



National
Portrait
Gallery

NEW FOR 2015

What is new for the BP Portrait Award 2015?

For the *BP Portrait Award 2015* there is a new entry procedure and a new judging process. Artists should upload a digital image of their work via the *BP Portrait Award* website for a first round of judging. All images will be viewed by a panel of judges and the entrants who are successful in this round will be invited to deliver their work to a venue in London for the final round of judging and the exhibition selection, including *Award*-winners.

Why have you introduced digital image submission for a first round of judging?

We are aware that the process of delivering your work can be lengthy and often very expensive. Over the last few years we have received a number of comments from artists about this so we wanted to make the process easier. By implementing a first round of digital judging we hope that we will be making the whole process more accessible for all artists entering the competition.

Are there any other changes for this year's Award?

There are no other changes to the entry and eligibility for this year's exhibition. Previous rules still apply regarding age and residence of artists, the medium, size and completion date of works and artists' copyright. The total prize fund is also maintained at £61,000. The entry fee is maintained at £38. Please see the **RULES** for full information regarding your entry.

DIGITAL SUBMISSION

How does the digital image submission process work?

As part of the established online entry process you will be required to upload a digital image of your work. Further information about yourself and your work will also need to be provided. Once you have completed the entry process you will receive a confirmation email from the Gallery.

How many photographs can I upload?

You are required to upload one photograph of your entire portrait. You also have the option to submit an extra photograph of a detail of the work. This may be a good opportunity to show the level of detail, the texture of the paint or a particular area of interest in the composition.

What are the requirements for the images that I upload?

The image that you upload to the website must be saved as a jpeg format and be smaller than 3MB. The image must also be at least 1,080 pixels on its longest side (depending on whether it is portrait or landscape format). The requirements are explained on the entry form.

Is there any advice on how I should photograph my work?

Yes, please see the separate document on the HOW TO ENTER page at www.npg.org.uk/bp. The same document includes information on how to format your image to meet the upload requirements (see above).

Should I include the frame of my artwork in the images that I upload?

This is for you to decide. The important thing is that your entire portrait is visible in the image.

Will there be a cap to the total number of entries?

There will be no cap on the total number of entries. A cap has not been applied in previous years.

What if my artwork is still unfinished when I take the photograph to register in time?

If your work is not entirely complete at the time of registration you can still enter the competition. The first round of judging will be based on the image that you upload.

What will you do with my personal information?

All personal data given will be held securely by the Gallery and only be used to administer your entry. It may be used for internal research/statistical purposes. It will not be passed to any third parties.

Can I send in my application by post?

We will no longer be accepting postal entries for the competition. All submissions must be made online via the website.

JUDGING**How will the judging process work?**

All images will be viewed at the Gallery by a panel of judges. It is expected that about 500 will be selected to make it through to a second round of judging.

For the second round the selected artists will be asked to deliver their work to a location in London. Details will be sent to the selected artists directly. It is at this stage that the same judging panel will decide on the final selection of fifty-five works for the exhibition, including the winners.

When will I hear if I have been selected for the second round?

You will be notified by email before the end of the day on Friday 27 February 2015.

When will I hear if I have been selected for the exhibition?

You will be notified by email before the end of the day on Wednesday 1 April 2015.

I don't live within the UK, will the National Portrait Gallery pay for the transport of my artwork?

No, the Gallery is unable to pay for the transport of your work. You must take full responsibility for the organisation and any costs associated with the packing, courier fees, customs clearance, duties and taxes of delivering your work. When you are sending works from abroad please make sure that you (as the sender) are billed by the courier company. Then on return of your work being transported from the UK please tick the box indicating that the transport will be paid by the recipient. The Gallery will not cover these costs and will instruct the shipper to contact you directly for payment.

Will the Gallery retain my packaging for use on collection?

Yes, we will make sure that your packaging is kept so that it can be reused when the courier / transport agent comes to collect your work (if not selected for exhibition).

I have sent pre-paid postage for my artwork to be delivered back to me, when will it arrive?

Your work will be returned to you by Friday 1 May 2015 (as long as you have provided us with the correct postage). If you have not received your work by this date please email bpaward@npg.org.uk detailing the problem and leaving your contact details.

ABOUT MY ENTRY

How many entries can I submit?

Entry is limited to one entry per artist.

How much does entry cost?

This year's entry fee is £38. The fee is non refundable.

Are there any size restrictions?

Yes, the work must be no smaller than 25 x 20cm (10 x 8") unframed and no larger than 244 x 244cm (96 x 96") framed.

Can I enter diptychs/triptychs?

Yes you can. However, it is important that the combined parts of the work does not exceed the maximum size allowed (244 x 244cm framed). You also need to make sure that a photograph of the total work (including all its parts) is submitted as part of the registration procedure.

Should I sign my portrait?

Paintings will be judged anonymously so should not be signed on the front. The judges may reject a work if they decide that this rule has been compromised.

What media can I use?

The work entered must be predominantly painted in oil, tempera or acrylic on canvas or board. No watercolours, pastels or works on paper will be considered.

Can I submit a portrait painted in mixed media?

Yes, as long as the work is predominantly painted in oil, tempera or acrylic.

Does the portrait have to be from life?

Yes, we ask that during the process of producing your work your painting is based on a sitting or study from life. We understand that you may need to work from photographs for assistance but the primary source should be from life.

TIMINGS

What are the dates for the first round of entry?

The closing date for registering for the competition is 23.59 on **Tuesday 3 February 2015**. No entries can be submitted after this date.

What are the dates for delivery of artwork selected for the second round?

Your work will need to be delivered between Monday 16 and Friday 20 March 2015. Full details of the location and timings will be provided by the Gallery.

When do I collect my shortlisted work if it is not chosen for the exhibition?

Artists not selected for the exhibition will need to arrange for their work to be collected from the judging venue between Tuesday 7 and Friday 10 April 2015.

When can I collect my work if it is selected for the exhibition?

The Gallery will contact the selected artists directly about collecting their work. Following the run at the National Portrait Gallery the exhibition will tour to at least two venues in the UK and it is not possible to confirm dates for these at this stage.

What will happen to my work if I don't collect it? Will I have to pay a storage charge?

Any paintings uncollected after Friday 10 April 2015 will be stored at a separate location for one month and the artist will be charged a storage fee. In order to release works from storage all charges must be paid in full and the artist must give 72 working hours notice prior to collection. The Gallery will not arrange courier collections or post works on behalf of the artist. The Gallery reserves the right to dispose of or destroy any work not collected after one month of the latest date for collection of un-exhibited works or exhibited works, without prior notice.

When does the exhibition open?

The exhibition will run at the National Portrait Gallery from Thursday 18 June to Sunday 20 September 2015.

Information correct as of 3 March 2015

For all further enquiries please contact:

BP Portrait Award 2015
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Office hours are 9.00 – 17.00, Monday – Friday.