

## Vancity Call to Artists Online application requirements for the artwork by commission call



Newton community branch, Surrey, BC

To ensure your application is complete before submitting online please read all details and requirements about this call at: [vancity.com/calltoartists](http://vancity.com/calltoartists)

The deadline for digital applications is: **11:59 am on Thursday, March 22, 2018**. Artists and artist teams can only submit one online application for the Newton community branch artwork by commission call.

### Applications on [calltoartists.ca](http://calltoartists.ca)

The [calltoartists.ca](http://calltoartists.ca) website is an information and application portal for the Vancity art calls. The registration and application for the art call takes three steps:

**Step 1:** Submit a “Register – I’m interested” form. After completing and submitting the online form, you’ll receive emails containing a unique Application ID Number and a secure link to an online folder for your supporting application documents. The folder is formatted using Microsoft OneDrive and is private.

During Step 1, you can also RSVP for the artist information session of your choice.

**Step 2:** Attend the artist information session at the Newton community branch. This session isn’t mandatory but is highly recommended. If you’re unable to attend the session and would like an overview, please contact Call to Artists Facilitator, Tanya Slingsby at [tanya\\_slingsby@vancity.com](mailto:tanya_slingsby@vancity.com).

**Step 3:** Apply online on [calltoartists.ca](http://calltoartists.ca) before the deadline. Using your Application ID number, you can fill in an online application under the menu item: *Application Form*. It’s recommended you write your application information in a word processing document or digital note before completing the online application to prevent any possible data loss due to a poor connection or power outage. Simply copy and paste your information from your word processing document into the online form fields.

### The online application will ask for the following information:

First and last name, artists’ team name (if applicable), email address, full mailing address including postal code, online presence (website and/or social media links if applicable), and two art-related references (name and contact number only). These references can be collectors or colleagues who can speak to your art practice and professionalism.

After entering this information, there are 6 sections in the application to complete:

1. **An overview of your art commission concept and the media/materials you wish you use.** This section can be used for a written concept up to 500 words or for posting a link to a 2-minute video about your concept and planned materials on a video platform like Youtube or Vimeo. If the video is password protected, please provide the password underneath the link. Preference will be given to those letters/videos that include details about any sustainable media proposed to create the artwork (please include details on the media/material, where it was found/sourced as well as how its inherent qualities relate to the creation and theme of the proposed artwork).

2. **An approximate materials budget (list of supplies).** Please outline a high level budget of art material requirements. The amount must be less than \$2000.00, including applicable taxes. The budget can include proposed art media, materials, third party services, studio overhead and applicable taxes (GST and/or PST). If possible, please allow for a 10-20% contingency due to unforeseen costs. Please do not include costs for art surfaces, artwork delivery, branch preparations or art installation costs.
3. **A brief artist statement (up to 250 words).** The artist's statement should focus on the applying artist's current creative work/art practice. If preferred, an artist CV can be uploaded (an option to upload is provided). If applying as an artist team, please supply a team artist statement as well as individual artist statements. If submitting artist CVs, please submit a separate artist's CV for each team member.
4. **A list of supporting image files and one concept image file.** Provide a list of up to 15 image file titles of past artwork and one concept image title to correspond to the image files you upload in your designated OneDrive online folder. A supporting drawing, rendering or concept image is highly recommended. Each .jpg image file name should include: an assigned image file number, the name of the artist or artist team, the artwork or artwork series title, the artwork dimensions, the year it was completed and the media/objects used to create it. **\*Please see Vancity's image guidelines for image file sample names.**
5. **URL links to download or view digital catalogues that include past artworks or projects (if applicable).**
6. **Upload your concept image file using the upload option at the end of the online application form.** Please ensure you have followed the image guidelines. **\*Please see Vancity's image guidelines for image file sample names.**

**Please note:**

No documents, video or images are to be sent directly by email. All applications must be submitted through the online application interface at [calltoartists.ca](http://calltoartists.ca). All applying artists must register and use their Application ID number and assigned online OneDrive folder to upload supporting image files for their application.

Applying artists are welcome to create a small sample or maquette related to their concept for the art committee to review. Please contact Tanya Slingsby by email if you wish to create a sample for review. Samples are not mandatory.

**The deadline for online applications for the Newton community branch art call is 11:59 am on Thursday, March 22, 2018.**

Shortlisted artists will be required to submit supplemental documents and present their proposals to the art committee on **Tuesday, March 24, 2018**. The awarded artist or artist team for the Newton community branch will be announced the end of May, 2018 on [vancity.com/calltoartists](http://vancity.com/calltoartists).

**If you have any questions or require further clarification before submitting your digital application, please contact:**

**Tanya Slingsby**  
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