the event you are awarded a scholarship but are not accepted into your program, all scholarship money must be returned to NSTT to be distributed to other successful recipients.

For further information about the online application process, please see our YouTube tutorials at www.nstalenttrust.ns.ca under SCHOLARSHIPS. You can also send us an email at scholarship@nstalenttrust.ns.ca.