

SUPPORT MATERIAL

- CV

This is where you outline your relevant experience in your chosen field. You can include awards and prizes you've received, employment history, volunteer history, project history – basically anything that is relevant to your project, the funding body and your chosen field. Typically this is one to two pages in length, keep it brief and a bullet point format.

When applying for an Arc @ UNSW Art & Design Grant your CV must be submitted as one A4 page PDF document, maximum one A4 page. See example.

- VISUAL SUPPORT MATERIAL

1. HOW TO FORMAT YOUR VISUAL SUPPORT MATERIAL

Every application you write will ask you for different kinds of support material with specific formatting depending on the opportunity you are applying for. Some will ask for your visual and aural support material as files compressed in a zip folder, some will have an online system where you can upload individual files, others will ask for your images and links as a power point presentation and others as one PDF document. It is important that you understand and follow their formatting guidelines in a detailed manner. Typical specifications could include:

- Image file type; .JPG .TIFF or .PNG
- Document file type; Word document, Power point, or PDF.

For video and audio support material this can be in the form of a link to a third party hosting platform such as:

- For Video; Youtube or Vimeo.
- For Audio; Soundcloud, Youtube,

When applying for an Arc @ UNSW Art & Design Grant please format your images and links into one A4 size PDF document, maximum file size 20 MB.

2. HOW TO WRITE AN IMAGE LABEL

Image labels must be included for each piece of visual support material whether it be images, sound, video, links or an excerpt of text. Your work label should follow the basic format below and be positioned clearly on each page. In your work label indicate if the support material is previous work, work in progress, finished work, a diagram or mock up for your proposed project

- Name, Title, date. Materials, dimensions/ duration - work in progress/previous work.

- REFERENCES AND LETTERS OF OFFER.

1. WHAT IS A REFERENCE/LETTER OF OFFER AND WHEN IS IT APPROPRIATE TO INCLUDE?

A reference is a document that is written in support of you and your project. A reference outlines an assessment of your capabilities, qualities, characteristics and work history in relation to the project you are proposing and your ability to successfully achieve your project. References can be provided by previous employers, organisations you have previously undertaken and are currently undertaking projects with, or a member of academic staff. Reference letters are typically not compulsory when applying for a grant unless otherwise stated in the selection criteria.

Reference letters are not compulsory when applying for an Arc @ UNSW Art & Design Grant. You may only include them in your support material when relevant.

A letter of offer is a formal document sent to you by an organisation that confirms your participation in their annual programming, venue hire, or partnership. A letter of offer confirms the details of the offer which may include but are not limited to; exhibition/program/venue hire dates, a description of your involvement/exhibition/program, terms of partnership or terms of venue hire. Letters of offer are



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incredibly important when applying for funding for an exhibition, event, or conference because they confirm your involvement and that your project will be taking place.

Letters of offer are compulsory when applying for an Arc @ UNSW Art & Design Grant should you have already received one confirming your project. You must include any letters offer that have been received so far.

- QUOTES

1. WHAT IS A QUOTE AND WHY DO YOU NEED TO INCLUDE THEM?

A quote is a summary of work or services to be undertaken, items or goods for sale with a set price. Quotes are very important to demonstrate that you have done financial research for your project and made an informed decision about all the costs involved, how you intend to fund your project and to show that your project is achievable. Quotes are support material for your budget. A quote can come in the form of a set price listed on a retailers website and in store, or an invoice requested from a service provider or supplier. Don't be afraid to ask for a quote! Service providers won't say no it's part of their job!

2. WHAT SHOULD YOU GET QUOTES FOR AND HOW MANY DO YOU INCLUDE?

Everything! Make sure you get quotes for all the costs involved in your project. You should include quotes from at least two different retailers/service providers/suppliers for each cost in your project. Having more than one quote demonstrates in depth financial research and provides justification as to why you have elected to use the services of a particular provider/retailer.

EXAMPLE CV

This is an example of how you can format your artist/designer CV. Don't be afraid if you feel you don't have enough experience, put down what you've got, everything starts from small beginnings.

- BIO:

Jay Smith (b. 1992, lives and works in Sydney Australia), is an emerging cross disciplinary artist. They are currently completing their BFA Honours at UNSW Art & Design. Smith's practice spans contemporary art and engages with relevant artistic, social, political and cultural concerns. Smith has recently exhibited in group exhibitions at Kudos Gallery and Arc @ UNSW Arts Week 2016. They are working towards their first solo exhibition to be held at a local Sydney ARI in December 2017. Smith is also currently a volunteer for a really cool local Sydney ARI.

- SOLO EXHIBITIONS:

2017 [upcoming] *Really cool solo exhibition at niche Sydney ARI*, Niche Sydney ARI, Sydney, NSW.

- GROUP EXHIBITIONS:

2017 *Really cool group exhibition*, Cool Sydney ARI, NSW.

Group exhibition with really cool friends, Moderately Cool Sydney ARI, Sydney, NSW.

That one time we had work at Kudos, Kudos Gallery, Paddington, NSW.

2016 *That time I tried performance art, but it wasn't for me*, Random ARI no-one's ever heard of, Sydney, NSW.

Arts Week, Arc @ UNSW Ltd, UNSW Kensington campus, NSW.

2015 *Group exhibition*, Kudos Gallery, Sydney, NSW.

2014 *That time we had an exhibition for class*, AD Space, Sydney, NSW.

- RESIDENCIES:

2015 *The Green House Residency Program*, UNSW Fowlers Gap research station in partnership with Arc @ UNSW Ltd.

2014 *The Green House Residency Program*, UNSW Fowlers Gap research station in partnership with Arc @ UNSW Ltd.

- AWARDS AND PRIZES:

2017 *Art award*, Art Gallery, Sydney, NSW.

2016 *Kudos Emerging Artist + Designer Award*, Winner. Kudos Gallery, Paddington, NSW.

2015 *Kudos Emerging Artist + Designer Award*, Finalist. Kudos Gallery, Paddington, NSW.

2014 *Moderately well known Art Prize*, Finalist. Moderately cool Sydney ARI, Sydney, NSW.

EXAMPLE VISUAL SUPPORT MATERIAL

NOTE: This is an example of how you can format your visual support material. Keep it clear, clean and simple.



Kate Brown, *Performance documentation*, 2017. KUDOS LIVE, UNSW Art & Design. Performance, duration 00.30.00. Image Courtesy of Kudos Gallery, photographed by Kieran Butler.