



Town of Clareville  
99 Pleasant Street  
Clareville, NL A5A 1V9  
T: (709) 466-7937  
F: (709) 466-2276  
Website: Clareville.ca

## 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.** (this information will be used as the description for the competition):  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

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 in person at the Town Hall, 99 Pleasant Street, Clareville, and received no later than **4:30 p.m. on March 27, 2026**.
- Ensure that you have completed all sections and enclosed all requested documentation. Incomplete applications will be considered ineligible.

## Support Material

## SECTION 4

When submitting your completed form in person with your artwork, you must also submit the following via email to [cholloway@clareville.ca](mailto:cholloway@clareville.ca) with the **subject line “Art Procurement”**:



### 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

- ☐ I understand that it is the responsibility of the applicant to ensure their artwork and all required information is submitted to the Town Hall and that 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 \_\_\_\_\_

## Privacy Notice

## SECTION 6

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is required 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:

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

Subject: Art Procurement