



2013 MFA Scholarship Application Guidelines

The Sheila Hugh Mackay Foundation Scholarship, in the amount of \$5,000, is awarded annually to a student entering a graduate program in the visual arts.

Students applying for this scholarship must be New Brunswick residents, but may study at any recognized fine arts program at any location.

Eligibility Criteria

To be eligible for the MFA Scholarship the artist:

- For the purposes of this scholarship, a resident of New Brunswick is defined as someone who has lived in the province of New Brunswick for 5 consecutive years prior to application.
- Candidates must have made an application to study visual art or fine craft at a recognized institution.
- Proof of acceptance for the program of study will be required before funds are distributed.

2013 Submission Deadline

The 2013 Application Deadline for the MFA Scholarship is **February 15, 2013**.

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.

Required Components of Submission

The Sheila Hugh Mackay Foundation requests 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 or DVD. 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.

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- 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 or DVD.
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
 - 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 or DVD 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 without creating folders
 - Mark the disc with the artist's name and the year of submission (2013)
 - 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.

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 single-sided.

Submit one (1) disc with all digital images. Clearly label disc with artist's name and date (2013).

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.)

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

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.



2013 MFA 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 _____