

**PERCENT FOR ART - ARTIST DIRECTORY FORM**

The information provided in this form will be used by the Department of Cultural Affairs (DCLA) to research artists for the commissioning of public artwork. Submitting up-to-date information ensures that you will be considered for upcoming opportunities.

**HOW TO REGISTER FOR THE DIRECTORY**

* Complete this form, saved in MS WORD or PDF format, with the file name as:

 [LAST NAME]\_[First name]\_Artist Directory (E.g.: DOE\_John\_Artist Directory)

* Email this form as an attachment (MS WORD or PDF) to PercentInfo@culture.nyc.gov with the Subject line as:

 Artist Directory Application: [Last name], [First name] (E.g.: Artist Directory Application: DOE, John)

* Include a link for sharing artwork image files in the body of the email (see instructions below)
* Follow the same process for submitting any follow-up revisions to your information
* The Artist Directory is updated on an ongoing basis. A confirmation email will be sent upon intake
* Incomplete submissions will not be included in the Directory

**ARTWORK SUBMISSION AND SELECTION PROCESS**

* Artists included in the Directory may be considered for future Percent for Art opportunities and may be asked to submit proposals for new artwork commissions
* Inclusion in the Directory does not guarantee an Artist will be selected to submit a proposal
* Artists are selected through a panel process and review of submitted proposals

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| **SUBMISSION TYPE (select one option):** New [ ]  Update [ ]  **GENERAL INFORMATION (All fields must be completed)** |
| **Artist Contact Information** |
| Name: |       |       |  |
|  | First  | Last |  |
| Address: |       |
|  | Street (Number, Street, Unit/Apt) |
|  |       |       |       |       |
|  | City | State | Zip | Country |
| Contact: |       |       |
|  | Phone | Alternate phone (optional) |
|  |       |       |
|  | Email | Website or Digital Platform |
| Gallery Information (If Relevant): |       |       |
|  | Name | Person of contact |
|  |       |       |
|  | Street (Number, Street, Unit/Apt) | Phone |
|  |       |       |       |       |
|  | City | State | Zip | Country |

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| **Artist 2 Contact Information (if working in a partnership)** |
| Name: |       |       |  |
|  | First  | Last |  |
| Address: |       |
|  | Street (Number, Street, Unit/Apt) |
|  |       |       |       |       |
|  | City | State | Zip | Country |
| Contact: |       |       |
|  | Phone | Alternate phone (optional) |
|  |       |       |
|  | Email | Website or Digital Platform |
| Gallery Information(If Relevant): |       |       |
|  | Name | Person of contact |
|  |       |       |
|  | Street (Number, Street, Unit/Apt) | Phone |
|  |       |       |       |       |
|  | City | State | Zip | Country |

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| **ARTIST STATEMENT** (max. 550 characters) Explain your creative process, including your motivations, inspirations behind, mission, and methods. Include your choice of mediums and use of tools and techniques. The artist statement should cover the “why” you do things and not the “who you are”. |
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| **ARTIST BIO** (max. 550 characters) A brief description of your life, “who you are” and artistic career.  |
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| **ARTWORK IMAGE FILES** * Share 10 - 15 images which represent your body of work
* Save each file individually as [LAST NAME] \_[Firstname]\_[Image#]
* Save each file in jpeg format, minimum 1024 x 768 px.
* Use a file sharing platform of your choice, such as WeTransfer, Google Drive, OneDrive
* Include the file sharing link in the body of the email sent when submitting this form
* Use the fields below to provide details for each of the corresponding 15 images you share
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| Image 1 |       |
|  | File name |
|  |       |       |
|  | Title | Year |
|  |       |
|  | Material |
|  |       |
|  | Dimensions |
|  |
| Image 2 |       |
|  | File name |
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|  | Title | Year |
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|  | Material |
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|  | Dimensions |
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| Image 3 |       |
|  | File name |
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|  | Title | Year |
|  |       |
|  | Material |
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|  | Dimensions |
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| Image 4 |       |
|  | File name |
|  |       |       |
|  | Title | Year |
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|  | Material |
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|  | Dimensions |
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| Image 5 |       |
|  | File name |
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|  | Title | Year |
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|  | Dimensions |
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| Image 6 |       |
|  | File name |
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|  | Title | Year |
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|  | Material |
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|  | Dimensions |
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| Image 7 |       |
|  | File name |
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|  | Title | Year |
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|  | Dimensions |
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| Image 8 |       |
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| Image 9 |       |
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| Image 10 |       |
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| Image 11 |       |
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|  | Dimensions |
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| Image 12 |       |
|  | File name |
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|  | Material |
|  |       |
|  | Dimensions |
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| Image 13 |       |
|  | File name |
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|  | Title | Year |
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|  | Material |
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|  | Dimensions |
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| Image 14 |       |
|  | File name |
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|  | Dimensions |
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| Image 15 |       |
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|  | Title | Year |
|  |       |
|  | Material |
|  |       |
|  | Dimensions |
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| **ADDITIONAL INFORMATION**Use this space to include any additional information that might be relevant, e.g., minimum art commission budget, etc. |
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