



1. What is the deadline to submit my application?

- All applications and nominations to the 2012 Awards & Scholarships Program, whether you are an OCC member or not, must be received by **5:00pm ET on May 31st, 2012** to the OCC Gallery & Offices. Postmarked envelopes will not be accepted. Late entries will be disqualified.

2. What should be included in my application package?

Please submit either online or hard copy, please no duplicate submissions.

- If submitting in hard copy via mail or hand delivery:
 - Your hard copy submission should include only two items in the envelope: one (1) printed, completed, signed copy of the application form AND your CD containing the rest of your application materials.
- If submitting online:
 - If submitting online, please see the FAQ and Step-by-step instructions for submitting online. Additionally, please complete the form-fillable application form and include it with your other application materials in your shared folder. Sharing this folder with the OCC will be considered consent enough, without an actual signature.

3. I'm mailing in a hard copy of my application. Do I need to include printed copies of my bio, image template and supporting documentation with my application?

- No. In an effort to cut down on the paper we ask that you do not print and mail in any additional copies of your image list, bio or supporting documentation. These should only be submitted in digital copy on your application disk.

4. How do I create a PDF on my PC?

- To create a quick and easy PDF of your file simply download the freeware version of Cute PDF at <http://www.cutepdf.com/Products/CutePDF/writer.asp>. Once installed, select the 'print' option for the document you wish to convert. Under the printer selection tab click 'CutePDF Writer' and hit ok. From here you will be prompted to save your PDF with a new title

5. What is the OCC's definition of an emerging and established professional?

- *Emerging Professional*: a practicing craftsperson that spends a significant amount of time producing work and is in the first 5 years of professional practice after having completed training (formal or informal) in their chosen medium OR if no training was completed, the first 5 years after first exhibition or trade show. Students graduating in the year their application is submitted are eligible.
- *Established Professional*: a practicing craftsperson working in their chosen field(s) for more than 5 years that spends a significant amount of time producing work and is recognized as a professional practicing artist by other artists working in the same field.

6. Can I only apply for a scholarship if I am registered to attend a recognized post secondary institution?

- Depending on your chosen field of study or professional development needs the OCC has a number of scholarships available for application. Some scholarships do require that you submit a valid letter of acceptance or registration to your program whereas others can support further study through individual courses, independent programs or residencies through a recognized institution. Please read all descriptions provided carefully to ensure you are eligible and that the award is not media specific

7. Should I include a return addressed stamped envelope?

- No. Due to the volume of applications we receive we do not return applications.