

OPEN CALL TEMPLATE FOR ARTISTS IN RESIDENCE WITHIN THE FRAMEWORK OF A EUROPEAN PROJECT

OPEN CALL FOR ARTISTS IN RESIDENCE INTERESTED IN PARTICIPATING IN [DESCRIBE PROJECT]

In [place] on [day] [month] [year]

[Name of project] is a [description of project] project whose aims are:

1. [Detailed description of aims]

[NAME OF PROJECT] is a project of [Name of centre].

If appropriate: In this project, (name of centre) is collaborating with [number of partners], with the special collaboration of [if there are any, name of organization/institution]. The partners in the project are:

1. [Name of centre], [Place]
[Website]
2. [Add all participating centres, following the structure above]

I. Artists in residence

The [Name of centre] is opening a selection process for artists and/or creative professionals to participate in the (name of project) project within the framework of its artists in residence programme. The project provides the opportunity to have a professional residency; if appropriate, with an expert mentor.

II. Open call

We are offering [number of awards being offered] awards for artists in residence, with a view to the carrying out of explorations with special emphasis on the process of creative work. The residency process with an expert mentor will last [number of weeks or months] weeks/months in the centre [Name of centre] [If the residency takes place in more than one centre: in one of the centres in the network].

Artists who are interested should send:

1. Their CV
2. A summary of their artistic career
3. The project proposed and the resources needed to carry it out
4. Proposed related activities specifying the intended audience
5. A methodology to document the creative process

III. Candidates

Any adult visual artist from a member state of the European Union is eligible to participate.

IV. Financial conditions

Each artist will receive the amount of [total amount: €XX.XX] with taxes [included/excluded] for the following items:

- a. Professional fees for acting as artist in residence including fees for any public presentations and royalties derived from the project: €X,XXX [taxes included/excluded]
- b. [If day-to-day expenses are included] Day-to-day expenses. This will be calculated at the rate of €XX/day [taxes included/excluded]
- c. [If travel is included]: Travel: €X,XXX [taxes included/excluded]
- d. [If production is included]: Production €X,XXX [taxes included/excluded]

Accommodation and workspace will be provided by the host cultural institution(s). Consequently, artists will not be required to bear these costs.

The amounts will be paid in two instalments, [XX]% on commencement and [XX]% on completion. [Any additional terms which may be necessary can be added]

V. Residency

1. The artists will be resident for [Number of weeks or months] weeks/months at the [Name of centre] centre between [day] [month] [year] and [day] [month] [year].
2. The artists in residence will have the support of the technical staff in the contemporary art space for project implementation within the social and artistic context, assisting with whatever may be necessary to carry out their project, disseminate their work locally and internationally and to get it on the market, if appropriate.
3. Depending on the objectives, interests, requirements and needs of the centre and of the project, the following may be offered to the artists:
 - a. Advice and tutoring for their further professional development
 - b. Tutoring in methods and techniques
 - c. Tutoring in professional artistic work
 - d. Techniques of co-creation and co-work
 - e. Time and space management
 - f. Coaching in the creation of a work or of an artistic product
 - g. Guidance in the development of an artistic career in the artistic-creative sector
 - h. Guidance in getting works on the market or public contemporary art circuits
 - i. Internationalisation and mobility

4. The centre(s) will make available to the artist in residence:

Workspace which will function as a workshop/studio [specify whether workspace and workshop/studio is adapted for disabled use]. The details are described in the appendix to this document.

- a. A place in which the artist can exhibit and put their exploration at the disposal of the user (or consumer): gallery, shop, exhibition hall ...

- b. Fully furnished accommodation. [specify whether the workspace and workshop/studio is adapted for disabled use]. The details are described in the appendix to this document.
 - c. Direct contact and connections to artistic organisations or co-working groups with a view to developing joint work with other creative industry professionals
 - d. Logistic and promotional support, professional advice and tutoring, provided by the host organisation to make the residency as beneficial as possible
 - e. Follow-up of participant(s) and gaining results from the residency
 - f. Presentation of the results and experiences gained from the project
 - g. Support from the staff of the space/centre
 - h. Use of shared facilities and equipment, specify which
 - i. A professional service which enables the artists to make new contacts and reach potential clients, suppliers or interested projects with whom they might be able to collaborate with.
5. During the residency, the artist(s) must meet to share experiences (with the other artists or which the directors and managers of the artistic centres) and to discuss artistic and professional projects, both current and future. This meeting will take place on [day] [month] [year] in [place].
 6. During the residency, the artists and/or creative professionals must work with the participating centre(s) on activities related to the project of the residency. Specify activities to be carried out, dates, times and content.
 7. At the end of the residency, the artist(s) must deliver a final presentation of their exploration project to various audiences, such as students and professionals in the sector.
 8. Finally, they must prepare a report including relevant documents about the process of creation and the results, narrating all the actions carried out during the residency.
 9. If an artistic work is produced during the residency, all arrangements, security and maintenance, transport and insurance costs relating to that work will be the responsibility of: the artist alone, and the host organisation will have no liability nor bear any cost which may arise in connection with the work of art/or rather: the institution, which will bear the associated costs in whole or in part (indicate which costs it bears).

VI. Terms and conditions

With the aim of making the project coherent and interesting as well as making it a shared intellectual creation project, we propose a time for reflection, analysis and creation within the competition. The objective is to provide a starting point for completely free reflection which can adapt to the interests and professional careers of the artists who take part in the residency programme. In this way, we can suggest themes for exploration touching on contemporary artistic practice from a social, conceptual, meditative perspective ... paying special attention to the factors involved in social cohesion and which promote interculturality as a space for study, analysis and reflection. As such, the key factors in the project include the exchange of knowledge, the exchange of experience and mediation and emphasis will be placed on the work and creation processes.

This shared train of thought, analysis and creativity will be focused on [chosen common theme], [general description of the theme]. The aim of these residencies is to promote the development of creative and exploratory processes around [chosen common theme] from a [describe perspective adopted] perspective.

The theme should be seen as a starting point which the artist or creative professional who takes part in the programme will be completely free to adapt to their own interests and artistic style.

If appropriate: This project also seeks to establish that the practical and intellectual work of artists should be recognised as a valid tool for scholarly and cultural exploration or research, on par with experimental and scientific methods in other fields of knowledge.

Terms and Conditions:

1. Period of residency: [Number of weeks or months] weeks/months between [day] [month] [year] and [day] [month] [year].
2. Number of projects chosen: [number].
3. Presentation of the results: the results will be presented in a format agreed by the artist and the directors of the participating centres.
4. Linked activities: the project shall include, as a minimum, one divulgative or educational activity or awareness raising activity that will be carried out during the residence. Expenses relating to materials and logistic must be agreed with the centre(s).
5. The artist(s) or creative professional(s) must take part in the artistic and cultural life of the town in which they are in residence.
6. The centres may communicate and make visible the project(s) and the results obtained during the residency/residencies.
7. Hours required for residency: at least 80% of the hours that must be carried out for the proper fulfilment of the residency.
8. The details of the centre(s) and the project(s) are set out in Annex [number of Annex].

VII. Submission of documents

The documents must be sent by e-mail in digital format to [e-mail address], with subject [title of subject for the e-mail] and must include in a single document in [pdf/doc] format of less than [X] MB:

1. Application form
2. Applicant's CV
3. A summary of their artistic career
4. Basic idea or concept underpinning the artistic project or exploration which would be carried out during the residency (limit of X,XXX characters, including spaces) [we recommend no more than 1,500 characters]. The text must be in the [language in which the text must be delivered] language.
5. Activities proposed to be carried out. These activities must have to the objective of promoting the reflection on contemporary reality and to have a social impact so as to reach different audiences (limit of X,XXX characters including spaces) [we recommend no more than 1,000 characters]. The text must be in the [language in which the text must be delivered] language.
6. Means proposed for documenting the creative process.

7. Details of additional spaces and/or materials needed for artistic practice. You should bear in mind that the centres will only be able to provide the spaces and materials that they have available.
8. If any graphical or audiovisual documents included with an application exceed [XX] MB, the applicant may provide a link to a server where the material can be viewed or downloaded.
9. All applicants accept the terms and conditions governing the use of the residency spaces and the facilities made available to them.

Any question related to this competition to select artists in residence should be addressed to the participating centre(s) by email under subject [title of the subject of the email].

VIII. Deadlines for submission of projects and announcement of the decision

The last day for submission of projects is [day] [month] [year]. The panel's decision will be made public before [day] [month] [year] on the website(s) of the participating centre(s). Chosen applicants will also be notified by e-mail and telephone.

IX. Evaluation criteria

The following aspects will be positively evaluated:

1. CV: the candidates' artistic quality will be the most important criterion. 40% of the total score
2. Special attention will be paid to the importance of work and creative processes. 10 % of the total score
3. Innovative creative projects which explore the interests of contemporary creation and thought. 10 % of the total score
4. The capacity to establish lines of communication between artistic creation and society. 10 % of the total score
5. Concepts related to the suggested theme. 10 % of the total score
6. Technical viability. 10 % of the total score
7. The ability to communicate in [language]. 10 % of the total score

Additional note: quality will prevail over equality, but the question of gender will be taken into account.

X. Selection process and final decision

Once the period for submission of projects has come to an end, all projects will be reviewed and applicants who have not included all the required documents or who have not complied with the terms and conditions will be disqualified.

The panel is made up of members of the participating centre(s) of the project.

Applicants may be asked to provide additional information or to be interviewed (face-to-face or via Skype/Hangout) to enable the panel to evaluate the choice of candidate(s).

The panel will evaluate projects in accordance with the criteria stated in this document and will communicate the outcome of the selection process through official channels.

XI. Carrying out the work

1. The artists will enter into an agreement which sets out the commitments of both parties: timetables, payment, royalties ...
2. The chosen projects as well as the results of the process will be exhibited and/or presented in the participating centre(s) in a form agreed between the artists and the centres without additional cost.

XII. Acceptance of the terms and conditions

Applicants accept the terms and conditions and will respect the decision of the panel, as well as any change that may arise as a result of external factors.

[Logo of centre] [Name/code name of project]

[If there are more, add the logo of each centre]

[NAME OF PROJECT]

APPLICATION FORM

1. Details of applicant

Name and surnames: [Name and surnames]

Fiscal identification (National ID/Foreigner ID/Passport): [ID number] Valid until: [date]

Home address: [Address]

Country of residence: [Country]

Nationality: [nationality]

Telephone: [Telephone number]

E-mail: [E-mail]

Date of birth: [day-month-year]

Sex: [male/female]

By signing this document, I accept the terms and conditions for the use of the residency studio and of any equipment made available to me.

2. Portfolio/summary (Details of two art projects and/or artistic career).

3. Basic idea or concept underpinning the artistic project or exploration which would be carried out during the residency (limit of XXXX characters, including spaces) [we recommend no more than 1,500 characters]. The text must be in the [language in which the text must be delivered] language.

4. Activities proposed to be carried out (limit of XXXX characters, including spaces) [we recommend no more than 1,000 characters]. The text must be in the [language in which the text must be delivered] language.

[NAME AND SURNAMES OF THE APPLICANT]

[SIGNATURE]

In [place] on [day] [month] [year]

APPENDIX 1

[There may be one or several centres] Details of the residency centre(s) and project(s):

1. [NAME OF CENTRE] [LOCATION/PLACE]

[website]

[E-mail]

[Description of the centre] [May include information such as: when it opened, objectives, artistic work presented over the years, home town of work and exhibition spaces ...]

Residential space

[Description of the space] [May include information such as: surface area, services included (kitchen, WiFi...), rules for use ...]

Work space

[Description of the space] [May include information such as: location, surface area, services and equipment included (WiFi...), rules of use ...]

Additional Support

[Description of additional support that the artists can use] [May included elements such as: artists in residence can use office spaces and spaces for presentations in the centre, subject to availability]