

Section 1 Personal Information - *In case of collaborative applicants, please fill out this section for each resident and identify primary contact for the collaborators.*

1. Application Date: _____
2. Gender _____
3. Mr. Ms. Dr. Mrs.
4. First Name _____
5. Mid. Initial _____
6. Last Name _____
7. Company Name *if applicable* _____
8. Mailing Address: _____
9. City: _____
10. Province/State: _____
11. Country: _____
12. Postal/Zip Code: _____
13. Email: _____
14. Website: _____
15. Permanent Address: _____
16. City: _____
17. Province/State: _____
18. Country: _____
19. Postal/Zip Code: _____
20. Home Phone: _____
21. Cell Phone: _____
22. Birth Date: *dd/mm/yyyy* _____
23. Nationality: _____
24. What is the best way to reach you? Email Home Phone Cell Phone Mail Other
25. Education: _____
26. Current Occupation: _____
27. Other Residencies Attended: _____
28. How did you hear about Ross Creek? _____

Application Deadline

All application materials must be postmarked on or before the deadline. If the deadline falls on a weekend or a holiday, application materials may be postmarked the next business day. Please note that the April Deadline is for the subsequent year. For instance if applying in April 2011, your application would apply to 2012 colony dates.

<p>29. Check One Application Deadline</p> <p>January 15 (2009 only)</p> <p>December 15</p> <p>April 1</p>	<p>Residency Period</p> <p>March 2010 – December 18, 2010</p> <p>September 1 – December 15</p> <p>January 10– June 30</p>
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Section 2 - Artistic Discipline and Project Information

31. Discipline *Please choose the **one discipline** that is most closely related to your project and the medium that relates to this project.*

Architecture	<u> </u> Landscape	Building		
Text	Design			
Music				
Performance	Composition	Genre: _____	Instrument: _____	
Theatre				
Performance	Playwrighting	Libretto		
Film/Video				
Animation	Documentary	feature	screenplay	experimental
Interdisciplinary				
Performance	sound art	movement	multimedia	installation
Visual				
Drawing	Installation	Painting	Photography	
Printmaking	Mixed media	Sculpture		
Writing				
Fiction	nonfiction	poetry	translation	
Dance				
	Style: _____			

32. Indicate your program choice below

- Colony Artist (no teaching)
- Artist in Residence*
- Long Term Artist in Resident* (Full Fall or Spring Sessions only – transportation essential)
- Theatre Residency (June only)

* Please also fill out the Artist Pool Form from website

33. Are you applying as an individual or collaborative team? _____

Scheduling Preferences

Please tell us when you would prefer to come to Ross Creek. The minimum stay is two weeks. The maximum stay is twelve weeks. Preference is given to applications requesting four weeks or more.

34. Number of weeks you are applying to stay at Ross Creek? _____

Please identify to which colony month or session you are applying

35. 1st choice _____ 2nd choice _____ 3rd Choice _____

36. If you are NOT available during the entire four months of the residency period (see dates above), please indicate the dates within this period when you would NOT be available: _____

Space Requirements

37. Please Identify Studio Requirements _____
(single studio, performing arts studio, access to water, etc.)

38. Collaborative Applicants please state sleeping requirements _____

39. Please describe any special space requirements you have: _____
(e.g. wall space, size of project, personal mobility limitations, etc.).

40. Please Identify Other Requirements

Theatre Lighting

Sound Equipment

CD Player

Other _____

41. Project Information

In the space below, please provide a one- to two-paragraph description of the project you intend to work on at the Colony. Please do not exceed 250 words. The project you propose should be supported by the work samples you are submitting. If applicable, include an explanation of the form and content, as well as the size and medium, of the work. If you have already begun the project, tell us where you are in the work process and what you hope to accomplish with your residency.

42. In the space provided, please summarize your past training and achievements including a list of important exhibitions, performances, publications, awards, etc. during the past 5 years. Please attach a complete resume as well. Collaborating artists must list their joint achievements. Organisations must list their group achievements.

Section 3 - Financial Information

Application Fee \$ 25 US or \$30CDN

43. **Application Fee Payment Method** – Your application is incomplete without this fee

Cheque (Payable to "Ross Creek Centre for the Arts")

Credit Card

Visa

Mastercard

44. Number: _____

45. Cardholder Name _____

46. Expiration Date (MM/YY) : _____

Colony Fees and Work Exchange Aid

The full fee for an individual for a 4 week Colony is \$ 2250 CDN plus HST
(*please check with us to see applicable rates at time of application*).

Fees cover: an individual bedroom in the farmhouse, a private studio, three meals per day, including 3 hot breakfasts per week, and 2 scheduled day trips from the Centre to local places of interest (if desired). We provide a clean and open studio, chairs and tables as required and wireless access along with one general use computer. Linens are done once per week and studios are cleaned weekly *as and how* requested by the artist.

Fees for collaborative teams, shared studios more or less time at the colony or other special requests will be determined once application is received.

Payment of the full fee is appreciated and allows the Centre to direct funding towards fellowship assistance for artists and writers who could not attend otherwise. Ross Creek, in collaboration with funders, occasionally offers a number of special Fellowships with specific deadlines and eligibility criteria. Please contact our colony director at colony@artscentre.ca to determine if there are any available at this time. We are working toward developing full fellowships open to all applying artists and if you would like to assist with Ross Creek's Fellowship Fund, please speak with our colony coordinator.

Ross Creek does offer partial **Colony** assistance in the form of **Work Exchange Aid** that reduces colony fees. A Colony work exchange is for a maximum number of hours per week and can be administrative, landscaping, a piece of art or other work according to your skills and interests. You must check on this application form if you would like to request this arrangement.

Residency Fees

If you are applying to be an **artist in residence**, we deduct the amount of time you are able and willing to give from the full fee once you are accepted to the program. This is negotiated and contracted in advance. Generally, it amounts to half to two-thirds of the full fee.

Payment Policy:

Ross Creek accepts payments in Canadian dollars by personal cheque, credit card, money order, or, with prior arrangement, through a Ross Creek Deferred Payment Plan. International residents may arrange to pay through bank transfer.

Colony Applicants

47. ___ I am applying for **Work-Exchange Aid** *Include documentation of financial status: statement of need, recent tax return, etc.*

48. I have interest and/or experience in the following:

Program development

Administration

Landscaping

Gardening

Construction / repair

Other: _____

49. ___ My attendance is dependent on aid

50. ___ I have applied for funding elsewhere

51. ___ I have funding from an outside source

52. Please include documentation and name of award and amount: _____

Residency Applicants

53. ___ I have experience teaching

54. ___ My attendance is dependent on aid

55. ___ I have applied for funding elsewhere

56. ___ I have funding from an outside source

57. Please include documentation and name of award and amount: _____

Section 4 – Work Samples

Work samples must be mailed to, and received at, the Colony on or before the application deadline. Work submitted should support the proposed project. All submitted work samples should have been completed within the past four years. A note of explanation should accompany any work sample completed outside of this timeframe. Please fill out the Detailed Description of Work Samples and attach one sheet if desired about the relevance of the samples to the project you propose. **ALL WORK SAMPLES MUST BE LABELLED.** Please see the dos and don'ts of submitting digital images and ensure you fill in the form listing support materials. **Do not use adhesive labels on CDs.**

Work Sample Guidelines

*Discipline: **Architecture & Landscape Architecture***

Architects proposing work on a text must submit **3 copies** of either of the following: a published article or a 10-page writing sample related as closely as possible to the proposed project. Architects proposing work on a design project must submit **3 copies** of the following: drawings or images of two finished projects (JPEGs, photographs, or photocopies), along with a clear explanation of significant features.

*Discipline: **Music***

Composers must submit **2 copies** of 2 different, clearly reproduced scores — one of which must have been completed within the last four years — along with a complete recording of each piece (one movement per track). Composers who do not use traditional scores should include a note of explanation. Applicants who would like the admissions panel to listen to something other than the first five minutes of a submitted work sample should clearly mark the sample accordingly.

Performers must submit a CD of their music with three different tracks highlighted for review.

*Discipline: **Theatre***

Playwrights: Submit **3 copies** of a complete play script.

Librettists: Submit **3 copies** of a complete or excerpted score, accompanied by a recording, if available.

Performers: Submit 5 minutes maximum of video on DVD and/or digital photographs, along with 3 copies of 3 reviews of your work

*Discipline: **Film/Video Arts***

Film/video artists: Submit **2** different film/video samples on DVD with running times clearly marked. For feature-length or other films that exceed five minutes, a five-minute excerpt is also required in addition to the complete work.

Screenwriters: Submit **3 copies** of one script and a treatment, along with a visual sample, if available.

*Discipline: **Interdisciplinary Arts***

Interdisciplinary artists must submit documentation of **2** different projects, the context of which should be clearly identified. If a visual presentation includes text, a hard copy should be submitted. If submitting a script, please send **4 copies**. Proposals that include work in several mediums should be supported with documentation in each medium.

*Discipline: **Visual Arts***

Visual artists should submit **5 digital images** (JPEGs) on a CD. Artists working in *3d/sculpture/installation* may submit up to 10 images to show detail.

Discipline: Dance

Dancers and Choreographers should submit **2** different film/video samples on DVD with running times clearly marked. For clips that exceed five minutes, a five-minute excerpt is also required in addition to the complete work. Copies of up to 5 photographs, either digital (see notes on submitting digital material) or paper (3 copies if paper) are request and 3 copies of 3 reviews are acceptable in addition to the above.

Discipline: Literature

All writers must submit **6 copies** of a written sample that is *representative of the genre in which they intend to work at the Colony*. The applicant's name should appear on each copy. We strongly recommend submitting a sample of a work-in-progress whenever possible. Manuscripts should be single-sided and double-spaced and printed in an easily readable, 10- or 12-point font.

Fiction writers: Submit a novel excerpt or 1 to 3 short stories, no more than 25 pages total.

Nonfiction writers: Submit a book excerpt or 1 to 3 essays or articles, no more than 25 pages total.

Poets: Submit 6 to 10 poems.

Translators: Only those translating work into English are eligible to apply. Following the general guidelines above, submit one copy of the work in its original language, plus 6 copies of the English translation.

Work Sample Return

Although every precaution is taken to ensure that work samples are handled with care, Ross Creek cannot be responsible for their safety- **DO NOT SEND ORIGINALS**. Work samples are returned only when a self-addressed, stamped envelope of sufficient size and with sufficient postage is provided.

58. Dos and Don'ts of Submitting DIGITAL SUPPORT MATERIAL

- Submit PC-compatible files only.
- Images: Submit 72 DPI jpg files only.
- Images: Submit files of a maximum of 1024 x 768 pixels (height must not exceed 768 pixels).
- Submit files of 1 MB maximum.
- Title each file (image) with a number, your initials, the year and title of your work.
- 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.
- Do not put any special characters, symbols, periods, quotation marks or a space in any file name.
- Save images directly on the CD-ROM or DVD-ROM without creating folders.
- Mark each CD-ROM or DVD with your name. **For video files:** Submit files that can be accessed with one of the following plug-ins: QuickTime, RealPlayer, Windows Media Player or Flash.
- Test your material before submission to ensure that it is formatted correctly.*

Please do not:

- Submit slides.
- Submit Mac files that are not fully PC compatible.
- Submit any type of presentation (such as PowerPoint).
- Submit compressed files (WinZip®, Stuffit®, etc.).
- Include hyperlinks to Internet sites with images.
- Submit material that requires software, plug-ins, extensions or other executables that need to be downloaded or installed.
- Submit any files by email.

DETAILED DESCRIPTION OF WORK SAMPLES				
You must include a description of the work samples as outlined above. Any images must be identified and formatted according to the Do's and Don'ts of Submitting Digital Support Material. Do not submit extra.				
No.	Title	Medium/ Genre/ Artist	Dimensions of Artwork/ Length of Audio or Film	Date created (mm/yyyy)
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

Application Checklist

Application Form, including application fee of \$25 US or \$30 CDN

Professional Summary

Reference Form

Curriculum Vitae

Work Samples

References On separate page, please provide names, addresses, phone #s, and email addresses of three people familiar with your work who would be willing to supply a reference if asked.

Financial Status If applying for financial assistance or need-based fellowship, you must include financial documentation (i.e. a copy of the first page of your most recent income tax return).

Self-Addressed Stamped Postcard (Optional) for confirmation of your application receipt.

I attest that this information provided is accurate to the best of my knowledge and the works represented belong to me.

Signature: _____ **Date: dd/mm/yyyy** _____

Mail to:
Colony Director, Ross Creek Centre for the Arts,
555 Ross Creek Rd . Box 190. Canning . NS
BOP 1H0 . CANADA

Office Use Only			
Date Received	Complete	Receipt Sent	Approved

For questions: telephone: 902.582.3842 fax: 902.582.7943 / email: colony@artscentre.ca / www.artscentre.ca