

GUILD OF ENAMELLERS BURSARY AWARD 2019

SUBMISSION INSTRUCTIONS

The Bursary Application process is in 2 stages -

1. An **online application** form accessed via the Guild website.
2. **Image and CV upload** to a Dropbox folder.

ALL SUBMISSIONS MUST BE COMPLETE BY THE 31st JULY 2018 – THIS INCLUDES BOTH THE DIGITAL APPLICATION FORM AND THE DROPBOX IMAGE/CV SUBMISSION.

ONLINE APPLICATION FORM

Complete the online applications form - the online form is accessed via the Bursary page on the Guild of Enamellers website -

<http://www.guildofenamellers.org/index.php/the-bursary-scheme>

- Please ensure that you complete the form fully.
- Make sure the email and address you use on the form will be active/current until 2019.
- Give full details of the 3 enamelled items you are using in your submission (you can submit 2 photos for each item – a full photo and a close up – 2MB maximum per photo).
- Ensure that the item information submission (Item 1 - Image 1/Image 2, etc.) corresponds to the file names of the images/photos that you are going to submit.

DROPBOX IMAGE/PHOTO AND CV SUBMISSION

Following successful submission of the application form you will receive an automated electronic receipt.

Within 2 days you will also receive an email invitation to a shared Dropbox folder – for image upload.

The invitation will be from Julie Rattray (bursary@guildofenamellers.org) and will ask you to “GO TO FOLDER” – the folder will be in your name.

When you click on the GO TO FOLDER link

1. If you already have a Dropbox account you need to **LOG IN** and then **ADD** the shared folder to your Dropbox.
2. If you do not have a Dropbox account you need to **CREATE AN ACCOUNT** and then **ADD** the shared folder to your Dropbox.

Once you have the shared folder in your Dropbox **UPLOAD** the following -

- 6 x image files (jpegs) – 1 full image and 1 close up for each item (2MB max per file)
- Your CV (.docx or .pdf format).

Once you have successfully completed your application Julie Rattray will send you a confirmatory email.

IF YOU HAVE ANY QUESTIONS – CONTACT JULIE RATTRAY (bursary@guildofenamellers.org).