

## **Sharon Stevenson Career Development Scholarship Terms of Reference - 2020**

### **1. What is the Langley Community Music School Sharon Stevenson Career Development Scholarship?**

Up to \$10,000 is awarded annually by the Langley Community Music School to one or more LCMS students who have demonstrated exceptional musical ability, intend to pursue a career as a professional musician, and are planning to attend an accredited post-secondary institution to study music performance.

### **2. Who is eligible?**

The Sharon Stevenson Scholarship is open to students who meet all following criteria:

- Enrolled in private lessons at LCMS throughout current academic year
- Have been enrolled as a student at LCMS throughout the previous academic year
- In last two years of high school (grade 11/12)
- Intend to pursue a career as a professional musician
- Will be attending, or intend to attend, an accredited post-secondary institution to study music performance
- Have demonstrated exceptional musical ability
- Have demonstrated academic success sufficient to gain acceptance to their chosen educational program, and such that successful completion of a degree program is reasonably assured

Past scholarship recipients are eligible to re-apply in subsequent years provided all application requirements are met, and support is being requested for a different educational or competition opportunity. The Committee will consider previous awards when making its decision, and the combined total awarded to an individual will not exceed \$10,000.

### **3. What opportunities/activities are eligible?**

The Sharon Stevenson Scholarship is intended to assist with costs associated with significant music education and competition opportunities. Typically, this will be for tuition, fees and expenses associated with enrollment in a post-secondary institution.

Scholarship funds may also be applied to help meet costs such as:

- Fees and expenses associated with masterclasses, music camps and auditions out of the province or country
- Fees and expenses associated with participating in national or international level competition

In these cases, the student must demonstrate financial need, and must demonstrate that the opportunity is important to the development of a professional career. While opportunities identified by the applicants are evaluated on a case-by-case basis, priority is generally given to applications for post-secondary enrollment.

Success of the application will depend upon the case made for support. Consultation with the applicant's LCMS teacher regarding suitable opportunities is mandatory. Scholarship funds may only be applied to the opportunity identified by the candidate in his/her application.

### **4. What are the selection criteria?**

Candidates must demonstrate exceptional musical ability. They must also demonstrate academic ability sufficient to gain acceptance to their chosen educational program, and such

that successful completion of a degree program is reasonably assured. The Committee will use the following information:

- Applicant's essay outlining musical goals, commitment to the pursuit of a career as a professional musician, and proposed use of scholarship funds. The essay must identify a specific proposed musical opportunity to which the funds would be directed, and address the importance of this opportunity to the applicant's artistic development. (Note: it is recommended that applicants include pertinent information regarding entry deadlines, acceptance status, etc.)
- Letter of recommendation from LCMS teacher that includes an assessment of the appropriateness and attainability of the musical opportunity for which the applicant is seeking support, and commitment to the pursuit of a music career
- Letter of recommendation from a current academic teacher in support of academic ability
- Letter of acceptance from university and/or letter of acceptance from educational or competitive opportunity associated with the application, if available/applicable
- RCM results, performance awards and achievements
- Applicant's performance in an audition for members of the Selection Committee

Applicants should understand the selection process is a competitive process, and that the criteria identified above represent minimum standards only. In any given year, the Committee may choose not to award scholarship(s) if it determines that no suitable applications are received. All awards are made at the sole discretion of the Committee.

#### **5. Who is the Langley Community Music School?**

Founded in 1969, the LCMS is a non-profit charitable organization committed to providing the highest quality musical education to the Langley community.

Since its inception, the school's emphasis has been to offer comprehensive and innovative programming for students of all ages, from babies through to seniors at beginner through pre-professional levels. Private instruction, enrichment classes, ensembles, recitals, master classes, workshops, and concerts make up the wide range of programs at LCMS. Our students take private lessons and classes to meet requirements for post-secondary entrance, to prepare for exams and festivals, to develop career skills or for personal enjoyment. Our faculty is a distinguished group of artists who are dedicated to encouraging both excellence and a love of music.

#### **6. Why was this scholarship created?**

The Scholarship was established through the generosity of Sharon Stevenson, a passionate believer in the value of musical education for all people. The objective of this scholarship is to assist young musicians of exceptional ability pursue a performance career.

The scholarship is administered by the Langley Community Music School.

#### **7. What is the timeline?**

##### **Application deadline: February 14**

Auditions will generally be held within one month of the application deadline. Applicants shortlisted for an audition will be notified. Following the auditions, the committee will meet to select the winner(s). Applicants will be notified of the committee's decision. A public announcement will follow.

#### **8. What is required of scholarship winners?**

Scholarship winners will agree to the following:

- Provide LCMS with required documentation regarding their chosen educational or competition opportunity. Documentation requirements will vary depending on the nature of the opportunity, and will be specified by the Selection Committee upon notification of award.
- Provide the Committee with a written report outlining how the scholarship has helped them. This report must be received no later than one year from the award date.
- Provide a photo for use by LCMS in publicity materials.
- Perform a concert at LCMS at a mutually agreeable future date.

Scholarship funds may only be applied to the opportunity identified by the candidate in his/her application.

Please note that LCMS will not award scholarship funds until proof of payment or attendance (e.g. tuition receipt) has been received. In exceptional circumstances, scholarship winners may request advance payment due to financial need. Such requests will be considered on a case-by-case basis, and the student must demonstrate to the satisfaction of LCMS that he/she will pursue his/her identified educational or competition opportunity and that completion is reasonably assured.

#### **9. How does a student apply?**

An application form may be obtained from the LCMS office, or may be downloaded from the LCMS website at [www.langleymusic.com](http://www.langleymusic.com)

#### **10. What is the decision-making process?**

Scholarship awards are determined by the Selection Committee. The number and value of scholarships awarded in any given year is at the sole discretion of the Committee.

The Selection Committee will have a minimum of four members, and may include:

- Principal (committee chair)
- Artistic Director, Concerts
- Chair of Fees, Scholarship & Bursary committee (board)
- Other members as necessary to provide a fair assessment of the applicants and to ensure expertise in applicant music disciplines (to be determined by the Principal)

No member of the committee will have a conflict of interest e.g. have a student who is applying, or is related to an applicant.

In any given year, the Committee may choose not to award scholarship(s) if it determines that no suitable applications are received.

Step 1: Committee reviews all applications and determines, based on materials submitted, those applicants who will be selected for an audition.

Step 2: Shortlisted candidates are notified and audition times arranged. The Principal will communicate with shortlisted candidates to determine the audition requirements e.g. whether an accompanist will be required.

Step 3: Audition for Selection Committee (shortlisted applicants only).

Step 4: Committee meets to determine award(s).

Step 5: Applicants are given written notification of decision.

Step 6: Public announcement.

**11. How is the scholarship awarded?**

Winners will receive funds once proof of registration, payment, attendance, and/or other relevant documentation satisfactory to the Selection Committee, has been received by LCMS. Documentation requirements will vary depending on the nature of the opportunity, and will be specified by the Committee upon notification of award. Payment is made by cheque and issued in the name of the award recipient.

If a winner declines to participate in or attend his/her proposed educational/competitive opportunity, or fails to submit the necessary documentation, the award may be rescinded. In this event, at the discretion of the committee, the scholarship may be awarded to another qualified applicant.

**12. Any other questions?**

Please contact the Principal for more information at 604-534-2848 or by email at [principal@langleymusic.com](mailto:principal@langleymusic.com).

**13. Application submission instructions**

The complete application must be received by LCMS **no later than 5 p.m. on February 14**. The entire application is to be submitted in a single sealed envelope. Late or incomplete applications will not be considered. Applicants who qualify for an audition will be notified.

It may be submitted in person or by mail to:

**Langley Community Music School  
4899 207<sup>th</sup> Street  
Langley, BC V3A 2E4  
Attn: Sharon Stevenson Scholarship**

Electronic applications are not accepted.

An applicant may request that his/her application documents be returned. If no such request is received prior to the public announcement, the application will be shredded.



Langley Community Music School

## Sharon Stevenson Career Development Scholarship Application Form

**Deadline: February 14, 2020**  
**Late or incomplete applications not considered.**

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

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

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_ Years of study at LCMS: \_\_\_\_\_

Parent/guardian names: \_\_\_\_\_

LCMS teacher name(s): \_\_\_\_\_

Primary instrument or vocal range: \_\_\_\_\_

Current academic institution: \_\_\_\_\_

Have you applied for any other financial assistance in relation to the proposed educational opportunity?  
Yes / No

If yes, please describe: \_\_\_\_\_

### Application Checklist:

- Sealed letter of recommendation from LCMS teacher of primary instrument
- Sealed letter of recommendation from teacher at current place of academic study
- Resume detailing musical study, experience, RCM results, awards etc.
- Essay outlining musical goals and proposed use of scholarship funds (max 400 words)
- Letter of acceptance from educational institution or proposed music opportunity (if applicable/available)
- Academic transcript
- Completed and signed scholarship application form

I, \_\_\_\_\_ (name), agree that if my application is successful, I will abide by the scholarship requirements as stated in the Terms of Reference.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

**Application material must be submitted in a single sealed envelope marked Attn: Sharon Stevenson Scholarship, and received in the LCMS office by the deadline. Electronic applications are not accepted.**