ETOBICOKE CIVIC CENTRE ART GALLERY

APPLICATION INSTRUCTIONS

Established in 1976, the Etobicoke Civic Centre Art Gallery specializes in exhibitions by local, national and international art organizations for their juried or curated shows to be displayed for the pleasure of the people of Toronto. The Gallery is operated by Toronto Arts & Culture Services, with direction and support from the volunteer Etobicoke Civic Centre Art Gallery Committee.

Description of Space

Situated within the Etobicoke Civic Centre, the Art Gallery displays works in the halls and foyer in the Centre Block on the main floor. Hanging space is approximately 230 feet, allowing for 40 – 70 works, depending on the size and media. The gallery is public space, frequented not only be dedicated gallery viewers but also by any visitor to the Civic Centre.

Gallery Schedule

There are usually 10 shows annually with most of the exhibitions running for four weeks each. July/August is a combined slot of approximately 6 weeks and December/January is a combined slot of approximately 7 weeks. The Etobicoke Civic Centre Art Gallery Committee determines the annual schedule of exhibitions from the applications that are received by April 1 each year. The Gallery is usually booked at least one year in advance.

Who Can Apply

The Etobicoke Civic Centre Art Gallery only exhibits shows by art organizations or groups with a minimum of six participating artists. There is a preference given to juried shows, and groups that have not exhibited in the previous calendar year. **Please note that we do not accept applications from individual artists for solo exhibitions.

Application Review

- All applications are reviewed by the ECC Art Gallery Committee in mid-April, with support from gallery staff. All decisions are final.
- The committee will determine which applications to accept and which slot(s) shall be offered to the successful applicants. Please note that some months are much more popular than others, so a group may be accepted but not awarded a preferred slot.
- If an application is not accepted, the arts group will be contacted and feedback will be provided as to why the application was not approved.

Submitting your application

A completed application includes:

- This application form
- Images to support your application
- List of supporting images (see attached template)
- If non-juried, an arts group members list (see attached template)

Complete applications can be

Emailed to:
eccartgallery@toronto.ca

OR

Mailed to:
Etobicoke Civic Centre Art Gallery
399 The West Mall, Toronto, ON M9C 2Y2

If you have any questions, please email eccartgallery@toronto.ca call 416-394-8628.

ETOBICOKE CIVIC CENTRE ART GALLERY

EXHIBITION APPLICATION

Section A: To be completed by all applicants

Arts Organization/Collective Name:

Website/Social Media sites:

Contact Name: Position:

Cell Phone: Home Phone:

E-mail:

Have you previously exhibited at ECCAG? ☐ **No** ☐ **Yes**

If yes, what was the year of your most recent exhibition? _____

Proposed Title of Exhibition:

_____

Estimated Number of works:

Proposed # of 2D works to be hung: ____ Proposed # of 3D works or small 2D for display cases: ____

Requested dates for exhibition:

Most exhibitions are approximately one month in duration. All decisions regarding the approval of applications and the scheduling of exhibits are made by the Etobicoke Civic Centre Art Gallery Committee and staff. In order to assist the committee with this process, please provide the following information:

Year you would like to exhibit at the ECCAG: _____

Please provide the three preferred months for your exhibition:

1. _____ 2. _____ 3. _____

Organization/Collective Description

Please provide a brief description of your organization or collective, including number of members, criteria for membership and past experience exhibiting as a group, including gallery names of past exhibitions:

Additional Information

As part of the ECCAG mandate, we endeavor to provide opportunities for a wide range of artists to exhibit in the gallery, in order to showcase a broad artistic vision that reflects the many different creative voices within the City of Toronto and beyond. Please provide any relevant information about your artists or proposed exhibition that would contribute to the overall diversity of work displayed (if applicable).

Method of selection of artwork to be displayed

All applicants must complete Sections A and E, in addition to one of the following corresponding sections:

- ☐ **Juried Exhibition:** Please complete **Section B**
- ☐ **Curated Exhibition:** Please complete **Section C**
- ☐ **Other Method of Selection:** Please complete **Section D**

Section B: To be completed by Juried Exhibition applicants only

Will your exhibition be ☐ Members Only or ☐ Open?
Number of jurors? _____
How will your jurying occur? ☐ All digitally
☐ All onsite
☐ Acceptance to exhibit digitally, winners chosen onsite

Please provide any additional information about your juried exhibition that you would like to be considered.

_____
_____
_____
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_____

Images:
Please include 10 - 15 images (JPEG format) of award-winning works from past juried exhibitions. If unavailable, please include images of works from at least 5 member artists that reflect the type of pieces that you intend to show. Images (2MB or less) can be sent electronically to eccartgallery@toronto.ca. If you would prefer to provide a link to a Dropbox folder, please send it to the same email address.

A corresponding numbered image list must be included (see attached), providing information on title, artist name, media, and dimensions. Please note that applications will not be considered by the Gallery Committee until images have been received.

Please note: If you have presented a juried exhibition at the ECCAG in the last four years, you are not required to submit images.

Please complete Section E of this application.

Section C: To be completed by Curated Exhibition applicants only

Participating Artists: For applicants who are collectives, rather than formalized membership-based organizations, please complete the attached template, listing the names of exhibiting artists. Please note that a minimum of six artists are required for an application to be considered.

Please provide a brief description of your planned exhibition, including information such as method of curation, curator name(s), theme (if applicable), and media to be displayed.

Images:
Please include 10 - 20 images (JPEG format) of works that you intend to include in your exhibition. For collectives, please include at least one image per participating artist. If unavailable, please include images of your work that accurately reflect the type of pieces that you intend to show. Images (2MB or less) can be sent electronically to eccartgallery@toronto.ca. If you would prefer to provide a link to a Dropbox folder, please send it to the same email address.

A corresponding numbered image list must be included (see attached), providing information on title, artist name, media, and dimensions. Please note that applications will not be considered by the Gallery Committee until images have been received.

Please complete Section E of this application.

Section D: To be completed by Other Methods of Selection applicants only

Participating Artists: For applicants who are collectives, rather than formalized membership-based organizations, please complete the attached template, listing the names of exhibiting artists. Please note that a minimum of six artists are required for an application to be considered.

Please provide a brief description of your planned exhibition, including information such as method of selection, theme (if applicable), and media to be displayed. Please note that preference will be given to applicants that can demonstrate a method of selection designed to ensure an overall quality of work for the exhibition.

Images:
Please include 10 - 20 images (JPEG format) of works that you intend to include in your exhibition. For collectives, please include at least one image per participating artist. If unavailable, please include images of your work that accurately reflect the type of pieces that you intend to show. Images (2MB or less) can be sent electronically to eccartgallery@toronto.ca. If you would prefer to provide a link to a Dropbox folder, please send it to the same email address.

A corresponding numbered image list must be included (see attached), providing information on title, artist name, media, and dimensions. Please note that applications will not be considered by the Gallery Committee until images have been received.

Please complete Section E of this application.

Section E: To be completed by all applicants

Exhibition Fee:
The exhibition fee is $395.50 ($350.00 + HST), and is not due until the application has been approved. Etobicoke Civic Centre Art Gallery staff will arrange a contract meeting with you, at which time payment will be requested.
Please note that all fees are subject to change without notice.

Declaration of Application and Acceptance of ECCAG Terms of Entry:
I certify that the information in this application is true and that I have the authority to make this application on behalf of my arts group. I understand that acceptance of this application to exhibit is the sole discretion of the Etobicoke Civic Centre Art Gallery Committee. In addition, I will ensure that all artists participating in this exhibition are provided with a copy of the *ECCAG Gallery Terms of Entry* and agree to comply with all the stated regulations.

Name (print):_____

Date:_____

Signature:_____

Submitting your application

A completed application includes:

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Mailed to:
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If you have any questions, please call 416-394-8628 or email eccartgallery@toronto.ca

Please note: Personal information provided is collected under the authority of the City of Toronto Act, 2006. The information is used exclusively by ECCAG staff and volunteers to process gallery applications. Questions about this collection can be directed to: Senior Arts Consultant, Etobicoke Civic Centre Art Gallery, 399 The West Mall, Toronto, ON M9C 2Y2 ph: 416-394-8390.

ECCAG Application - Submitting Images

Please send images (under 2 MB) to eccartgallery@toronto.ca. If you would prefer to send us a link to a Dropbox folder, please send the link to the same email address.

List of Works

If you are applying for a **juried exhibition**, please provide 10 to 15 images of artworks, with the artwork details included in the chart below. Award-winning works from past exhibitions is preferable, but if unavailable, please include works from at least five member artists that reflect the type of art you intend to show.

If you are applying for either a **curated** or **members' choice exhibition**, please provide 10 to 20 images of artworks, with the artwork details included in the chart below. For collectives, please include at least one image per participating artist. If unavailable, please include images that accurately reflect the type of art you intend to show.

#	Artist	Title of Work	Media	Dimensions
1.				
2.				
3.				
4.				
5.				
6.				
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8.				
9.				
10.				
11.				
12.				
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17.				
18.				
19.				
20.				

Please note that applications will not be considered by the Gallery Committee until images have been received.

Arts Group Members List

For **curated** and **members' choice exhibitions,** please list the participating artists below.

If applicable, please provide links to public/professional websites or artist-designated social media pages so that the Gallery Committee can learn more about your membership. *(Please do not send us your personal Facebook account, professional or artist accounts only.)*

Artist Name **required*	**Website**	**Social Media Accounts** (Facebook and Instagram)