

SAPFM Cartouche Award Application Guidelines

Submit completed application in 8 1/2" x 11" format. Photos, letters of recommendation, bio should all be on a thumb drive and included in the submission.

The complete Cartouche Award Application is defined by this document (Cartouche Award Application Guidelines), the Contact Information Sheet, and Cartouche Formatting Guidelines. Adherence to all three documents is required for a successful submission.

Contact Information Sheet

This sheet should contain all the contact information for both the Candidate and the person submitting the nomination. It should be included in the References and Nominating Information Folder. (see Nomination Formatting Guide - [hyperlink](#)) The Contact Information Sheet can be found on the webpage. ([hyperlink](#))

Full Biography and/or Curriculum Vitae

Include education, training, work experiences, teaching and other experiences relating to period furniture and this award. The information supplied in this section needs to reflect a lifetime of work and achievement, but should be written in a concise manner. The bio should be concise and clear, more fluff is not helpful. There is a 4-page maximum. Woodworking education should explain types (weekend or week long classes, formal institution), when and where. It is requested that all written material should be in PDF or Microsoft Word format. If there are problems with creating this file, contact Steve Latta to discuss acceptable options.

Photography

Digital images are required. Each image should be labeled with an approximate year of completion. (see Nomination Formatting Guide) Include quality photographs representative of the candidate's entire body of work, including details of carving, joinery, inlay, or other decorative and construction techniques. Photos should represent work completed over a lifetime and include a minimum of 20 pieces. A maximum of 60 photographs are permitted. The higher the quality of photography typically the better the presentation of the piece is. It is recommended that no iPhone type photographs be submitted. It is requested that photographs be no larger than 4.0 megabytes per image, in jpeg or similar format. No proprietary formats such as photoshop will be accepted. Photographs of images should be stored in a single file such as jpg or similar. Photographs may not be imbedded in another document, presentation, or photograph.

The application should, however, attempt to demonstrate the portfolio with the least number of photographs possible. Photographs for individual nominees should be of the nominee's work only. If a significant basis of the nomination is for a career in teaching, then photos of students' work can be submitted in addition to the individual's work but the total number of photographs must not exceed 60. Student Work must be placed included as a subfolder of the Images Folder. (see Nomination Formatting Guide)

Nomination Letter

The nomination letter should include a clear description of the candidate's personal background, knowledge and skills related to period furniture. This letter should be a minimum of one page, not to

exceed three pages. PDF or Word format. For nominees in a non-craft profession, describe the specific field, contributions and achievements related to period furniture.

Other Letters of Recommendation

Additional letters of recommendation are encouraged. Please include contact information for the authors of the letters. A three page maximum is requested and no more than 4 letters of recommendation are allowed.

Techniques and Process Documentation

This special section allows for more explanation of work processes and techniques. It is a supplement to the body of work and photographs. It should be in PDF or Microsoft Word format and there is a maximum of two typed pages using the suggested page format. This section does not have to address all of the following areas, but only if they add value to understanding your work. Adding unnecessary or superfluous data does not enhance your application. All items noted or include must be provided within the page limits for this Techniques and Process.

Ownership of work (required). It is assumed that all work presented was done completely by the candidate. This includes all construction, finishing, carving, inlay, veneering, paterae, gilding or any other aspect of the piece. Any of the work that is not performed by the maker should be noted. An example might be that all the paterae was purchased or finishing that was done by another craftsman. No additional details of these outside contributions are required or desired.

If there is a mix of personal work and third party work, then a list of the pieces with non-candidate work must be supplied with the specific information of what was done by others. This should be listed as part of the Techniques and Process information and will be a part of the total space allowed for this section. If all the work was done by the candidate, a single statement to that effect is sufficient.

Various pieces of work may be finished in different ways. You may have a preferred technique that you wish to explain. (optional) If all your joinery and construction is handmade (no machinery except for stock preparation) you may wish to note this. (optional)

Special Considerations or Construction. If there are special considerations, methods, material or construction that are relevant to the understanding of the work shown, then it should be noted in this section. One such consideration is the inclusion of “sample” or “miniature” work. If any of the work shown is not of a size or proportion of most typical versions of that form of furniture, then it should be noted. It is recommended that the majority of a body of work be of the size and proportions of the traditional version of the pieces of work shown.

Limitations of Submission

All Text files must adhere to these guidelines

- Applications should be in Microsoft Word (.doc, .docx) or Adobe PDF format.
- Page format should be letter (8-1/2” x 11”).
- Page margins should be 1" on each side and top and bottom.

- Body text should use the Times New Roman font family.
- Font size for all body text should be 12 points or larger.

Section Maximums

- 4 pages for the Biography
- 2 pages for Techniques and Process Information
- 4 Letters of Recommendation and Other Letters , each letter should be a maximum of 3 pages in length

Photographs

- All photographs should be no larger than 4.0 megabytes per image or less, in JPEG or PNG format.
- No proprietary formats (such as Photoshop) will be accepted.
- Pictures should not be taken using an iPhone or other similar devices.
- 60 photos maximum for the entire application.
- Each photograph should be in a single separate file (no presentation or slide show). It is recommended that each image have a meaningful name as to describe the piece of furniture.

Organization

The submission should be submitted on a USB thumb drive. The thumb drive should contain two folders.

1. Text material which will contain the following:
 - 1 - Letter of submission – 1-3 pages
 - 1 – Contact Information Sheet - 1page
 - 1 - Biography – up to 4 pages
 - 1 - Technical and Process Information (optional) – up to 2 pages
 - Letters of recommendation (optional) – up to 4 letters, no more than 3 pages each
2. Photographs
 - Up to 60 images, no more than 4 megabytes per photograph

No additional files or material should be included.