

# City of Kelowna Artist in Residence Program Guidelines



## 1. Artist in Residence Program

### 1.1 Program Outline

The Artist in Residence Program is meant to broaden Kelowna's experience with arts and culture and stimulate thoughtful conversation on local topics. This project is in response to City Council's Priorities of animating parks and public spaces and to increase social inclusiveness. This program aligns with the [2020-2025 Cultural Plan's](#) Goal #8 "Share our Story" and Goal #9 "Broaden the Reach".

The City of Kelowna requests expressions of interest from artists to apply to be the City of Kelowna's Resident Artist. This is the first iteration of the program for the City and would involve the artist:

- engaging with the community in the context of arts and culture;
- creating a work(s) of art for the City;
- addressing, in some manner, the topic of social inclusion through the community engagement and the work(s) of art

For the purposes of this program, "the Artist" may be: an artist or collective of artists working in interdisciplinary art, social practice art, digital or electronic art, installation, visual art (photography, film and video, painting, print-making, drawing, sculpture, crafting), performance arts (theatre, dance, etc.), music (creation, production, performance) or writing. The work(s) of art created and the community engagement may fall into any of these categories or multiple categories.

The Artist will be expected to commit to an average of 20 hours a week for 10 weeks. The Artist will be an independent contractor of the City and will invoice the City for an all-inclusive fee of \$12,000, in a timely manner as laid out in the Memorandum of Understanding (See Sample in Appendix B). This is not a live-in residency. This fee will be inclusive of housing, workspace, insurance, supplies, installation and removal fees (if necessary), and artist fees. A maximum of \$8,000 of the project budget can be attributed to artist fees.

The Artist will be selected based on review of their Expression of Interest Form and Project Proposal as they relate to the selection criteria. The selection process will occur in 2 phases, with a limited number of artists chosen to advance to Phase 2. Those advancing to Phase 2 will receive a \$500 honorarium for the additional work to prepare a detailed project proposal and budget.

After Phase 2, the Artist chosen as the City's Artist in Residence will be required to enter a Memorandum of Understanding (MOU) with the City of Kelowna that will further outline the payment schedule, details of ownership of the work(s) of art, time the work(s) will be on display, additional support provided by Cultural Services staff, and all other relevant details that are beyond the scope of this document when not knowing the nature of the project.

The Artist will be expected to dedicate a portion of their weekly hours to setting up the logistical aspects of the project and working with relevant stakeholders, as well as committing time to the community engagement portion of their project.

Cultural Services staff will be available to assist the selected Artist in Residence in connecting to other City departments, with some marketing and promotion of the program and will be able to provide some basic support, but the expectation will be that the artist is leading the project. The details of support provided will be further outlined in the MOU.

## 1.2 Program Timeline

<b>Program Information Sessions</b>	March 2 and March 5, 2020
<b>Expression of Interest Form Deadline</b>	March 29, 2020
<b>Notification of Advancement to Phase 2</b>	April 6, 2020
<b>Project Proposal Deadline (Phase 2 artists only)</b>	May 1, 2020
<b>Interviews with Phase 2 Artists</b>	First week of May 2020
<b>Notification of Final Selection</b>	May 15, 2020
<b>Artist in Residence Contract Begins</b>	June 15, 2020
<b>Artist in Residence Contract Ends</b>	End of August 2020 (Deadline flexible)

## 2. Objectives and Outcomes

### 2.1 Artist in Residence Program Goals

This program will provide impactful, quality work and services, and contribute to the realization of the City's cultural vision. The objectives for this program are to support an artist whose project is committed to the advancement of the [2020-2025 Cultural Plan](#) goals and strategies. The strategies this program is advancing are:

- *Strategy 1.3:* Promote fair wages for arts professionals and support strategies aimed at attracting skilled creative workers and enterprises to Kelowna
- *Strategy 3.3:* Animate community spaces with quality and accessible public art
- *Strategy 6.5:* Increase the number of new and innovative artistic experiences offered in Kelowna
- *Strategy 8.2:* Build broader and deeper relationships with audiences
- *Strategy 9.2:* Encourage participation in the arts as a method of provoking thoughtful conversations about local issues
- *Strategy 9.3:* Support cultural programming that promotes social inclusion and addresses important social issues
- *Strategy 10.1:* Facilitate dialogue and collective action between people with similar interests

### 2.2 Artist's Outcomes and Deliverables

The Artist will be expected to:

- Incorporate the community in some aspect of the program. This community engagement may be done in many different ways. For example, it could be through workshops, inclusion of social commentary in the work(s) of art, assisting in the creative process\* or production of the art or

any other way that the artist feels would suit themselves, the project and the artistic discipline(s) they are working in\*\*;

- Develop and showcase one or more works of art (of any discipline); and
- Incorporate the topic of social inclusion in both the community engagement and the work(s) of art.

\*The community engagement is not required to be a part of the creative process. The artist may choose to do so, but it is not mandatory. The creative process is at the artist's discretion.

\*\*Simply creating a piece to be viewed by the public or allowing the public to view the creation of the piece is not sufficient community engagement for this program.

## 3. Program Eligibility

### 3.1 Eligible Individuals

To be eligible, the artist must:

- Be legally entitled to live and work in Canada for the duration of the residency;
- Have their primary residence in Regional District of the Central Okanagan for at least 1 full year before applying and for the duration of the contract

### 3.2 Project Eligibility

#### 3.2.1 *Eligible projects:*

To be eligible, the project must:

- Have the community engagement occur in Kelowna;
- Have the work(s) of art accessible by citizens of Kelowna (the means of accessibility can be based on artistic discipline chosen, i.e. in person, online, print, etc.); and
- Address the topic of social inclusion.

#### 3.2.2 *Ineligible projects:*

The following projects and expenses are not eligible:

- A project that is ongoing and/or considered part of the artist's normal course of employment;
- Expenses for capital purchases, such as buildings or property, or for capital development such as studio renovations;
- Activities or projects undertaken to fulfill credit or thesis requirements;
- Fundraising activities; or
- Expenses incurred prior to the contract start date.

## 4. Selection

### 4.1 Selection Process

The selection process will work in two phases.

In Phase 1 artists will submit their Expression of Interest Form and supporting documents to the Selection Panel (See Section 4.2).

The Selection Panel will then select up to 3 artists to advance to Phase 2, where they will prepare a full project proposal and budget, as well as interview with the selection panel. Artists selected to advance to phase 2 will receive an honorarium of \$500.

From this, the Selection Panel will make their final recommendation to the Divisional Director of Active Living and Culture for final approval.

## 4.2 Selection Panel

The Selection Panel will be chosen by the City of Kelowna's Cultural Services staff. It will be composed of members of the creative sector in Kelowna, relevant stakeholders and City of Kelowna Staff.

## 5. Phase 1: Expression of Interest

Phase 1 of the program is the evaluation of the artist and their suitability for the program. It also gives the applicant a chance to briefly give an overview of their proposed project.

Expressions of Interest Forms are assessed based on the information submitted by the artist. Applicants should include information that demonstrates their ability to meet the assessment criteria.

### 5.1 Phase 1 Assessment Criteria

The following criteria will be used to evaluate artists:

- Demonstrated artistic experience;
- Demonstrated suitability for a project of this scope and size;
- Demonstrated ability to work independently and to engage creatively and collaboratively with a variety of different populations;
- Demonstrated artistic excellence, quality of work and innovation;
- Interested in and informed about topic of social inclusion;
- Demonstrated ability to engage with the public and other stakeholders;
- Demonstration of strong communication skills and sensitivity to social topics; and
- Demonstrated evidence of responsibly completing projects on time and on budget.

### 5.2 Phase 1 Submission Components

#### 5.2.1 Required components:

- Artist in Residence Program 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  
*Maximum of 10 images, audio files, video files or samples of writing that demonstrate your qualifications for*

*this project. 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*

#### 5.2.2 *Optional components:*

- **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**

*Any other materials that you believe would support your case to be selected as the City of Kelowna's Artist in Residence, to a maximum of 3 pages.*

Note that each artist, even when applying as a collective, will have to complete and submit an Expression of Interest Form and all required supporting documents, except for the project description. Only one project description is needed for an artist collective.

## 5.3 Phase 1 Submission

The deadline for submission of the Expression of Interest Form and supporting documents is **March 29, 2020 11:59 p.m. PST**. See [Expression of Interest Form](#) for more details on submission.

Incomplete applications will be ineligible for consideration.

## 5.4 Phase 1 Notification

Artists selected to advance to Phase 2 will receive email confirmation on April 6, 2020. Those who have not been selected to advance will not be contacted.

# 6. Phase 2: Project Proposal

Phase 2 is only open to Artists selected to advance and will be an evaluation of their projects and demonstration of a feasible plan to complete the project. The interview during this phase will serve as an additional assessment of the artist and the proposed project.

All artists or artist collectives invited into Phase 2 will receive an honorarium of \$500. If applying as an artist collective, the collective will receive an honorarium of \$500 in total.

## 6.1 Phase 2 Assessment Criteria

The following criteria will be used to evaluate projects:

- The potential quality and impact of the work(s) of art on the community;
- The depth and quality of the community engagement;
- The respectful and ethical practices used in the community engagement ;
- The incorporation of the engagement with the work(s) of art;
- The innovation of the project;
- The degree to which the project expands Kelowna's understanding of artistic practices;

- The incorporation of the topic of social inclusion in the work(s) of art and the community engagement;
- The responsible use of the project budget, including adequate allocation of artist fees; and
- The feasibility of the project and the likelihood it can be completed as described in the proposal.

The applicant should consider how their proposed project meets the project assessment criteria. Include as much information as needed in the project proposal and budget to explain the project and how it meets those criteria.

## 6.2 Phase 2 Submission Components

- Detailed project proposal;
- Detailed project budget; and
- 2 reference letters.

## 6.3 Phase 2 Interviews

The interviews with the selection panel will serve as an additional evaluation component of the project. The applicant will be expected to answer questions regarding their Expression of Interest Form and their project proposal. The interviews will take place in the first week of May. The exact time and date of the interview will be determined closer to the date of the interviews.

## 6.4 Phase 2 Submission

The deadline for submission of the detailed project proposal and budget is **May 1, 2020, 11:59 p.m. PST**. Further details will be provided to artists who are selected to advance to Phase 2.

## 6.5 Phase 2 Notification

Applicants selected to advance to Phase 2 will receive notice of the final decision by May 15, 2020.

# 7. Funding

## 7.1 Use of Funds

The artist agrees to undertake the project and use project funds as described in the project proposal, project budget and in the Memorandum of Understanding with the City of Kelowna (See Appendix B for a sample).

The Artist in Residence must submit written notification to the Cultural Services Manager of a fundamental change in the project and/or use of funds and the new proposal – including the usage of funds unexpectedly remaining – prior to spending any of the funds on a new or revised purpose. If the project cannot be completed as proposed, and a suitable alternative cannot be reached between the artist and the Cultural Services staff, the remaining funds must be returned.

## 7.3 Reporting

The Artist in Residence will be required to create a Final Report after the conclusion of the project. This final report must include a:

- Final project budget;
- Summary of project activities;
- Description of project results and outcomes; and
- Feedback the artist has on the program moving forward.

## 8. Submission Details

Deliver completed and signed Phase 1 and Phase 2 forms along with any digital support documents required by their respective deadlines 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)

Or email a scanned hard-copy or digitally signed PDF, and required support materials, to:

[culture@kelowna.ca](mailto:culture@kelowna.ca).

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

\*If sending via email, please ensure you receive confirmation of submission on the next business day.

## 9. Contact Information

Cultural Services Branch

Address: 101-1360 Ellis Street  
Kelowna, BC V1Y 2A2

Hours: Monday – Friday, 8 a.m. to 4 p.m.

Phone: (250) 470-0640

Email: [culture@kelowna.ca](mailto:culture@kelowna.ca)

## Appendix A: Scoring of Assessment Criteria

### Phase 1 Assessment Criteria

Criteria	Marks Available
Demonstrated artistic experience	10
Demonstrated suitability for a project of this scope and size	10
Demonstrated ability to work independently and to engage creatively and collaboratively with a variety of different populations	10
Demonstrated artistic excellence, quality of work and innovation	10
Interested in and informed about topics in social inclusion	15
Demonstrated ability to engage with the public and other stakeholders	15
Demonstration of strong communication skills and evidence of appropriate sensitivity to social topics	15
Demonstrated evidence of responsibly completing projects on time and on budget	15

### Phase 2 Assessment Criteria

Criteria	Marks Available
The potential quality and the impact on the community of the work(s) of art	10
The depth and quality of the community engagement	10
The respectful and ethical practices used in the community engagement	10
The incorporation of the engagement with the work(s) of art	10
The innovation of the project	10
The degree to which the project expands Kelowna's understanding of artistic practices	10
The incorporation of the topic of social inclusion in the work(s) of art and the community engagement	10
The responsible use of the project budget, including adequate allocation of artist fees	15
The feasibility of the project and the likelihood it can be completed as described in the proposal	15



# APPENDIX B – Sample Memorandum of Understanding

## Memorandum of Understanding

### (SAMPLE) Community Art Program

This agreement made the \_\_\_\_\_ day of \_\_\_\_\_ 20xx

Between:

CITY OF KELOWNA

a municipal corporation having its offices at 101 - 1360 Ellis Street,  
Kelowna, British Columbia

V1Y 2A2 (the City)

And: *Name of and address of Artist(s)*

(the Artist)

Whereas:

- A. The City has established an Artist in Residence Program and requested proposals for resident artists for 20xx; and
- B. A selection panel has recommended the project proposal (the Project) submitted by the Artist as the resident artist for 20xx.

Therefore:

The Memorandum of Understanding (MOU) set out herein between the City and the Artist stipulates the terms of the Project including responsibilities of the respective parties, identification of deliverables, and a timeline for completion of principal tasks.

This MOU can be amended at any time by written agreement of the City and the Artist.

*The Artist* will:

- a) demonstrate proof of insurance with the City listed as an additionally named insured, satisfactory to the City, prior to commencing work on the Project;

- b) abide by all applicable by-laws, statutes, ordinances, and regulations of any governmental agency having jurisdiction over the Project or the site;
- c) not assign or transfer any interest in this agreement or the Project without the prior written consent of the City;
- d) indemnify and hold harmless the City and its personnel from all actions, proceedings, losses, expenses, and costs arising out of, or in any way connected with the Artist's use of and presence on the site, the construction of the Project, failure by the Artist and/or Artist to pay for labour and materials, contamination of the site resulting from the Project, breach or default by the Artist and/or Artist under this agreement, or any wrongful act, omission, or negligence of the Artist and/or Artist;
- e) on a timely basis, invoice the City for all funds payable by the City pursuant to this agreement to a maximum of \$12,000;
- f) pay on a timely basis, all suppliers, and any other providers of services and/or materials associated with the Project;
- g) manage the Project to ensure that the timelines as outlined in the Timelines and Deliverables are met;
- h) use funds as they were prescribed for use in the project proposal and budget;
- i) provide interim and final reports and any other documentation to the City set out in Timelines and Deliverables and to otherwise communicate on a timely basis with the City regarding the progress of the Project;
- j) facilitate access to the Project site or other locations where Project work is being done, for City staff; and
- k) create original artworks and not infringe upon any copyright.

The City will:

- a) upon receipt of the invoices and satisfactory progress reports, pay to the Artist the full amount of the funds pursuant to this agreement to a maximum of \$12,000 amounts, provided that there is full compliance with all of the other terms of this agreement;
- b) the City will designate a contact person for the Artist to direct all inquiries to. This contact person will be able to, as needed, direct the to different departments within the City, book meeting rooms, post information on the City's website, assist in marketing of the program and events and other support as needed and at the discretion of the City.

The parties also agree that:

- a) all progress reports will be submitted in digital format. Additionally, if any report is deemed incomplete by the City, it will not be accepted by the City, and the City will notify the Artist immediately of the changes required to complete the report;
- b) the artwork will remain on display for xx period of time xx;
- c) the artwork will be displayed in xx location xx;
- d) any communication by the Artist with the public, including any media organization, with regard to the Project must have approval of the City;
- e) the City will have the right to alter, remove, or relocate the completed artwork;

- f) the Artist(s) are independent contractors and are not employees or agents of the City and as such are not entitled to employment-related benefits from the City;
- g) if the Artist violates or fails to comply with any provisions of this agreement, the City may give the Artist notice of default. If the default is not rectified to the City's satisfaction within the time specified in the City's notice, the City may, by giving one week's notice, terminate the Artist's rights under this agreement. The notice of termination may require removal of the Project and restoration of the site at the Artist's expense, or alternatively, the transfer and delivery of the artwork or work in progress to the City.
- h) copyright in the completed work will be held by the City; and
- i) All communication regarding the Project will be through:
  - *Artist's contact information*
  - Cultural Services Branch, City of Kelowna, 1360 Ellis Street, Kelowna, BC V1Y 2A2

The signatures below confirm that both parties understand and agree to the terms set out herein.

*ACKNOWLEDGED AND AGREED:*

*Name of Artist(s):*

Date: \_\_\_\_\_ Authorized Signatory: \_\_\_\_\_

Print name: \_\_\_\_\_

By the City of Kelowna:

Date: \_\_\_\_\_ Authorized Signatory: \_\_\_\_\_

Print name: \_\_\_\_\_

## MEMORANDUM OF UNDERSTANDING - TIMELINES AND DELIVERABLES

### PHASE 1: Upon execution of this agreement:

Upon execution of this agreement, \$xxx to be paid by the City to the Artist upon receipt from the Artist of:

- a) proof of insurance;
- b) an invoice for \$xxx
- c) evidence that the Artist is in good financial standing; and
- d) if an organization, a copy of a resolution from the Artist authorizing execution of this agreement.

### PHASE 2:

By *date*, the Artist will provide to the City a progress report including:

- a) a budget including expenditures to date, cash and in-kind donations received, as well as projected expenditures, and cash and in-kind donation
- b) a summary of public participation to date, including the number of people involved, and a description of tasks completed by participants including photographic documentation.
- c) an invoice for \$xxx.

Upon receipt and acceptance of the progress report, the City will pay the Artist \$xxx.

### PHASE 3:

By *date*, the Artist will complete the project and provide to the City a final progress report including:

- a) photographic documentation in digital format of the completed artworks;
- b) a summary of project activities;
- c) description of project results and outcomes;
- d) a final financial report indicating all revenues and in-kind donations, and expenditures; and
- e) a listing of feedback the Artist has on the program moving forward.