

**SAPFM**  
**Cartouche Award Application**  
**Revised May 2021**

Submit completed application with a one to three 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***

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 or Microsoft Word format. If there are problems with creating this file, contact Steve Latta to discuss acceptable options. There is a 4-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 80 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. See "**About Photographs for Your Cartouche Submission**" in the guidelines section of the website for a more details list of suggestions.

It is required that photographs be no larger than 4.0 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 80 for each photographic image. The images should progress in chronological order beginning with earliest work.
- **YYYY (required)** is the four digit year of construction
- **DESC(optional)** – any short description or informational note

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 80. 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.

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***Additional Description (optional) Unless Third Party Work is Present***

An optional document of additional information by piece may be provided.

If all the work is not the result of the applicant then this section is **required** and must state what work is not by the applicant.

This document provides the maker with a format to include details about information such as the source of inspiration, finish, materials, and declaration of any parts NOT made by the applicant. You should not feel it is necessary to provide all the suggested information for any given piece, nor for

all the photographs. Only provide meaningful and helpful information.

The optional format is suggested as:

***Photo Number: Title: Source: Materials: Finish: Description of work: parts outsourced:***

Where:

**Photo Number** use only the number of the photograph ID described above in Photograph section, not the full ID

**Source** refers to source of design or inspiration

**Materials** – self evident

**Finish** – type of finish (shellac, wax, etc), any special techniques

**Description of Work**– any narrative you would like to share

**Parts outsourced** – any portion of the work not done by the applicant such as carving, finish, marquetry, inlays, banding.

One example might be:

04-1997 Banding and paterae were purchased. Finish was subcontracted.

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. Any of the work that is not performed by the maker should be noted by photograph number.

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 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.

### ***Letters of Recommendation (optional)***

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 Information(optional)***

This special optional section allows for any explanation or highlighting of work, processes, or techniques. It is a supplement to the body of work and photographs. It must be in PDF or Microsoft Word format and there is a maximum of two typed pages using the suggested page format. When addressing any specific piece of work, use the photograph naming convention covered in the Photograph Section.

This section does not have to address all of the areas of construction, but only if it adds value to understanding of your work. Adding unnecessary or superfluous data does not enhance your application.

### ***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 (8-½” 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

- 4 (max) pages for the Biography
- 2 (max) pages for Techniques and Process Information (optional)
- 4 (max) pages for Additional Description (optional)
- 4 (max) 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 format.
- Pictures should not be taken using an iPhone or other similar devices. 80 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 – 1-3 pages
  - 1 - Biography – up to 4 pages
  - 1 - Technical and Process Information (optional) – up to 2 pages
  - 1 – Additional details (optional) up to 4 pages
  - Letters of recommendation (optional) – up to 4 letters, no more than 3 pages each
2. Photographs
  - Up to 80 individual images, no more than 4 megabytes per photograph.

**No additional files or material should be included.**