



OCC Awards & Scholarships Application Info & Instructions

Submission Deadline:
Thursday, May 31st, 2012 - 5:00pm ET

General Program Information

For over 30 years the OCC has helped build craft careers through awards of excellence. It's worth your time to apply; 25% of applicants last year won an award, scholarship or supply grant. Over 100 scholars have been the beneficiaries of OCC scholarships and over 400 craftspeople have benefited from a grant or award.

Winning is not just about the money, it's also about exposure. Selected works from award recipients will be featured in the *OCC Awards & Scholarships Exhibition* held at the Ontario Craft Council Gallery in Fall of 2012. Winners will have the opportunity to have their work selected for publication in *Studio* magazine, *Craftfl@sh* and the *Canadian Crafts in Toronto* brochure.

NEW IN 2012!! This year we are introducing a special dedicated event to celebrate Ontario's craft talent and showcase our winners and their work. Mark your calendars for the Inaugural **Awards and Scholarships Gala Ceremony** on **October 4, 2012**. More details to come...

Important Application Notes

- Applicants are encouraged to apply for multiple awards and scholarships. Use one application package for all.
- Recipients from the last 2 years are ineligible to apply for the same award or scholarship they received.
- Applicants with outstanding final reports from previous years will not be accepted for consideration until receipt of the report.
- The jury reserves the right to grant no award if, in their view, no applicants were worthy. Incomplete application packages will not be adjudicated.
- Completed application packages must be received at the OCC Administrative Office by the time and date note above. Postmarked applications will not be accepted due to time constraints. Due to volume of application, packages will not be returned.

For specific award or scholarship descriptions and requirements, application form and all supporting documents please visit www.craft.on.ca/awards.

Image credit: 2011 Winner – Lizz Aston

Application Instructions

Step 1: Review the Awards, Scholarships and Grants available

The OCC is pleased this year to be presenting 32 awards, scholarships and grants, each tailored to specific career level, discipline or concentration. As each award has different application requirements and restrictions it is imperative that you carefully review the descriptions of each. You will not be considered for any award for which you do not meet all of the criteria.

A complete list of awards and their descriptions can be found on our website along with a downloadable PDF document containing the entire list: [“AWS Description List”](#). Find both at: www.craft.on.ca/Programs/Award_List

NOTE: If you have questions about your eligibility or the application requirements get in touch – we’d be happy to help! (See the contact info at the end of this document.)

Step 2: Complete the Application Form

Complete the “Standard Application Form” attached to this document as Pages 5-6. To download the form in alternate formats (form-fillable Word or pdf), please visit www.craft.on.ca/awards.

- If submitting by hard copy, complete and print one copy
- If submitting online, save your completed form as a PDF using the Awards & Scholarships Naming Format: the first 3 letters of your first name followed by the first 3 letters of your last name, the last 2 digits of the year of submission, an underscore “_”, and finally a content signifier; in this case “application”. *Example for John Smith: johnsmi12_application.pdf*

Step 3: Prepare images of your work for submission

Image selection:

Select 10 professional quality digital images of your work and 1 portrait image of yourself, working within your studio.

NOTE: If you send more than 10 images of your work only the first 10 will be used. The image of you in the process of working in your studio may be used for publicity if you win.

Prepare images for web and print use using the following specifications:

Web Image requirements

Create a set of web-ready digital images at 72 DPI with dimensions as close as possible to but without exceeding 800 pixels in width or height, with the other dimension proportional. Images should be saved as high quality .jpg files and a RGB colour profile is preferred.

Print Image Requirements

Print-ready images are strongly recommended for your application and they will be required for publicity purposes if you receive an award. Create a set of print-ready digital images at 300 DPI with dimensions as close as possible to or exceeding 3375 pixels high and 2625 pixels wide. Images should be saved as high quality .jpg files and a CMYK colour profile is preferred.

Format your image file names:

Label your images using the A&S Naming Format outlined above, with a few changes...

Web image file name format

For your web ready images the file name should be, without spaces or capitalization, the first 3 letters of your first name followed by the first 3 letters of your last name, then list the last 2 digits of the year of submission, follow this with a “w” to indicate that the file contains a web quality image, an underscore “_” and finally the number of the image from 01 to 10.

Examples: johsmi12w_01.jpg, johsmi12w_02.jpg etc...

Print image file name format:

The file names should be the same as the web format except rather than a “w” for “web” insert a “p” for “print”. This allows one image information list to be used for both your web and print ready images. *Examples: johsmi12p_01.jpg, johsmi12p_02.jpg etc...*

For your portrait images:

The file naming convention is the same but put “port” instead of an image number. *Examples: johsmi12w_port.jpg and johsmi12p_port.jpg*

Step 4. Prepare an image information list

Complete the “Image Information List” attached to this document, page 10. To download the form in alternate formats (form-fillable Word or pdf), please visit www.craft.on.ca/awards. Include a completed version of this document, saved as a PDF, on your CD or in your upload folder. Use the A&S Naming Format used throughout the application process, using “imagelist” as the final content signifier:
Example: johsmi12_imagelist.pdf

Step 5. Prepare your biographical information

Complete the “Biographical Information Form” attached to this document, pages 8 and 9. To download the form in alternate formats (form-fillable Word or pdf), please visit www.craft.on.ca/awards. Include a completed version of this document, saved as a PDF, on your CD or in your upload folder. Use the A&S Naming Format used throughout the application process, using “bio” as the final content signifier:
Example: johsmi12_bio.pdf

Step 6. Prepare award, scholarship or grant specific support materials

Some awards and all scholarships require extra materials in addition to the standard application requirements which you have prepared in steps 2 through 5. Please include these additional materials in one document, with descriptive dividing headers, saved as a PDF on your CD or in your upload folder. Use the A&S Naming Format used throughout the application process, using “extramaterials” as the final content signifier: *Example: johsmi12_extramaterials.pdf*

Step 7. Final Check and Delivery of your application package

NEW IN 2012 There are now two ways to deliver your application package to the OCC: in hard copy via mail or hand delivery or now, online through Dropbox. In either case, use the checklist below to ensure you’re not missing any vital materials.

IMPORTANT: *If submitting online, please see two important documents which will (hopefully) answer any questions you might have, explain the online submission process and outline how to organize your materials: “AWS Submitting Online Info and FAQ.pdf” and “AWS How to Submit your Application Online.pdf”. Find both at www.craft.on.ca/award*

Final Checklist for application materials -

- 2-page completed Standard Application, pg 5-6 of this document
- 1 CD or folder ready for upload containing the following materials:
 - Set of 10 Web ready images (johsmi12w_01.jpg to johsmi12w_10.jpg)
 - Set of 10 Print ready images (johsmi12p_01.jpg to johsmi12p_10.jpg)
 - Set of 2 Self-Portrait images (johsmi12w_port.jpg and johsmi12p_port.jpg)
 - Completed Image Information List, pg 7 of this document (johsmi12_imagelist.pdf)
 - Completed Biographical Info, pg 8 of this document (johsmi12_bio.pdf)
 - Any extra application materials (johsmi12_extramaterials.pdf)

IMPORTANT: *Application packages with incomplete information will be disqualified.*



Step 7. Final Check and Delivery of your application package cont...

Online Application

Your application should consist of **a single folder** containing the completed Standard Application Form (johsmi12_application.pdf or .doc), and the application materials you prepared in steps 3 through 6, arranged as specified in the step-by-step instructions outlined in the "AWS How to Submit your Application Online.pdf" document mentioned above.

Hard Copy Application

Your application should consist of **two items only**: the printed and completed Standard Application form and the CD containing the application materials you prepared from steps 3 through 6. Clearly label the CD with your name and contact information. Please do not prepare separate CDs for each award to which you have applied - one will suffice for all. Due to the volume of submissions CDs will not be returned.

IMPORTANT: *Submissions including unreadable discs will also be disqualified. Please test the CD on a friend's computer before submitting – don't skip this step! It happens every year...*

Double Check before submitting -

- Files conform to the format and file naming conventions outlined in this document
- CD is readable by a PC Computer
- Your CD is clearly labeled with your name and contact information.

**Your application package must be received by
5:00 p.m. ET on Thursday, May 31, 2012:**

By Mail or hand delivery:

Awards & Scholarships
Ontario Crafts Council,
990 Queen St. West.
Toronto, ON, M6J 1H1

Online through Dropbox:

Shared with cplewes@craft.on.ca

IMPORTANT: Due to volume of submissions, postmarked packaged will not be accepted.

Have questions? Contact Caitlin Plewes at 416-925-4222 x222 , cplewes@craft.on.ca or Christine Lawrance at 416-925-4222x221, clawrance@craft.on.ca.

Now it's easy to apply for Portfolio of Makers!

Did you know you can now use the same materials you just prepared for your Awards & Scholarship Application to apply for the Portfolio of Makers program? For more information please visit: www.craft.on.ca/Portfolio/Apply.

NOTE: While the application requirements are similar, one application package cannot be used to apply to both programs. A duplicate application package, addressed to the Portfolio of Makers Program, must be submitted for consideration.