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**TOWN OF CLARENVILLE**

# **COMMUNITY ART PROCUREMENT PROGRAM**

**GUIDELINES &  
PROCEDURES**



709-466-7937

99 Pleasant Street,  
Clareville, NL A5A 1V9



**SUBMISSION DEADLINE: APRIL 26, 2024**



# POLICY STATEMENT



The Town of Clarendville is instituting an art recognition program to acknowledge and showcase the artistic abilities of its residents. This program entails acquiring one to two pieces of artwork annually for exhibition in the Town Hall and other municipal buildings.

## What's in it for you?

The Community Art Procurement Program:

- ❖ Is intended to foster, enhance, and preserve artistic productions by local artists of the community, to ensure public access to these productions and to help educate the public as to the value and importance of Arts and Culture to further enhance the quality of life of residents.
- ❖ Seeks to promote artists from all levels; noting that this program will contribute to their economic success and increase the societal value of local art today and future generations.
- ❖ Aims to demonstrate the Town of Clarendville's commitment to work with the Arts Community to fully recognize its contributions and achievements.



# ARTIST ELIGIBILITY



**Artists will be eligible to participate in the Community Art Procurement Program provided the following criteria are met:**

The artist must reside within the Town of Clarendville as of the date of their submission, or the theme of their submission must be reflective of the Town of Clarendville.

Eligibility will be based on quality of the artwork and not professional status.

No work by any member of the Panel of Judges, or their immediate family, will be considered for purchase for the year in which they are judging.

Employees of the Town of Clarendville are eligible to participate notwithstanding the clause above.



# ARTWORK CRITERIA



The suitability of the artwork for the Community Art Procurement Program will depend upon whether the artwork meets the following established criteria:

The artwork should originate from the primary art market, where the artist maintains ownership of the work.

Artwork in various media will be eligible for selection. The artwork must be suitable for installation in an office environment. Artworks may include, but are not limited to, the media listed below:

★	Ceramic - Drawing	MEDIA	Painting - Photography	★
★	Fibre - Glass		*Printmaking - Sculpture	★
★	Metal - Mixed Media		* Includes Digital Photography, Offset Lithography and Giclee, in addition to other traditional printmaking processes	

Project/artwork proposals are not eligible. Artwork submitted must be complete and available for procurement as of the date of submission.

Artwork is encouraged to incorporate a theme relevant to the Town of Clarenville, showcasing aspects of Clarenville or its history. Themes may encompass, but are not restricted to, the following:

## THEMES

- ★ History - Geography/Location
- ★ Social/Community Life
- ★ Nature/Environment

# SUBMISSION GUIDELINES



All artists wishing to participate in the Community Art Procurement Program must adhere to the following submission guidelines:

Artists can submit a maximum of three (3) artworks for consideration.

Descriptive details of each work must be submitted as per Community Art Procurement Program Submission form attached.

Each submission must be on a separate form. There will be no limit on the date of creation of artwork submitted for the Community Art Procurement Program.

Artists may present prices for their work as framed or unframed. These prices should be clearly stated with each submission.

## PANEL OF JUDGES

A Community Art Procurement Program panel of judges will be appointed each year to oversee the selection of artworks.

The panel of judges will consist of the following:

- Two (2) citizens from Clarendville
- Town of Clarendville's Chief Administrative Officer or designate.

The panel of judges will be selected by the Town of Clarendville's Economic Development Officer or designate.



# SELECTION CRITERIA



**Artists may present prices for their work  
as framed or unframed.**

**These prices should be clearly stated with each submission.**

**a**

Submissions will be requested each year in

*March*

Documentation for each submission must be in place before an art item can be judged.

Calls for submissions will be made through the **Town of Clareville's website & Facebook page** and by any other means the Economic Development Officer may deem appropriate.

**b**

The call for submissions will include the submission deadline and date of the public meeting of Council at which the selected artworks will be announced.

**c**

The panel of three judges will individually and independently rank all artworks. The three rankings for an artwork will be averaged for an overall score.

**d**

The judges' rankings will be one criterion in the purchasing of artworks. Other criteria may include relevance to the immediate Clareville area or to the Town.

**e**

A maximum of one (1) artwork from any artist will be eligible for purchase. If an artist has submitted two (2) or three (3) artworks and more than one is chosen by the panel of judges, only the highest scoring artwork from that artist will be considered for purchase.

**f**

In addition to the ranking by the panel of judges, images, or similar representations of all artworks will be posted to the Internet via Facebook for a "Residents' Choice" public vote. **The artwork with the highest number of votes will be considered for purchase in addition to those chosen by the panel of judges.**



# CONDITIONS OF PURCHASE



**Purchase contracts between artists and the Town of Clarendville will include the following:**



**The Town's ownership of selected pieces as well as its right to display those pieces in municipal buildings.**



**To lend artworks for temporary display in other locations. The artist will retain ownership of the image itself.**



**Payment will be issued once the artwork, and all pertinent information is received by the Town of Clarendville.**



**The intention of the Community Art Procurement Program is to purchase a minimum of two artworks (as per section d of the Selection Criteria). However, all purchases will be subject to meeting the Program's annual budget.**



**Clarendville**  
REAL • LIFE • POTENTIAL

# PROCEDURES



**The Economic Development Officer or designate will call for submissions from artists.**



**Artists must complete a Submission Form for each piece offered for purchase.**



**The judging will be done by the Community Art Procurement Program panel of judges and announcement of winners will be made at the next Council meeting.**



**Winners are the artworks to be purchased within the Community Art Procurement Program budget.**

## RESPONSIBILITIES

**The Community Art Procurement Program will be under the direction of the Town of Clarendville's Economic Development Officer or designate in conjunction with the appointed Community Art Procurement Program panel of judges.**

**Loans under the Program will be executed by the Town Clerk.**





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community  
*Art*  
Procurement  
**PROGRAM**

# WE LOOK FORWARD TO YOUR SUBMISSIONS!

**SUBMISSION DEADLINE: APRIL 26, 2024**



## CONTACT US

709-466-7937

[www.clareville.ca](http://www.clareville.ca)

[amills@clareville.ca](mailto:amills@clareville.ca)

99 Pleasant Street

Clareville, NL A5A 1V9

# COMMUNITY ART PROCUREMENT PROGRAM – SUBMISSION FORM

## Contact Information

## SECTION 1

Artist Name \_\_\_\_\_ Business (if applicable) \_\_\_\_\_  
Address \_\_\_\_\_  
Tel (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_  
Email \_\_\_\_\_ Website \_\_\_\_\_  
HST Registrant:  Yes  No If yes, HST # \_\_\_\_\_

## Submission Information

## SECTION 2

Title of Artwork \_\_\_\_\_

Artwork Background Information (i.e. context of artwork); 100- word max.:

Medium (Describe the technique and materials used in the production of the artwork):

Dimensions: Height \_\_\_\_\_ Width \_\_\_\_\_ Diameter \_\_\_\_\_

Year Completed \_\_\_\_\_ Edition Number (If applicable) \_\_\_\_\_

Price Before HST \_\_\_\_\_ Price After HST (if applicable) \_\_\_\_\_

## Submission Instructions

## SECTION 3

- Submissions should be made via email to [amills@clareville.ca](mailto:amills@clareville.ca), and received no later than 4:00 p.m. on **April 26<sup>th</sup>, 2024**.
- The subject line should be "Art Procurement"
- Submit completed form and necessary support material (see Section 4) as attachments.

## COMMUNITY ART PROCUREMENT PROGRAM – SUBMISSION FORM

### Support Material

### SECTION 4

When submitting your completed form via email, please also include the following (emails including all attachments must not exceed 25MB):

- 🌀 Images of artwork
  - For two-dimensional works, artists must submit two images: an image of the complete artwork and a detail.
  - For three-dimensional works, artists must submit three images, including views of the artwork from different angles and/or a detail.
  - Image resolution should be a minimum of 300dpi, or 1500 x 2100 pixels.
  - Images should show edge of artworks.
  - Acceptable file formats are *jpg*, *png*, and *zip*.

### Applicant Declaration

### SECTION 5

It is the responsibility of the applicant to ensure all required information is submitted. Incomplete applications will be considered ineligible.

I AFFIRM THAT the information in this application is accurate and complete, and I understand that the information provided in this application may be accessible under the Access to Information and Protection of Privacy Act.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### Important Information

### SECTION 6

Submissions must be received no later than 4:00 p.m. on April 26, 2024. Ensure that you have completed all sections and enclosed all requested documentation. Incomplete applications will be considered ineligible.

### Privacy Notice

### SECTION 7

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to process your art procurement submission. Questions about the collection and use of the information may be directed to the Economic Development Officer: [cholloway@clareville.ca](mailto:cholloway@clareville.ca).

**Please direct any inquiries to and send completed form to:** [amills@clareville.ca](mailto:amills@clareville.ca)  
**Subject: Art Procurement**