



# 2019 Sheila Mackay Advanced Studies Scholarship Application Guidelines

The Sheila Mackay Advanced Studies Scholarship is available annually to New Brunswick residents entering a recognized graduate or doctoral program in either studio based work or in academic studies in Art History, Art Education or Art Gallery and Museum Studies. A maximum of \$5000 is awarded on the recommendation of an independent jury of art professionals.

The Sheila Hugh Mackay Advanced Studies Scholarship was established by the Foundation's Board of Directors after Ms. Mackay's death to honour her life-time commitment to the encouragement of excellence in the visual arts.

## Eligibility Criteria

- Applicants must have been residents of New Brunswick at least 5 consecutive years prior to an application
- Applicants must have made an application to study visual art at a recognized degree granting institution in either studio based or academic field of study at a masters or doctoral level.
- Proof of acceptance for the program of study will be required before funds are distributed.

## 2019 Application Submission Deadline

The 2019 application deadline is **March 1, 2019**.

Completed applications, with all support material, must be postmarked on or before the deadline date. Late or incomplete applications, or those submitted by fax or email, will not be accepted. Applications may be made in either English or French.

## The Jury Process

Applications will be evaluated by committee composed of experienced arts professionals, recognized as such by their peers.

Studio based Studies and Academic Studies have different submission requirements. Please follow the detailed instructions pertinent to your application.

## Required Components of Submission: Studio based Studies

The Sheila Hugh Mackay Foundation requires both print and visual elements in this nomination/application process. The Print Components provide detailed information for the jury's information, and the Visual Components supply examples of the applicants work on CD, DVD, or USB key. Please follow the detailed instructions below for each element of the Print and Visual Components.

## Print Components of Submission

Submit four (4) copies of all these six mandatory print components of the application. Include only that material described here on the application form. Additional material will not be reviewed by the jury.

Fasten each set of the six print components with a paper clip (must not be bound, mounted nor stapled). Use the order listed below.

Each of the print component of the application should be on a separate piece of paper. Each should be printed in black ink, single sided, and be clearly labelled.

*Application Guide continued on page 2*

## *Application Guide continued from page 1*

- Completed cover page  
Please complete this form, on page 4 of this guide, using black ink. The artist and referees are required to provide signatures in the spaces provided. Contact information for the artist and the referees should be current and complete.
- A short artist's statement  
Describe your artistic practice and goals in a short statement of not more than 250 words.
- A short biography, of no more than 250 words.
- A curriculum vitae, of no more than four pages
- Two letters of reference  
References should come from individuals familiar with your studies and/or familiar with your artistic practice.
- A numbered list identifying each of the images provided on the Visual Components CD, DVD, or USB key.  
The list should correspond to the order in which the images on the disc are presented. This list should also include the following identifying information in this order:

Title of Work: name each digital image with a number, your initials, the year completed, and title of the work. Ensure that the numbers for the first nine images begin with a zero (eg: 01InitialsYearTitle.jpg)

- Date Completed
- Materials
- Size

## Visual Components of Submission

With emphasis on recent work, artists must submit a disc of up to twenty (20) images of at least ten (10) different works. Images should show a range of work, and should be presented in chronological order, with most recent work last.

Please read carefully the guidelines below for detailed information on the presentation of images.

- Images of work must follow these guidelines:
  - Images are to be submitted on CD, DVD, or USB key in a PC compatible format
  - JPEG file format only
  - At a resolution of 72 dpi with maximum dimensions, in pixels of 1024 (w) x 768 (h)
  - 500 KB maximum filesize
  - RGB or grayscale colour mode files only (no CMYK images)
  - Save images directly on CD / DVD / USB key without creating folders
  - Mark the disc with the artist's name and the year of submission (2019).
  - If video is required, use files that can be accessed by Quick Time, Windows Media Player or Flash. Ensure that files are PC compatible.
  - If video is the only documentation being submitted it may be no longer than 10 minutes
  - If video is combined with still images, video must not exceed 5 minutes and still images may number no more than 10.
- Do not use the following formats:
  - Powerpoint presentations or PDF files
  - Compressed files (eg. WinZip, Stuffit)
  - Hyperlinks to websites
- Digital Portrait
  - To assist us in a timely announcement and promotion of the 2019 winner, we request a digital frontal head shot of the applicant suitable for distribution to the press.

*See page 3 for Academic Studies  
Required Components*

# Required Components of Submission: Academic Studies (Art History, Art Education, Art Gallery & Museum Studies)

The Sheila Hugh Mackay Foundation requires print elements and a digital portrait in this application process. The Print Components provide detailed data for the jury's information.

Candidates have the option of submitting visual components to support their application; if so, please follow the guidelines in the Studio based Components section.

## Print Components

- Completed cover page  
Please print the form on page 4 of this guide using black ink. The applicant and referee are required to provide signatures in the spaces provided. All contact information must be current and complete
- A personal statement  
A personal statement of no more than 300 words of the proposed academic project or research
- A short biography of no more than 300 words
- A curriculum vitae of no more than 4 pages
- Two letters of reference.  
Referees should come from individuals familiar with your work and your studies
- A complete list of previously published journals, articles or books
- A complete list of all degrees currently held as well as other scholarships, bursaries received

## Digital Portrait

- To assist us in a timely announcement and promotion of the 2019 winner, we request a digital frontal head shot of the applicant suitable for distribution to the press.

## Before you submit: Reminders

Remember to submit four (4) complete sets of all the six mandatory Print Components of the application.

Fasten each set of the six Print Components with a paper clip. Use the order listed in the detailed descriptions.

Each of the print components of the application should be on a separate piece of paper. Each should be printed in black ink and clearly labelled. Please print singlesided.

Submit one (1) disc or USB key with all digital images. Clearly label disc or USB key with applicant's name and date (2019).

If you have questions about the Application Guidelines, please contact the Foundation's Executive Director, Kathryn McCarroll:

Phone: 506.693.5647

Email: sheilahughmackay@nb.aibn.com

Send your completed Application package to:

The Sheila Hugh Mackay Foundation  
P.O. Box 416,  
Saint John, New Brunswick, E2L 4L9

Receipt of applications will be acknowledged by email. In the interests of privacy, all materials submitted for review will be destroyed following the adjudication process.

The Sheila Hugh Mackay Foundation, Inc. reserves the right to refuse applications that are incomplete or that do not follow the guidelines presented here.

Implicit in any submission of documentation is permission to publish all or parts thereof, including the nominee's name, for purposes of promoting and announcing the Scholarship.



# 2019 Sheila Mackay Scholarship Application Cover Page

Applicant's full name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Prov \_\_\_\_\_ Postal Code \_\_\_\_\_

Day Phone \_\_\_\_\_ PM Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Graduate studies institution \_\_\_\_\_

Graduate studies program \_\_\_\_\_

## Referee 1

Full name \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_

Prov \_\_\_\_\_ Postal Code \_\_\_\_\_

Day Phone \_\_\_\_\_

PM Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

## Referee 2

Full name \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_

Prov \_\_\_\_\_ Postal Code \_\_\_\_\_

Day Phone \_\_\_\_\_

PM Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

Implicit in the submission of this application is permission to publish all or parts thereof, for the purposes of announcing or promoting the award.

Applicant's Signature \_\_\_\_\_

Date of Submission \_\_\_\_\_