



A program made possible through a generous grant from the Emily Hall Tremain Foundation.

Application Information

Application Deadline: Monday, October 19, 2009

Save the date:

The Artist's Professional Toolbox opening retreat will take place on
Friday, November 6, 2009, 1-6pm and
Saturday, November 7, 2009, 9:30am - 3:30pm.

Eligibility

Toolbox applicants must meet ALL of the following criteria:

- The applicant must be a practicing visual artist.
(A practicing artist is defined as one who is dedicated to producing artwork on a regular basis.)
- The applicant must commit to completing the entire program.
- The applicant must NOT be a matriculated student enrolled in any degree program after July 1, 2009.

Selection Criteria

The following criteria will be used to determine participants for the 2009-2010 Toolbox program:

- 1) Satisfaction of eligibility requirements;
- 2) commitment of applicant to his or her career as an artist as expressed in the application essay;
- 3) career accomplishment as expressed in applicant's résumé;
- 4) artistic quality and promise as represented in the work sample; and
- 5) appropriateness of Toolbox curriculum to applicant's career goals as expressed in the essay.

Evaluation of the applications and selection of artists to participate in the Artist's Professional Toolbox program will be performed by a selection panel comprised of area arts professionals, including local arts faculty and gallery owners. The selection panel will seek a diverse group of participants representing different artistic styles, and geographic and cultural backgrounds.

Tuition

Tuition for individual artists will be \$825 for the entire program.

Financial aid and/or microloan applications are available on the Arts & Business Council website (**www.artsandbusiness-council.org**). These applications should be submitted together with your program application. Financial aid applications are not made known to the panel of reviewers and in no way affect an applicant's prospects for being accepted into the program. Financial aid decisions are based on an applicant's income and other information.



Application Process / How To Apply

Please read all information carefully.
Incomplete applications will be returned..

All Applications Must Include:

- **6 copies of the APT Application Form (1 page).**

- **6 copies of the Application Essay**

Essay should be typed single-spaced on one page and should be no longer than 500 words. Your goal should be to help the panel understand why the Toolbox program is appropriate for you at this point in your career. It is very important to express your commitment to your career as an artist. It is equally important to express your career goals and how you think the Toolbox program will contribute to your reaching those goals.

- **6 copies of your Artist Résumé or Artist Bio**

An artist résumé includes dates and locations of exhibitions of your work; any recognition or awards you have received as an artist; dates and titles of publications that have included your work, etc. Artists who do not have a formal artist résumé may submit an artist bio. An artist bio is most often written as a narrative and is in paragraph form.

Note: Don't worry if you do not have an extensive résumé. Your résumé or bio is a necessary part of your application but does not carry as much weight as how well you are able to express yourself in your essay. Your résumé can be of any length and is simply an opportunity for you to express your artistic accomplishments to the panel.

- **Work Sample**

Please provide a work sample representing recent works (i.e., from the last three years). Choose one work sample format only. Instructions for each format are included on the next page. If you are unable to provide a work sample in one of the listed formats, please contact the Arts & Business Council to make alternative arrangements.

- **6 copies of a Work Sample Description Sheet**

This sheet will be an annotated slide or image list. For artists submitting in the videotape or digital format, please follow the directions listed under the relevant section on the following page.

- **Application Fee of \$35.00** (Checks payable to the *Arts & Business Council of Greater Boston*)

- **Submit your application in an envelope (9x12" minimum size).**

- **DO NOT submit your application in a binder, report cover, etc.**

- **DO NOT send any unrequested material**

This includes items such as press reviews or letters of recommendation. Unrequested material will not be reviewed.

Deadline: October 19, 2009

All applications must be received by the Arts & Business Council by October 19, 2009, or they may be mailed to the Arts & Business Council. Mailed applications must have a U.S. Postal Service postmark dated on or before October 16, 2009. Accepted artists will be notified by October 28, 2009. **SPACE IS LIMITED.**

Send applications to: ***Artist's Professional Toolbox***
Sophie Lacombe, Program Manager
Arts & Business Council of Greater Boston
c/o Goodwin Procter
Exchange Place, Floor 27
Boston, MA 02109



Questions?

APT Program Manager, Sophie Lacombe at 617-570-1705

email:sophie@artsandbusinesscouncil.org or web:www.artsandbusinesscouncil.org



Work Sample Format Guidelines

Digital Images on CD-ROM

- **1 CD-ROM with a maximum of 10 JPEG images.** CD and case must be labeled with the applicant's name.
- CD must be readable in PC format. Images must be 72 dpi/ppi/resolution and should not exceed 8" in height and width, and not smaller than 4".
- **6 Work Sample Description Sheets:** Must be one page only and include: applicant's name, numbered order the images should be seen, file name, artwork title, media, dimensions (H x W x D"), and date created. You may include a brief explanation of unusual or complex techniques.

Tips For Digital Work Samples On CD-ROM

- All the images you submit should work together as a whole - organized perhaps according to medium or subject matter.
- The backdrop should be neutral. We recommend using a white, black or gray backdrop. OR the image may be cropped to the edge of the art work. Make sure the image of the art is clear. Make sure all your images are in focus and properly lit.
- Please focus on more recent works, preferably within the last 2-3 years. If you choose to include older works to show development/continuity/progression, etc., please explain in your work sample description sheet.

Video On DVD Or CD-ROM

- **1 DVD or CD-ROM** labeled with the applicant's name. DVD (Zone free or Zone 1) should be formatted in standard MPEG video. **The panel will review a minimum of 3 minutes and a maximum of 8 minutes.**
- **Work Sample Description Sheets** (6 copies): Must be one page only and include: applicant's name, titles, dates of creation or performance, running time, production credits, and description of your role in creating each work presented on the CD-ROM or DVD.
- Include specific technical notes on how to view the CD-ROM or DVD submitted.

Tips For Video/Audio Work Samples

- Clearly explain on **Work Sample Description Sheet** what portion of the DVD or CD-ROM you wish to have reviewed.
- **The panel will review only 3-8 minutes of video.** Pick the most compelling section of your DVD, or CD-ROM.
- If you are submitting excerpts, state the length of the excerpt and the length of the entire piece. Use the work sample description as an opportunity to clearly explain your role in the creation of the piece.
- **The Toolbox is not a program for film makers or actors, dancers and other performers.** The video option is intended for multi-media and/or visual performance artists only.



2009 Application Form

Please print very neatly or type (10 point font size or larger).
Do not alter this form. Altered or illegible application forms will not be accepted.

Deadline: October 19, 2009

Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number, Day: (____) _____ Evening: (____) _____

Email: _____ Web site: _____

Media Check the category that best describes your work in the visual arts. (You may check more than one.)

- Craft
 Drawing
 Digital
 Installation
 Painting
 Printmaking
 Photography
 Sculpture
 Other: _____

Work Sample Check only one format.

- 1 CD-ROM with digital images (10 JPEGs maximum)
 1DVD video
 CD-ROM video

Ethnicity (optional) Please check those that apply:

- American Indian
 Asian American
 Hispanic American
 Black, not Hispanic
 White, not Hispanic
 Other
 Multi-Racial (combination of those listed if no single race applies)

How did you hear about the Toolbox Program? _____

Application code, if applicable: _____

Assurances

I certify that, to the best of my knowledge, I, _____, meet all of the eligibility requirements for the **Artist's Professional Toolbox Program** as stated in these application guidelines. I certify that all statements made on this application are true to the best of my knowledge. I acknowledge that the Arts & Business Council of Greater Boston and APT are not liable for damage or loss of application materials submitted.

SIGNATURE: _____ DATE: _____

Application Checklist

See application instructions.

All items listed below are required.

- 6 copies of the **Application Form**
 6 copies of **Artist Résumé** or **Artist Bio**
 6 copies of **Application Essay**
 Work Sample
 6 copies of the **Work Sample Description Sheet**
 Application Fee of \$35.00

Deadline: October 19, 2009

SPACE IS LIMITED.

Applications may be hand delivered to the A&BC/ Boston by 5:00 pm on October 19, 2009 or they may be mailed to A&BC/Boston. Mailed applications must have a U.S. Postal Service postmark dated on or before October 16, 2009.

Send applications to:

Sophie Lacombe, Program Manager
Arts & Business Council of Greater Boston
c/o Goodwin Procter
Exchange Place, Floor 27
Boston, MA 02109

Questions?

Call APT Program Manager Sophie Lacombe at 617-570-1705 or email: sophie@artsandbusinesscouncil.org



Make checks payable to
the Arts & Business Council
of Greater Boston.