

# FAQ - Application Guidelines

## WHO CAN ENTER?

Entry is open to all photographers, artists, archives, collectives and anyone from anywhere in the world. The Jury will be looking for high quality work that fits directly or imaginatively into the festival theme of CONTROL. Please see the FORMAT21 theme description for guidance.

The Jury will also consider proposals for photography related events, photography exhibitions, happenings, audience participatory works, photomedia, performance, video, photofilms, photobooks, installations, new media, archives and sculptural forms. All ideas and works must relate to the festival theme and be practical within the festival guidelines and dates. If you have the information, please include install images as part of your submission (within the 20 images).

## WILL MY SUBMISSION PIECES HAVE TO DERIVE FROM A PHOTOGRAPHIC PRACTICE?

Your work should consist of or relate to photography somehow, submission pieces can include proposed photography related events, exhibitions and workshops as well as works deriving from photography related audience participation, performance, video, photobooks, new media, archive, installation, sculptural forms, photomedia and photofilm. We are open to ideas!

## HOW MANY IMAGES CAN I SUBMIT?

Each proposal to the open call can include up to 20 images. Applicants may submit works from different bodies of work however they should not upload more than 20 images in total. This includes installation shots. A non-refundable application contribution of Early Bird £15 (available until 23<sup>RD</sup> August) or Standard £20 (available after 23<sup>rd</sup> August) is payable on submission. Applicants are welcome to make more than one application, but the relevant fee will be payable for each application. Each image must be at least 1500 pixels on the longest side, sRGB, JPEG file and no more than 10 MB.

The application fee will cover submissions up to **20 images** per project, images can include reference to moving image, install shots, ideas and composite images. We welcome submissions from all over the world, from practitioners, institutions, curators and collectives.

Please note that later in the process photos of a higher quality will be required by successful artists when printing their work both for exhibition and the festival catalogue.

## WHAT SHOULD I SUBMIT ALONGSIDE MY IMAGE FILES?

**Project description** 2000 characters (including blank spaces), describe the ideas and content of your project, how many images it consists of and all other practical and conceptual information. Please include web links to additional information if relevant

**Installation description** 2000 characters (including blank spaces) if relevant please include installation notes and practical details about how you like to present your work, including, size, medium, layout and any other information. If selected we cannot guarantee that all conditions will be met, but your information will be used for reference.

Please include **image descriptions** if relevant, including size, content and install information.

### **Biography/CV**

### **INSTALLATION NOTES & IMAGERY**

Within your application please include practical notes such as display descriptions, production and installation methods. Where possible also include images to help explain this.

### **PAYMENTS**

Application fee, Early Bird £15 (available until 23<sup>RD</sup> August) or Standard £20 (available after 23<sup>rd</sup> August)

Payments are paid Stripe

The submission contribution charged is in aid of FORMAT Festival 2021 and directly contributes to the organisation and delivery of the festival for the benefit of all participants, the money received is shared directly with the selected artists. FORMAT is a non-profit organisation and is a project of QUAD, Registered charity number 1115546.

### **APPLICATION INFORMATION**

### **FESTIVAL INFORMATION & KEY DATES**

The public dates of the festival are 11th March – 28th March 2021. (Festival launch on the 11th March 2021). Some exhibition dates may be longer depending on the exhibition venue.

The OPEN CALL exhibitions will be shown in a wide range of venues from galleries, non-gallery spaces, factory buildings, empty shops and potentially public space as relevant. Venues will be allocated by the festival team.

### **SUCCESSFUL APPLICANTS**

The final selection of artists from the OPEN CALL will be made in collaboration between the Jury and the festival curators. There will be between 30 – 40 selected artists, depending on project proposals, image sizes/numbers etc.

Successful entrants will be selected and notified by email in October 2020 with information regarding following steps towards the final exhibition. A list of selected applicants and awardees will be published on the FORMAT website in December 2020. The decision on successful entrants is final. Unsuccessful candidates will be notified.

### **INSTAGRAM FEATURED APPLICANTS**

From July onwards applications will be highlighted by FORMAT Curators and shown through the @formatfestival Instagram and shared with our 19.3K+ online audience. Please note that if your work is shared on the FORMAT Instagram platform this does not mean that your work has or has not been selected for the festival as successful applicants will be determined later (in October) after the works have been seen by the Jury. Through submitting your work you give permission for the FORMAT Team to potentially use your work in this way and to publish it online and on the FORMAT social media platforms.

### **WHAT WILL SUCCESSFUL APPLICANTS RECEIVE**

All winners will be included in the FORMAT21 Exhibitions Programme. FORMAT can offer modest bursaries to all the selected artists. Bursary allocation is decided by the festival team, the amount will be stated in your contract. A number of other awards will be made by the Jury and FORMAT Team consisting of cash, services, special exhibitions and exposure through publications. FORMAT cash Award Winners are not eligible for FORMAT Bursaries.

### **DELIVERY OF WORK**

All selected artists are responsible for the production, preparation, mounting/ framing/mastering, management, delivery, transportation and return of their work to and from Derby for exhibition during the full festival period. The FORMAT Team may be able to support some artists with production or transportation bursaries as relevant, this will be decided by the festival team. The FORMAT team will install all of the exhibitions, but artists may be involved with the installations as relevant.

All exhibitions will be installed between throughout February 2021; selected works must be available and in Derby for installation during this period. Exact install dates will be discussed and agreed with each artist directly and will depend on the venue and support needed. All exhibitions must be installed by the end of the 10th March 2021. The festival launch takes place during on 11<sup>th</sup> March 2021.

Selected artists who are recipients of the Spectrum Print Award will receive a bursary towards the printing costs of their work. The selected Spectrum Print Awarded artists are responsible for the preparation and delivery of digital files to Spectrum within a stated deadline. In order to achieve high quality exhibition-ready content within strict deadlines, it is vital that the artist engages in conversation with Spectrum to ensure both parties understand printing requirements and expectations. If the artist continuously fails to communicate with Spectrum in regard to the printing of their work then FORMAT can unselect them from the Festival programme.

If the artist wishes to keep their work after exhibition it is the artist's responsibility to collect their work in person from Derby or organise and pay for the transportation of their work within the set deadline, failing this the work will be destroyed.

The delivery, install and return dates will be clearly stated in an exhibition agreement should you be successful. Some installation support will be available at certain festival venues. Installation logistics will be discussed directly with each selected artist.

All selected artists will be included in the FORMAT21 CONTROL publication, website and in major PR campaigns in print media and online. We care very much about the visibility and support for every photographer as the exhibitions are a core part of the FORMAT programme. Each artist will receive a dedicated page on our website and be part of FORMAT Festival's international marketing and PR campaigns.