



# 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.

Applicants are encouraged to apply for multiple awards and scholarships. Recipients from the last 2 years are ineligible to apply for the same award or scholarship they received. For specific descriptions and requirements please visit [www.craft.on.ca/awards](http://www.craft.on.ca/awards).

The jury reserves the right to grant no award if, in their view, no applicants were worthy. Incomplete application packages will not be adjudicated. Due to the volume of submissions we receive we do not return applications.

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.

### NEW IN 2012!!

This year we are introducing a special dedicated event to adequately celebrate Ontario's craft talent and showcase our winners and donors. Mark your calendars for the Inaugural Awards and Scholarships Gala Ceremony on Oct 4, 2012. More details to come...

*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 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: “\_\_\_\_\_”. Find both at: [www.craft.on.ca/Programs/Award\\_List](http://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](http://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: johnsmi12w\_01.jpg, johnsmi12w\_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: johnsmi12p\_01.jpg, johnsmi12p\_02.jpg etc...*

#### **For your portrait images:**

The file naming convention is the same but put “port” instead of an image number. *Examples: johnsmi12w\_port.jpg and johnsmi12p\_port.jpg*

**Step 4. Prepare an image information list**

Complete the “Image Information List” attached to this document, page 8. To download the form in alternate formats (form-fillable Word or pdf), please visit [www.craft.on.ca/awards](http://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, page 8. To download the form in alternate formats (form-fillable Word or pdf), please visit [www.craft.on.ca/awards](http://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](http://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.*

*Continued next page...*



### 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](mailto: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](mailto:cplewes@craft.on.ca) or Christine Lawrance at 416-925-4222x221, [clawrance@craft.on.ca](mailto: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](http://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.*

# Awards & Scholarships Standard Application Form - 2012

## Award Selection

Read the criteria for each OCC Award & Scholarship at [www.craft.on.ca/award\\_list](http://www.craft.on.ca/award_list). We encourage you to apply for multiple awards. Please note that for those categories marked with an asterisk (\*) you must be an OCC Student or Craft Professional Member to apply.

Check the corresponding boxes to indicate for which awards, scholarships or grants you wish to apply:

*The following scholarships recognize excellence in any craft discipline\*:*

- Helen Frances Gregor Scholarship for a Fibre Artist, \$500
- Kingscraft/Lady Flavelle Scholarship, \$1000
- Mary Diamond Butts Scholarship for Embroidery and Needlecraft, \$375
- Mary Robertson Textile Scholarship, \$500
- OCC Scholarship, \$1000
- OCC Scholarship for Undergraduates, \$500
- OCC Volunteer Committee Scholarship, \$1500
- Women's Association of the Mining Industry Scholarship for Jewellery Design Award, \$500

*The following awards recognize excellence in any craft discipline\*:*

- Adamson/Palmer Photography Grant, valued at \$650
- ArtExe Web Marketing Grant, valued at \$1000
- ArtExe Web Marketing Grant for Undergraduates, valued at \$1000
- Lily Yung Memorial Award, \$1000
- OCC Studio Setup Grant, \$1000
- OCC Volunteer Committee Emerging Professional Grant, \$1000
- \*NEW FOR 2012\*** RBC Emerging Artists Studio Setup Award, \$7500
- RBC Lakatos Craft Career Award, \$450

*The following grants and awards recognize excellence in specific craft disciplines\*:*

- A&M Wood Specialty Inc. Wood Supply Grant, \$250
- \*NEW FOR 2012\*** Bruce Cochrane Ceramic Talent Award, \$250
- Don McKinley Award for Excellence in Wood, \$300
- \*NEW FOR 2012\*** Helen Copeland Memorial Award, \$1000
- James H. McPherson Award in Woodworking, \$500
- Lacy & Co. Ltd. Jewellery Supply Grant, \$200
- The Pottery Supply House Clay or Glass Supply Grant, \$500
- Tuckers Pottery Supplies Ltd Clay Supply Grant, \$500

*The following awards recognize work in support of craft:*

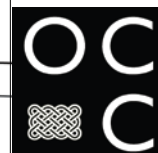
- Jean Johnson/Melanie Egan Award for Curatorial Excellence, \$500
- OCC Craft Curator Award, \$1500 and a 2013 exhibition at the OCC Gallery

*The following award is available for nomination ONLY. Check to indicate your interest in being considered\*:*

- One of a Kind Craft Community Award, \$500 & a booth at the 2013 OOAK Spring Show  
(for more information see our website: [www.craft.on.ca/Programs/OCC-OOAK\\_Craft\\_Community\\_Award](http://www.craft.on.ca/Programs/OCC-OOAK_Craft_Community_Award))

**IMPORTANT:** If you are interested in nominating an individual for the John Mather Award for Lifetime Achievement, please do not complete this form. See the specific application details listed under the award description on our website at [www.craft.on.ca/award\\_list](http://www.craft.on.ca/award_list).

**Continue to next page...**



## Applicant Information

First Name(s):	Last Name:
Telephone:	Fax:
E-mail Address:	OCC Member ID #:
Street Address:	
City:	Prov.:
Postal Code:	SIN:

### Indicate which region you currently live in:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Eastern Ontario<br>(K postal codes)        | <input type="checkbox"/> GTA<br>(M postal codes) | <input type="checkbox"/> Northern Ontario<br>(P postal codes) |
| <input type="checkbox"/> Southern Ontario<br>(L and N postal codes) | <input type="checkbox"/> Outside Ontario         | <input type="checkbox"/> Outside Canada                       |

Choose which medium category best describes your work. (This designation will be used to group you with similar makers, so think about who you consider to be your artistic peer group.)

- |                                  |                                   |   |
|----------------------------------|-----------------------------------|---|
| <input type="checkbox"/> Ceramic | <input type="checkbox"/> Glass    | <input type="checkbox"/> Metal or Jewellery |
| <input type="checkbox"/> Mixed   | <input type="checkbox"/> Textiles | <input type="checkbox"/> Wood               |
|                                  |                                   | <input type="checkbox"/> NA (curatorial)    |

## OCC Membership

- I hold a current OCC Membership, which expires on: \_\_\_\_\_
- I would like to renew my membership at the same level

I would like to become an OCC Member:

- OCC Student Membership (1 year membership - \$45)  
School: \_\_\_\_\_ Student ID#: \_\_\_\_\_
- OCC Craft Professional Membership (1 year membership - \$130)  
*You may be eligible for our subsidized Craft Professional Membership. Call for more information: 416-925-4222 x226*

## Payment Information: *Your payment must be enclosed in order for your application to be considered.*

Membership Fees (if applicable): \$ \_\_\_\_\_

- Cheque Enclosed (*payable to the Ontario Crafts Council*)     Visa     AMEX     Mastercard
- Card #: \_\_\_\_\_ Expiry: \_\_\_\_\_

Signature: \_\_\_\_\_

*Have questions or need help with your application? We'd be happy to help... Contact Caitlin Plewes at 416-925-4222x222, [cplewes@craft.on.ca](mailto:cplewes@craft.on.ca) or Christine Lawrance at 416-925-4222x221, [clawrance@craft.on.ca](mailto:clawrance@craft.on.ca).*





# Ontario Crafts Council – Awards & Scholarships Program

## APPLICANT BIOGRAPHICAL INFORMATION FORM

Please provide the following information and include a digital copy on your application CD or in your online submission. Use the following file name format to title your image list:

“first 3 letters of your first name + first 3 letters of your last name + last 2 digits of the year of submission \_ bio”

*Example for John Smith: johsmi12\_bio.doc*

### Biographical Information

#### General Information

**First Name:**

**Last Name:**

**OCC Membership #:**

**Occupation:**

**City and Province:**

**Website address:**

**Education:**

#### Artist Statement

*200 words maximum. This is a description of the kind of work you do and your philosophy in making. Describe concepts in your work, techniques used, etc.*

#### Brief Bio

*150 words maximum: describe your artistic/professional background, how you came to be the artist you are...*

Professional Information	
<b>Exhibition record:</b> <i>(List 10 maximum.)</i>	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.
	9.
	10.
<b>Honours and awards:</b> <i>(List 10 maximum.)</i>	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.
	9.
	10.
<b>Permanent collections and commissions:</b> <i>(List 10 maximum.)</i>	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.
	9.
	10.
<b>Teaching and lectures you have given:</b> <i>(List 10 maximum.)</i>	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.
	9.
	10.
<b>List up to 10 types of objects you make:</b> <i>(This list will be used to facilitate the Portfolio of Makers search engine. For example: functional furniture, sculptural furniture, dressers, lamps, décor, lamps, lights)</i>	1.
	2.
	3.
	4.
	5.
	6.
	7.
	8.
	9.
	10.



# Ontario Crafts Council – Awards & Scholarships Program

## IMAGE LIST FORM

Please provide the following information for each image and include a digital copy on your application CD or in your online submission. Use the following file name format to title your image list:

“first 3 letters of your first name + first 3 letters of your last name + last 2 digits of the year of submission \_ imagelist”

*Example for John Smith: johsmi12\_imagelist.doc*

*Example image listing:*

**File Names:** johsmi12w\_01.jpg, johsmi12p\_01.jpg *(Be sure to list both the print and web formats.)*

**Title Year:** Summer Leaves, 2011 *(Do not use quotation marks.)*

**Dimensions:** 24 cm h x 10 cm w x 20 cm d *(Provide in cm. Height, width and depth are written h, w, d.)*

**Medium/ Technique:** Cast and enamelled glass *(10 word maximum)*

**Photographer:** E.Dhani *(Indicate photo credits even when you are the photographer.)*

### Image List for Applicant:

<b>IMAGE 01</b>	
<b>File Names:</b>	
<b>Title, Year:</b>	
<b>Dimensions:</b>	
<b>Medium/ Technique:</b>	
<b>Photographer:</b>	
<b>IMAGE 02</b>	
<b>File Names:</b>	
<b>Title, Year:</b>	
<b>Dimensions:</b>	
<b>Medium/ Technique:</b>	
<b>Photographer:</b>	
<b>IMAGE 03</b>	
<b>File Names:</b>	
<b>Title, Year:</b>	
<b>Dimensions:</b>	
<b>Medium/ Technique:</b>	
<b>Photographer:</b>	
<b>IMAGE 04</b>	
<b>File Names:</b>	
<b>Title, Year:</b>	
<b>Dimensions:</b>	
<b>Medium/ Technique:</b>	
<b>Photographer:</b>	

<b>IMAGE 05</b>	
<b>File Names:</b>	
<b>Title, Year:</b>	
<b>Dimensions:</b>	
<b>Medium/ Technique:</b>	
<b>Photographer:</b>	
<b>IMAGE 06</b>	
<b>File Names:</b>	
<b>Title, Year:</b>	
<b>Dimensions:</b>	
<b>Medium/ Technique:</b>	
<b>Photographer:</b>	
<b>IMAGE 07</b>	
<b>File Names:</b>	
<b>Title, Year:</b>	
<b>Dimensions:</b>	
<b>Medium/ Technique:</b>	
<b>Photographer:</b>	
<b>IMAGE 08</b>	
<b>File Names:</b>	
<b>Title, Year:</b>	
<b>Dimensions:</b>	
<b>Medium/ Technique:</b>	
<b>Photographer:</b>	
<b>IMAGE 09</b>	
<b>File Names:</b>	
<b>Title, Year:</b>	
<b>Dimensions:</b>	
<b>Medium/ Technique:</b>	
<b>Photographer:</b>	
<b>IMAGE 10</b>	
<b>File Names:</b>	
<b>Title, Year:</b>	
<b>Dimensions:</b>	
<b>Medium/ Technique:</b>	
<b>Photographer:</b>	