



### Art Procurement Submission Form

Contact Information

SECTION 1

Gallery Name (if applicable) \_\_\_\_\_ Artist Name \_\_\_\_\_  
Address \_\_\_\_\_  
Tel (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_  
Email \_\_\_\_\_ Website \_\_\_\_\_  
HST Registrant: Yes No If yes, HST # \_\_\_\_\_

Submission Information

SECTION 2

• Submission 1  
Title of Artwork \_\_\_\_\_  
Artwork Background Information (i.e. context of artwork); 100-word max.  
  
Medium (Describe the technique and materials used in the production of the artwork)  
  
Dimensions: Height \_\_\_\_\_ Width \_\_\_\_\_ Diameter \_\_\_\_\_  
Year Completed \_\_\_\_\_ Edition Number (if applicable) \_\_\_\_\_  
Price (Framed) Before HST \_\_\_\_\_ Price After HST (if applicable) \_\_\_\_\_

• Submission 2  
Title of Artwork \_\_\_\_\_  
Artwork Background Information (i.e. context of artwork); 100-word max.  
  
Medium (Describe the technique and materials used in the production of the artwork)  
  
Dimensions: Height \_\_\_\_\_ Width \_\_\_\_\_ Diameter \_\_\_\_\_  
Year Completed \_\_\_\_\_ Edition Number (if applicable) \_\_\_\_\_  
Price (Framed) Before HST \_\_\_\_\_ Price After HST (if applicable) \_\_\_\_\_

## Submission Information Continued

## SECTION 2

- Submission 3

Title of Artwork \_\_\_\_\_

Artwork Background Information (i.e. context of artwork); 100-word max.

Medium (Describe the technique and materials used in the production of the artwork)

Dimensions: Height \_\_\_\_\_ Width \_\_\_\_\_ Diameter \_\_\_\_\_

Year Completed \_\_\_\_\_ Edition Number (if applicable) \_\_\_\_\_

Price (Framed) Before HST \_\_\_\_\_ Price After HST (if applicable) \_\_\_\_\_

## Submission Instructions

## SECTION 3

- Submissions should be made via email to [arts@stjohns.ca](mailto:arts@stjohns.ca), and received no later than 4:00 p.m. on November 6.
- The subject line should be “Art Procurement.”
- Submit completed form and necessary support material (see Section 4) as attachments.

## Support Material

## SECTION 4

When submitting your completed form via email, please also include the following (Emails including all attachments must not exceed 25MB):

- Images of artwork.
  - For two-dimensional works, artists must submit two images: an image of the complete artwork and a detail.
  - For three-dimensional works, artists must submit three images, including views of the artwork from different angles and/or a detail.
  - Image resolution should be a minimum of 300dpi, or 1500 x 2100 pixels.
  - Images should show edge of artworks.
  - Acceptable file formats are: jpg, png, zip.
- A Resumé or C.V. detailing your artistic experience.

**Applicant Declaration****SECTION 5**

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.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Important Information****SECTION 6**

Submissions must be received no later than 4:00 p.m. on November 6. Ensure that you have completed all sections and enclosed all requested documentation. Incomplete applications will be considered ineligible.

**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 to process your art procurement submission. Questions about the collection and use of the information may be directed to the Director of Economic Development, Culture and Partnerships; Community Services: [arts@stjohns.ca](mailto:arts@stjohns.ca).

Please send completed form to:

[arts@stjohns.ca](mailto:arts@stjohns.ca)

Subject: Art Procurement

For further information:

Email: [arts@stjohns.ca](mailto:arts@stjohns.ca)