

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 _____

Tel (Home) _____ (Work) _____ (Cell) _____

Email _____ Website _____

HST Registrant: Yes No If yes, HST # _____

Submission Information	SECTION 2
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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.:

Submission 2 cont'd

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 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) _____

- Submissions should be made via email to arts@stjohns.ca, and received no later than 4:00 p.m. on the last Friday in October.
- 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, and I understand that the information provided in this application may be accessible under the Access to Information and Protection of Privacy Act.

Signature of Applicant _____ Date _____

Important Information

SECTION 6

Submissions must be received no later than 4:00 p.m. on the last Friday in October. 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 Manager of Tourism, Culture and Events: arts@stjohns.ca.

Please send completed form to: arts@stjohns.ca
Subject: Art Procurement

For further information:
Email: arts@stjohns.ca