

# R & M MCGIVERN ART PRIZE HELP NOTES

## How to apply

Applications have moved to an online system, here are a few tips:

- Applications **MUST** be submitted online
- Please ensure you read through the terms and conditions of the Award taking
- The online application form will open in a new page when you click the link.
- All fields marked with an asterisk\* must be completed to submit your application.
- You are unable to save the form half way through completion.
- Once submitted you are unable to go back into the system and alter your application.
- Should you wish to view the form before completing you may print a blank form.

## Application Format

Applicants **must** use the online application form, available via The Trust Company website:

[www.thetrustcompany.com.au/philanthropy/awards/rm\\_mcgivern.asp](http://www.thetrustcompany.com.au/philanthropy/awards/rm_mcgivern.asp)

## Before you start

- Ensure you have a digital image of your artwork saved on your computer or on an external device
- Ensure you have written and saved your artistic statement onto your computer or external device
- Ensure you have your CV/Biography on your computer or external device
- Ensure all documents are saved by surname\_(title of work), surname\_statement, surname\_CV e.g. Smith\_discovery, smith\_statement and smith\_CV

Any additional material provided with your application, other than what is requested, will not be accepted. All material being submitted via the online form must be in the following formats word, pdf or jpg.

Images of artworks must be submitted as either a JPEG or PDF file, which are under 8mb in size.

Your CV/biography and artistic statement (no more than 120 words) must be in the form of a word document or PDF.

### Attaching Documents

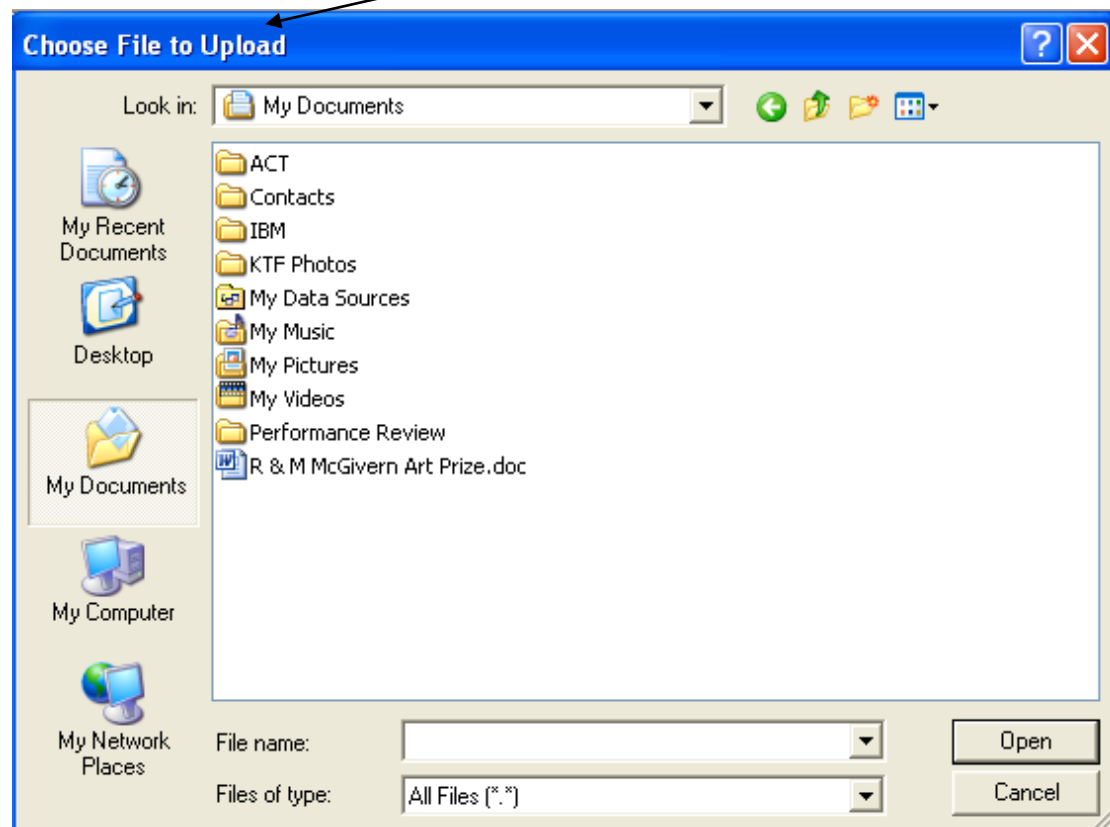
The following screen shots demonstrate the steps to attach your image file:

1. Click **Browse**.

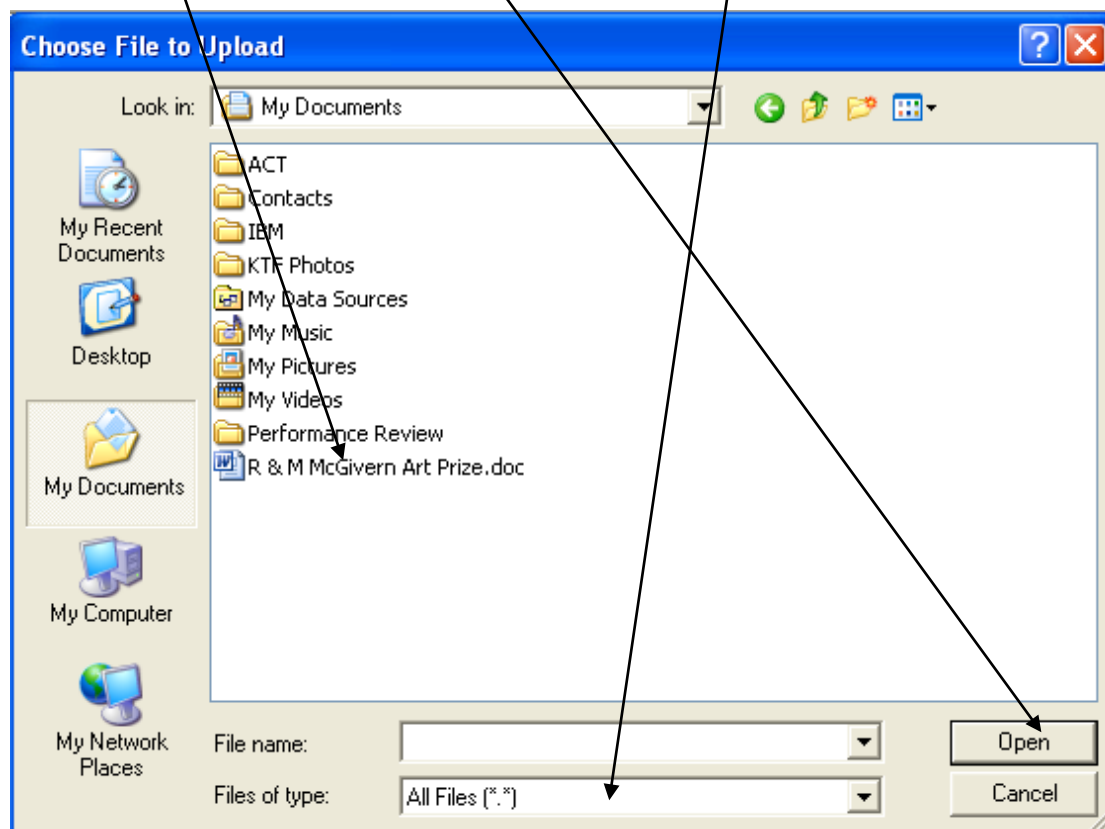
Submit a digital image of my artwork. Please ensure you name the file by surname\_title of work. \*

(Please ensure all images are in JPG/PDF format and are under 8mb)

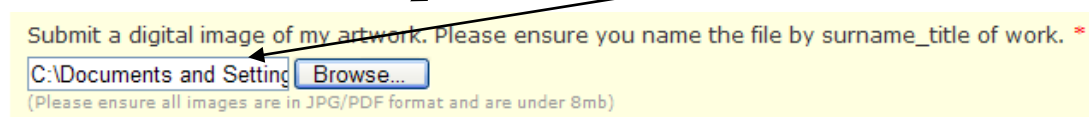
2. This window will then pop up, browse for the file you wish to attach in the **Choose file** window.



3. Select the document and click **Open**. You may attach .pdf, word doc files.

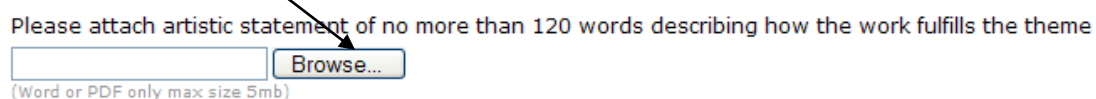
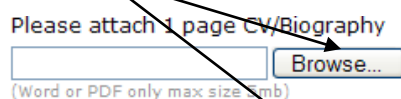


4. Once you click open the following will appear on the form. Now your image is attached.

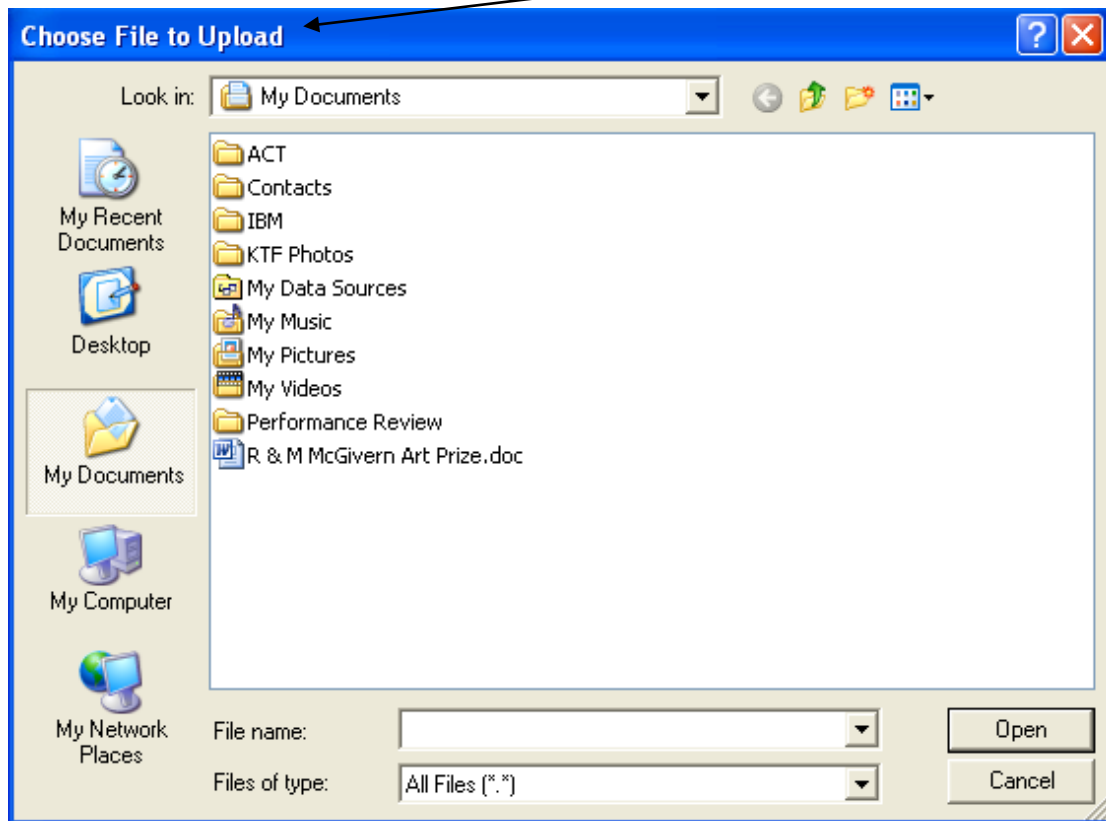


The following screen shots demonstrate the steps to attach your, CV/Biography or artistic statement, please insure all documents are saved surname\_cv and surname artistic\_statement:

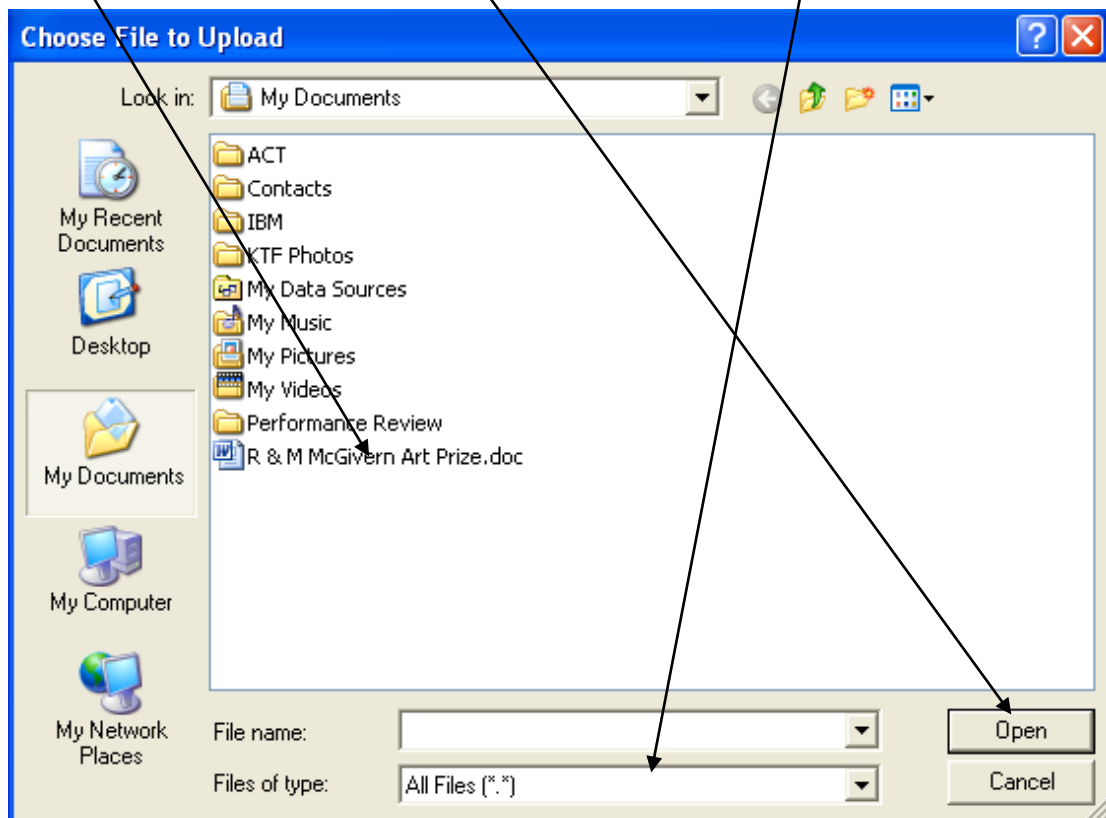
1. Click browse (one at a time):



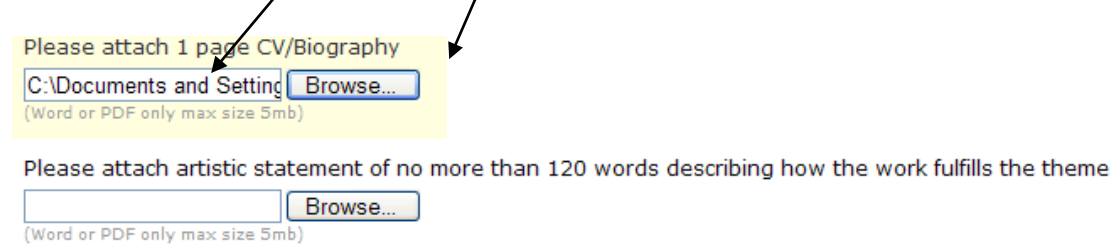
2. This window will then pop up, browse for the file you wish to attach in the **Choose file** window



3. Select the document and click **Open**. You may attach .pdf, word doc files.



4. Once you click open the following will appear on the form. Now your CV/Biography or Artistic Statement is attached.



Please attach 1 page CV/Biography  
C:\Documents and Setting   
(Word or PDF only max size 5mb)

Please attach artistic statement of no more than 120 words describing how the work fulfills the theme  
   
(Word or PDF only max size 5mb)

#### Submitting more than one application

Only one entry per artist may be submitted

#### Payment

Payment can be made by cheque or money order. Payment must be sent with name of applicant along with the name of their artwork, to Christina Piazza, The Trust Company, Level 15, 20 Bond Street, Sydney NSW 2000.

Credit Card payment can be accepted but a Credit Card form must be filled out and posted to Maroondah Art Gallery, Po Box 156, Ringwood VIC 3134, c/o Mc McGivern Prize.

#### Assessment process

Your application will be reviewed by a panel of judges who will select the finalist's works from digital images submitted.

#### GST

Prize money is AUD25,000 and People Choice Award of AUD1,000 and no further funds will be distributed. The award recipients should obtain their own professional advice in respect of any taxation implications.

#### Terms and Conditions of application

Late applications will not be accepted; along with applications not being submitted online.

#### Notification

Once your application has been lodged you will receive an electronic mail to confirm receipt.

All applicants whose works are selected for the finalists' exhibition will be contacted by telephone. Unsuccessful applicants will be notified by mail.