

**SPAO PORTFOLIO PROGRAM  
LUNA BURSARY 2010/2011**

**Award Name:** Luna Bursary

**Description**

The Luna Bursary 2010/2011 is a \$1,500 bursary available for a selected student of the School of the Photographic Arts: Ottawa (SPAO) Portfolio Program that has successfully completed Level 1 Photographic Foundations, and has been offered and accepted transition into Level 2 of the SPAO Portfolio Program, Portfolio Development. This bursary has been established to help a dedicated student of the photographic medium pay their tuition fees for their second year in the SPAO Portfolio Program for the 2010/2011 academic year.

**Designated officer:** Khalia Scott, Director, School of the Photographic Arts: Ottawa

**Umbrella Agency:** Council for the Arts in Ottawa

**Effective starting date:** Monday March 1st, 2010

**General Information**

Both the Luna Bursary and the Sphinx Bursary have been established at SPAO at the request of private donors that are artists and avid practitioners and collectors of photography. They wish to encourage the development of photographic artists by offering financial support to selected students of the SPAO Portfolio Program.

One of each of the Luna Bursary and the Sphinx Bursary will be offered in 2010, to be applied towards tuition for the 2010/2011 academic year.

Applications for the Luna Bursary will be accepted from Monday March 1st, 2010 until Monday March 29th, 2010 at 5:00pm. The recipients of both the Luna Bursary and the Sphinx Bursary will be announced Friday April 30th, 2010.

The Luna Bursary has a monetary value of \$1,500.00 and will be paid to the selected recipient by cheque.

### **Eligibility criteria**

To be considered eligible for the Luna Bursary, applicants must:

- Be currently enrolled in the SPAO Portfolio Program,
- Be in good academic standing in the SPAO Portfolio Program,
- Have no outstanding financial debt to SPAO,
- Pass Level 1 Photographic Foundations of the SPAO Portfolio Program, and be offered transition into Level 2 Portfolio Development of the SPAO Portfolio Program,
- Accept the offer of transition into Level 2 Portfolio Development of the SPAO Portfolio Program, and
- Submit all required application material for the Luna Bursary by the stated deadline.

### **Selection criteria**

- Merit of current work submitted
- Merit of proposed project(s) for the upcoming academic year
- Degree and quality of involvement in and contribution to the SPAO community of the student applying

### **Conditions of the award**

The recipient of the Luna Bursary is responsible for and expected to remit by specified deadlines, the balance of his/her tuition fees for Level 2 Portfolio Development of the SPAO Portfolio Program; failure to do so will result in the revocation of the bursary.

Failure to remain in good academic standing in Level 2 Portfolio Development of the SPAO Portfolio Program may result in the revocation of the Luna Bursary.

Should the selected recipient of the Luna Bursary be unable or unwilling to continue their studies as proposed in the 2010/2011 academic year, immediate written notification must be given to SPAO to allow the selection of an alternate recipient of the bursary.

## **Application Process**

Eligible current students of Level 1 of the SPAO Portfolio Program, Photographic Foundations must submit their completed application to the designated SPAO officer (Khalia Scott) at the SPAO office, 168 Dalhousie Street, by Monday March 29th, 2010 at 5:00pm:

Enclose with the completed Luna Bursary Application Form (see attached appendix A), an Artist's Statement, a proposed Project Description(s) for the 2010/2011 academic year, and 10 digital images on CD. Images must be numbered and correspond to the completed Image List (see attached appendix B) which indicates number, size, media, title, and year of completion.

Guidelines for computer-based electronic files on CD-ROM or DVD: (Please note that the digital support material you provide will be viewed by means of a computer projection system during the selection process.)

Submit digital images. Test your material before you submit it to make sure that it is readable. Each CD-ROM or DVD must be clearly marked with your name. Submit 300 dpi .jpg files only. Label each file (image) with a number and title. Example: 01title.jpg, 02title.jpg, ensure they are presented chronologically and follow your image list. Don't submit any type of presentation (PowerPoint style) or "zipped" or "Stuffit" or other compressed files. Don't include hyperlinks to Internet sites with your images. Don't submit material that requires software, plug-ins, extensions or other executables to be downloaded or installed. Don't submit any files by e-mail, Don't submit any other component of your application electronically on your CD-ROM or on your DVD.

**Students submitting support material that does not correspond to the guidelines will be refused and made ineligible for the bursary.**

Completed applications can be dropped off at the SPAO office, 168 Dalhousie Street, Ottawa.  
**Only complete applications received by the deadline will be accepted.**

## **Selection Process**

The date of selection of the recipient of the Luna Bursary is to be determined.

Applications will be assessed by a peer assessment committee composed of experienced professionals and representation by the donors of the Luna Bursary funds.

Jury member decisions will be based on:

- the quality of the examples of current work and the supporting Artist's Statement,
- the quality of proposed project(s) for the upcoming academic year, and
- the degree and quality of involvement in and contribution to the SPAO community of the student applying

The recipients of both the Luna Bursary and the Sphinx Bursary will be announced at the School of the Photographic Arts: Ottawa graduation ceremony Friday April 30th, 2010.

## **Awarding of Scholarships and Prizes at SPAO**

A student may be awarded more than one donor funded scholarship or bursary if the total value of the scholarship/s or bursary/s awarded in any one year is less than \$6,500. If a student is awarded a scholarship with a value of \$13,000 or more, then the recipient will not normally be eligible for any other donor funded scholarship during their undergraduate study at SPAO. Exceptions may apply. Prizes are awarded on the basis of academic merit and there is no limit to the number awarded to an individual student in an academic year.

## **Definitions**

**'Scholarship'** – for the purposes of this document, 'scholarship' means any scholarship, bursary or other type of award, which has a monetary value over \$500.00.

**'Bursary'** – for the purposes of this document, 'bursary' means a monetary award to SPAO students that allows them to continue their studies.

**'Prizes'** – prizes in these procedures refer to prizes for academic achievement and therefore exclude competition prizes.

**'Endowed funds'** – are funds that are invested to provide income in perpetuity. Each year a portion of the income generated from the principal is released, to be used for the specific purpose for which the fund was established.

**Appendix A**  
Luna Bursary Application Form



This form must be completed fully and legibly to ensure your consideration in the jury process. The information below will form part of the information package presented to the jury.

Student's Biographical Information (please print legibly)

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone (H): \_\_\_\_\_

Phone (W): \_\_\_\_\_

List Previous Exhibitions (maximum 3): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current Academic Status at School of the Photographic Arts: Ottawa (SPAO)\*: \_\_\_\_\_

\_\_\_\_\_

\*Confirmation of Status (administrative use only): \_\_\_\_\_

\_\_\_\_\_

Details of involvement in and contribution to the SPAO community (outside of academic pursuits):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Appendix B**

Luna Bursary Digital Image Submission Form



This form must be completed fully and legibly to ensure your consideration in the jury process. The information below will form part of the information package presented to the jury.

Digital Image #	Title	Medium	Year	Dimensions	Juror's Comments (Do not write in this section)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

## Luna Bursary Checklist



This form is to help you ensure that you have included all the required material in your application for the Luna Bursary. It is for your use and need not be submitted as part of your application.

- **Artist's Statement**
- **2010/2011 Project Description(s)**
- **10 Digital images on CD**
- **Luna Bursary Application Form**
- **Luna Bursary Digital Image Submission Form**

**DEADLINE:** Monday March 29<sup>th</sup>, 2010 at 5:00pm

Please take note:

Late applications will not be eligible.

Incomplete applications will not be eligible.

Incorrect applications will not be eligible.