



cultivating  
the arts

**SUBMISSION TO PERMANENT COLLECTION**  
*Purchase of Works of \$10,000 or Less*  
**SUBMISSION PACKAGE**  
*Submission Closing Dates: April 1 and September 15*

Nowhere else in the world will you find a larger or more comprehensive collection of Saskatchewan visual art than in the Saskatchewan Arts Board’s Permanent Collection. This collection includes over 3,000 works of more than 600 artists and represents the work of our province’s artists over the past six decades. Its goal is to represent the contemporary art practices of artists within the province for the purpose of public access.

You will find everything from paintings, drawings, textiles, prints, photographs and sculptures in the collection. This wide variety of styles and media demonstrates some of the diversity and talent of Saskatchewan artists. Artwork from the collection is frequently included in exhibitions throughout the province and country, is loaned to organizations, and is also rented to workplaces through the Arts Board’s corporate Art Rental program.

**For questions about the submission process and the suitability of work for the Arts Board Collection, contact:**

**Julia Krueger**  
**Registrar**  
**(306) 787-4239 (Regina) or toll free 1-800-667-7526**  
**[registrar@saskartsboard.ca](mailto:registrar@saskartsboard.ca)**

**EMAIL THE SUBMISSION TO:**  
**[acquisitions@saskartsboard.ca](mailto:acquisitions@saskartsboard.ca)**

*After March 20, 2020, the Arts Board offices will be closed indefinitely due to the COVID-19 pandemic. Submissions should not be mailed or dropped off. Staff will be working remotely.*

- Submissions must include all images by email.
- Submissions must be received on or before the submission closing date.

The Saskatchewan Arts Board endeavours to respond to all submissions, in writing, no later than sixty (60) days after the submission closing dates.

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**SUBMISSION TO PERMANENT COLLECTION**  
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**PERMANENT COLLECTION INFORMATION**  
***Application Closing Dates: April 1 and September 15***

## INTRODUCTION

The Saskatchewan Arts Board acquires objects and archives by Saskatchewan artists through purchases, donations, gifts or bequests and, on occasion, commissions to develop a provincial collection of the highest quality which will inform, enlighten and enhance the lives of present and future generations.

Anyone is able to suggest work to become part of the Permanent Collection either through purchase or donation/bequest. In order to maintain a fair and transparent acquisition practice, the Curatorial Working Group, based on staff recommendations, will, from time to time, develop a process for submissions. Anyone, including members of the Curatorial Working Group or the Saskatchewan Arts Board staff, can recommend that an artist, gallery, or individual make a submission for consideration, but these objects are still subject to consideration under the criteria detailed below. In addition, the Curatorial Working Group can authorize Collection staff members to access specific items available through unusual or time-sensitive opportunities, such as purchasing work from the estate of a recently deceased artist or from the sale of a complete, existing collection.

All acquisitions, whether by purchase, donation, gift, bequest, or commission, must be carefully considered in light of the *Permanent Collection: Collections Management Guidelines* and according to the following criteria: relevance, quality, condition, costs and provenance/source.

## ARTIST ELIGIBILITY

1. Submissions are accepted from individual artists or from anyone legally entitled to sell a work of art, including the artist's gallery or agent.
2. In order to be eligible for consideration, individual artists' residency must correspond to one of the following categories of residency:

### **Saskatchewan Artists**

- An artist who has a Saskatchewan address as their primary place of living

### **Expatriate Artists**

- An artist who was previously a Saskatchewan resident but no longer has a Saskatchewan address

### **Non-Saskatchewan Artists**

- An artist who does not and has never lived in Saskatchewan, but whose work has a resonance of Saskatchewan
- An artist who resided in Saskatchewan without qualifying as a Saskatchewan artist (above) but who has compiled a body of work during his/her stay in Saskatchewan

3. A minimum of one full calendar year must pass between graduation from any formal undergraduate study and submission to the collection.
4. No individual artist may have had any work purchased for the Collection within the past two (2) years.
5. Any individual, gallery, or agent submitting may be requested to provide proof that they hold legal right to sell the proposed work.

## ELIGIBLE ARTWORKS

The Curatorial Working Group will consider all forms of visual arts and crafts. In addition to works of art, submissions of archives or other records related to visual art and craft will also be considered.

A maximum of six artworks per artist will be considered by the Curatorial Working Group. An artwork comprising more than one part/component where the individual parts/components can also be sold separately is considered to be more than one artwork.

Works costing over \$10,000 are only considered at the September 15<sup>th</sup> closing date. Please refer to the Large Purchase submission form on our website.

## ADJUDICATION

Although an artist may submit up to six works, applicants are encouraged to submit only the work that best represents the strength of the artist's practice.

All work proposed for the Collection is considered by our Curatorial Working Group, which is comprised of members of the Arts Board staff and Board of Directors, complemented by outside public professionals (artists and curators). All acquisitions are carefully considered according to the following criteria:

1. Relevance
  - Is the acquisition of the art work consistent with the goals of the Permanent Collection as outlined in the *Collections Management Guidelines*?
  - Does the object or archive complement and strengthen the works already in the Collection?
  - Will the significance of the acquisition be enhanced by its association with related works already in the Collection?
  - Will the work be used and borrowed by other institutions?
2. Quality
  - Is the acquisition a good example of the artist's work?
  - Does it augment the Permanent Collection qualitatively, or does it simply increase the size of the Collection?
  - Is the work authentic?
3. Condition
  - Is the work in good condition?
  - Has it been restored in the past? What, if any, remedial action might be necessary?
  - Is the work likely to be a conservation problem for the Saskatchewan Arts Board in the future?
  - Can the Saskatchewan Arts Board adequately care for and house the object or archive?
4. Costs
  - Is the acquisition available to the Saskatchewan Arts Board at a fair market price?
  - Will there be extraordinary costs related to the transportation, framing, care or maintenance associated with the acquisition?
5. Provenance/Source
  - Can the vendor produce a clear, credible and detailed provenance?
  - Are there any restrictions attached to the use of the work?
  - Does the vendor have clear title enabling the sale or gift of the work to the Saskatchewan Arts Board?

The personal preferences of members of the Saskatchewan Arts Board, its committees, and its staff will not be considered credible criteria.

A work cannot be accepted if there are any questions as to legal title or authenticity, or if it is of such a nature that it cannot be properly cared for by the Saskatchewan Arts Board.

No work is to be acquired only as an investment; that is, with the intent to dispose of it for profit at a later date.

The final acceptance or rejection of a work of art rests with the Saskatchewan Arts Board in compliance with its *Collections Management Guidelines*.

## NOTIFICATION

The Registrar will confirm receipt of the submission package via e-mail within two weeks of the submission closing date.

The Arts Board will endeavour to notify in writing all applicants of the Curatorial Working Group's decision within sixty (60) days after the submission date.

## CONFIDENTIALITY OF INFORMATION

The personal and confidential information that is provided in a submission 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*. This information is required to process the application. Personal and confidential information disclosed in the application will only be shared, as necessary, with employees of the Saskatchewan Arts Board and the Curatorial Working Group. The Saskatchewan Arts Board will respond appropriately to any inquiries regarding the privacy policies and procedures, including requests to access the applicant's personal information.



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**SUBMISSION REQUIREMENTS CHECKLIST**

Include the following:	
<input type="checkbox"/>	<b>SUBMISSION FORM</b> (starting on page 5) – <i>Completed and signed</i>
<input type="checkbox"/>	<p><b>LETTER OF INTENT</b> (<i>maximum 2 pages</i>)</p> <p><b>Refer to the Adjudication Criteria (page 3) when completing the Letter of Intent.</b></p> <p><u>Enclose</u> a description of the artwork proposed for the collection and include (if appropriate):</p> <ul style="list-style-type: none"> <li>• Ideas and concepts embodied in the artwork.</li> <li>• Explanation of any importance in terms of the artist’s overall career and/or exhibition record.</li> <li>• Explanation of the relevance of this artwork to the Permanent Collection.</li> <li>• Any other relevant information for consideration by the Curatorial Working Group.</li> </ul>
<input type="checkbox"/>	<p><b>ARTIST(S) BIOGRAPHY/BIOGRAPHIES</b> (<i>maximum 1 page for each biography</i>)</p> <p><u>Enclose</u> a biography of the artist. In the case of collaborative work, include a biography for each artist.</p>
<input type="checkbox"/>	<p><b>ARTIST CURRICULUM VITAE / RESUMÉ</b></p> <p><u>Enclose</u> an up-to-date curriculum vitae of the artist(s), outlining any past exhibitions, achievements, teaching experience and/or formal education as applicable.</p>
<input type="checkbox"/>	<p><b>VISUAL REPRESENTATIONS</b></p> <p><b><i>Material submitted in excess of the maximums indicated in this Application Package will not be forwarded to the Curatorial Working Group or considered during the adjudication process.</i></b></p> <p>Images submitted should be of high quality and are not to exceed 2MB each. All images should be in JPEG or PNG format. If you require assistance, please contact Saskatchewan Arts Board staff (contact information found on page 1 and on the Arts Board’s website).</p> <p>A <b><u>maximum of 12 digital files</u></b> may be included with the submission form to be forwarded to the Curatorial Working Group.</p> <p>The images must be submitted following the format below:</p> <ul style="list-style-type: none"> <li>• Each file name must include the artist’s last name and the title of the work.</li> <li>• The number found at the beginning of each file name must correspond to the item number found in “Part 2: Description of Artwork for Purchase Consideration.”</li> </ul> <p>Digital files should be numbered and labelled as follows:</p> <p style="padding-left: 40px;">01_Lastname_title 02_Lastname_title, etc.</p> <p>Multiple images of the same artwork should be numbered and labelled as follows:</p> <p style="padding-left: 40px;">01a_Lastname_title 01b_Lastname_title, etc.</p>



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**SUBMISSION FORM**

Submission forms and support material are provided to the Curatorial Working Group electronically.

PART 1: ARTIST'S INFORMATION	
Legal Name:	
Mailing Address:	
Phone:	E-mail:
Website:	
APPLICANT'S INFORMATION <i>(if different than above)</i>	
Legal Name:	
Mailing Address:	
Phone:	E-mail:
Website:	
I am authorized to make this application on the artist's behalf: <input type="checkbox"/> Yes <input type="checkbox"/> No	
ADDITIONAL ARTIST INFORMATION	
Residency <i>(check one)</i> :	
<input type="checkbox"/> Saskatchewan Artist <input type="checkbox"/> Expatriate Artist <input type="checkbox"/> Non-Saskatchewan Artist	
If you would like to self-identify as having Indigenous ancestry, as a newcomer, or as a member of another equity-seeking community, please indicate:	

PART 2: DESCRIPTION OF ARTWORK FOR PURCHASE CONSIDERATION

ITEM 1

Note: The number included in the file name(s) must correspond to the item number.

**File name(s):**

**Title of work submitted:**

**Creation date:**

**Edition Number:**

**Materials:**

**Dimensions (H x W x D) cm:**

**Please check the appropriate box:**

Framed

Not framed

Not applicable

**A brief provenance and exhibition history:**

**Price (without tax\*): \$**

**Sale to be finalized through:**

Artist

Gallery/Agent (name and city): \_\_\_\_\_

\* The property mentioned in this submission is being considered for purchased by a Government of Saskatchewan entity with Crown Funds and, therefore, is not subject to the Goods and Services Tax (GST registration number 107864258).

ITEM 2

Note: The number included in the file name(s) must correspond to the item number.

**File name(s):**

**Title of work submitted:**

**Creation date:**

**Edition Number:**

**Materials:**

**Dimensions (H x W x D) cm:**

**Please check the appropriate box:**

Framed

Not framed

Not applicable

**A brief provenance and exhibition history:**

**Price (without tax\*): \$**

**Sale to be finalized through:**

Artist

Gallery/Agent (name and city): \_\_\_\_\_

\* The property mentioned in this submission is being considered for purchased by a Government of Saskatchewan entity with Crown Funds and, therefore, is not subject to the Goods and Services Tax (GST registration number 107864258).

ITEM 3

Note: The number included in the file name(s) must correspond to the item number.

**File name(s):**

**Title of work submitted:**

**Creation date:**

**Edition Number:**

**Materials:**

**Dimensions (H x W x D) cm:**

**Please check the appropriate box:**

Framed

Not framed

Not applicable

**A brief provenance and exhibition history:**

**Price (without tax\*): \$**

**Sale to be finalized through:**

Artist

Gallery/Agent (name and city): \_\_\_\_\_

\* The property mentioned in this submission is being considered for purchased by a Government of Saskatchewan entity with Crown Funds and, therefore, is not subject to the Goods and Services Tax (GST registration number 107864258).



ITEM 4

Note: The number included in the file name(s) must correspond to the item number.

**File name(s):**

**Title of work submitted:**

**Creation date:**

**Edition Number:**

**Materials:**

**Dimensions (H x W x D) cm:**

**Please check the appropriate box:**

Framed

Not framed

Not applicable

**A brief provenance and exhibition history:**

**Price (without tax\*): \$**

**Sale to be finalized through:**

Artist

Gallery/Agent (name and city): \_\_\_\_\_

\* The property mentioned in this submission is being considered for purchased by a Government of Saskatchewan entity with Crown Funds and, therefore, is not subject to the Goods and Services Tax (GST registration number 107864258).

ITEM 5

Note: The number included in the file name(s) must correspond to the item number.

**File name(s):**

**Title of work submitted:**

**Creation date:**

**Edition Number:**

**Materials:**

**Dimensions (H x W x D) cm:**

**Please check the appropriate box:**

Framed

Not framed

Not applicable

**A brief provenance and exhibition history:**

**Price (without tax\*): \$**

**Sale to be finalized through:**

Artist

Gallery/Agent (name and city): \_\_\_\_\_

\* The property mentioned in this submission is being considered for purchased by a Government of Saskatchewan entity with Crown Funds and, therefore, is not subject to the Goods and Services Tax (GST registration number 107864258).

ITEM 6

Note: The number included in the file name(s) must correspond to the item number.

**File name(s):**

**Title of work submitted:**

**Creation date:**

**Edition Number:**

**Materials:**

**Dimensions (H x W x D) cm:**

**Please check the appropriate box:**

**Framed**

**Not framed**

**Not applicable**

**A brief provenance and exhibition history:**

**Price (without tax\*): \$**

**Sale to be finalized through:**

**Artist**

**Gallery/Agent (name and city): \_\_\_\_\_**

\* The property mentioned in this submission is being considered for purchased by a Government of Saskatchewan entity with Crown Funds and, therefore, is not subject to the Goods and Services Tax (GST registration number 107864258).

PART 3: DECLARATION

I, the undersigned:

- **Certify:**
  - I have read and understand the eligibility criteria for this submission, and I am in compliance with those criteria.
- **Understand:**
  - Officials from the Saskatchewan Arts Board may request additional information beyond that included in the application.
  - This application may not be successful, and the artwork proposed may not be selected to become part of the Permanent Collection.
- **Authorize the Saskatchewan Arts Board to contact me at any time regarding any matter related to this application.**
- **Authorize the Saskatchewan Arts Board to publicly release my name, community, artwork description.**  
*The Saskatchewan Arts Board is required to report to the public on the funds it disburses through its programs.*
- **Agree to direct all questions concerning the assessment and/or results of this application to the Saskatchewan Arts Board.**
- **Declare that the statements and information contained on this form and in this application are accurate and complete.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (*print clearly*)

\_\_\_\_\_  
Date