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# **APPLYING FOR TOP ARTS 2025**

Please complete the steps below in an email addressed to [topartsubmission@ngv.vic.gov.au](mailto:topartsubmission@ngv.vic.gov.au)

## STEP 1: NAME YOUR APPLICATION

In the 'Subject' line of your email, please enter your full name followed by a hyphen and the name of your artwork.

For example: **Dorothea Tanning – Door 84**

## STEP 2: YOUR DETAILS

- **Student ID number:**
- **First name:**
- **Second name:**
- **Preferred pronouns: (he/him, she/her, they/them)**
- **Do you identify as Aboriginal or Torres Strait Islander?**
- **Mobile number:**

## STEP 3: YOUR SCHOOL AND TEACHER'S DETAILS

Please make sure you have your teacher's permission before you provide their name and email address.

- **School name:**
- **School address:**
- **School sector: (Independent, Government, Catholic)**
- **Teacher name:**
- **Teacher email address:**

## STEP 4: YOUR ARTWORK DETAILS

If you are submitting more than 1 artwork for Top Arts please submit each as a separate application.

- **Study: (Art Making Exhibiting or Art Creative Practice)**
- **Artwork title:**
- **Medium:**
- **Measurements:**
- **Web link:** If there is a multimedia component to your work, please provide a link to a host site ie. youtube, vimeo etc
- **Artist Statement:** Tell us about your work in no more than 100 words

## **STEP 5: ATTACH IMAGES OF YOUR WORK**

Attach a maximum of 5 images of your work in .jpg format.

Please note the maximum total file size for email attachments is 25MB. Keep the size of your files to a minimum to ensure you have enough space to attach images of your work and your authentication record.

## **STEP 6: ATTACH YOUR AUTHENTICATION RECORD**

Scan the authentication record completed by your teacher, save it as a pdf and attach it to your email.

## **STEP 7: FINAL CHECK, THEN SEND**

Before clicking that send button, ensure that:

- **You have completed every step**
- **You have attached images of your artwork and your authentication record**
- **You are sending this email from your personal - not your school - email address**

By submitting your application you consent to the National Gallery of Victoria's (NGV) collection and use of the information you provide as part of your Top Arts 2025 application. The NGV will use the information that you provide as part of your Top Arts 2025 application (including information about your artwork) to administer your participation in the Top Arts 2025 process. This may include, but is not limited to, shortlisting applications, exhibiting works by successful applicants, and promotional activities. The information you provide may be disclosed to and used by the Victorian Curriculum and Assessment Authority (VCAA) and/or any relevant contractors, in relation to these purposes. The NGV may not be able to process your application if the information requested is not provided.

For more information about privacy at the NGV, please see our **Information Privacy Policy** and our **Privacy Statement**.