UPLOAD REQUIREMENTS FOR SUPPORT MATERIAL

Support or portfolio material may be required or optional as part of an application to demonstrate an applicant's practice and previous work. Support and/or portfolio materials should be relevant to the proposed activities in an application.

Submit only the type and number of materials requested in the specific funding program guidelines. Excess materials will not be reviewed.

It is the applicant's responsibility to ensure that all support material is in a readable format. Poor quality files may adversely affect an applicant's success.
Applicants are encouraged to test all materials before submitting their application.

Applicants are advised to review and adhere to the following requirements:

Naming Digital Files

- Ensure the file extension (e.g. pdf, jpg) is included in the file name
- Ensure the first nine (9) file order numbers begin with a zero so that they are presented chronologically and follow your image list, if downloaded.
- Do not use special characters, symbols, or quotation marks (e.g. #?_"&|) in the file name.
- Use the following naming convention for the file name of each submitted digital file:
    - Individuals: Surname, Given Name, File Order Number, Title of Work.
      Example: SmithSarah01Painting.jpg
    - Organizations or collectives: Organization, File Order Number, Subject (such as Event or Activity name)
      Example: ArtGallery01Sketch.jpg

Portfolio Inventory (only required in some applications)

The Portfolio Inventory form is found within the Support Materials or Portfolio tab of some online applications. If required, this form provides space to list and describe the files submitted within an application. All submitted portfolio materials must be recorded on the form. Portfolio materials not included on theform will not be made available to the assessment panel.

Applicants are required to record the following for each submitted work:

NAME OF REQUIREMENT	DESCRIPTION
Order Number	Match number with numbering convention on submitted files
Title/Name of Selection of Work	Match name with name of work used on submitted files
Performance or Creation Date	Date which the work was completed or recorded
Description of Work	Include timecode(s) to highlight sections for assessment committee and relevant information to identify applicant in group material
URL/Website Link	If material is provided on external website (e.g. vimeo), include hyperlink and password, if applicable.

Formats & File Extensions

Most file uploads are expected to be under 50MB, however media files up to 500MB each may be uploaded to the online system. Large digital files may not be immediately accessible while they are copied to a media server. The preview thumbnail will appear as three (3) dots until this upload is completed.

Do not upload compressed files, or any material requiring software, plug-ins, extensions, or other executables to be downloaded or installed.

Supported file extensions include:

- AUDIO: .mp3, .flac, .wma, .wav, .ra, .rm, .mid, .midi, .ogg
    - Minimum parameters for each image: Resolution 72dpi | 1024x768 pixels | 500K
- VIDEO: .mp4, .mov, .flv, .ogv, .webm, .wmv, .mkv, .avi, .mov, .rm, .asf, .rmvb, .mpg, .mpeg, .mpg, .mp2, .m4v
- IMAGE: .jpeg, .jpg, .gif, .png, .bmp
    - .pdf, .ppt or other slideshows are not accepted
- WRITTEN: .pdf
    - Text must be double spaced in 11-point font; however, poetry may be single spaced

Files over 500MB may be submitted via a link to an external website, such as Vimeo (https://vimeo.com). Do not use Google Docs or Dropbox links. Be sure to include the password if links are password protected. Supporting material must beavailable for a minimum of four (4) months after the program deadline date.

Contact Information

A full list of program officers is available on our website.

For general information or further assistance, please contact:
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