



# Arts Colony/Residency APPLICATION FORM

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

Application Date \_\_\_\_\_ Mr.  Ms.  Dr.  Mrs.  Gender \_\_\_\_\_

First Name \_\_\_\_\_ Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Company Name *if applicable* \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_

Country \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Permanent Address \_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_

Country \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Birth Date *dd/mm/yyyy* \_\_\_\_\_ Nationality \_\_\_\_\_

Please reach me by: Email  Home Phone  Cell  Mail  Other \_\_\_\_\_

Current Occupation \_\_\_\_\_

Education \_\_\_\_\_

Other Residencies Attended \_\_\_\_\_

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.

Check One	Application Deadline	Residency Period
<input type="checkbox"/>	August 5, 2011	September 1 – December 15, 2011
<input type="checkbox"/>	September 15, 2011	January 10 – April 30, 2012
<input type="checkbox"/>	December 15, 2011	May 1 – June 30, 2012



**Section 2 - Artistic Discipline and Project Information**

Select the **one discipline** that is most closely related to your project.

<b>Architecture</b>	<input type="checkbox"/> Landscape	<input type="checkbox"/> Building	<input type="checkbox"/> Text	<input type="checkbox"/> Design
<b>Music</b>	<input type="checkbox"/> Performance	<input type="checkbox"/> Composition	Genre _____	Instrument _____
<b>Theatre</b>	<input type="checkbox"/> Performance	<input type="checkbox"/> Playwright	<input type="checkbox"/> Libretto	
<b>Film/Video</b>	<input type="checkbox"/> Animation	<input type="checkbox"/> Documentary	<input type="checkbox"/> Feature	<input type="checkbox"/> Screenplay <input type="checkbox"/> Experimental
<b>Interdisciplinary</b>	<input type="checkbox"/> Performance	<input type="checkbox"/> Sound Art	<input type="checkbox"/> Movement	<input type="checkbox"/> Multimedia <input type="checkbox"/> Installation
<b>Visual Art</b>	<input type="checkbox"/> Drawing	<input type="checkbox"/> Installation	<input type="checkbox"/> Painting	<input type="checkbox"/> Photography <input type="checkbox"/> Printmaking
	<input type="checkbox"/> Sculpture	<input type="checkbox"/> Mixed media	Other _____	
<b>Writing</b>	<input type="checkbox"/> Fiction	<input type="checkbox"/> Nonfiction	<input type="checkbox"/> Poetry	<input type="checkbox"/> Translation
<b>Dance</b>	Style _____			

**Indicate your program choice below:**

- Colony Artist                      available September to June only
- Artist-in-Residence                available September to June only
- Long Term Artist-in-Residence    Full Fall or Spring Sessions only – transportation is essential
- Artist-in-Theatre Residence        This self-directed residency affords visual artists the unique opportunity to develop independent projects among the theatre group in June.

Are you applying as an individual or collaborative team? \_\_\_\_\_

**Scheduling Preferences**

How many weeks do you plan to stay at Ross Creek? \_\_\_\_\_

*(Minimum stay is 2 weeks. Maximum stay is 12 weeks. Preference is given to applications requesting four weeks or longer.)*

Which colony month or session are you applying for?

1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> Choice \_\_\_\_\_

If you are NOT available during the entire residency period requested (see dates on page 1), please indicate when you would NOT be available:

\_\_\_\_\_



# Arts Colony/Residency APPLICATION FORM

## Space Requirements

Please identify studio needs *(single studio, performing arts studio, access to water, etc.)*

Collaborative applicants' sleeping requirements \_\_\_\_\_

Describe any special space requirements *(e.g. wall space, size of project, personal mobility limitations, etc.)*

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Other equipment needs:

Theatre Lighting      Sound Equipment      CD Player      Other \_\_\_\_\_

Details \_\_\_\_\_

## Project Information

Please provide a one to two paragraph description of your proposed project in 250 words or less. The project 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.



# Arts Colony/Residency

## APPLICATION FORM

Please summarize your previous training and achievements, including a list of important exhibitions, performances, publications, awards, etc. during the past 5 years. Attach a complete resume as well. Collaborating artists must list their joint achievements. Organizations must list their group achievements.

**Section 3 - Financial Information**

<b>Non-refundable application processing fee of \$ 25 CDN or US – <i>Your application is incomplete without this fee</i></b>	
<input type="checkbox"/> Cheque (Payable to "Ross Creek Centre for the Arts")    OR <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	
Card Number	
Cardholder Name	Expiration Date (MM/YY)

**Colony and Residency Fees**

The full fee for an individual for a 4 week Colony is \$2250 CDN plus HST. Fees for shorter or longer residencies, collaborative teams, shared studios or other special requests will be calculated based on this amount.

Fees cover 24-hour access to a clean and open studio, chairs and tables as required and wireless internet. Although a general use computer is available, we recommend bringing your own laptop. Artists are provided individual bedroom accommodations in the farmhouse, three meals per day, including three hot breakfasts per week, and two scheduled day trips from the Centre to local places of interest (if desired). Linens are done once per week, and studios are cleaned weekly as requested by the artist.

Ross Creek offers partial **Colony** financial assistance in the form of **Work Exchange Aid**. A work exchange is for a maximum number of hours per week and can be administration, construction, or landscaping, site-specific artwork for the Centre or other work according to your skills and interests. Please indicate on this form if you would like to make this arrangement.

If you are applying as an **Artist-in-Residence**, you may also apply for a **Teaching Fellowship**. We will deduct the amount of time you are contributing to our community programs from the full residency fee. This is negotiated and contracted in advance. Generally, it amounts to half to two-thirds of the residency fee.

If you have submitted an application for a Ross Creek Gallery Exhibition and your proposal is accepted, we offer an artist fee which will reduce the overall cost of the colony or residency.

**Payment Policy**

Ross Creek accepts payment 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 a bank transfer.

Payment of the full fee is appreciated as it allows the Centre to direct funding towards fellowship assistance for artists and writers who could not attend otherwise. Please contact our colony director at [colony@artscentre.ca](mailto:colony@artscentre.ca) to determine if there are any available fellowships or if you would like to assist with Ross Creek's Fellowship Fund.

**Colony Applicants – please check all that apply**

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

I have interest and/or experience in the following:

- Administration       Construction/repair  
 Gardening             Program Development  
 Landscaping             Other \_\_\_\_\_

My attendance is dependent on aid                       I have applied for funding elsewhere

I have received funding from an outside source

*Include documentation, name of award and amount:* \_\_\_\_\_

I am applying for an **exhibition** at Ross Creek’s Professional Art Gallery  
*Include a separate application form which can be found on the website under “Our Galleries”*

**Residency Applicants – please check all that apply**

I am applying for a **Teaching Fellowship** (If “yes”, please fill out the [Arts Instructor Pool Form](#) on the website)

I have experience teaching - *include teaching background on résumé*

My attendance is dependent on aid                       I have applied for funding elsewhere

I have received funding from an outside source

*Please include documentation, name of award and amount:* \_\_\_\_\_

I am applying for an **exhibition** at Ross Creek’s Professional Art Gallery  
*Include a separate application form which can be found on the website under “Our Galleries”*

**Section 4 – References** Please fill out the reference form (found on website), and provide contact information for two additional references familiar with your work.

Name, relationship to applicant	Address	Phone	Email
1.			
2.			

#### **Section 4 – Work Samples**

Work samples should support the proposed project and 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.” You may attach one sheet explaining the relevance of the samples to the proposed project. ALL WORK SAMPLES MUST BE LABELLED. Please see [Submitting Digital Support Material](#).

##### **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.

##### **Music**

**Composers** 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. If the admissions panel should listen to something other than the first five minutes of a work sample, clearly mark the sample accordingly.  
**Performers** must submit a CD of their music with three different tracks highlighted for review.

##### **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.

##### **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 exceeding 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.

##### **Interdisciplinary Arts**

Please 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 for each medium.

##### **Visual Arts**

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

**Dance**

**Dancers and Choreographers** submit 2 different video samples on DVD with running times clearly marked. For clips exceeding five minutes, a five-minute excerpt is required in addition to the complete work. Include digital or 3 printed copies of up to 5 photographs. You may include 3 copies of three reviews in addition.

**Literature**

**Writers** submit **6 copies** of a written sample that is representative of the genre intended for your proposed work. 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, double-spaced and printed in a legible 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 is not responsible for their safety- **DO NOT SEND ORIGINALS**. Samples are returned only if a self-addressed, stamped envelope with sufficient postage is provided. No dated, metered postage will be accepted.

**SUBMITTING DIGITAL SUPPORT MATERIAL**

**DO:**

- 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, and title of your work (i.e. **01**initials\_title.jpg, **02**initials\_title.jpg)
- Save images directly on the CD-ROM or DVD-ROM without creating folders.
- Do not use special characters, symbols, periods or quotation marks in any file name.
- 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 files that are not fully PC compatible
- Submit any type of presentation (such as PowerPoint).
- Submit compressed files (WinZip®, Stuffit®, etc)
- Submit any files by email.
- Include hyperlinks to Internet sites with your images.
- Submit material that requires software, plug-ins, extensions or other executables that need to be downloaded or installed.
- Use adhesive labels on CDs.

**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 guidelines for [Submitting Digital Support Material](#). Do not submit extra.

No.	Title	Medium/ Genre/ Performers	Dimensions of artwork or length of audio/video	Date completed
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

**Section 5 – Application Checklist**

- Application Form, including application fee of \$25 CND or US.**
- Reference Letter Form** (found on website)
- Two additional references**
- Curriculum Vitae or Résumé**
- Work Samples/Support Material**
- Financial Status** If applying for financial assistance, you must include documentation (i.e. a record of family net income, or recent income tax return, etc.)
- Arts Instructor Pool form** if applying for a Teaching Fellowship (found on website)
- Self-Addressed Stamped Envelope** (optional) if you require the return of work samples
- Self-Addressed Stamped Postcard** (optional) to confirm your application receipt by mail.

<p>I attest that this information provided is accurate to the best of my knowledge and the works represented belong to me.</p> <p><b>Signature:</b> _____</p> <p><b>Date: dd/mm/yyyy</b> _____</p>	<u>Office Use Only</u>			
	Date Received	Complete	Receipt Sent	Approved

**Mail to:**

**Colony Director, Ross Creek Centre for the Arts, 555 Ross Creek Rd . Box 190. Canning . NS . B0P 1H0 . CANADA**  
For questions, telephone: 902.582.3842 / fax: 902.582.7943 / email: [colony@artscentre.ca](mailto:colony@artscentre.ca) / [www.artscentre.ca](http://www.artscentre.ca)