

Application Checklist

It is the applicant's responsibility to ensure applications are complete and all application requirements are included. The Richmond Art Gallery will not contact applicants to address errors in applications or missing application requirements, including support material, other than that required to determine eligibility. Eligible applications and any supporting material will be assessed as they have been submitted.

Application packages must be assembled in the order listed below.

The Application and Letter of Interest should be printed on single-sided, standard letter-sized white paper.

Before you submit your application, ensure that you have included the following:

- A signed, completed **Application Form**.
- A written **Letter of Interest** of no more than two pages, font size 11 or larger, on single-sided white paper labelled with your full name on each page.
- A signed, completed **Parental Consent Form**.
- Optional: Reference letters from previous art teachers or mentors who are familiar with your artistic achievements and interests.

The deadline for applications to the RAG Youth Collective is **September 17, 2018**.

Applications may be hand delivered or delivered by courier up to 6:00pm on the deadline day to: Richmond Art Gallery, 7700 Minoru Gate, Richmond BC, V6Y 1R9. OR via email with all the above application requirements attached to ktycholis@richmond.ca

Please leave your submissions with a Richmond Art Gallery staff member, not at the Richmond Cultural Centre front desk.