

**APPLICATION FORM FOR CURATORS and WRITERS** to be completed in Dutch or English

**1. Personal information**

First name: \_\_\_\_\_

Surname: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Gender: \_\_\_\_\_ Nationality: \_\_\_\_\_

Address: \_\_\_\_\_

Postal code / City: \_\_\_\_\_

Country: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile: \_\_\_\_\_

Skype: \_\_\_\_\_

Website: \_\_\_\_\_

Duration in weeks: \_\_\_\_\_

Preferred dates: \_\_\_\_\_

**Please address all of the following questions:**

- a. **An introduction to your work**  
*Provide a clear and informative summary of your work (max 300 words).*
- b. **An example of recent project(s)**  
*Include a summary of your current project (max 600 words).*
- c. **Motivate how a residency at SEA supports the development of your work.**  
*Outline how the residency will make a difference to you and your work (max 300 words).*
- d. **Describe your project plan for your residency**  
*Be as specific, realistic and detailed as possible include an anticipated schedule (max 3000 words).*
- e. **Add details of forthcoming projects**  
*Highlight key projects over the next year (e.g. up-coming collaborations, exhibitions, publications, etc.) with details of partners involved (max 300 words).*

**Images**

Include a selfie at work and between 5 and 10 images or url's in case of video or written works from the past 5 years. The title of the images must contain your surname and title of the project/work and year. (for example: Johnson-notitle-2015-01.jpg)

**Please provide a documentation list: number, title, year.**

Residency period	From: _____ To: _____
Partner/studio assistant	Yes / No
If yes, by who?	Name: _____ From: _____ To: _____
Keep clear – SEA ONLY  Docs. complete: Date payment received: Date result application: Accepted / Not Acc Grant application received: Other:	Notes:

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### Curator / Writer in Residence

Live / work Studio 38 m2  
As described in the Open Call

### Duration of Residency

The duration of the residency depends on the project proposal from 1 – 12 weeks.  
Please add duration on page 1.

### Costs for the residency ( see grants below )

€ 570,- per week When a partner stays too, add 70 euro per week or part thereof.

### Grants worth up to 7680 euro each.

There are 4 – 6 grants available per year for selected applicants. Grants are meant to cover the above costs for a residency at SEA foundation, up to a maximum of 12 weeks.  
The costs incl. 21% VAT for services and 6% for accommodation.

The amount of the grant depends your gross annual income, which must be less than 75% of the average annual wage in your country. We will ask selected applicant to provide us with proof of their income in due course.

### Costs for the resident:

- Travel and insurance costs  
We recommend that you have a viable health and liability insurance
- Personal spending

### Other information

Participants from non-European countries will have to request a visa at the Dutch embassy or consulate in their resident country. The applicant is responsible for the visa procedure.

### Would you like to be considered for a SEA Grant and/or Stipend,

- Yes, consider me for a grant
- Yes, consider me for a stipend

### Stipend production € 1500

The production Stipend may be used for example to pay for costs in connection with an exhibition at the Project Space, at a space elsewhere (co-production SEA Foundation) or the production of an artist's book.

### Please note:

**Stipends cannot be used for travel costs, visa costs nor personal expenses.**

### Stipend € 200 euro per week

Grantees receive € 200 euro per week when in residence. For example, to cover the costs for additional studio assistance or additional residency materials.

### Application fee

Your contribution towards administration costs is €30,- This amount is payable when you sent in an application. Your application will not be reviewed before the fee has been received.

Mark your payment "name-RES2017"

- **Bank: ING**  
IBAN: NL 86 INGB 000 0027 572  
BIC or SWIFT: INGB NL 2A  
Account name:  
Stichting SEA Foundation, Tilburg
- **PayPal:**  
Transfer to:  
Payments@seafoundation.eu

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## SEA RESIDENCY APPLICATION FURTHER INFORMATION

### Please note:

- SEA Foundation only accepts digital applications.
- You may send additional documentation, by post but SEA Foundation will not return this documentation to you.
- If your application is not complete, we will regretfully refuse it for review
- Without having received the application fee, SEA Foundation will not review your application.
- If you are admitted, the documentation you have sent us, becomes property of SEA Foundation.

### How to apply

Send the application package digitally by Wetransfer to: [info@seafoundation.eu](mailto:info@seafoundation.eu)

Make sure all the required documents are included:

- Completed and signed form
- CV
- Selfie in the studio
- 5-10 images less than 800kb each
- Pay €30,- administration fee. Mark your payment "name-RES2017"

Successful applicants will be notified by email within four weeks of the application deadline.

### Contact

For more information, please contact the Residence Coordinator, by email only.  
info@seafoundation.eu

### Any additional information:

Please add any additional information here:

**By submitting this application, you agree to the terms and conditions stated in this document.**

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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## SEA FOUNDATION GENERAL RULES FOR RESIDENTS

You are entrusted with 24-hour access to the house, studio and your room.

Please keep to the house rules and act in a responsible and welcoming manner to all other long- and short-term residents.

### ARRIVAL

Check-in-in: weekdays Monday – Thursday from 2:30 – 7 pm onwards. Other dates and times by prior agreement, for example due to international flights coming in.

Check-out: on the day of departure before 11:00 am, later times by prior arrangements only.

Upon arrival you are requested for a copy of your identity papers (i.e. passport or identity card), as well as to complete a form about your dietary preferences.

Upon your arrival, you will be asked to sign for the four keys. One for the front door, one for your study, one for the garden gate and one for the bike on loan.

In case of loss of one or more keys, you will be charged for the replacement: €60,- for the certified front door key and €20,- for any of the other keys. Stolen or lost bicycles must be refunded by the resident, who is also responsible for reporting the theft to the police. In case of bike repairs needed, bikes need to be repaired at your own costs.

At the time of arrival, goods and luggage can be dropped at the reception, before taking them to the studio / room.

There is free parking for your car at a short 5 min. walk. Cars are left at the owners own risk

All linen is provided.

The laundry room is equipped with a washing machine and laundry products. Ask housekeeping when you want to use these facilities.

### HOUSE RULES

Pets are not allowed.

Alcohol abuse or use of drugs, result in the immediate termination of your residency.

Smoking is strictly prohibited in all buildings. Smoking in the garden is allowed.

We engage in using materials sparingly and reduce waste. The wastewater is treated in a water treatment plant. So please never discharge acids, paint and fluids into the drain. Paper, glass, plastic and tin cans must be sorted for recycling. Please put them in the corresponding containers and follow the guidelines.

Former residents will receive the newsletter and open calls that are sent out. If you do not wish to receive this information, please inform the Residency Coordinator.

### SAFETY

Check the escape routes of the building and make sure you know where the fist aid kits are.

In case of problems or defects, please notify the staff immediately.

Breakage should be reported to the staff immediately.

Take good care of keys entrusted to you.

Please always keep the front door locked.

In case om emergency call 112.

In case of lesser public emergency issues call 0900-8844

Should the fire alarm go off, please proceed to the exit calmly

## DEPARTURE

Make your own arrangement regarding the planned time of departure known at least three days before you leave. Your room and studio should be left in the condition you found it in. You can either clean the room and studio yourself, or have them cleaned by the housekeeping, in which case a cleaning fee of € 50,- will apply.

Please settle your account of the purchases made during your stay on the morning of departure.

## FINANCES

After the confirmation of your residency, you will receive an invoice from SEA Foundation, indicating the amount to be paid in full. Payment should be made no later than 30 days from the date of the invoice. (In the case of self-funded or co-funded residencies)

If you are unable to attend the residency, please inform us of your cancellation immediately. No cancellation fee applies if you cancel more than three months before the start of the residency. Paid for residencies will be refunded with the exception of the non-refundable deposit.

Cancellations within three months before the the start of the residency will be refunded at 50% of the full payment. The non-refundable deposit will not be refunded. In case of an urgent reason, a full refund can be requested, and may be granted for special reasons and in special circumstances.

Applicants who cancel, lose their place in the Residency Programme.

Should you wish to join the programme at a later date, please resubmit your application in a subsequent selection round.

## ACCIDENTS

During the residency SEA Foundation is not liable for:

- Accidents in the house, the studio or on the grounds
- Theft or loss of personal property, including works of art belonging to the artist
- Damage arising from the use of equipment, materials and products that are provided by SEA Foundation
- Damage due to alleged errors made by SEA Foundation employees, volunteers or free-lance advisors
- SEA Foundation is not liable for damages, theft or accidents to vehicles.

**SEA Foundation advises all residents to take out a suitable travel, liability and health insurance.**

**1 February 2017**