# Canada Council logo Art Bank Purchase Program

## Declaration form

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

**NOTE: You must complete a declaration and application form for each work submitted.**

### Identification of artist and artist representative

#### Artist

For groups or collaborations, provide information for each member by copying and pasting this section.

Full name

Alias (if applicable)

Gender pronouns

Mailing address

Primary telephone Secondary telephone

Email Website

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

If you wish to be on the Art Bank’s mailing list, subscribe here: [Art Bank mailing list](https://artbank.us12.list-manage.com/subscribe?u=5eab2c5c7220c21b8dec12b1e&id=70ba18449b)

#### Artist representative (to be completed only if the representative is submitting this application)

Full name

Gender pronouns

Title

Name of organization (if applicable)

Mailing address

Primary telephone Secondary telephone

Email Website

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

If you wish to be on the Art Bank’s mailing list, subscribe here: [Art Bank mailing list](https://artbank.us12.list-manage.com/subscribe?u=5eab2c5c7220c21b8dec12b1e&id=70ba18449b)

### Artist declaration

**Both the artist and the artist representative must sign the declaration.**

For groups and collaborations, copy and paste this section. Each individual member must sign the declaration.

For your application to be eligible, you must confirm all of the following statements:

* I am a Canadian citizen or have permanent resident status, as defined by Immigration, Refugees and Citizenship Canada.
* I have carefully read the eligibility criteria for this program, which are described in the [guidelines](https://artbank.ca/our-collection/guidelines-art-bank-purchase-program), and I meet the criteria.
* I understand that I am responsible for informing myself and following all applicable ethical and legal responsibilities and/or appropriate protocols related to linguistic or cultural intellectual property as it applies to the work being submitted.
* I agree to hold the artwork until mid-December 2022 for the possible purchase
* I accept the conditions of this program, which are described in the guidelines, and agree to accept the Canada Council for the Arts’ 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 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

### Artist representative declaration (if applicable)

**Both the artist and the artist representative must sign the declaration.**

For your application to be eligible, you must confirm all of the following statements:

* I have carefully read the eligibility criteria for this program, which are described in the [guidelines](https://artbank.ca/our-collection/guidelines-art-bank-purchase-program), and the artist meets the 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 (if applicable).
* I understand that I am responsible for informing myself about and following all applicable ethical and legal responsibilities and/or appropriate protocols related to linguistic or cultural intellectual property as it relates to the artwork submitted.
* I agree to hold the artwork until mid-December 2022 for the possible purchase
* I commit to provide safe working conditions and to foster a workplace free from discrimination, harassment and sexual misconduct.
* I confirm that I (or my organization) abide(s) 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 accept the conditions of this program, which are described in the guidelines, and agree to accept the Canada Council for the Arts 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 (if applicable).

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 [Personal Information Bank](https://canadacouncil.ca/about/public-accountability/info-source) CC PPU 035. Protected B when completed.

## Required documents and support material

### Required documents

#### Artist statement about the artwork (250 words maximum)

Describe the process, significance and/or meaning of the work as you would like it to be presented to the public.

#### Artist (group or collaboration) biography (250 words maximum)

Describe your work, ideas and inspiration, as well as your history and how your life events connect with your artwork. If your artwork is purchased, your biography may be presented to the public.

The Art Bank will prioritize acquisition of artworks by artists who self-identify as Indigenous, Black, racialized, Deaf or having a disability, from official language minority communities, youth, 2SLGBTQ, gender-diverse and women, including artists at the intersections of these identities. In addition, we will prioritize acquisitions of artworks by artists who are not currently in the Art Bank collection.

#### Artist (group or collaboration) curriculum vitae (3 pages maximum)

List your exhibition history, collections, education/training, residencies, awards and any other relevant information.

#### 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 the Canada Council’s retention policy.

#### Required support material

* 1 digital image maximum (unless more than one view is needed to understand the work- for example, for sculptures or when the work consists of more than one component part)
* When more than 1 view is needed, you may submit up to 5 images

Digital catalogues or other publications (optional, 10 pages maximum)

File name(s) must be in the following format:

* **lastname\_firstname.jpg** or, if more than 1 image view is provided, lastname\_firstname01.jpg, lastname\_firstname02.jpg, etc.
* 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.

Images files must be:

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

No larger than 1.5 MB



# Art Bank Purchase Program

## Application form

The information that you provide in this form will be submitted to the peer assessment committee.

**NOTE: You must complete a declaration and application form for each work submitted.**

### Identification of artist and artist representative (if applicable)

#### Artist

For groups or collaborations, provide information for each member by copying and pasting this section.

Full name

Alias (if applicable)

City and province/territory

Is this artist’s/group’s/collaboration’s work currently in the Art Bank collection?   
 Yes  No  Not sure

#### Artist representative (to be completed only if the representative is submitting this application)

Name of organization (if applicable)

City and province/territory

### Information on the work of art, including price

|  |  |  |
| --- | --- | --- |
| Title of the work for purchase |  | |
| Edition number (if applicable) |  | |
| Number of component parts  (if applicable) |  | |
| If the artwork has multiple component parts, can it be split for rental purposes? | Yes  No | |
| Year of creation (only work created within the last 5 years is eligible) |  | |
| Medium | Painting  Print  Drawing  Photograph  Sculpture  Fine craft  Mixed media (please specify): | |
| Other medium |  | |
| Materials |  | |
| Dimensions of unframed work (height x width x depth). If artwork has multiple components, indicate the dimensions of each component | (centimetres) | (inches) |
| Price (in CAD) | $ | Framed  Unframed (preferred) |

### Support material

Complete the following table for the digital image(s) you are submitting.

| File name | View (i.e., front, side, overhead, etc.) |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Optional support material |  |
|  |  |
|  |  |

### Artist voluntary self-identification

The Art Bank will prioritize acquisition of artworks by artists who self-identify as Indigenous, Black, racialized, Deaf or having a disability, from official language minority communities, youth, 2SLGBTQ, gender-diverse and women, including artists at the intersections of these identities. In addition, we will prioritize acquisitions of artworks by artists who are not currently in the Art Bank collection.

If you identify as being part of one or more of these groups, this information will be shared with the peer assessment committee to support the decision-making process. This information is also collected for analysis and reporting at an aggregate level for research, evaluation, and performance measurement.

Note that completing this section is optional.

Please complete this section even if you have provided self-ID information in the Canada Council’s online portal.

**Please state whether you identify as part of any of the following groups:**

First Nations  Inuit  Métis

First Nations, Inuit and Métis persons may also describe their Indigenous identity in their own words:

Black

Racialized

Refers to those of African, Asian, Latin American, West or Central Asian, Pacific Islander, or mixed heritage that includes one or more of these groups.

Racialized persons may also describe their racial and ethnic identity in their own words:

Deaf and/or disability

Deaf: People with hearing loss, hard-of-hearing, oral-deaf, deaf-blind and late-deafened, many of whom identify as Culturally Deaf - sharing distinct sign languages, traditions, histories, and values.

Disability: People, with actual or perceived impairments, that experience discrimination and disadvantage, as a direct result of that impairment, or due to social, policy or environmental barriers. Impairments are physical, mental or learning conditions that have long-term, temporary or fluctuating effects.

Persons who are Deaf and/or have a disability or disabilities may also describe their identity in their own words:

Anglophone official language minority communities

Refers to English speakers in Quebec.

Francophone official-language minority communities

Refers to French speakers outside Quebec.

2SLGBTQ+

Refers to Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, and other sexual and gender minorities.

Gender-diverse

Refers to those who are trans, non-binary, Two-Spirit, genderqueer or agender.

Women

Youth (35 and under)

#### Consent to share information

1. Please check **one** of the options below:

I consent to have the Canada Council for the Arts share my information with other Canadian government departments, organizations, and contractors with whom the Council has a data-sharing agreement.

I do not consent to have the Canada Council for the Arts share my information with other Canadian government departments, organizations, and contractors with whom the Council has a data-sharing agreement.

1. Please check **one** of the options below:

I consent to have the Canada Council for the Arts share my information with clients of the Art Bank’s art rental, exhibitions, and outreach programs.

I do not consent to have the Canada Council for the Arts share my information with clients of the Art Bank’s art rental, exhibitions, and outreach programs.

**I confirm that I agree to the following:**

I have provided the personal information in this form with the understanding that it will be used only for the purposes stated in this form and in the [Canada Council’s *Privacy Notice*.](http://canadacouncil.ca/about/public-accountability/privacy-notice)

The information I have provided is accurate and complete.

Privacy notice

The personal information collected via this form is used to determine eligibility and disburse funds in respect to the acquisition of work of arts from individual artists. It is collected pursuant to subsection 8(1) of the [*Canada Council for the Arts Act*.](https://laws-lois.justice.gc.ca/eng/acts/C-2/FullText.html) Your personal information which is under the control of the Canada Council for the Arts is protected by the [*Privacy Act*](https://laws-lois.justice.gc.ca/eng/acts/P-21/FullText.htm), and you have the right to request access to it and to request its correction. You also have the right to file a complaint with the [Privacy Commissioner of Canada](https://www.priv.gc.ca/en/) regarding the collection and handling of your personal information by the Canada Council for the Arts. This personal information is associated with Personal Information Bank [CC PPU 035](https://canadacouncil.ca/about/public-accountability/info-source).

To request access to your information or to have corrections made to it, contact the Access to Information and Privacy (ATIP) coordinator:

[atip-aiprp@canadacouncil.ca](mailto:atip-aiprp@canadacouncil.ca)

1-800-263-5588 or 613-566-4414, ext. 4015

### Questions

If you have any questions, please contact the Art Bank, at [artbank@canadacouncil.ca](mailto:artbank@canadacouncil.ca) or 1-800-263-5588, extension 4479. If you are Deaf, hard of hearing or a TTY user, please use your preferred MRS (Message Relay Service) or IP (Internet Protocol) service to contact us. The Canada Council also welcomes VRS (Video Relay Service) calls. For more information, please visit the VRS Canada website (<http://srvcanadavrs.ca/en/>).

Personal information collected on this form will be stored in [Personal Information Bank](https://canadacouncil.ca/about/public-accountability/info-source) CC PPU 020 and CC PPU 035. Protected B when completed.

## 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.

#### Declaration form (confidential)

* Artist declaration
* Artist representative declaration (if applicable)

#### Application form

* Identification of applicant
* Information on the artwork, including price
* Artist voluntary self-identification (optional)

#### Required documents

* Artist statement (250 words maximum)
* Artist biography (250 words maximum)
* Artist curriculum vitae (3 pages maximum)

#### Required support material

* Digital image(s) of artwork (5 images maximum)

#### Optional support material

* Digital catalogues or other digital publications (10 pages maximum)

Submit your completed application form, required documents and support materialby 11:59 p.m. (local time) on or before September 14, 2022. Send it **as a single email** to [banquedartbankacquisitions@canadacouncil.ca](mailto:Banquedartbankacquisitions@canadacouncil.ca)

* Please submit one application per email.
* The maximum accepted file size is 10 MB (this includes all forms and images).

If you do not receive a confirmation email within 3 business days, please contact us.

Incomplete or late applications will not be assessed.