



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

Thank you for your interest in submitting artwork to the SK Arts Permanent Collection. Submissions help us fulfill our goals of preserving art by contemporary artists in Saskatchewan and ensuring the public has access to it. The Permanent Collection contains more than 3,000 works, including ceramics, drawings, mixed media, paintings, prints, photographs, sculpture and textiles, by more than 750 artists. This artwork is included in exhibitions throughout the province and country, loaned to organizations, and rented to workplaces through our Art Rental Program.

**For more information about the submission process and the suitability of work for the Permanent Collection, please see SK Arts' website and review the *General Submission Information and Helpful Hints* document, and/or contact:**

**Julia Krueger**  
**Registrar**  
**(306) 519-7831 (Regina) or toll-free 1-800-667-7526 (in Canada)**  
**[jkrueger@sk-arts.ca](mailto:jkrueger@sk-arts.ca)**

**EMAIL THE SUBMISSION TO:**  
**[acquisitions@sk-arts.ca](mailto:acquisitions@sk-arts.ca)**

Please submit the completed purchase form and supplemental files (such as images and CVs) via email. If submitting electronically is difficult, please contact the Registrar at least one week before the deadline.

Submissions must be received on or before the deadline. The Registrar will confirm receipt within two weeks of the deadline.

SK Arts aims to communicate the Curatorial Working Group's decisions within 60 days of the deadline.

The personal and confidential information provided 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 submission. Personal and confidential information disclosed in the submission will only be shared, as necessary, with employees of SK Arts and the Curatorial Working Group. SK Arts will respond appropriately to any inquiries regarding the privacy policies and procedures, including requests to access the applicant's personal information.

**CONTENTS**

	<b><u>Page</u></b>
<b>Submission Requirements Checklist .....</b>	<b>2</b>
<b>Submission Form .....</b>	<b>3</b>



**SUBMISSION TO PERMANENT COLLECTION**  
*Purchase of Works of \$10,000 or Less*  
**SUBMISSION REQUIREMENTS CHECKLIST**

Include the following:	
<input type="checkbox"/>	<p><b>SUBMISSION FORM</b> <i>(starting on page 3) – Completed and signed</i></p> <p><i>Please submit only one form per artist or group.</i></p> <p>For best results, please complete the form using Adobe Acrobat Reader DC. Completing the form in a browser or in preview mode may lead to information loss.</p>
<input type="checkbox"/>	<p><b>ARTIST CURRICULUM VITAE / RESUMÉ</b></p> <p>Include an up-to-date curriculum vitae of the artist(s), outlining any past exhibitions, achievements, teaching experience and/or formal education.</p>
<input type="checkbox"/>	<p><b>VISUAL REPRESENTATIONS</b></p> <p><b><i>Material submitted in excess of the maximums indicated in this Submission Package will not be forwarded to the Curatorial Working Group or considered during the review process.</i></b></p> <p>Images submitted should be of high quality and may not exceed 2MB each. All images should be in JPEG format. If you require assistance, please contact the Registrar (contact information found on page 1).</p> <p>A <b><u>maximum of 12 digital image files</u></b> may be included with the submission form.</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 5: Description of Artwork for Purchase Consideration.”</li> </ul> <p>Digital files should be numbered and labelled as follows:</p> <p style="padding-left: 20px;">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: 20px;">01a_Lastname_title  01b_Lastname_title, etc.</p>



**SUBMISSION TO PERMANENT COLLECTION**  
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**SUBMISSION FORM**

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

PART 1: ARTIST INFORMATION	
Legal Name:	
Preferred Name (if different than above):	
Mailing Address:	
Phone (please also indicate cell, home, office, etc.):	
E-mail:	
Website:	
PART 2: APPLICANT INFORMATION <i>(if different than above)</i>	
Legal Name:	
Mailing Address:	
Phone:	E-mail:
Website:	
I am authorized to make this submission on the artist's behalf: <input type="checkbox"/> Yes <input type="checkbox"/> No	

PART 3: ADDITIONAL ARTIST INFORMATION

Residency (*check one*):

Saskatchewan Artist

Expatriate Artist

Non-Saskatchewan Artist

If you would like to self-identify as having Indigenous ancestry, as a newcomer, as LGBTQ+, or as a member of another equity-seeking community, please describe below:

PART 4: SUBMISSION STATEMENT (*optional*)

Why should this selection of work – or a selection of work from the submission – become part of the SK Arts Permanent Collection? How does the work included in this submission relate to your (or the artist's) practice? (200-word maximum)

PART 5: 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

**Please provide a brief source or exhibition history and include any specific information about this particular work that is not covered in the Submission Statement:**

**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

**Please provide a brief source or exhibition history and include any specific information about this particular work that is not covered in the Submission Statement:**

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

**Sale to be finalized through:**

Artist

Gallery/Agent (name and city):

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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

**Please provide a brief source or exhibition history and include any specific information about this particular work that is not covered in the Submission Statement:**

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

**Sale to be finalized through:**

Artist

Gallery/Agent (name and city):

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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

**Please provide a brief source or exhibition history and include any specific information about this particular work that is not covered in the Submission Statement:**

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

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Artist

Gallery/Agent (name and city):

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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

**Please provide a brief source or exhibition history and include any specific information about this particular work that is not covered in the Submission Statement:**

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

**Sale to be finalized through:**

Artist

Gallery/Agent (name and city):

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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

**Please provide a brief source or exhibition history and include any specific information about this particular work that is not covered in the Submission Statement:**

**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 6: 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 SK Arts may request additional information beyond that included in the submission.
  - This submission may not be successful, and the artwork proposed may not be selected to become part of the Permanent Collection.
- **Authorize SK Arts to contact me at any time regarding any matter related to this submission.**
- **Authorize SK Arts to publicly release my name, community, artwork description.**  
*SK Arts 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 submission to SK Arts.**
- **Declare that the statements and information contained on this form and in this submission are accurate and complete.**

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date