



Canada Council  
for the Arts    Conseil des arts  
du Canada

## Governor General’s Awards in Visual and Media Arts 2021

Follow these <b>3 steps</b> to nominate someone for this award:	
<b>Step 1</b>	Read the <b>Guidelines</b> for details about the purpose of the awards, who may be nominated by whom and other eligibility criteria, award amount, assessment process and criteria, etc.
<b>Step 2</b>	Read the <b>Important Information</b> section. If you still have questions about the awards or the nomination process, contact the program officer below.
<b>Step 3</b>	Complete all sections of the attached <b>nomination form</b> . Be sure to use the <b>Checklist</b> (Part E of the form) to confirm that you have completed all relevant sections of the form and have included all required support material.

The Canada Council is committed to equity and inclusion, and encourages applications and nominations from culturally diverse, Deaf, disability and official language minority artists, groups and organizations. The Canada Council recognizes and affirms the Aboriginal and treaty rights of the Indigenous peoples of this land and encourages applications and nominations from First Nations, Inuit and Métis individuals, groups, and organizations in all its programs. Measures are in place in all programs to support these commitments.

### Nomination Deadline

**30 June 2020**

If this date falls on a weekend or statutory holiday, the deadline moves to the next business day.

Your completed nomination form and all required support material must be postmarked on or before the deadline date.

The Canada Council will not accept nominations postmarked after the deadline, incomplete nominations, or those submitted by fax or email.

### Further Information

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PRG8143E 04-20



## GUIDELINES

<p><b>Description of Awards</b></p>	<p><a href="#"><u>The Governor General's Awards in Visual and Media Arts</u></a> are Canada's foremost distinctions for excellence in visual and media arts. These awards were created in 1999 through a partnership of the Canada Council and the then Governor General of Canada, Roméo LeBlanc, who committed Government House to hosting the gala ceremony to honour the winners at Rideau Hall, in perpetuity. The Canada Council funds and administers the awards.</p> <p>As a result of a \$1.5 million donation to the Canada Council from The Samuel and Saidye Bronfman Family Foundation, the Saidye Bronfman Award became a Governor General's Award, reserved for fine craft artists as of March 2007. The name "Saidye Bronfman Award" is retained under the overall banner of the Governor General's Awards in Visual and Media Arts.</p> <p>Up to 8 awards are given annually:</p> <ul style="list-style-type: none"> <li>• up to 6 awards of \$25,000 each are available for distinguished artistic achievement in the visual (including architecture) and/or media arts</li> <li>• 1 award of \$25,000 is presented as the Saidye Bronfman Award for excellence in the fine crafts</li> <li>• 1 award of \$25,000 is given to recognize the outstanding contribution to the visual arts (including architecture), media arts or to fine craft of an individual or group in a volunteer or professional capacity, through philanthropy, board governance, community outreach activities, or as a director of an organization, curator, programmer, educator, critic or dealer/distributor.</li> </ul> <p>The Canada Council recognizes the continued commitment and support from the Office of the Secretary to the Governor General of this award.</p>
<p><b>Nominee Eligibility</b></p>	<p><b>Nominees (all awards)</b></p> <p>Nominees must be Canadian citizens or permanent residents of Canada, as defined by Immigration, Refugees and Citizenship Canada. They do not need to be living in Canada.</p> <p>Nominees must be living as of the nomination deadline date. Prizes are not awarded posthumously.</p> <p><b>Restrictions</b></p> <ul style="list-style-type: none"> <li>• Members of the Board of the Canada Council are not eligible to be considered for these awards during their term as members and for 6 months following the end of their term.</li> <li>• Individuals may only be nominated in 1 of the 3 categories (Artistic Achievement, Saidye Bronfman Award or Outstanding Contribution) per year.</li> <li>• Individuals may only receive 1 award in a lifetime from each of the Governor General's Awards in Visual and Media Arts' categories (Artistic Achievement, Saidye Bronfman Award and Outstanding Contribution).</li> </ul>

**Nominee Eligibility (continued)**

**Artistic Achievement Awards**

Awards recognize significant contributions to both the historical development and contemporary practice of the visual and media arts. This award is intended to honour individual achievement rather than the work of an organization, but it may also recognize artistic partnerships or small collectives in which each artist meets the eligibility requirements for the prize.

Nominees must be professional artists who:

- have maintained a practice in the visual or media arts over a significant period of time;
- have received national and international recognition.

Nominees must have created an outstanding and distinguished body of work in the visual and/or media arts in at least 1 of the following categories:

• **Visual Arts**

- painting, drawing, photography, printmaking
- sculpture, installation, and performance
- architecture (design, including graphic design, is **not** eligible)

• **Media Arts**

- independent film and video
- new media
- audio

Fine craft artists are not eligible for the Artistic Achievement Award. They may only be nominated for the Saidye Bronfman Award or the Outstanding Contribution Award.

Please note that professionals working in the field of design, including graphic, industrial or fashion design, are not eligible.

**Saidye Bronfman Award**

The Saidye Bronfman Award is Canada’s foremost distinction for excellence in fine crafts. **Fine Craft** is the term used to define an area of activity in the crafts that is frequently directed towards exhibition and/or sale in a gallery-like setting. This activity involves high levels of technical expertise as well as knowledge of the historical tradition and development of the craft. Through their work, fine craft practitioners demonstrate new concepts and innovations that expand the boundaries of their medium and its techniques.

Created in 1977 by the Bronfman family to honour their mother on her 80<sup>th</sup> birthday, the prize is awarded annually to an exceptional fine craft artist.

In addition, works by the winners are acquired by the Canadian Museum of History for its permanent collection.

**Nominee  
Eligibility  
(continued)**

Nominees must be professional artists who:

- have maintained a fine craft practice over a significant period of time
- have created an outstanding body of work
- made a substantial contribution to the development of fine craft in Canada
- have been exhibited nationally and internationally.

This award is intended to honour individual achievement rather than the work of an organization, but it may also recognize artistic partnerships or small collectives in which each artist meets the eligibility requirements for the prize.

**Outstanding Contribution Award**

An individual or a group of individuals may be nominated for this award.

Nominees must have made an outstanding contribution to contemporary Canadian art in visual arts (including architecture), media arts or fine craft, in a volunteer or professional capacity, through 1 or more of the following activities or roles:

- philanthropy
- board governance (awarded to a member or members of the board of directors of a Canadian organization, such as a public gallery, museum, cinematheque or artist-run centre, that has demonstrated a strong commitment to producing, collecting and/or exhibiting contemporary Canadian art)
- community outreach, audience development and/or arts education activities in a Canadian museum, public gallery, cinematheque or artist-run centre that has demonstrated a strong commitment to producing, collecting and/or exhibiting contemporary Canadian art
- the director of a visual or media arts or fine craft organization (such as an art museum or public gallery, artist-run centre, distribution centre or cinematheque) who has made a significant contribution to the presentation and distribution of contemporary Canadian art
- a curator, program director or writer who has made a significant contribution to the interpretation of contemporary Canadian art
- an educator who has made a significant contribution to the promotion of the knowledge and understanding of contemporary art in Canada
- a dealer/distributor who has made a significant contribution to the promotion of Canadian contemporary artists and to the distribution of their work in Canada and abroad.

<p><b>Nominator Eligibility</b></p>	<p><b>Nominators (for all categories)</b></p> <p>Nominators must be Canadian citizens or permanent residents of Canada, as defined by Immigration, Refugees and Citizenship Canada. They do not need to be living in Canada.</p> <p>Nominations may be proposed by an individual, co-nominators (up to 3 people who meet the criteria), or a representative of an organization.</p> <p>A nominator must be a recognized Canadian specialist in the visual or media arts or fine craft, such as:</p> <ul style="list-style-type: none"> <li>• the director (current or former) or a member of the board of directors of a Canadian museum, public gallery, cinematheque or artist-run centre that has demonstrated a strong commitment to producing, collecting, distributing and/or exhibiting contemporary Canadian art</li> <li>• a representative from a professional association of artists or national service organization in the visual arts, media arts or fine craft</li> <li>• the dean, chair or professor of visual arts, media arts or fine craft at a Canadian university or art college</li> <li>• a Canadian private dealer in visual arts, media arts or fine craft</li> <li>• an established visual arts, media arts or fine craft critic or curator</li> <li>• a professional visual artist, media artist or fine craft artist.</li> </ul>
<p><b>Application/ Nomination Assistance</b></p>	<p>Application Assistance <i>contributes</i> to costs for services to help with a prize application or nomination for individuals who self-identify as:</p> <ul style="list-style-type: none"> <li>• an artist who is Deaf, hard of hearing, has a disability or is living with a mental illness</li> <li>• First Nations, Inuit or Métis artist facing language, geographic and/or cultural barriers.</li> </ul> <p>To submit a request, contact the officer responsible for the prize <b>4 weeks</b> prior to the deadline. More information is available on our website:  <a href="http://canadacouncil.ca/commitments/equity/application-assistance">canadacouncil.ca/commitments/equity/application-assistance</a></p>
<p><b>Nomination Process</b></p>	<p><b>Candidates may not apply for the prize.</b> They must be nominated by an eligible nominator. Nominees do not have to be from the province, territory or the field of practice of the nominator.</p> <p>Nominators are responsible for gathering the required documentation and submitting it with the attached nomination form. They must ensure that the documentation complies with the requirements set out in these guidelines and form.</p> <p>Nominators may nominate only 1 individual per category (i.e. 1 for an Artistic Achievement Award or Saidye Bronfman Award or Outstanding Contribution Award).</p> <p><b>Resubmissions</b></p> <p>Nominators may submit a nomination for a specific nominee as many times as desired and resubmissions of nomination packages are encouraged.</p> <p>A nominator may use the same nomination package for up to 3 consecutive deadlines.</p>

<p><b>Nomination Process (continued)</b></p>	<p><b>Requests for resubmission, along with any updated information (such as updated curriculum vitae) must be emailed to: <a href="mailto:ggarts@canadacouncil.ca">ggarts@canadacouncil.ca</a> on or before the next competition deadline date.</b></p> <p>Please write <b>“GGArts: Resubmission”</b> as a subject line header. If you do not receive a confirmation of receipt email, please contact us.</p> <p>Also note, the total maximum email size including attachments cannot exceed 25MB.</p> <p>A new nomination package is required for a fourth consecutive nomination, or if more than 1 year has elapsed since the last nomination.</p>
<p><b>Assessment of Nominations</b></p>	<p><b>Assessment process</b></p> <p>Peer evaluation is fundamental to the Canada Council’s decision-making process. Eligible nominations will be evaluated by a peer assessment committee, composed of experienced visual arts, media arts and fine craft professionals selected for their expertise. Committee members will also be selected with consideration to fair representation of artistic specializations, gender, generations, Canada’s two official languages, Indigenous peoples, and the cultural and regional diversity of Canada. The committee, which is selected by the Canada Council, may include up to 2 experts from outside Canada. New committees are formed for each competition.</p> <p>The peer assessment committee may decide not to award 1 or more of the 8 awards in a given year, if it feels that an insufficient number of the nominees meets the criteria.</p> <p>All peer assessment committee recommendations are final.</p> <p><b>Assessment criteria for the Artistic Achievement and Saidye Bronfman Awards</b></p> <ul style="list-style-type: none"> <li>• The artistic excellence of the nominee’s work</li> <li>• The nominee’s contribution to the advancement of the practices of visual arts, media arts or fine craft in Canada.</li> </ul> <p><b>Assessment criteria for the Outstanding Contribution Award</b></p> <ul style="list-style-type: none"> <li>• The quality and extent of the contribution by the nominee(s) to contemporary visual or media arts or fine craft in Canada over an extended period.</li> </ul> <p><b>A key element of the assessment process is the quality of submitted support material highlighting the nominee’s work.</b></p>

## IMPORTANT INFORMATION

### Processing the Nomination

#### Nomination preparation

- Nominators are responsible for providing all the information and support material requested.
- The Canada Council will make decisions about eligibility based on the information provided in the nomination.
- Submit only the material requested. Extra material will not be shown to the peer assessment committee.
- Carefully choose the material you submit in support of the nomination as committee members have limited time in which to study each nomination.
- Except for the signed nomination statements, do not submit originals. The Canada Council is not responsible for the loss or damage of support material submitted.
- It is important to inform the Canada Council of any changes to your contact information. If you have an account in the Canada Council's portal, please update changes directly through your account.

#### Format and layout

- Digital copies are preferred for all documents **except** the Declaration of Nominator and the Declaration of Acceptance of Nomination.
- The Declaration pages of the nominator(s) and nominee(s) must be submitted on paper with an original signature **in ink**.
- See the nomination form for instructions on how to submit the nomination, required documents and support material.

#### Response time

The award winners and their nominators will be notified privately of the results approximately **5 months** after the deadline date. Nominators of non-winning nominees will be notified of the results by letter. **Please note** that the Canada Council does not notify the individual nominated for the award. It is the responsibility of the nominator to notify their nominee.

An awards ceremony and a reception in honour of the winners is held every year, during which each of the winners are presented with a special-edition medallion. The media announcement takes place prior to the ceremony.

#### Previous winners

Please consult our website at [ggarts.ca](http://ggarts.ca) for the list of previous winners.

<p><b>Personal Information</b></p>	<p>Personal information collected in this application shall only be used for purposes related directly to the program, service or activity of the Canada Council.</p> <p>The Canada Council may share personal information from applications and awards with officials in other arts and cultural industry funding agencies and government institutions on a confidential basis. Shared information is limited to your name, contact information, field of practice and project description, and is provided to assist with research, reporting, program planning and evaluation, to present networking or economic opportunities, or to respond to federal reviews. For more information on how your personal information is protected, see our Privacy notice on the Canada Council website at <a href="http://canadacouncil.ca/about/public-accountability/privacy-notice">canadacouncil.ca/about/public-accountability/privacy-notice</a>.</p>
<p><b>Award Terms and Conditions</b></p>	<p><b>If the nomination is successful</b>, the terms and conditions will be outlined in the notification letter. These are some of the conditions:</p> <p>The winners are expected to participate in all the award related events, including media conferences and interviews, ceremonies and other related events. They must also allow photographs and public information about themselves to be used for promotion of the awards and in other Canada Council promotional initiatives. Winners are requested to advise the Canada Council if they intend to mount an exhibition, if applicable, as a result of the award.</p> <p>If the winner owns the copyright and distribution rights to their work, they agree to the use of reproductions or excerpts of their work in all Canada Council collateral material, such as on the Canada Council and partner websites, at associated venues, on social media channels, in the commissioned video portraits, and for distribution for media and promotional purposes. Winners will receive a flat fee of \$300 for use of this material. If the winner does not own the copyright and/or distribution rights to their work, they must provide the appropriate contact information to the Canada Council, and compensation will be provided directly to the specified third party.</p> <p>The winners and nominators must agree to <b>keep the results confidential until the date of the public announcement</b> and agree that the nomination statement becomes the property of the Canada Council for use in publicity or promotion for the award.</p> <p>Winners cannot receive the prize money until all overdue final reports for Canada Council grants and prizes have been submitted and approved.</p>



Governor General's Awards in Visual and Media Arts 2021

The information that you provide on the first 3 pages will not be submitted to the peer assessment committee.

IDENTIFICATION OF NOMINATOR (to be completed by the nominator, the representative of an organization, or the point of contact for co-nominations)

Individual Organization Co-nomination

Name of nominator: Ms. Mr. Other

Registered or full legal name

Registered/legal name of organization (if applicable)

Street address and apartment or suite number

City Province or territory Postal code

Telephone Email

IDENTIFICATION OF NOMINEE (to be completed by the nominator)

Name of nominee: Ms. Mr. Other

Registered or full legal name

Street address and apartment or suite number

City Province or territory Postal code

Telephone Email

Website (if applicable) Facebook (if applicable)

Other social media (if applicable) Other social media (if applicable)

**DECLARATION OF NOMINATOR(S)**

**Please note: For co-nominations, each individual (up to 3) must complete, sign and submit this declaration**

I permit the Canada Council to include my name, address and email on its mailing list:

(This information will be used for Canada Council business only, including surveys.)  Yes  No

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

**You must sign below to confirm your agreement with all of the following statements:**

**As a nominator for the Governor General's Awards in Visual and Media Arts 2021,**

- I have carefully read the criteria for the award, which are described in the nomination guidelines, and confirm that the nominee meets the criteria.
- I confirm that I (or the organization I represent) am an eligible nominator as described in the nomination guidelines.
- I accept the conditions of the award as outlined in the nomination guidelines and agree to abide by the Canada Council's decision.
- I am aware that the Canada Council is subject to the *Access to Information Act* and *Privacy Act*, as described in the nomination guidelines.
- **I agree to keep the results confidential until the date of the public announcement.**

I confirm that the statements in this nomination are complete and accurate, to the best of my knowledge.

\_\_\_\_\_  
Name of nominator or organization's authorized representative

\_\_\_\_\_  
Eligible organization (where applicable)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature (an original signature in ink is required)

\_\_\_\_\_  
Date

**NOMINATOR ELIGIBILITY (check one or more as applicable)**

- The director (current or former) or a member of the board of directors of a Canadian museum, public gallery, cinematheque or artist-run centre that has demonstrated a strong commitment to producing, collecting, distributing and/or exhibiting contemporary Canadian art.
- A representative from a professional association of artists or national service organization in visual arts, media arts or fine craft.
- The dean, chair or a professor of visual arts, media arts or fine craft at a Canadian university or art college.
- A Canadian private dealer in visual arts, media arts or fine craft.
- An established visual arts, media arts or fine craft critic or curator.
- A professional visual artist, media artist or fine craft artist.

**DECLARATION OF ACCEPTANCE OF NOMINATION (to be completed by the nominee)**

Will you permit the Canada Council to include your name, address and email on its mailing list?

(This information will be used for Canada Council business only, including surveys.)  Yes  No

In which language do you prefer to communicate with the Canada Council?  English  French

**You must sign below to confirm your agreement with all of the following statements.**

**As a nominee for the Governor General's Awards in Visual and Media Arts 2021:**

- I am a Canadian citizen or have permanent resident status, as defined by Immigration, Refugees and Citizenship Canada.
- I understand and accept the conditions of the competition and award, as detailed in the nomination guidelines and agree to abide by the Canada Council's decision.
- I am aware that the Canada Council is subject to the Access to Information Act and the Privacy Act as described in the nomination guidelines.

**If I receive the award:**

- I agree that all documentation submitted can be used by the Canada Council for use in publicity or promotion for the award.
- I agree to be available for a photographic session and a video interview in the months leading up to the awards ceremony and to co-operate in the preparation of promotional materials.
- I agree to the use of my photograph and public information on my professional practice or relevant activities for promotion of these awards and in other Canada Council promotional initiatives.
- I agree to participate in all the award-related activities, including media conferences and interviews, ceremonies, receptions and other related events.
- I agree, if applicable, to provide copyright and distribution rights permission for the use of reproductions or excerpts of the work in Canada Council collateral material, such as on the Canada Council and partner web sites, at associated venues and on social media channels, in the commissioned video portraits, and for distribution for media and promotional purposes.
- As a winner, I will receive a flat fee of \$300 for use of this material. If I do not own the copyright and/or distribution rights to my work, I agree to provide the appropriate contact information to the Canada Council, and compensation will be provided directly to the specified third party.
- I understand that I cannot receive award money until all overdue final reports for Canada Council grants and prizes have been submitted and approved.
- **I agree to keep the results confidential until the date of the public announcement.**

\_\_\_\_\_  
Signature of nominee (an original signature in ink is required)

\_\_\_\_\_  
Date



**Governor General’s Awards in Visual and Media Arts 2021**

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

- The Canada Council requires only 1 copy of the nomination form.
- Do not bind your completed nomination form.
- If you are completing the form on a computer, use the following format.

**PART A1 – NAME AND LOCATION OF NOMINATOR(S) AND NOMINEE**

Individual

Organization

Co-nomination

Name of nominator

Title

Name of organization (if applicable) – Registered name required

1<sup>st</sup> co-nominator (if applicable)

Title

City

Province or territory

2<sup>nd</sup> co-nominator (if applicable)

Title

City

Province or territory

Name of nominee:

Last name

First and middle names

City

Province or territory

NAME OF NOMINEE:

*Governor General's Awards in Visual and Media Arts / 2*

**PART A2 – CATEGORY OF NOMINEE**

Specify the award for which the candidate is being nominated, and then check all practices that apply.

**Artistic Achievement Award – visual arts**

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Painting    | <input type="checkbox"/> Sculpture and/or installation                                    |
| <input type="checkbox"/> Drawing     | <input type="checkbox"/> Performance art  |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Architecture (design, including graphic design, is not eligible) |
| <input type="checkbox"/> Printmaking | <input type="checkbox"/> Other _____  |

**Artistic Achievement Award – media arts**

- Independent film and/or video     New media     Audio

**Saidye Bronfman Award – fine craft**

- |                                       |   |
|---------------------------------------|---|
| <input type="checkbox"/> Beading      | <input type="checkbox"/> Glass                    |
| <input type="checkbox"/> Book binding | <input type="checkbox"/> Gold or silver/jewellery |
| <input type="checkbox"/> Ceramic      | <input type="checkbox"/> Textile                  |
| <input type="checkbox"/> Furniture    | <input type="checkbox"/> Other _____              |

**Outstanding Contribution Award**

- |   |   |
|---|---|
| <input type="checkbox"/> Philanthropy   | <input type="checkbox"/> Director of an arts organization     |
| <input type="checkbox"/> Board Governance   | <input type="checkbox"/> Curator, program director, or writer |
| <input type="checkbox"/> Community outreach, audience development,<br>or arts education at an arts organization | <input type="checkbox"/> Educator                             |
|   | <input type="checkbox"/> Dealer/distributor                   |

**PART B – NOMINATION STATEMENT (to be completed by the nominator(s))**

In **1,500 words** or less describe why you are nominating this individual or group for a Governor General's Award in Visual and Media Arts. Your nomination statement should take into account the assessment criteria described in the award guidelines.

**Please note:** If co-nominating, please submit **only 1** nomination statement.

**PART C – REQUIRED DOCUMENTS – CURRICULUM VITAE OF NOMINEE**

**For Artistic Achievement or Saidye Bronfman Award nominees:**

- Submit a full and up-to-date professional artist curriculum vitae of the nominee, with emphasis on their achievements in visual and/or media arts or fine craft.

**For Outstanding Contribution Award nominees:**

- Submit a full and up-to-date professional curriculum vitae of the nominee, with emphasis on their contributions to contemporary visual and/or media arts or fine craft in Canada. For a group nomination, provide the profile of its history and a brief paragraph on each member.

**PART D –WRITTEN AND DIGITAL SUPPORT MATERIAL GUIDELINES**

Please complete parts D1, D2 and D3 of this form (as applicable). **Support material must relate to the nominee and their work.** Clearly indicate the name of the nominee on each file or document submitted.

Please note:

- The peer assessment committee has a limited amount of time to see or listen to support material. Please respect the maximum number of pages to be submitted and the presentation formats indicated.
- For all categories, hard copies of publications are accepted, and will only be seen by the peer assessment committee during the in-person meeting.
- The Canada Council will not return the support material to you. The support material you submit will be retained with your application until deleted as per Canada Council's Retention Policy.
- Letters of support are not accepted and will not be submitted to the peer assessment committee.

**Support material for Artistic Achievement (visual and media arts) or Saidye Bronfman Awards**

Submit the following items:

- a maximum of **20** images **OR**
- a maximum of **15** images and audiovisual material (no longer than **5 minutes**) **OR**
- audiovisual material (no longer than **15 minutes**) **AND**
- a maximum of **3** catalogue-excerpts, critical reviews or articles about the nominee.

**Support material for Outstanding Contribution Award**

Submit the following items:

- a maximum of **10** images, if applicable **OR**
- audiovisual material on the nominee's achievements, if applicable (no longer than **5 minutes**) **AND**
- articles, excerpts of articles, or reviews about the nominee's work and achievements, to a total maximum of **15 pages AND**
- a maximum of **3 pieces of writing** by the nominee, if applicable.

**Instructions for submitting written support material**

- Written support material may be submitted on a USB key, CD, DVD or in paper format.
- Text files submitted on a USB key, CD, DVD must be in .pdf, .doc, docx, .txt or .rtf format.
- Do not use punctuation, spaces, special characters, or more than 45 characters in your file names.
- Avoid unusual formatting as it can make documents hard to read.
- Catalogue excerpts must be submitted digitally or copied on 8 ½ x 11-inch pages.

All paper documents must be:

- printed on one side only
- on separate sheets of white paper (letter format, 8½ x 11 inches)
- with a black font size of 11 points or larger
- with paper clips (documents cannot be bound, placed under plastic or stapled).

**PART D –WRITTEN AND DIGITAL SUPPORT MATERIAL GUIDELINES (cont'd)****Instructions for submitting digital support material**

- You must submit your digital support material on USB key, CD or DVD.
- Internet links must go directly to your support material and should not require further navigation or a file to be downloaded. URLs must be accessible throughout the assessment process. The Canada Council takes no responsibility for links that do not work.
- 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.
- If you must present your audiovisual support material in any other format, check with the program officer before the deadline date to see if it can be accommodated.

**File names** must be in the following format:

- **01initialsyeartitle.jpg** (image number, applicant's initials, year of the work, title of the work).
- The image and audiovisual file numbers must correspond to the information on forms D1 and D2.

**Image files** must be:

- JPEG (.jpg, .jpeg) format
- RGB colour mode
- no larger than 1.5 MB

**Audiovisual files** must be:

- viewable with VLC media player (for more information, consult [www.videolan.org/vlc/](http://www.videolan.org/vlc/))
- a maximum of 60 FPS
- a maximum resolution of 1080P (or frame size of 1920 x 1080)
- no larger than 4 GB

NAME OF NOMINEE:

**PART D1 –DESCRIPTION OF IMAGES**

Please provide the information requested below and label all support material according to the instructions in Part D. If required, additional information about the works can be submitted, to a maximum of 2 pages.

No.	Title	Medium/ Material	Dimensions of work (if applicable)	Date of completion (if applicable)	Collection (if applicable)
01					
02					
03					
04					
05					
06					
07					
08					
09					
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**PART D2 –DESCRIPTION OF AUDIOVISUAL MATERIAL**

Please provide the information requested below and label all support material according to the instructions in Part D.

**No. 1**

Title of work/production: \_\_\_\_\_ Date of completion (if applicable): \_\_\_\_\_

Type of work/production: \_\_\_\_\_ Original format of work (if applicable): \_\_\_\_\_

Total length of work (if applicable): \_\_\_\_\_

**Instructions for viewing support material:**

Total length of excerpt: \_\_\_\_\_ Time cues from \_\_\_\_\_ to \_\_\_\_\_

Number of chapter, menu, track, section to examine: \_\_\_\_\_

Remarks or special instructions about the presentation:

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USB was formatted using a (if applicable):  MAC  PC

**No. 2**

Title of work/production: \_\_\_\_\_ Date of completion (if applicable): \_\_\_\_\_

Type of work/production: \_\_\_\_\_ Original format of work (if applicable): \_\_\_\_\_

Total length of work (if applicable): \_\_\_\_\_

**Instructions for viewing support material:**

Total length of excerpt: \_\_\_\_\_ Time cues from \_\_\_\_\_ to \_\_\_\_\_

Number of chapter, menu, track, section to examine: \_\_\_\_\_

Remarks or special instructions about the presentation:

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USB was formatted using a (if applicable):  MAC  PC

**PART D2 –DESCRIPTION OF AUDIOVISUAL MATERIAL (continued)**

**No. 3**

Title of work/production: \_\_\_\_\_ Date of completion (if applicable): \_\_\_\_\_

Type of work/production: \_\_\_\_\_ Original format of work (if applicable): \_\_\_\_\_

Total length of work (if applicable): \_\_\_\_\_

**Instructions for viewing support material:**

Total length of excerpt: \_\_\_\_\_ Time cues from \_\_\_\_\_ to \_\_\_\_\_

Number of chapter, menu, track, section to examine: \_\_\_\_\_

Remarks or special instructions about the presentation:

\_\_\_\_\_  
 \_\_\_\_\_

USB was formatted using a (if applicable):  MAC  PC

**No. 4**

Title of work/production: \_\_\_\_\_ Date of completion (if applicable): \_\_\_\_\_

Type of work/production: \_\_\_\_\_ Original format of work (if applicable): \_\_\_\_\_

Total length of work (if applicable): \_\_\_\_\_

**Instructions for viewing support material:**

Total length of excerpt: \_\_\_\_\_ Time cues from \_\_\_\_\_ to \_\_\_\_\_

Number of chapter, menu, track, section to examine: \_\_\_\_\_

Remarks or special instructions about the presentation:

\_\_\_\_\_  
 \_\_\_\_\_

USB was formatted using a (if applicable):  MAC  PC

**If you have more than 4 audiovisual works to submit, please photocopy or reproduce this template.**

**PART D3 –DESCRIPTION OF WRITTEN DOCUMENTS**

Catalogue-excerpts, critical reviews or articles, pieces of writing by the nominee, as applicable.  
Please provide the information requested below.

<b>No.</b>	<b>Title of document</b>	<b>Type of material</b> (Catalogue excerpts, critical reviews, articles, etc.)	<b>Date of publication</b> (month/year)	<b>Name of publication</b>	<b>Author(s)</b>
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
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20					

**PART E – CHECKLIST**

Use this checklist to confirm that you have completed all relevant sections of the form and have included all required support material. Be sure to put your name on all items.

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

- Identification of nominator(s)
- Identification of nominee
- Declaration of nominator(s) (**original signature(s) in ink** are required)
- Category of nominator(s)
- Declaration of acceptance of nomination (an **original signature in ink** is required)
- Part A1 – Name and location of nominator(s) and nominee
- Part A2 – Category of nominee
- Part B – Nomination statement
- Part C – Curriculum vitae of nominee
- Part D – Required written and digital support material (as applicable)
- Part D1 – Description of images
- Part D2 – Description of audiovisual material
- Part D3 – Description of written documents

**Send your nomination to:**

**By mail:**

Prizes  
Canada Council for the Arts  
150 Elgin Street, P.O. Box 1047  
Ottawa ON K1P 5V8

**By courier:**

Prizes  
Canada Council for the Arts  
150 Elgin Street, 2nd Floor  
Ottawa ON K2P 1L4