# Canada Council LogoYork Wilson Endowment Award

# Identification form

The information that you provide on the identification form will not be submitted to the assessment committee.

### Identification of applicant

Name and title of contact

[ ]  Ms. [ ]  Mr. [ ]  Other

Full legal name of organization

Complete address

Primary telephone Secondary telephone

Email Website

I prefer to communicate with the Canada Council in: [ ]  English [ ]  French

### Declaration

To be eligible, you must confirm your agreement with all of the following statements:

* I have carefully read the eligibility criteria for this prize, which are described in the [application guidelines](https://canadacouncil.ca/funding/prizes/york-wilson-endowment-award/guidelines-york-wilson-endowment-award), and I confirm that the organization I represent meets these criteria.
* I will act as the only representative of the organization. I will keep the other participants informed of the contents and outcome of this application.
* I understand that we are responsible for informing ourselves about and following any and all applicable ethical and legal responsibilities and/or appropriate protocols related to linguistic or cultural intellectual property.
* I commit to provide safe working conditions and to foster a workplace free from discrimination, harassment and sexual misconduct.
* I confirm that my organization abides by all applicable municipal, provincial or territorial employment legislation, including, but not limited to that relating to employment standards, occupational health and safety, and human rights.
* I understand that I cannot receive prize money until all overdue final reports for Canada Council grants and prizes have been submitted and approved.
* I accept the conditions of this prize and agree to accept the Canada Council’s decision.
* I am aware that the Canada Council is subject to the [*Access to Information Act*](https://laws-lois.justice.gc.ca/eng/acts/A-1/index.html) and [*Privacy Act*](https://laws-lois.justice.gc.ca/eng/acts/P-21/FullText.html)*.*

I am authorized to sign this application on behalf of our organization.

[ ]  I confirm that:

* I agree with the statements above.

The statements in my application are complete and accurate, to the best of my knowledge.

Name Date

Personal information collected on this form will be stored in the Personal Information Bank for the appropriate program
CC ART 202. Protected when completed.

## Required documents and support material

The information that you provide from this point onward will be submitted to the assessment committee.

### Required documents

Assessment committee members have a limited time to review each application. We encourage you to be as precise and focused as possible.

#### Profile of your organization (750 words maximum)

Please describe your organization addressing the following:

* your current mandate, mission and acquisition policy
* main goals/artistic objectives and curatorial vision
* a brief history
	+ include date established, and principal events or main accomplishments
* your organizational structure
	+ type of incorporation
	+ names and titles of key personnel
	+ number of employees
	+ your relationship to any other organizations with which you have a corporate affiliation
* the geographic location and community served
* the role of your organization within the arts community
* your distribution network and other relevant information (if applicable)

#### Justification for acquisition and information about the artwork (500 words maximum)

Provide a clear justification for acquiring the work(s). Relate your response directly to the assessment criteria outlined in the [guidelines](https://canadacouncil.ca/funding/prizes/york-wilson-endowment-award/guidelines-york-wilson-endowment-award).

If your proposed acquisition touches upon Indigenous traditional knowledge, linguistic or cultural intellectual property, please describe your relationship to this content and how appropriate protocols are/will be observed or addressed.

#### Additional documents

* Artist’s curriculum vitae (3 pages maximum)
* Your current acquisition policy
* A listing of contemporary Canadian artworks acquired in the last 5 years. Indicate:
	+ acquisition costs or estimated market values
	+ whether the works were purchased or donated.

Instructions

* Text files must be in .pdf, .doc or .docx, .txt or .rtf format.
* Do not use punctuation, spaces, special characters, or more than 45 characters in your file names.

### Support material

The support material you submit will be retained with your application until deleted as per Canada Council’s Retention Policy.

Assessment committee members are instructed to view as much material as they need in order to make an informed decision; generally, this is up to 10 minutes per application.

**Digital images of work(s) (5 maximum)**

File names must be in the following format:

* **01filename**. The image numbers must correspond to the ones in the “Description of digital images” table below.
* Do not use punctuation, spaces, special characters, or more than 45 characters in your file names.
* Test your material before you submit it to ensure that it is formatted correctly. It is your responsibility to ensure that all material reaches the Canada Council intact and in a readable format.

We do not accept compressed files such as .zip, .rar, .7zip etc., htm, or .html or executable files such as .exe, .com etc., or file sharing services such as Google Drive, WeTransfer and Dropbox.

Images files must be:

* JPEG (.jpg, .jpeg) format
* RGB colour mode

no larger than 1.5 MB



# York Wilson Endowment Award

## Application form

The information that you provide from this point onward will be submitted to the assessment committee.

### Identification of applicant

Name of your organization

City and province / territory

### Description of artwork(s)

|  |  |
| --- | --- |
| Artist’s name |  |
| Artist’s residence  | City:  | Province/territory:  |
| Title(s) of work(s) |  |
| Date(s) of execution |  |
| Medium(s) |  | Dimensions:  |
| To be purchased from | Seller name:  |

### Acquisition information

Projected date of acquisition Acquisition price: $

Amount raised by organization (if acquisition price exceeds $30,000): $

Source of additional funds (if applicable):

#### Description of digital images

Complete the following table for the digital images you are submitting.

| No | Title of work  | Artist | Year |
| --- | --- | --- | --- |
| 01 |  |  |  |
| 02 |  |  |  |
| 03 |  |  |  |
| 04 |  |  |  |
| 05 |  |  |  |

## Checklist

Use this checklist to confirm that you have completed all relevant sections of the form and have included all required support material.

You must include the following items in the order shown below.

#### [ ]  Identification form (confidential)

* Identification of applicant
* Declaration

#### [ ]  Application form

* Identification of applicant
* Description of artwork(s)
* Acquisition information
* Description of digital images

#### [ ]  Required documents

* Profile of your organization (750 words maximum)
* Justification for acquisition and information about the artwork (500 words maximum)
* Artist’s curriculum vitae (3 pages maximum)
* Current acquisition policy
* Listing of contemporary Canadian artworks acquired in the last 5 years

#### [ ]  Support material

Digital images (5 maximum)

Send your completed applicationform, required documents and support material **as 1 email** on or before the deadline by 11:59 pm (local time) to yorkwilson-prizes@canadacouncil.ca.

* The maximum file size including attachments is 25 MB.

If you do not receive a confirmation email within 3 business days, please contact us to make sure we received your application.

Incomplete or late applications will not be assessed.