



NB/QC Creative Residency

Juried Program

The New Brunswick Arts Board (**artsnb**) and the Conseil des arts et des lettres du Québec (CALQ) are partnering on an artist residency program. Artists from either New Brunswick or Québec can apply for up to \$10,000 to cover a one-to-three month residency for a creation-based or professional development project in the province that isn't their own.

The agreement establishes an annual exchange program that provides professional artists and writers with opportunities for creation and professional development residencies in the participating province. Artists and writers participating in this program enjoy complete autonomy and define the objectives of their period of residence and elaborate the parameters and conditions governing its realization in collaboration with an arts or community organization in the territory where the period of residence is to take place.

The agreements reflect the desire of **artsnb** hopes to offer New Brunswick writers and artists a new career development opportunity and to continue its productive collaboration with the arts councils of neighbouring provinces.

DEADLINE:

April 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:

Among the program's aims are the following:

- encourage artists and writers to develop their skills by giving them access to a stimulating new cultural environment;
- promote the exchange of artistic views and contribute to the establishment of lasting ties

between writers and artists in Québec and New Brunswick;

- strengthen ties between creators and communities;
- identify new artistic creation, production and presentation networks.

ELIGIBILITY:

- The program is for professional artists in the following disciplines: visual arts, arts and crafts, media arts, multidisciplinary arts, literature and storytelling, music, theatre and dance.
- Applicants must submit at the time of registration a letter of intent from the host organization in which the latter undertakes to offer professional support during the period of residence and that specifies the nature of the collaboration that the organization intends to establish in conjunction with the project.
- Candidates must be Canadian citizens or landed immigrants and must have lived in New Brunswick for at least the last 12 months.
- They must be eligible for the grant programs of **artsnb**, which means that they must have been in professional practice for at least two years and have presented works of art in a recognized professional setting.

INELIGIBILITY:

Artists or writers groups are not eligible for this program.

PROJECT AND DURATION:

Interested candidates must submit to **artsnb** a residency proposal that includes a stay outside the province of one to three months. Candidates are responsible for finding their own accommodation and making any professional contacts required for their projects.

This exchange program will assist a maximum of three artists or writers from New Brunswick in a residency project every year.

GRANTS AMOUNT:

The grant provided by **artsnb** under this program is \$3 000 per month. It is intended to cover the following expenses: the artist's or writer's personal insurance, travel, accommodation and living expenses and the costs of purchasing, transporting and insuring the materials required to carry out the project.

EVALUATION OF APPLICATIONS:

Separate juries set up by each of the partners will evaluate applications under the program. The juries will be made up of individuals recognized for their competence in the disciplines concerned. The members of the New Brunswick jury will be selected from a list drawn up following a consultation with the arts community and approved by the Board's Board of Directors.

EVALUATION CRITERIA:

- quality of the artistic work;
- artist's contribution to his discipline and his work's level of recognition in the art world;
- information concerning the exchange's relevance and objectives;
- proposal relevancy and feasibility.

AWARDING THE GRANT:

artsnb will provide the grant in one lump-sum payment. The artist must agree to submit a detailed report on how the grant was used at the end of the residency.

SUBMISSION OF APPLICATION:

Artists and writers who wish to apply to the program must complete the attached application form and submit all of the necessary documents, including a letter of intent from a host organization in the territory where the period of residence is to take place. Candidates do not have to submit a detailed budget with their application.

- Only the original copy of the form, signed by the artist will be deemed valid. Applications may not be sent by fax or by email.
- Applications received after the registration deadline or which are incomplete will not be submitted for evaluation.
- The postmark will be regarded as proof of the date on which the application was mailed.
- The application form is also available on the **artsnb's** Web site.

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. Interested New Brunswick professional artists must forward to **artsnb** a complete file containing:

- an application form duly completed; and
- all the required support material and sample of work stated under the headings "**REQUIREMENTS**" and "**SAMPLE OF WORK.**"

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;
2. Résumé (CV) or biography of the artist (max. 4 pages);
3. Sample of work (three copies);
4. Information on the sample of work (digital still images list, details on video, CD, etc.);
5. Letter of agreement with the proposed artist stipulating the terms of the agreement as regards the project and the stipend;
6. Letter of invitation or confirmation from the partners;
7. Critical reviews, press clippings, awards, etc., of the artist photocopied clearly on 8 ½ x 11 paper (max. 4 pages) – optional;
8. Letters of recommendation – optional;
9. Any other pertinent documentation which supports the application (max. 4 pages) – optional;
10. 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.

LETTERS OF RECOMMENDATION:

Emerging artists and first time applicants are encouraged to submit two letters of recommendation, 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.

SAMPLE OF WORK:

Three copies of sample of work should be submitted with each nomination with accompanying descriptions or synopses. Do not send original works of art; they will not be presented to the jury. (This is strongly recommended but not mandatory.)

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. Your sample of work will only be returned once your application has been evaluated and if a self addressed and appropriately stamped envelope is provided with the application.

Required sample of work:

Music

- 3 copies of a recent sound recording on CD only (max. 10 minutes.);
- a brief synopsis of contents; **or**

Composition applicants only

- 3 copies of music scores (max. 10 pages).

Theatre, Dance and Storytelling

- 3 copies of a cued videotape (VHS only) or of a DVD-ROM with viewing instructions (max. 10 minutes.);
- a brief synopsis of content; **or**

Playwrights and scriptwriters only

- 3 copies of a script (max. 10 pages).

Literary Arts / Literary Translation

- 3 copies of a manuscript and/or publications (max. 10 pages).

Visual Arts and Craft

- 20 digital still images of most recent works on 3 copies of a CD-ROM or 3 copies of a DVD-ROM (slides are no longer accepted)
- list and description of images (number, title, date, dimensions and medium); **or**

Performance artists only

- 3 copies of a cued videotape (VHS only) or CD-ROM or DVD-ROM with viewing instruction (max. 10 minutes.);
- a brief synopsis of contents.

Media Arts

- 3 copies of a cued videotape (VHS only) or of a DVD-ROM with viewing instructions (max. 10 minutes.);
- a brief synopsis of contents; **or**
- 20 digital still images of most recent works on 3 copies of a CD-ROM or 3 copies of a DVD-ROM (slides are no longer accepted)
- list and description of images (number, title, date, dimensions and medium); **or**

Scriptwriters only

- 3 copies of a script (max. 10 pages);

Multidisciplinary Arts

Please refer to the specifications for each discipline

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

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.
5. **artsnb** should receive appropriate credit for its support in all publicity associated with the funded project.
6. **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

61 Carleton Street
Fredericton, NB
E3B 3T2

Tel.: (506) 444-4444

Toll free in NB: 1-866-460-ARTS (2787)

Fax: (506) 444-5543

www.artsnb.ca

artsnb is the brand name of the New Brunswick Arts Board.