

UBCP/ACTRA Scholarship Eligibility and Requirements

Dependant Scholarship

About

The UBCP/ACTRA Scholarship Committee will award a maximum of up to \$5,000, per calendar year to the dependants of qualifying Full Members in need of financial assistance for their education. The dependant must be the child (natural, step, or adopted) of a qualifying Full Member who has contributed the major support for the child. The dependant can be the child of a deceased member who was on “active” status at the time of their death. Note: The dependant must use the funds for post-secondary education. They must either be currently enrolled in a course and are applying for assistance to continue or must be planning to enroll in a full-time course leading to either:

- A diploma at a recognized community college or professional arts training institute;
- A university degree; or
- A professional degree or certification.

Eligibility

This scholarship is not open to Background and Apprentice Members.

Any current UBCP/ACTRA Full Member who has been a Full Member of the Union in good standing for at least five (5) years, and resides in the BC/Yukon region may apply for assistance.

Example: If you are a UBCP/ACTRA Member but reside full-time in Toronto, you will not be eligible for consideration.

If you are a current UBCP/ACTRA Full Member in good standing and are from the historically marginalised equity-seeking groups of BIPOC, women, LGBTQIA2+, persons with disabilities, and 55+, or are dealing with exceptional/extenuating circumstances,

the Committee will also consider your application if you provide a letter requesting an exception to the 5-year rule.

Applicants who are 20 years old and under at the time of commencing the course, only need to be a Full Member of UBCP/ACTRA in good standing for at least two (2) years.

Applicants must also demonstrate financial need.

Dependant

The dependant cannot be more than 25 years old at the beginning of the first year of their post-secondary, degree orientated program.

Supporting Information Required

Each application must include the following documents:

- Updated resume for the Member
- A full description of the course of study
Applicants must state the exact name of the course/program/training they are applying for and sufficiently describe the details of what it entails. Applications with vague terminology like “various acting programs around Vancouver” will be deemed incomplete.
- Proof of acceptance in the course of study. In lieu of an official acceptance letter, proof of enrollment and payment will be required. For applications to renew a grant on courses longer than one year, current proof of enrollment will be required.
- Tuition cost
- A statement of any other financial assistance being awarded for the same course of study, including other bursaries or parental support
- The Member’s Notices of Assessment (NOA) from Canada Revenue Agency (CRA) for the past five (5) years or from the time the Member first filed income taxes, whichever is shorter. If applicable, dependants are also required to submit this information. In order to reduce the risk of privacy concerns, **applicants are only required to submit the first two (2) pages, which include the total and taxable income (line 15000)**. If a current UBCP/ACTRA Full Member in good standing from a historically marginalised equity seeking group such as BIPOC, women, LGBTQIA2+, persons with disabilities, and 55+ would like to apply, but is

unable to produce the last 5 Notice of Assessments, but not less than three, they must submit a letter requesting an exception for consideration, explaining the reason for the missing documents, along with their completed application, which the committee may consider.

- Dependant's birth certificate

Each applicant will be required to submit a 350-word essay on a topic to be determined by the Committee. Dependants 12 years and older must write their own essays. In the event an applicant is unable to provide a written essay, they may contact the committee at scholarship@ubcpactra.ca to request an accommodation to submit a 1-minute video instead.

- - **Essay requirement for first-time applicants:** Share your personal story as a UBCP/ACTRA member or dependant, including how the Union has positively impacted your life, family, and community. Additionally, explain how receiving a UBCP/ACTRA scholarship would help you to achieve your career goals and aspirations.
- - **Essay requirement for recurring applicants:** Provide an update on your academic progress since receiving educational support from UBCP/ACTRA. Share how your studies are advancing and how they are helping you to achieve your career goals and aspirations. Include details about your successes, challenges, and how UBCP/ACTRA's support has made a difference in your educational journey.
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- If you are applying under exceptional/extenuating circumstances, details about the situation must be included in your essay or video. If the dependant has previously received support and is reapplying for further assistance, you must submit a NEW ESSAY.

NOTE: Incomplete applications will not be considered.

Additional Information

- Applications seeking the scholarship to support career transition will need to have earned an average of \$5,000 per year across the last 5 years under UBCP/ACTRA contracts or have lifetime earnings of at least \$100,000.
- Applicants for professional development can only apply for one (1) class or workshop per application period.
- The applicant's course of study may already be in progress. Otherwise, the program of study must begin within nine (9) months of the application deadline. **Funding will not be awarded for courses that have been completed prior to the scholarship application open date.** Funds must be used towards the specific program stated in their application. Any remainder of funds will be redistributed to the Scholarship Fund and cannot be carried over to another term, year, or program.
- Applicants can receive a maximum of \$5000 per calendar year.
- **All awards will be paid in Canadian Dollars**, directly to the institution, school, or teacher providing the education. If the institution is based internationally, then arrangements will be made for the funds to be paid to the member directly upon proof of payment.
- Each recipient is limited to a lifetime total of \$10,000 or four (4) successful applications (whichever comes first). If one of these maximums is reached, then the Member is no longer eligible to apply.

Note: The phrase "each recipient" refers to the person receiving the funds. As a result, a member and their dependant can each receive lifetime funds of \$10,000.

- Applicants may apply to renew a grant if the program of study is longer than one year. Current proof of enrollment will be required.
- If you file your taxes as an incorporated company, this must be stated on the application form. You must submit your personal **AND** incorporated returns.
- Timely submissions prior to the deadline will be reviewed by staff who can confirm if the application is properly completed. If staff advises that the application is incomplete, the applicant will have until the scholarship application

deadline to submit any missing information. Items submitted after the deadline WILL NOT be considered. **There will be no exceptions for missed deadlines.**

- Members will be notified about the result of their application within four (4) weeks of the submission deadline.
- Financial need will be taken into consideration.
- The scholarship is a taxable benefit. If successful, we will be required to issue a T4A form for your dependant and will require their SIN.