



Artist in Residence

Juried Program

The **Artist-in-Residence Program** is intended for New Brunswick public or private institutions and organizations that wish to host professional artists (see page 4) in order to enable them to pursue specific projects relating to their creative work.

This program is also open to individual professionals who seek to advance their creative work through participation in residency opportunities at home or outside the province.

The artists in residence are to contribute to the promotion and understanding of the arts by means of the artists' contact with the clientele of the hosting establishments.

APPLICATION DEADLINE:

February 1

If this date falls on a weekend or statutory holiday, the deadline moves to the next business day. Your completed application and all support material must be postmarked on or before the deadline date.

OBJECTIVES:

- To increase opportunities for professional practitioners of the literary arts, performing arts, media arts, visual arts or crafts to undertake specific creative projects while being hosted by New Brunswick institutions or organizations that meet the eligibility criteria of the program;
- To increase opportunities for New Brunswick students and residents to develop their awareness of the arts through direct contact with eminent professionals in these disciplines; and
- To increase opportunities for New Brunswick professional artists to participate in residencies at home or abroad.

ELIGIBILITY:

1. A public or private institution or organization is eligible to apply if:
 - it is established in New Brunswick;
 - it can present as a candidate artist-in-residence a professional artist who has made significant contributions in an arts discipline and who continues to be active in the profession; and

- it can present a project which meets the objectives of the program.

2. An individual artist is eligible to apply if:

- he or she has been a resident of New Brunswick for the twelve months immediately preceding the deadline date; and
- he or she presents a residency project that meets the objectives of the program.

Restrictions: Residencies shall not include regular teaching duties.

LEVEL OF FUNDING:

For individuals and non-profit organizations

Level of funding is **100%** of stipend to a maximum of \$5,000 for periods of three to six months for individual artists and for periods up to six months for non-profit organizations (short term), and to a maximum of \$10,000 for periods from 6 months to 12 months (full term).

Note: Individual professionals planning a short-term residence project for periods up to 3 months are not eligible under this program and must apply under the program **Career Development: Artist-in-Residence Component**.

For institutions and for-profit organizations

Level of funding is a maximum **50%** of budget (hosting party must contribute at least 50% of costs), to a maximum of \$5,000 for periods from 1 to six months (short term) and to a maximum of \$10,000 for periods from 6 months to 12 months (full term).

PAYMENT OF THE GRANT IS MADE AS FOLLOWS:

- 70% of the grant will be issued on approval of a project confirmation report.
- The remaining 30% will be forwarded upon receipt and approval of a **financial report** and a **Final Report** within 30 days of completion of the event.

The allocation of the approved grant remains conditional on the realization of the project submitted and recommended. A recipient is not eligible for a new grant until the Final Report on the

last completed project for which funding was received has been submitted and approved. The juried programs are financed by the Arts Development Trust Fund (lottery).

APPLICANT RESPONSIBILITY:

It is the responsibility of each applicant to ensure that all materials required to complete his or her file are received by **artsnb**, or postmarked, by the deadline of the competition.

*Applicants must forward to **artsnb** a complete file containing:*

- a program application form duly completed, and
- all the required support material and samples of work stated under the headings "**Requirements**" and "**Samples of Work.**"

*Applicants are encouraged to contact **artsnb's** office with any questions about the regulations. **For advice on how to present an effective application, please call well before the competition deadline.***

REQUIREMENTS:

Please note: All applications must be submitted in loose sheet format to facilitate reproduction. All pieces must be photocopied clearly on 8 ½ x 11 paper. Binders, folders, and plastic covering will not be returned. Pieces larger than 8 ½ x 11 will be treated as excess support material and may not be presented to the jury.

All applicants must provide:

1. Application form including budget;
2. Résumé (CV) or biography of the proposed artist (max. 4 pages);
3. Sample of work produced by the proposed artist (please specify);
4. Information on the samples of work (digital still images list, details on DVD, CD, etc.);
5. Letter of agreement with the proposed artist stipulating the terms of the agreement as regards the project and the stipend;
6. Official financial commitment by the public or private institution or organization (official documents required);
7. Letter of invitation or confirmation from the partners (if applicable);
8. Critical reviews, press clippings, awards, etc., of the proposed artist photocopied clearly on 8 ½ x 11 paper (max. 4 pages) – optional;
9. Letters of recommendation – optional;
10. Any other pertinent documentation which supports the application;

11. If the applicant wants the samples of work returned, a self-addressed and **sufficiently** stamped envelope large enough to contain all support material for the return of sample of work. **Works accompanied with envelopes bearing insufficient postage will not be returned.** It is the responsibility of the applicant to ensure that materials can be returned without damage.

For **applications to renew a residency**, only:

1. Evidence of community involvement during previous residency.

For **private** institutions and organizations, only:

1. Copy of constitution (if applicable);
2. Financial statement for the last fiscal year;
3. Names of officers and number of members.

LETTERS OF RECOMMENDATION:

Applicants are encouraged to request letters of recommendation supporting the proposed artists, but they will not be disqualified if no letters are received. Letters of recommendation should be provided by fellow practitioners in the same artistic field and who exhibit experience and expertise in said artistic field.

Appraisers should be given a copy of the form entitled, "Letter of Recommendation," and be asked to return it, duly completed, to **artsnb** within one week following the deadline. Letters of recommendation arriving late may not be included in the material presented to the jury.

SAMPLES OF WORK:

All applicants are required to submit samples of the work of the proposed artist with accompanying description or synopses. Do not send original work of arts; they will not be presented to the jury.

Carefully edit the materials you present. The specified maximums will be enforced strictly. Required samples (with a specified maximum) will be presented to all the members of the jury. Any additional samples sent will be supplied only to the specialist juror representing the discipline under which the candidate is nominated on the multidisciplinary jury.

Note: Please write your name on each item that you are sending, and bear in mind that the technical quality of the material might influence the recommendation of the jury. All samples of work will only be returned once your application has been evaluated and if an appropriately self addressed and stamped envelope is provided with the application.

Required samples of work:**Music**

- a recent sound recording on CD only (max. 10 minutes.);
- a brief synopsis of content. **or**
Composition applicants only
- music scores (max. 10 pages).

Theatre, Dance and Storytelling

- CD-ROM or DVD-ROM with viewing instructions (max. 10 minutes) (Videotapes are no longer accepted.);
- brief synopsis of content; **or**
Playwrights and scriptwriters only
- scripts (max. 10 pages).

Literary arts / Literary Translation

- excerpts from manuscripts and/or publications (max. 10 pages).

Visual Arts and Craft

- 20 digital still images of most recent works on a CD-ROM or a DVD-ROM (Slides are no longer accepted.)
- list and description of images (number, title, date, dimensions and medium). **or**
Performance artists only
- CD-ROM or DVD-ROM with viewing instruction (max. 10 minutes) (Videotapes are no longer accepted.).

Media Arts

- CD-ROM or DVD-ROM with viewing instructions (max. 10 minutes) (Videotapes are no longer accepted.);
- brief synopsis of content. **or**
- 20 digital still images of most recent works on a CD-ROM or a DVD-ROM (Slides are no longer accepted);
- list and description of images (number, title, date, dimensions and medium). **or**
Scriptwriters only
- scripts (max. 10 pages).

Multidisciplinary Arts

Please refer to specifications for each discipline.

GENERAL GUIDELINES ON THE SUBMISSION OF MATERIAL IN ELECTRONIC FORMAT:

Important notice: applications with digital support material that does not correspond to the following guidelines will be considered incomplete, and therefore withdrawn from the competition.

Do's

1. Submit Microsoft Windows compatible files only.
2. Submit jpg files only.
3. Submit files at a resolution of 72 dpi only.
4. Submit files of a maximum of 1024 x 768 pixels (height must not exceed 768 pixels).
5. Submit files of 1MB maximum.
6. Submit RGB, sRGB or grayscale color mode files only (no CMYK).
7. Title each file (image) with a number, your initials, the year and title of your work.
8. Ensure that the numbers for the first nine images begin with a zero (for example: **01**initialsyeartitle.jpg, **02**initialsyeartitle.jpg...**15**initialsyeartitle.jpg). This will ensure that they are presented in the correct order, following your image list.
9. Do not put any special characters, symbols, periods, quotation marks or a space (such as #/'&| ...) in any file name.
10. Save images directly on the CD-ROM or DVD-ROM without creating folders.
11. Mark each CD-ROM or DVD with your name.

For video files;

1. Submit files that can be accessed with one of the following plug-ins: QuickTime, RealPlayer, Shockwave, Windows media Player or Flash.

Don'ts

1. Don't use stickers on CD's or DVD's.
2. Don't submit slides.
3. Don't submit Mac files that are not fully Microsoft Windows compatible.
4. Don't submit any type of presentation (such as PowerPoint).
5. Don't submit compressed files (WinZip®, Stuffit®, etc.).
6. Don't include hyperlinks to Internet sites with your images.
7. Don't submit material that requires software, plug-ins, extensions or other executables that need to be downloaded or installed.
8. Don't submit any files by email.
9. Don't submit any other component of your application electronically on your CD-ROM or DVD.

*Test your material before submission to ensure that it is formatted correctly. It is your responsibility to ensure that all material reaches **artsnb's** office intact and in a readable format. Any of the following software can help you edit your images: Adobe® Photoshop®, Adobe® Illustrator®, Microsoft® Photo Editor, Microsoft® Paint, CorelDRAW™, Corel® PHOTO-PAINT™, and Jasc® PaintShop Pro®.*

Important: The presentation of your support material is critical to the evaluation of your application. Do not assume that **artsnb** staff will prepare any element of your presentation for you or retrieve material from previous applications.

DEFINITIONS:

Arts professionals:

Professional artist, curator, agent, art critic, artisan, professional arts group (as defined below)

Emerging artists:

Professional artist or artisan (see below) with less than seven years of professional art practice

Professional artist or artisan:

An individual or a group of individuals that:

a) practices an art and offers services in exchange for remuneration as a creator, performer or director in one or more of the following arts disciplines: theatre, dance, music, visual arts, literary arts, craft, film/video or multidisciplinary;

b) satisfies three of the following criteria, including one of those set out in paragraphs 1, 2, 3 and 4:

1. the artist receives or has received remuneration for works, notably in the form of sales, royalties, commissions, fees, residuals, grants or awards that can reasonably be considered an integral part of the income that the artist earns from his/her professional activity;
2. the artist has made earnings or suffered losses resulting from the exploitation of his/her works and corresponding to the whole of his/her artistic career;
3. the artist has received tokens of professional recognition from the public or peers, notably honorable mentions, awards, bursaries or critical attention in the media for his/her work;
4. the artist has earned a degree, diploma or certificate in fine arts or creative writing from a recognized institution;
5. the artist has presented works to the public through exhibitions, performing arts activities, publications in book form or in periodicals, invited readings, production and/or broadcast of creative scripts by theatre, radio or television, showings or any other means corresponding to the nature of the works;
6. the artist is represented by an art dealer, a publisher, an agent or other similar representative, depending on the nature of his/her activity;
7. the artist has signed a service contract with a producer;

8. the artist devotes a reasonable percentage of his/her professional activity to promoting and marketing works, attending auditions, seeking patrons or agents, submitting work to publishers, magazines, theatres, radio and television, and other similar efforts depending on the nature of his/her activities.

Curator:

An individual who has a record of curatorial activity in art or craft criticism and who is endorsed by his/her peers.

Agent:

An individual who has a demonstrated knowledge of his/her field, has the acceptance and co-operation of the professional artists of the province and who has a demonstrated record of success in facilitating sales, commissions and other advantageous opportunities.

Art critic:

An individual who has a demonstrated knowledge of his/her field, has the acceptance and co-operation of the professional artists of the province and who has a demonstrated record of publication or broadcast over a period of at least six months.

Professional arts group:

Group of individuals (not a company or organization) who, as a group, meets the definition of a professional artist; the group must have been established and worked in the arts for at least one year.

New Brunswick resident:

A Canadian citizen or landed immigrant who has resided in New Brunswick for at least one year (12 months) prior to application deadline.

EVALUATION PROCESS:

- Applications received are first reviewed by the New Brunswick Arts Board Program Officers to confirm eligibility.
- Only those applications which are completed in the prescribed time frame and which meet the eligibility criteria are submitted to the jury.
- Eligible applications are evaluated by a multidisciplinary jury composed of professional artists chosen from the list of jurors approved by the New Brunswick Arts Board.

NOTIFICATION OF RESULTS:

Applicants will be notified of the results by mail approximately three months after the competition deadline. Results will not be released over the telephone.

CONDITIONS OF PARTNERSHIP:

1. Applicants are responsible to submit an application and all necessary supporting material. The application must be postmarked or received by **artsnb** on or before the deadline specified for the program. Material sent by facsimile will be accepted to open a file but must be supplanted by original documents within one week following the deadline.
2. Projects and parts of projects started or completed before the competition deadline will not be funded retroactively.
3. Funds must be used as specified in the approved project. A portion or all of a grant already allocated may be revoked if the expressed or implied intent of the program is not met. If a funded project is cancelled, altered or not completed, the applicant is responsible to reimburse all funds proportionate to the incomplete portion of the project. Such calculations are to be made by **artsnb** with all relevant figures and information provided by the applicant.
4. Grant recipients must submit their Final Report within three years of the date of award or else forfeit the remaining portion of the grant.
5. **artsnb** should receive appropriate credit for its support in all publicity or activity associated with the funded project.
6. Grant recipients must notify **artsnb** of any public presentation associated with the funded project so that board members may attend.
7. **artsnb** reserves the right to revise programs at any time without notice.

FURTHER INFORMATION:

For application forms and further information please contact us or access our website:

artsnb

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