

## CANADIAN WOMEN ARTISTS' AWARD Application Guidelines

### Overview

The Canadian Women Artists' Award is a \$5,000 grant designed to provide financial support to an emerging or early career woman artist working in any discipline. The award can be used in any manner the recipient deems necessary to further their artistic goals. It is supported by funding granted to NYFA by the Canadian Women's Club (CWC) of New York as a way to continue its philanthropic work when it disbanded.

Established in 1971, the mission of New York Foundation for the Arts (NYFA) is to empower emerging artists and arts organizations across all disciplines at critical stages in their creative lives and professional development. NYFA serves individual artists through providing financial and informational assistance across four flagship programs: Fiscal Sponsorship, NYFA Learning, Online Resources, and Awards and Grants.

### Who Can Apply?

The Canadian Women Artists' Award is open to women artists who are:

1. Canadian citizens, and able to provide proof of citizenship with legal documentation upon receipt of the award.
2. Between the ages of 21 and 35 by the application deadline.
3. Current residents of **New York state**.
4. Applying in *only one* of the eligible discipline categories.
5. The originators of the work, i.e. choreographers or playwrights; *not awarded to interpretative artists such as dancers or actors*.
6. Not previous recipients of the Canadian Women Artists' Award.
7. Not NYFA employees, member of the NYFA Board of Trustees or Artists' Advisory Committee, and/or an immediate family member of any of the above.

*Students in bachelor's or master's degree programs are eligible to apply*

### Application Deadline:

**Thursday, May 30, 2019 at 11: 59PM**

All application must be submitted online at <https://apply.nyfa.org/submit>

**Applications submitted after this deadline will not be accepted and no exceptions will be made. We highly recommend that applicants complete their applications in advance of the deadline to allow time for work samples to upload and to avoid potential technical problems.**

**Applicants will receive an automatic response from Submittable once their application has been successfully received.**

## Eligible Discipline Categories

- [Architecture/Environmental Structures/Design](#)
- [Choreography](#)
- [Crafts/Sculpture](#)
- [Digital/Electronic Arts](#)
- [Fiction](#)
- [Folk/Traditional Arts](#)
- [Interdisciplinary Work](#)
- [Music/Sound](#)
- [Nonfiction Literature](#)
- [Painting](#)
- [Photography](#)
- [Playwriting/Screenwriting](#)
- [Poetry](#)
- [Printmaking/Drawing/Book Arts](#)
- [Video/Film](#)

## How to Apply:

### 1. Create a new application online

All applications and work samples must be uploaded and submitted via the online application platform Submittable at <https://apply.nyfa.org/> . NYFA does not accept any physical copies of applications.

Applicants must have a Submittable account in order to access the application form and upload supporting materials. To create an account, click on the Canadian Women Artists' Award category, enter your details, and click *Create Account and Continue*. A verification email will be sent to your email address; check your inbox and click on the link provided in the email to verify your account. If you already have an account, sign in and begin the application.

\*If you do not receive an e-mail from Submittable in your inbox, be sure to check your Spam inbox.

### 2. Begin your online application

All applicants are required to submit their contact information. Please provide your full legal name and date of birth as it appears on all government issued forms of identification in the Applicant Information section. Please also provide your current physical address, as well as your most frequently used email address and phone number.

In order to be considered eligible, an applicant must be a current resident of **New York state**.

Applicants may also provide a link to their website if they so wish.

### 3. Confirm Canadian Citizenship

In accordance with the guidelines, all applicants must confirm their Canadian citizenship.

*Upon receipt* of the award the awardee must provide proof of Canadian citizenship.

### 4. Select Discipline Category

Applicants must select one discipline category to apply under, selecting the discipline that best reflects their practice. Applicants should submit work samples that are appropriate to this category. A description of each discipline category can be found on the NYFA website ([www.nyfa.org](http://www.nyfa.org)).

### 5. Submit Work Statement

Applicants must submit a 100-word (max) statement directly related to the work samples submitted. The work statement should explain an applicant's artistic practice as exemplified by their work samples. This statement could give more context as to the conceptual underpinning of the work, or focus on the processes involved. When writing the work statement it is important to be clear and concise.

#### Questions to consider for your Work Statement:

- What is this work about?
- How was it created?
- How does this work represent the primary concerns and intentions of your artistic practice?

### 6. Upload your Work Samples

Applicants have the option of submitting different types of files for different discipline categories. Please follow our guidelines on submitting work sample files.

#### Images

Disciplines that accept Image work samples are:

- Architecture/Environmental Structures/Design
- Choreography
- Crafts/Sculpture
- Digital/Electronic Arts
- Folk/Traditional Arts
- Interdisciplinary Work
- Painting
- Photography
- Printmaking/Drawing/Book Arts

Please upload up-to 10 digital images using the following specifications:

**File name:** Labeled with applicant's last name and a number, e.g "Smith01.jpg, Smith02.jpg, etc."

**Dimensions:** 1024 pixels is the maximum dimension for the longest side of the image

**Resolution:** *Minimum* of 72 dpi (low resolution)

**File size:** No larger than 4.0 MB (each image)

**File format:** .jpg

Image files should be numbered 01 - 10 in the order the applicant would like them to be seen. Once each image has been upload, caption fields will appear within the application. Please provide descriptions for each image that include the **title, date, materials, dimensions,** and any **additional** information. *Documentative images should be labeled accordingly.*

**Quick Tips for Image Work Samples:**

- You do not need to submit 10 images if you feel your work is represented well with fewer, and submitting fewer will not detract from the review of your application.
- Composite images are only allowed for Architecture/Environmental Structures/Design category. A composite image is a single image file that is comprised of multiple images.
- Ensure your images are in focus, were taken in good lighting, and represent your work well.
- Be sure to note whether an image is a (detail) or (installation view) in the title.

**Videos**

Disciplines that accept Video/Film work samples are:

- |                           |                          |
|---------------------------|--------------------------|
| ● Choreography            | ● Interdisciplinary Work |
| ● Digital/Electronic Arts | ● Music/Sound            |
| ● Folk/Traditional Arts   | ● Video/Film             |

Applicants may upload up-to 2 video excerpts of their work. Each excerpt can not exceed **2 minutes** in duration. Excerpts can be taken from one individual work or two separate full length works. Please use the following specifications for each work sample:

**File name:** Labeled with applicant’s last name and a number, e.g “Smith01.mov”

**Length:** Maximum of 2 minutes

**File size:** No larger than 2 GB

**File format:** .mov or .mp4

In addition, applicants may submit links to the full length videos from which the excerpts were taken.

Video/Film files should be numbered in the order the applicant would like them to be seen. Once each file has been upload, caption fields will appear within the application. Please provide descriptions for each work sample that include the **title, date, credits, running time** and any **additional** information.

*Videos that serve as documentation of a performance/participatory installation should be labeled accordingly.*

#### Quick Tips for Video Work Samples

- Submitting video samples comprised of multiple clips from different projects is not recommended. “Sizzle Reels” and Trailers should also be avoided. Titles and credits should not be included in excerpts.
- When editing your video it is important to ensure your file is formatted correctly so that your video will play across a range of platforms whilst maintaining quality. Therefore it is important to choose the right codec and container for your file.
- A codec is a method for encoding and decoding data and is used for compressing data, particularly video. Choosing the right container can depend on several desired outcomes, file size, playback quality, capabilities for re-editing etc. There are many codecs to choose from but h.264 is the preferred format for its versatility and superior quality.
- A container is typically associated with file format and what is used to “contain” and package the data as compressed by the codec. The container is indicated by a file extension: .mov or .mp4 (MPEG4). There are many codec and container combinations but h.264 and .mov or .mp4 are preferred as they are supported by a wide range of media players with little loss of quality.
- **Uploading video files can take more time than expected. Do not leave the uploading of your work samples to the last minute.** Once you know what Work Sample excerpts you will be submitting, upload them to the application form. You can always save and close your application form and go back to it at a later date.

#### Audio

Disciplines that accept Audio work samples are:

- Music/Sound
- Folk/Traditional Arts

Applicants may upload up-to 2 audio excerpts of their work. Each excerpt can not exceed **2 minutes** in duration. Excerpts can be taken from one individual work or two separate full length audio works. Please use the following specifications for each work sample:

**File name:** Labeled with applicant’s last name and a number, e.g. "Smith01.mp3"

**Length:** Maximum of 2 minutes

**File size:** No larger than 2 GB

**File format:** .mp3/.m4a/.wav/.aiff

In addition, applicants may submit links to the full length audio works from which the excerpts were taken. Applicants can also upload a **PDF score sheet** of one of the music/sound work samples submitted. Label with the applicants last name and title of work, e.g. "Smith\_Untitled.pdf"

Audio files should be numbered in the order the applicant would like them to be heard. Once each file has been upload, caption fields will appear within the application. Please provide descriptions for each work sample that include the **title, date, credits, track length**, and any **additional** information.

### Manuscripts

Disciplines that accept Manuscript work samples are:

- Fiction
- NonFiction Literature
- Playwriting/Screenwriting
- Poetry

Applicants may upload one PDF with the following requirements:

- File name:** Labeled with applicant's last name
- Length:** Up to 20 pages, 12 point font and double spaced
- Title Page:** One page title page with your name, title of your work(s), and year of the work's completion.
- Language:** Must be in English, but can be translated into English by someone other than the artist
- File format:** .pdf

Do not include publication and/or production information anywhere on your manuscript. Scanned excerpts from books or periodicals in published form will not be accepted.

#### Quick Tips for Manuscripts

- Applicants applying in Playwriting/Screenwriting may use their preferred formatting.
- Manuscripts should aim to show depth of works rather than breadth of works.

## 7. Upload your Résumé

Applicants may also provide a 1 page PDF résumé that details their artistic career as it relates to the discipline in which they have applied. Résumés may be submitted in either CV (bulleted) or bio (paragraph) format.

## 8. Submit your Application

Once an applicant has completed all the fields in the application and uploaded their work samples and eligibility documents, they should then click "Submit". Applicants will receive an email notification informing them that their application has been successfully submitted.

**Once submitted, applicants will no longer be able to make changes to their application. Be sure to review everything carefully prior to submitting. Please contact [fellowships@nyfa.org](mailto:fellowships@nyfa.org) with any further questions.**