SAPFM
Cartouche Award Application
Revised February 2024

Submit completed application with a one page letter of submission. The guidelines for photographs, letters of recommendation, and biographical background are defined below and should all be on a thumb drive and included with the submission.

Candidate's Name _____

Candidates Home Address _____

_____

_____

Candidates Phone Numbers
 Home:_____
 Cell: _____

Candidates Email address: _____

(Optional) Candidates Web Site: _____

Information of Person Submitting Nomination. Only required if person submitting is if different than the Candidate

Submitter's Name _____

Submitters contact information:

Email_____

Phone Number _____

Full Biography and/or Curriculum Vitae
The Cartouche is Woodworking Bio only. The judges look favorably on any efforts to support and advance SAPFM and the furniture making community at large. Examples could include be writing articles for the P&T magazine, American Period Furniture journal, mentoring, web posting or blogs or teaching. Other professions or work not related to woodworking should not be included. 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. The bio should be concise and clear, avoid extraneous information. 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 format. If there are problems with creating this file, contact Steve Latta to discuss acceptable options. There is a 3-page maximum.

Photography

Only digital images are accepted. Include quality photographs representative of the candidate's entire body of work, including details of carving, joinery, inlay, or other decorative and construction techniques as appropriate. Photos should represent work completed over a lifetime and include a minimum of 20 pieces. A maximum of 60 photographs are permitted. Submit your best work. If it can be shown with 50 photographs, use that. If you are using one of the later smart phones with high quality cameras, that can acceptable. You want your photographs to be the best quality you can provide. This will be what the judges will judge your work on. See "**About Photographs for Your Cartouche Submission**" in the guidelines section of the website for a more details list of suggestions.

It is requested that photographs be no larger than around 8.0 megabytes per image, in jpeg format. Each photographic image must be stored in a single jpeg (.jpg) file. Photographs may not be embedded in another document, presentation, or photographs.

Photographs should be named with the following format:

   NUMBER-YYYY-DESC

- **NUMBER(required)** is a sequential number beginning with 01 and going to a maximum of 60 for each photographic image. It may help judges see your progression in skill if the images progress in chronological order beginning with earliest work.
- **YYYY (optional but highly recommended)** is the four digit year of construction
- **DESC(required)** – any short description

An example:
  Image name
    04-1997-Shaw Card Table in Mahogany

Photograph names may NOT exceed 40 characters.

The application should 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(clearly labeled) can be submitted in addition to the individual's work but the total number of photographs must not exceed 60. In the case where work is not of the applicant, this must be listed in the section "*Additional Description*"

The applicant is encouraged to provide close up photos of any details of carvings or paterae.

Additional Description (optional) Unless Third Party Work is Present

Statement of 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.

If all work is by the applicant, this section can be used to state any additional information about your work that may

be helpful. But the page limit is still 2 pages.

Any of the work that is not performed by the maker should be noted using the photograph number as reference. 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 part work, then a list of the pieces (by photograph number) with non-candidate work must be supplied with the specific information of what was done by others.

Nomination Letter(required)

The nomination letter should the name of nominee, the person who is making the nomination and any other comments you would like to make. This letter should be one page.   PDF format.

Letters of Recommendation (optional)

Letters of recommendation are not necessary unless you feel it helps support your teaching and mentoring. Please include contact information for the authors of the letters. A two page maximum is requested and no more than 3 letters of recommendation are allowed. PDF format.

Limitations of Submission

If your submission is missing required information or is not in the requested format, we will request you to resubmit the corrected information. Reasonable allowance for time to do this may go past the deadline at our discretion.

All Text files must adhere to these guidelines(unfortunately some have abused the limits and it requires us to insist you follow these guidelines)

- Applications must be in Adobe PDF format.
- Page format should be letter (8-½" 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

- 3 (max) pages for the Biography
- 2 (max) pages for Additional Description (optional)
- 3 (max) Letters of Recommendation and Other Letters , each letter should be a maximum of 2 pages in length

Photographs

- All photographs should be no larger than 8.0 megabytes per image or less, and be in JPEG format.
- Pictures should be of the best quality you can provide. Use of newer higher resolution smart phone cameras can yield satisfactory results but you consider basic corrects to improve the quality of the photographs. 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 follow the naming format as described in the Photography section above.

Organization of Submission

The submission should be submitted on a USB thumb drive. The thumb drive should contain two folders. See specific "*Formatting Guidelines*" on website.

1. Text material which will contain the following:

    ◦ 1 - Letter of submission – 1 page

    ◦ 1 - Biography – up to 3 pages

    ◦ 1 – Declaration of originality of work up to 2 pages

    ◦ Letters of recommendation (optional) – up to 3 letters, no more than 2 pages each

2. Photographs

    ▪ Up to 60 individual images, no more than 8 megabytes per photograph.

No additional files or material should be included.