

# Artist in Residence Program Expression of Interest Form



Legal Name:		Are you over the age of 19?	
Address:			
Postal Code:	Phone:	Email:	
Primary Artistic Discipline:			
Are you applying as an individual or a collective of artists:			
<b>If you chose "collective" above, list all the names of all artists applying in your collective*</b>			
<b>If you are licensed as a business answer the following questions :</b>		Do you have a City of Kelowna business license?	
Business Address :			
Postal Code:		GST#:	

I certify to the best of my knowledge that the information provided in this form and the supporting documents is accurate and complete. By signing this document, I agree to the following terms:

- The artist will maintain proper records and accounts of all expenditures relating to its activities and, upon the City's request, will make all records and accounts available for inspection by the City or its auditors;
- If there are any changes in the artist's project as presented in their application, the City must be notified in writing immediately and must provide approval for such changes;
- In the event that the project funds are not used for the artist's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining City funds are also to be returned to the City;
- If the artist is selected as the Artist in Residence they agree to enter into a Memorandum of Understanding (MOU) with the City of Kelowna that will further outline details of the project
- If the artist is selected as the Artist in Residence they agree to include the City of Kelowna on all marketing and promotional materials, including social media posts, when referring to the work done as the Artist in Residence, either on the work of art(s) or the community engagement.
- If the artist is selected as the Artist in Residence they agree to allow the City of Kelowna full and unrestricted copyright access to any work created or performed, either on the work of art(s) or the community engagement, as the City's Artist in Residence. This includes photography of the Artist in Residence done by third parties on behalf of the City of Kelowna.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

Please read the full Artist in Residence Program Guidelines before completing this form and the supporting documents.

**Note:** If you are applying as a collective of artists, you must indicate so above and must include all the names of the artists in the collective. All artists in the collective must fill out an Expression of Interest Form and must submit all components of the Expression of Interest form, except for the Project Description. Only one Project Description is needed per artist collective.

### Artist Biography

Provide a brief description of yourself as an artist, including your experience and areas of interest.

Max 300 words

## Checklist

The following documents must be included in your submission:

- Artist in Residence Expression of Interest Form
- Artist Statement of Interest  
*Maximum of 2 pages, outlining artist's interest in the program and the social topics outlined. Also speak to your artistic practice and how you believe it would fit in the Artist in Residence program.*
- Artist Resume  
*Maximum of 3 pages, include artistic and community engagement activities from the past 12-24 months.*
- Samples of work and List of Submitted Work  
*Maximum of 10 images, audio files, video files or samples of writing that demonstrate your qualifications for this project. See next page for file requirements. If applying as a collective of artists, submit documents that are from previous collaborative works, if possible.*
- Project Description  
*Maximum of 1 page, provide a brief overview of your project, including the artistic outcomes, community engagement and incorporation of social topics. If applying as a collective of artists, please outline the respective roles of each artist in the project.*

### Optional

- Published support material  
*Materials such as critical reviews, news clippings or website articles on yourself or your previous work that is relevant to your proposed project.*
- Other supporting materials  
*Provide any other materials that you believe would support your case to be selected as Kelowna's Artist in Residence, to a maximum of 3 pages.*

## Submission Deadline

March 29, 2020 11:59p.m. PST

Late applications will not be accepted.

Deliver completed and signed application form along with digital support documents on a USB and other supporting materials by the deadline to:

2020 Artist in Residence Application  
City of Kelowna Cultural Services Branch  
Smith Avenue Offices  
101-1360 Ellis Street  
Kelowna, BC V1Y 2A2

HOURS: Monday-Friday 8:00am-4:00pm (closed on Statutory Holidays)

Electronic applications may be sent to [culture@kelowna.ca](mailto:culture@kelowna.ca).

Use a dropbox folder if combined file sizes are larger than 20MB.

\*Applications will be accepted through Canada Post mail provided that they are received prior to the deadline.

## File Specifications

All files must be windows compatible. JPEG, PNG, MP3 and MP4 files are preferred. Do not submit files that are compressed or that require software, plugins, extensions or other executables that need to be downloaded or installed

- Dance – one copy of visual documentation of previous work.
- Film and Video – one copy of video excerpt, or scripts or storyboards of previous productions.
- Literary Arts – writing sample of no more than 15 pages.
- Music – two musical selections such as a scratch demo from the proposed project, or high-quality demo, or past commercial recording, or two representative past works with complete scores.
- Theatre – one copy of visual documentation of previous work. Playwrights may provide a writing sample of no more than 15 pages. Designers may provide no more than 10 images.
- Visual Arts and New Media – a portfolio of no more than 10 images.

**Samples of work submitted in person or via mail must be on a USB drive.**

**If emailing application, use a dropbox folder if combined file size of supporting documents is greater than 20MB.**

## Artist in Residence List of Submitted Work

	Description	Year	Title	Artistic Discipline	File Name	File Type
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Please ensure all file names and types are correct so evaluators are able to identify works