

ST. JOHN'S	CS – Art Procurement Submission Form	Community Services
	Art Procurement Submission Form	

Contact Information	SECTION 1
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Gallery name (if applicable) _____

Artist name _____

Address _____

City _____ Province _____ Postal code _____

Telephone _____ Email _____ Website _____

HST Registrant: Yes No If yes, HST # _____

Mandatory Information	SECTION 2
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1. Images of artwork

- Images should be high resolution: a minimum of 300dpi, or 1500 x 2100 pixels.
- Two-dimensional works – please submit two images: an image of the complete artwork and a detail. Three-dimensional works – please must submit three images: include views of the artwork from different angles and/or a detail.
- Images should show edge of artworks.
- Acceptable file formats are jpg and png.

2. A resume or C.V. detailing your artistic experience

Submission 1	SECTION 3
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Title of artwork _____

Medium:

Painting Print Drawing Photograph Sculpture Fine craft

Mixed media (please specify): _____

Materials _____

Dimensions (inches): Height _____ Width _____ Depth _____

Price (framed) before tax _____

Selected artwork must be delivered professionally framed and ready for immediate display (e.g. affixed with mounting hardware)

Artist statement about the artwork (100-word max.):
Describe the process, significance and/or meaning of the work as you would like it to be presented to the public.

Submission 2

SECTION 4

Title of artwork _____

Medium:

Painting Print Drawing Photograph Sculpture Fine craft

Mixed media (please specify): _____

Materials _____

Dimensions (inches): Height _____ Width _____ Depth _____

Price (framed) before tax _____

Selected artwork must be delivered professionally framed and ready for immediate display (e.g. affixed with mounting hardware)

Artist statement about the artwork (100-word max.):

Describe the process, significance and/or meaning of the work as you would like it to be presented to the public.

Submission 3

SECTION 5

Title of artwork _____

Medium:

Painting Print Drawing Photograph Sculpture Fine craft

Mixed media (please specify): _____

Materials _____

Dimensions (inches): Height _____ Width _____ Depth _____

Price (framed) before tax _____

Selected artwork must be delivered professionally framed and ready for immediate display (e.g. affixed with mounting hardware)

Artist statement about the artwork (100-word max.):

Describe the process, significance and/or meaning of the work as you would like it to be presented to the public.

Applicant Declaration

SECTION 6

It is the responsibility of the applicant to ensure all required information is submitted. Incomplete applications will be considered ineligible.

I AFFIRM THAT the information in this application is accurate and complete. I understand that the information provided in this application may be accessible under the Access to Information Act. I agree to respect the spirit and intent of the various acts governing the programs of the City of St. John's.

Signature of applicant _____ Date _____

Privacy Notice

SECTION 7

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed for the purpose of art procurement program administration. Questions about the collection and use of the information may be directed to the Manager of Tourism, Culture and Business Growth: arts@stjohns.ca.

<p>Application deadline: 4:00 p.m. on the last Friday in October.</p> <p>Late or incomplete submissions will be considered ineligible.</p>	<p>Please send completed application to: arts@stjohns.ca Subject line: "Art Procurement" Emails including all attachments must not exceed 25MB. Acceptable file formats are: pdf, docx, xlsx, jpg, png, mp3, wav, mp4, mpeg, mov, zip.</p>	<p>For further information: Email: arts@stjohns.ca Phone: 709-576-2563</p>
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