



# Permanent Collection Purchase Submission Guidelines

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# INTRODUCTION

These guidelines are intended to help you complete your SK Arts Permanent Collection purchase submission form online. It is divided into two main sections:

1. We **answer key questions** you may have and define terms that we use in the submission.
2. We provide a **step-by-step process** to complete the submission form with additional details to help you understand what we are looking for in each section.

**You may not need all the information or to use every section of this document** – the table of contents will help you find the information that you need quickly.

As additional resources, SK Arts has created a number of video guides to help people who are not familiar with applying through SK Arts' online grant application system. Although some of them are quite specific to the grant application process, you may find the videos about registering in the online system, becoming familiar with the system, and starting an application useful, particularly if you are new to online submissions. Click [here](#) to find them.

Your most valuable resource is SK Arts staff. If you have any questions or concerns, we encourage you to contact the Permanent Collection Registrar at [acquisitions@sk-arts.ca](mailto:acquisitions@sk-arts.ca), 306-519-7831 (Regina) or 800-667-7526 (toll-free). We want to help you make the best submission possible.

## ANSWERING YOUR QUESTIONS

### What are the goals of SK Arts' Permanent Collection?

Through the development and maintenance of a provincial collection of cultural belongings and original works of Saskatchewan art and related archives, SK Arts intends:

- to serve as custodians of the stories of Saskatchewan artists by collecting visual art and craft, primarily for the purpose of public access;
- to make the work of Saskatchewan artists accessible to the public through loan, rental, public art installations, and the sharing of images and information;
- to provide a unique resource in support of the larger Saskatchewan arts ecology, including working with Indigenous Elders and communities, artists, museums, art galleries, researchers, curators, students, collectors and commercial art galleries;
- to celebrate a representative history of artmaking in the province;
- to honour and acknowledge the legacy of artists at all stages of their professional careers and to provide financial support to Saskatchewan artists through fees for commission, purchase, exhibition and/or reproduction; and
- to contribute to the realization of the mandate and strategic priorities of SK Arts.

## How does SK Arts acquire artwork for the collection?

SK Arts collects artwork by artists that have a connection to Saskatchewan (see definitions on page 3) through purchase, donation, and commission.

Currently, SK Arts has one open call for submission every other year, with a submission deadline in the spring. Applicants can find submission deadline information on our website by clicking [here](#). All purchase submissions must be complete, and you must hit the Submit button in the online system by 11:59 pm on the submission day.

### Helpful Hint:

Even though the online submission form is open until midnight, remember that staff is only available to respond to your questions during office hours. After 4:30 pm on the deadline date, you're on your own!

## Who can submit artwork for purchase?

We accept submissions from individual artists, or anyone legally entitled to sell a work of art, such as the artist's gallery or agent. Note that individuals, galleries or agents submitting work on behalf of another artist may be asked to provide legal confirmation that they have the right to make that sale.

Individual artists must have a **connection to Saskatchewan**. This includes:

- **Saskatchewan Artists:** an artist who has a Saskatchewan address as their primary residence.
- **Expatriate Artists:** an artist who was previously a Saskatchewan resident but no longer has a Saskatchewan address.
- **Non-Saskatchewan Artists:**
  - an artist who resided in Saskatchewan without qualifying as a Saskatchewan artist (above) but who compiled a body of work during their stay in Saskatchewan.

To be considered for purchase, work must have been created by a **professional artist**.

SK Arts exists to support the work of professional artists and arts organizations for the benefit of all people in this province, but we acknowledge there are many different ways to define the term professional artist. SK Arts is also aware that this term may not be recognized in some cultures and that people from diverse backgrounds may define the term differently.

We believe that a professional artist makes a significant and ongoing commitment to developing their artistic practice. For the purposes of SK Arts' programs and funding, a professional artist typically meets a number of the following criteria, in a manner appropriate to their art tradition, to demonstrate this type of significant and ongoing commitment. The individual has:

- created work, over a period of time, that has been recognized by their community.
- presented their work (or had it presented) to or before an audience in a manner that is typical for their art tradition.
- developed skills in a manner acceptable for their art tradition.
- been recognized as a peer by other professionals working in the same art tradition.
- received compensation for their artistic work at a level consistent with those of other professionals working in the same art tradition.

If the artist does not meet the standards described above, your submission will be deemed ineligible and will not be sent to the peer reviewers for assessment.

## **Students**

A minimum of one year (365 days) must pass between the artist's last semester of formal undergraduate study and submission to SK Arts' Permanent Collection. If you have questions about your academic status and submission to the collection, please contact the [Registrar](#).

### **Helpful Hints:**

If you have questions about the eligibility of the artist or of the proposed work (see below), contact the [Registrar](#).

If you already have work in the collection, the Registrar may provide advice to help you select work that would complement current holdings.

Remember: SK Arts staff wants to help you make the best submission possible.

## **What types of artwork are eligible for purchase? What is ineligible?**

SK Arts collects all types of craft and visual arts. You will find everything from paintings, drawings, textiles, prints, photographs, sculpture, ceramics, glass work, and installation pieces in the collection.

### ***Prioritizing Public Access***

SK Arts makes the permanent collection accessible through its rental program, loan program, and outreach activities. Rental clients include commercial businesses, government offices, crown corporations, and non-profit organizations across Saskatchewan. Submitted artwork must:

- be from a living artist
- be of a size and medium suitable for an office and likely to be rented
- be in the best possible physical state of preservation
  - artworks that are fragile or that require ongoing conservation are not normally approved for purchase.
- have a legal title free and clear of restrictions or qualifications.

### ***Ineligible Submissions***

SK Arts will not purchase:

- work by artists who do not meet eligibility requirements above.
- work that is not available to be delivered to SK Arts for the in-person part of the assessment process (see [page 7](#)).
- pieces created by an artist while they are a student as part of an undergraduate fine art program of study.
- work from any artist whose work has been purchased within the past five years.
- pieces from a body of work of which SK Arts already owns a representative selection.
- works of art that are not original, e.g., reproduction prints.
- pieces being sold where an appropriate portion of the purchase price is not being provided to the artist who created the piece (except under extraordinary circumstances).

- work that presents Indigenous imagery or stories, or work that uses imagery or stories from any community that is not the artist's own, without appropriate protocol and permission from that community (see [A Note on Cultural Appropriation](#) below).
- Film, moving image, or digital media. If you have questions about the eligibility of any of the pieces you are proposing for purchase, please contact the Registrar well ahead of the submission deadline for advice and assistance. If the proposed work is ineligible according to any of the above definitions, your submission will be deemed ineligible and will not be sent to the peer reviewers for assessment.

### **A Note on Cultural Appropriation**

We are aware of cultural appropriation of Indigenous arts. SK Arts affirms and supports the United Nations Declaration on the Rights of Indigenous Peoples, specifically Article 11(1):

#### *Article 11*

1. Indigenous peoples have the right to practice and revitalize their cultural traditions and customs. This includes the right to maintain, protect and develop the past, present and future manifestations of their cultures, such as archaeological and historical sites, artefacts, designs, ceremonies, technologies and visual and performing arts and literature.

SK Arts will continue to encourage and support the creative freedom of all artists, but we insist that it is done respectfully and truly honours the fundamental and inalienable right of Indigenous peoples to cultural sovereignty. We ask the artists submitting work that addresses, deals with, incorporates, comments on, interprets or depicts unique aspects of Indigenous cultures to show that they have respect and true regard for Indigenous art and culture in their endeavours. We want to ensure that authentic and respectful efforts have been made to engage with artists or other members of the Indigenous communities whose culture or protocols are addressed.

Further, SK Arts believes that the engagement and presentation of different perspectives contributes to a greater understanding of our humanity and of what is taking place in the world. If your work, however, uses imagery or stories from any community that is not your own, provide context so that the peer review panel can understand how and why you incorporated that material.

### **How often can I apply?**

You can submit at every open deadline as long as you meet the eligibility for artists (professional artist, connection to Saskatchewan) and for works submitted (see [What types of artwork are eligible for purchase? What is ineligible?](#) on page 4-5). There is an open submission deadline every second year, beginning in the summer of 2023.

### **What is the process for considering purchase submissions?**

SK Arts is committed to the peer review process. Your submission is assessed by an independent panel of artists and arts professionals with discipline-specific knowledge and experience in your art form. SK Arts engages new peer reviewers for each deadline, based in part on the submissions received. Each reviewer assesses the material ahead of time. During this virtual meeting, reviewers participate in a collaborative, consensus-building process to discuss each submission, combine scores and make recommendations for purchase. The review panel's recommendations must be unanimous. SK Arts respects the peer review process and the resulting recommendations.

The peer reviewer information [on our website](#) has more details on the review process, and you can indicate your interest in serving on a review panel by completing and submitting the Peer Reviewer Submission form.

The assessment of purchase submissions is a three-stage process.

### [Stage 1: Review by SK Arts Permanent Collection Staff](#)

SK Arts Permanent Collection staff reviews all submissions to determine whether to forward them to the peer review panel. In particular, staff will consider the following questions.

- Does the work meet the eligibility or ineligible criteria outlined on [pages 4-5](#)
- Does the work fit the goals of the Permanent Collection and prioritization of public accessibility? Could it be used in the rental or loan program?
- Would SK Arts have to incur extra costs to store or maintain this work? How large is the piece, and can it be stored in our current facilities?
- Does SK Arts have any concerns about the condition or durability of the work?
- Can the applicant produce a clear, credible, and detailed source for the work? Is the applicant legally able to sell it to SK Arts?

#### **Helpful Hint:**

To sail through Stage 1 of the assessment process, pay attention to the eligibility notes on pages 4 and 5 of these guidelines. They can help you save time and avoid simple mistakes.

Applicants will be informed within six weeks of the deadline if their submission is not going forward to the peer review panel (Stage 2). Decisions at any stage of the assessment process are final and are not subject to appeal.

### [Stage 2: Peer Review Panel – Online Review](#)

The peer review panel will meet virtually to discuss all submissions still under consideration. The peer review panel assesses all applications by the assessment criteria below, basing their evaluation on the information and support material you submitted. They can't speculate on material or information not included in your application – assume they don't know you or your work.

The SK Arts staff member chairing the panel meeting ensures that the discussion addresses the applications submitted and the assessment criteria, not the applicants' financial need, celebrity status, length of career, personality or any other non-criteria factors.

#### **Assessment Criteria**

##### **Relevance** (1/3 of score)

- Does the work submitted relate to Saskatchewan, tell a Saskatchewan story, or present a unique perspective of visual arts in this province?
- Is the artist's work already represented in the collection?
- Do the pieces submitted show a development of a distinct and personal body of work that is representative of the artist's practice?
- Is the work submitted readily available in other public collections?

## Public Access (2/3 of score)

- Will the artwork be borrowed by other institutions in the loan program? Will it be used in SK Arts outreach projects? Will it be rented as part of the art rental program, meaning it is of appropriate size, medium, and subject matter for a standard office space?
- Does SK Arts have the capability to adequately care for and store the artwork?
- Is the artwork in good condition? Artwork that is fragile or that requires ongoing conservation is not normally approved for purchase.
- Does the artwork have any restrictions or conditions for transportation and/or exhibition?
- Is the work a fair market price?
- Will there be additional costs of transporting, framing, and maintaining the artwork?

## Other Things the Panel Will Consider

A strong submission addresses the assessment material and includes all the relevant information needed for reviewers.

- Your **artistic resumé** or **Curriculum Vitae (CV)** shows what you have done, your commitment to your craft, the body of work you have created, where your work has been seen and how it has been recognized.
- Your **submission statement** helps to position the proposed work within your career. It can also speak about your art, why you make art, and how your practice has evolved.
- Accurate details in the **description of each piece submitted** (creation date, edition number, materials, dimensions) help the review panel consider how the artwork could be used, which constitutes two-thirds of the panel's rating.
- The **exhibition history** shows where the work has already been seen and helps address how the artwork could be used.
- **Photographs** of the work are very important. They can show or raise questions about the quality and the condition of the proposed pieces. Make sure that the photographs you submit are high-quality, since poor or unclear images can impede a proper assessment of your work.

Within three months of the submission deadline, you will receive the results of this second stage assessment. Remember that the submission process is highly competitive.

## [Stage 3: Peer Review Panel – In-Person Review](#)

If your work is still under consideration at Stage 3, **you will be required to submit the work to SK Arts for an in-person review**. If you live in Saskatchewan, arrangements will be made for you to bring the work to a SK Arts location. If you live outside of Saskatchewan (or in the northern region of the province), SK Arts will cover the costs of shipping the work to us. **If your work is unavailable for the in-person review, the purchase will be automatically declined.**

The peer review panel will meet in person to view the short-listed works still under consideration for purchase. This will give SK Arts and the panel an opportunity to see the condition of the work, and the panel will be able to refine their consensus decision regarding purchases.



The results of this panel will be available around eight weeks after the work under consideration is delivered to SK Arts. If the purchase of your work is declined, it will be returned to you at SK Arts' expense. Decisions at any stage of the assessment process are final and are not subject to appeal.

#### **Reminder:**

If your work cannot be made available for this in-person assessment, you should not begin the submission process. It is an eligibility requirement (See [What types of artwork are eligible for purchase? What is ineligible?](#)).

### **What happens if my work is selected for purchase?**

If your submission is successful, you will receive email notification outlining the two steps that are required to complete the purchase process:

- Submit an invoice to SK Arts for the purchase price.
- Complete and return the SK Arts Permanent Collection Registry Booklet.

SK Arts' Registrar is available to assist you through these two steps. Because the work will already be in the possession of SK Arts, the payment process can begin as soon as these two steps are complete.

### **My last submission was unsuccessful. Is it worth trying again?**

The submission process is competitive – your work was assessed with submissions from fellow artists as passionate about their artwork as you are about yours. Funds are limited, and many worthy pieces cannot be purchased.

If your submission was declined after the first stage, call the Registrar. Learning the reasons that prevented the work from progressing to the peer review panel may help you address those issues easily in future submissions.

- If questions were raised about the appropriateness of the work submitted, you may just be able to select different work. It might simply be a matter of SK Arts having purchased your work too recently and waiting until you are eligible to submit again.
- If questions were raised about your status as a professional artist and you feel that you meet the standards in the guidelines, the Registrar may be able to help review your resumé or other material to see how you could demonstrate your professionalism more fully in future submissions.

If your submission was declined after the second stage, a conversation with the Registrar may still help. Unfortunately, there may be fewer concrete reasons at this stage, and the Registrar may simply have to tell you that there was a large number of submissions, selection was highly competitive, and there were other submissions more compelling to the panel.

Before resubmitting, always take the following steps:

- Consider what work you submitted. Maybe it would be helpful to have a conversation with the Registrar about how to make your submission more competitive at the different stages of review.
- Reread and reconsider your application components.
- Update your resumé to reflect any accomplishments or credits since the last deadline.

**Calling to discuss your results professionally and reapplying is the best response to an unsuccessful submission.**



# APPLICATION INSTRUCTIONS

## Introduction

Here's a concise walk-through of the submission form, section by section, to help you complete it.

If you have difficulty completing any section of the application, contact the Registrar. Staff is familiar with the submission process, understands peer review panels, and is happy to answer your questions.

If you find it challenging to submit an application in English or if your circumstances mean that you face other barriers in making an application, you can request support from SK Arts' [Accessibility Fund](#) to get assistance from an outside party. You are encouraged to contact the Registrar and do this work well in advance of the submission deadline.

### ***Submission Deadlines:***

The final day to make your submission is non-negotiable. Even though the application portal closes at midnight, remember that SK Arts staff only works until 4:30 pm and not at all on weekends. You will have to ask any questions that you have before those times.

To be fair to other artists, the Registrar is not authorized to give you an extension. Late submissions **are not accepted**.

## Registering for or Updating your Profile

If you are new to SK Arts' online grant application system, you may need to register to make your submission. If you have an existing profile but it has been a long time since you've used it, you may need to update some information. For assistance, call the Registrar or refer to the [videos](#) on our website.

Once you have accessed your profile, your collection submission can be started by either clicking the Permanent Collection Submissions menu header or scrolling down on the profile home page and clicking on the Permanent Collection Submission box.

## Applicant Information Tab

Your mailing address, phone number, email and website should be filled in automatically from your profile. If any information is incorrect or incomplete, you will need to update it in your profile in SmartSimple.

At the bottom of this tab, there is a question that reads "I ([your name], the applicant) am also the artist of the artworks submitted for consideration." You must select Yes or No below this. If you answer No, an additional section called Artist Details will open.

### ***Artist Details***

Provide contact information for the artist and indicate whether or not you are authorized to make this submission on the artist's behalf. There is also a button in this section to provide evidence of that authorization, for example, power of attorney documents or agent contracts. This is not mandatory, but it may be requested if it is not included, particularly if the applicant is also an individual (as opposed to a professional gallery).

## Artist Information Tab

### **Residency Information**

Please indicate whether the artist is a Saskatchewan resident, an expatriate artist, or a non-Saskatchewan artist. See [Who can submit artwork for purchase?](#) for further details.

### **Artist Biography**

Please include a brief biography of the artist in the provided field.

### **Self-Declaration as a Member of a Marginalized Community**

The assessment panel considers the diversity of the collection when they are making purchase decisions.

### **Artist Résumé/ Curriculum Vitae (CV)**

Please use the button below to upload an up-to-date version of your résumé, including information about your training, past exhibitions, achievements or awards, and teaching experience.

### **Other Support Materials**

If there is other material that might support your submission (artist catalogues, articles, reviews, etc.), use this button to upload them.

#### **Helpful Hint:**

The review panel has limited time and a lot of submissions to review. Being concise and only including the most necessary information will be appreciated by them.

## Artwork Information Tab

### **Artwork Details**

You will be able to submit up to six pieces for consideration. **If you upload more than six pieces, your submission will be considered ineligible and will not be forwarded to the review panel.** Think about providing different options for the review panel: works at different price points and of different sizes, works from your most recent body of work, or from your entire body of work if you are new to the collection. The Registrar is able to advise you how to select works for submission but remember that they are only providing advice – they don't control the decisions of the review panel.

Click the plus sign in the top left of the Artwork Details section to add your next piece. A pop-up window will appear for you to add specific information about each piece.

### **Digital Images**

Upload up to three images for each work in JPG format. Remember that these images are being used to assess both the quality of your work and the condition of the piece, so high-quality images are always best. **NOTE: You must hit "Save Draft," at the bottom of the pop-up window before the system will give you the button to upload the image of your artwork.**

### **Details About Piece**

Provide accurate information about the title of the work, creation date, edition number (if applicable), materials, size (in centimeters), and current framing. This information allows the panel to consider possible uses for the piece and any special care that will be required to maintain it.

### **Price (without tax)**

Make sure that this is the sale price without any tax added. SK Arts is a Government of Saskatchewan entity that uses Crown Funds to make purchases and is not, therefore, subject to GST payments (registration no. 107864258). Questions regarding PST can be addressed by the Registrar if the work is selected for purchase.

#### **Helpful Hint:**

It takes time to put together a good submission. If you leave it to the very last minute, you never know what may happen... your computer may even crash and make your application late!

If the price of the work is over \$5,000, you should provide evidence of prior sales at that price point. The review panel will consider whether the work is appropriately priced and may decline to purchase the work if they feel that it is over-priced (even, sometimes, if they consider it under-priced). Upload sales evidence if you can provide it on the Artist Information tab.

### **Brief Exhibition History**

This information allows the panel to consider possible uses for the piece. You can also use this space to list any specific information about the individual work that is not included in your general submission statement on the Artist Information tab.

### **Sales Finalization Information**

Indicate whether the purchase is to be finalized through the artist or through a gallery or agent. If you select gallery/agent, you will need to provide the name and city for that contact.

### **Condition Report**

SK arts is a working collection that is frequently on the move and displayed in public spaces. This information allows the panel to determine if the condition of the work meets the standards and needs of the collection. The panel takes into consideration potential future conservation costs, so the work needs to be robust and in good condition.

Provide information like:

- How is the work hung, installed, or displayed?
- Does the work require unique crating or shipping methods to transport?
- Describe how the artwork is currently being stored.

### **Overall Submission Statement**

This can be a general introduction to your work as an artist. It is the *what*, *how*, and *why* of your work from your own perspective. It helps you convey the meaning or purpose of your work to the review panel: why you chose a particular subject matter, why you work in a certain way. It shows your relationship to your own work and helps create a connection to the reviewers.

Think about answering questions like the following:

- What moves you to make art? How would you describe your artistic vision?
- Why have you chosen this work to submit for possible purchase? How does it represent your artistic practice right now?
- Why do you think this work belongs in the SK Arts Permanent Collection?

## Declaration Tab

### ***Confidentiality of Information***

The personal and confidential information that is required to process your application is collected, used and disclosed in accordance with the provisions of the Freedom of Information and Protection of Privacy Act and the Personal Information Protection and Electronic Documents Act. Personal and confidential information disclosed in the application will only be shared, as necessary, with employees of SK Arts and the reviewers. If your artwork is acquired, your name, the artist's name, and the name and date of the artwork will be made known publicly. SK Arts does not disclose the names of unsuccessful applicants. SK Arts will respond appropriately to any inquiries covered by the privacy policies and procedures, including requests to access the applicant's personal information.

### ***SK Arts Communication***

If you want to receive information about SK Arts' programs, activities and upcoming grant or Permanent Collection deadlines, you must tick the box to authorize SK Arts to add your name to our mailing list.

### ***Declaration***

In order for SK Arts to process your submission, you must tick the box provided to indicate that you have read and understood the statements in the declaration. Once you have done this and have completed all sections of the submission, click the Submit button. Note: once you click submit you will no longer be able to make changes to your submission.