



## Grace Institute Art Gallery Prospectus

### About Our Art Program

The Grace Art Gallery began in 2002, and it closely follows the Grace Institute goals of community involvement and participation. The gallery is primarily for Grace students, staff, and guests, but the public is also welcome to view the work exhibited here. The featured artists are both active members of the community and those whose artistic achievements are unique and inspiring. These artists have made a creative impact on the city of New York and beyond.

Grace invites artists of different disciplines to display their work every six to eight weeks. The gallery has seen all forms of art on display including photography, illustrations, painting, collage, and quilting.

Students, staff, and visitors alike benefit from the cultural enrichment and creative inspiration that these exhibits bring to Grace Institute and the community. Through the Grace Art Gallery, Grace Institute aspires to promote creativity, helping students and staff expand their worldview and appreciate the place of art and imagination in everyday life. In keeping with Grace's mission, featured artists educate Grace students by giving a lecture about their work and how their life experiences have inspired their work.

Since its 2002 debut, The Grace Art Gallery has hosted over 60 artists, many of whom have made generous gifts or loans of their artwork to the Grace Institute permanent collection.

### Our Mission

As it has for over 100 years, Grace Institute provides tuition-free, practical job training in a supportive learning community for underserved New York area women of all ages and from many different backgrounds. In the tradition of its founding family, Grace Institute is dedicated to the development of the personal and business skills necessary for self-sufficiency, employability, and an improved quality of life.

### Application Procedure

#### What to submit

1. Completed application form.
2. 25-30 digital images of your artwork. (\*See submission of artwork)
3. Biography and resume in MS Word or PDF format

#### By mail

The application must be typed or legibly printed in ink, signed and returned to the gallery coordinator with the disk of images. Please do not mail any original artwork.

Send to:

Lense Gebre-Mariam  
Grace Institute  
1233 Second Avenue  
New York, NY 10065

#### By e-mail

The application must be typed and e-mailed to Lense Gebre-Mariam at [lgebremariam@graceinstitute.org](mailto:lgebremariam@graceinstitute.org) with digital images (JPEG) of your artwork.

### Acceptance



## Grace Institute Art Gallery Prospectus

All applications will go through the Grace Institute art committee for review. Once approved by the committee, applicants will be notified by mail.

### Submission of Artwork

1. 25 to 30 digital images of works of art: paintings, drawings, or mixed media may be submitted (No nudes)
2. Images must be in JPEG format at 72 dpi. (no larger than 900 pixels in any one direction or orientation) Images must be titled in the following format:

o1\_Last Name\_First Name\_Title\_Size.jpg

ex. o2\_Imata\_Yuka\_Untitled1\_8x10.jpg

Do not use special characters, for example ", ?, !, for the title when you save images.

3. Please write your name, address, phone number, and e-mail on the CD. Use one standard CD for all entries (no DVD's). Burn the CD for use on a PC.
4. NO CDs WILL BE RETURNED. All CDs become the property of the Grace Institute.
5. NO SLIDES OR PHOTOGRAPHS.

### Group Shows

Group show proposals are encouraged. Please submit an application with the group organizer as the applicant. Also submit the bio and resume of each artist and a statement which describes the theme of the show. For questions about group shows, please e-mail Art Gallery Coordinator Yuka Imata at [yimata@graceinstitute.org](mailto:yimata@graceinstitute.org)

### Contributions

1. Artists are asked to donate one piece of artwork to be a part of Grace Institute's Permanent Collection. (The contributions are tax deductible.)
2. Artists are asked to give an artist talk during the reception and a talk to Grace Institute students.
3. The exhibition fee is \$200 and it covers the cost of the opening reception and the cost of promotional postcards.

### Sold Artwork

We do not take any commissions on works sold.

### Installation

All works on paper or photographs must be framed, paintings must have hanging wire on the back and be ready to hang. Transporting, hanging and removing of the artwork is the sole responsibility of the exhibitor. Installation equipment, including hanging rods and hooks, are available from Grace Institute. Also, please provide a wall label for each piece and a price list.

### Liability

You acknowledge that Grace Institute will not be responsible for any damage to and/or theft of said works of art. You hereby agree to indemnify and hold Grace Institute harmless from any liability or expense in connection with the exhibition of your work. The liability agreement needs to be signed before the exhibition goes up. Your artwork is not covered by Grace Institute insurance, and therefore you may wish to arrange your own insurance.