



THE UNIVERSITY OF BRITISH COLUMBIA

School of Public Policy and Global Affairs

Lobby Gallery, Liu Institute for Global Issues

School of Public Policy and Global Affairs

CALL FOR PROPOSALS - APPLICANT FORM

Primary Applicant Information

Name:

Phone:

Email:

- Are you applying with **additional applicants/collaborators**? If so, include their information and a few words to describe their involvement in the project.

Availability

- When would you like your exhibition to be on view? Provide your top 2 timeframes in 2026.

1.

2.

Affiliation

- Please indicate your relationship to UBC. Reminder: you do not need to be affiliated with UBC to apply!

- ☐ Student
☐ Staff
☐ Faculty
☐ Alumni

Faculty & Department:

- ☐ Community
Member

**Other affiliations you'd
like to share:**

Exhibition Information

Proposed Title:

- **Programming** – The Lobby Gallery at the Liu Institute encourages public engagement through arts-based research. We highly encourage all applicants to plan for an event, such as an opening or closing reception, guided tour, screening, panel discussion, etc.

What kind of event do you propose? Please provide any additional details to help us see your vision!
For example: catering, AV/tech needs, attendance/occupancy, activities.

- **Budget & Funding** – *The maximum request for funding from the gallery is \$1500 CAD.* If your proposal is selected, you will be responsible for paying all costs up front, maintaining an updated budget in conversation with the curator, and submitting itemized receipts, which we will then reimburse. Applicants are encouraged to utilize or pursue additional funding sources.
- **Participation** – If we are unable to accept your proposal in full, would you like any of your submitted works to be considered for group exhibitions?
 - ☐ Yes
 - ☐ No, my proposed exhibition should ONLY be considered in full

Proposal Checklist

- Please include the following information in your proposal. Email all materials, including this form, to lobby.gallery@ubc.ca with the subject line: “Exhibition Proposal – [Your Name].”

☐	1. Artist Biography	Please include a current bio for each applicant.
☐	2. Artworks or Research Outputs	Provide JPG images of each work with captions that include: • Artist, Title, Date, Medium, Dimensions Also include installation notes for each work. • Give the curator an understanding of the equipment, tools, and hardware needed to install each work • and/or how you have installed it in the past
☐	3. Concept	What is the concept of your exhibition?

☐	4. Context	Please tell us more about your artistic and/or research practice and how it relates to your proposal. • Have you exhibited this project, or an iteration of this project, elsewhere in the past? • Is your proposed exhibition part of a larger or collaborative art/research project? A grant? ○ If so, briefly describe the project/grant (including full title, funders, dates of grant, amount, PI) ○ and who the participants are (such as professors, other Liu Scholars, UBC students, artists, and/or groups).
☐	5. Justification	Theme - What is the significance and relevance of your project to the theme on <i>Solidarity</i>? • As mentioned previously, we welcome a broad interpretation of the theme. Your unique perspective on it should shine here! Audience – Which audiences might be impacted and most engaged with this work?
☐	6. Budget & Funding	Please attach a fully itemized budget for your proposed exhibition, including • all funding sources • any production costs, such as printing and framing • all event-related costs (event posters, catering, panel presenters, etc)

By submitting your proposal, you acknowledge that the Lobby Gallery, the Liu Institute for Global Issues, and the University of British Columbia cannot insure exhibitions and are not responsible for any loss, theft, or damage of materials while on exhibition, during installation and deinstallation, in storage, or in transit. Artists of original and valuable works are encouraged to seek insurance for the duration of their exhibition.

Questions? Email Ellinee Nelson, Liu Lobby Gallery curator at: lobby.gallery@ubc.ca.