

### Overview

Students wishing to receive the Botanical Art & Illustration certificate in June should submit their proposal to the program coordinator ([BILcoordinator@nybg.org](mailto:BILcoordinator@nybg.org)) by **October 31** and inform the Registration Office ([ContinuingEd@nybg.org](mailto:ContinuingEd@nybg.org)) of their candidacy via the application form by early March. The Final Project is due to the Registration Office at the end of April. Exact due dates for both the application form and final project will be determined and communicated to students each year.

### About the Final Project

Your final project should be a portfolio of four or more pieces of art of consistent quality and style with a well-developed cohesive theme and a competent use of medium. It is a culmination of the foundation learned here at NYBG and a stepping stone into the larger world of botanical art.

Work must reflect the theories and techniques taught in NYBG's Botanical Art & Illustration certificate program. Subject matter should be drawn life-size or larger. Students should be prepared to devote approximately 180-250 hours of studio/research time to create a successful body of work that will be a source of pride and accomplishment for years to come. Certificates are awarded based solely on the success of the final project.

**Your first step** is to email the coordinator, Susan Sapanara ([BILCoordinator@nybg.org](mailto:BILCoordinator@nybg.org)), with your intent to begin work on your final project, ideally in spring of the year prior to your intended graduation. This email should include three of your best to date pieces of botanical art in the media you wish to use for the final and discuss your ideas/concept for your theme and what you hope to accomplish. Once your project is approved, you will submit a formal written proposal to the coordinator no later than October 31.

### Formal Written Proposal

The proposal should contain:

- A declaration of intent to submit Final Project portfolio for certificate review
- The theme (the cohesive concept that is the basis of your series of work)
- What will be accomplished botanically and artistically
- The intent of your project (exhibition, publication, beginning of a larger project, other)
- The intended audience for your project (general public, children, botanists, gardeners, artists, other)

- Your proposed number of pieces and their size(s)
- Three images of your artwork in the medium you will use in your project
- Your final portfolio should reflect this proposal and the proposal will serve as your road map as you complete the project over the next year.

### **Checklist/Deadline Requirements:**

After contacting the BIL coordinator with initial concept ideas these steps are designed to keep you on track toward the deadline of the portfolio review in April.

- **September 30:** Verify with the Registration Office that you have completed all necessary requirements or will do so before April 15.
- **October 31:** Formal written proposal due to Susan Sapanara ([BILcoordinator@nybg.org](mailto:BILcoordinator@nybg.org))
- **January 15:** E-mail thumbnails/ line drawing or work in progress for all proposed pieces, as laid out in your formal written proposal, to Susan Sapanara ([BILcoordinator@nybg.org](mailto:BILcoordinator@nybg.org))
- **February:** Strongly recommended—attend the **In-Progress Portfolio Critique**.
- **March:** Inform NYBG of your candidacy via the application form which will be sent to you.
- **April:** Delivery of Final Project— The end of April due date will be communicated to students. Deliver all artwork with an Artist’s Statement to NYBG Continuing Education's Registration Office.

### **Final Project Delivery Requirements:**

- Your project should be presented in a professional manner (i.e., in portfolio sleeves or matted and wrapped in acetate, but not framed). If you are mailing the final to the Registration Office you must include postage for the return of the portfolio and use reusable packing material.
- Your project must be accompanied by an Artist’s Statement in narrative format, which must include:
  - Your approved theme and why it was selected.
  - The medium used, why it was selected, and what the artist felt was learned artistically in the project (discuss all materials used).
  - Potential use(s) of the project.
  - Any other pertinent information that would be helpful for the reviewers.
  - A list of artwork in project, including Latin name and common name. Make sure these are correct and spelled and capitalized correctly.