



SUPPORTING

dreams



VICTORIA SCHOOL FOUNDATION FOR THE ARTS

AWARDS PROGRAM

Purpose

These awards provide opportunities for teachers or students of Victoria School of the Arts to pursue further education in the Arts at summer schools or workshops. Consideration will also be given to providing financial assistance for the purchase of musical instruments and equipment/materials deemed necessary for further study. The Awards Program does NOT fund private study.

Value

The value of the awards, range from \$500-\$1000. The Foundation may choose not to make an award in any given year.

Eligibility Criteria

Applicants must be:

- a permanent resident or citizen of Canada;
- a resident of Alberta;
- a teacher or a student of Victoria School of the Arts;
- pursuing a program of advanced education in the Arts or in need of necessary equipment or supplies to further their education in the performing and visual arts, and
- financially able to attend the proposed program of study in the event that an award does not cover the full cost.

STUDENT Application Procedures

- Applicants must submit a current photo.
- Applicants must submit one completed application form together with required supporting documentation.
- One teacher evaluation form must be completed by a Victoria School of the Arts teacher of your choice. The teacher must submit the completed evaluation form in a sealed envelope and forward it directly to the General Office of Victoria School marked to the attention of "Victoria School Foundation for the Arts" by April 30 (no later than 4:00 pm).

- Applicants are not required to provide proof of acceptance into a program furthering their education in the Arts, but will be required to provide such documentation as soon as it becomes available.

TEACHER Application Procedures

- Teachers must submit a resume highlighting Arts experience.
- Applicants must submit one completed application form together with required supporting documentation.
- Applicants are not required to provide proof of acceptance into a program furthering their education in the Arts, but will be required to provide such documentation as soon as it becomes available.

Selection Criteria

Priority is given to individuals who have demonstrated both talent and commitment to achieving their goals. Awards are based on individual circumstances. Financial need may be considered.

Selection Process

- The selection committee will review all award applications and make recommendations for the granting of awards to the Foundation Board.
- All information collected will be treated in confidence.

Notice of Change in Contact Information or Use of Funds

- Applicants must provide written notice to the Foundation of any changes to their mailing address, telephone numbers, or related contact information.
- Successful applicants must provide written notice to the Foundation Board of any change to their intended program of study or use of funds. Any change is subject to the prior approval of the Foundation Board. The Foundation has no obligation to advance funds if the changed program of study or use of funds no longer meets the eligibility requirements.

Payment Information

- Awards are to be used to offset registration fees or any other education or training expenses related to the intended program of study or to purchase equipment or supplies necessary to advance the successful applicants education in the performing and visual arts.
- Proof of registration must be provided as soon as it is available.
- **Receipts must be submitted for reimbursement.**
- No part of any award granted by the Foundation can be applied to previous debts, accounts, or shortfalls.
- If funds have been advanced to a successful applicant and a subsequent change to the recipient's intended program of study or use of funds is not approved by the Board of the Foundation, the recipient must reimburse the full amount of the funds advanced to the Foundation.

Submitting your Application

- Applications can be submitted in person, sent by mail, or sent by courier.
- Applications received by fax or e-mail **will not be considered.**
- The application deadline is **April 30th** at 4:00 pm. If this date falls on a weekend, applicants have until 4:00 pm of the next school day to submit their applications.
- **Deadlines are strictly enforced.**
- Please forward your completed application and all required supporting documentation to:

The Victoria School Foundation for the Arts
10210 – 108 Avenue
Edmonton, AB T5H 1A8

Charitable Registration No.: 89752-1795-RR001
Canada Revenue
Agency www.cra-arc.gc.ca/charities

Privacy Statement (pursuant to the *Personal Information Protection Act*)

The Victoria School Foundation collects personal information in a manner that recognizes both the right of an individual to have his or her personal information protected and the need of the Foundation to collect, use or disclose personal information for purposes that are reasonable in fulfilling the Foundation's mandate and mission.

The Foundation uses personal information to record information from students that is needed to process applications and award scholarships.

The Foundation may release information from time to time to our agents whom we control and who abide by this policy. We do not release information to other fund-raising organizations or to commercial enterprises.