**Heart of the City Combined Charities Art Contest Guidelines**

**Why an art contest?**

The Heart of the City Combined Charities Campaign will become a 30 something next year (2016). That’s right 30 years old! In recognition of this milestone, we’d like to solicit original artwork to be used for posters, brochures and what nots to promote the 2016 Campaign.

**Who is eligible?**

All current and retired City and County of San Francisco employees.

**Who is not eligible?**

Members of the Combined Charities Steering Committee and non-employees/retirees of the City and County of San Francisco. Family members that are not employed with the City and County of San Francisco.

**What qualifies?**

The artwork must reflect the city and county’s rich history of charitable giving through the Heart of the City Combined Charities Campaign. Artwork cannot contain other’s copyrighted material.

Two dimensional artwork that is 16” x 20” or will scale to 16” x 20”. Submission may be in the form of digital files (PDF or JPEG), photos, paintings, collages, etc. All artwork must be original.

Please note: entrants submitting digital files may be requested to submit additional files for printing, if awarded.

**Are there size restrictions?**

Maximum dimensions of artworks can be up to 16” x 20” or should scale up to 16” x 20”.

**Is there a submission fee?**

NO!

**How many times can I enter?**

No more than three times.

**Can I win something?**

Yes!!! We will be awarding three cash prizes: $250, $150 and $50. Winners will be notified the week of November 16th and invited to attend the Heart of the City Combined Charities Campaign recognition event.

**How will winners be decided?**

A panel comprised of members from the 2015’s Heart of the City Combined Charities Campaign Steering Committee will review all entries and select the winners.

**What will happen to my artwork?**

All physical entries will be photographed and posted on the Heart of the City’s Combined Charities website. The awarded artwork will be displayed at a recognition event to be held in early December. Awarded art may also be reproduced and used to promote the 2016 Heart of the City Combined Charities Campaign. The artwork may appear online, in brochures, publications and on other promotional items.

**Will I be compensated if my artwork is used for promotional purposes for the 2016 Heart of the City Combined Charities Campaign?**

No additional compensation will be given other than contest prize. Only awarded artwork will be considered for future use.

**Will I get my original artwork back?**

All contestants may pick up their original artwork between Monday, January 4th and Friday, February 5th, 2016. Any artwork not picked up will be destroyed.

**How can I submit my artwork?**

Digital submission may be emailed to John.Murray@sfgov.org and other original art can be dropped off at the Human Services Agency at 170 Otis. All submissions must be received no later than 4:00 p.m., Thursday, October 29th, 2015. All submissions must include the name, job title/class, city department, contact phone number and email address of the entrant.

**Is there a deadline?**

Yes, 4:00 p.m., Thursday, October 29th, 2015.

**Where can I find out more about this contest?**

Sfgov.org/charity

**Who do I contact if I have more questions?**

John Murray @ John.Murray@sfgov.org or by phone 415/557-6425.