

APPLICATION FORM FOR ARTISTS 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 outline of the critical context of your practise**
Summarise the ideas that influence and inform your work (max 400 words).
- c. **How will a residency at SEA support the development of your work**
Outline the reasons 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 (max 400 words).
- e. **Details of any forthcoming projects**
Highlight key projects over the next year (e.g. collaborations, exhibitions, performances, publications, etc.) with details of partners involved (max 300 words).

Images

Include between 5 and 10 images or url's in case of video works from the past 5 years. The title of the images must contain your surname, title of the work, dimensions (HxWxDcm), material, year, number. (for example: Johnson-notitle-14x30x4-oiloncanvas-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:

**Artist in Residence for artist,
Production Residency**

Live / work Studio 100 m2
As described in the Open Call

Duration of Residency

The duration of the residency depends on the project proposal. 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 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.

Additional Stipend production € 1500

The production Stipend may be used for example to pay for costs in connection with an exhibition at the Project Space or the production of an artist's book.

Additional 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.

Please note:

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

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

Note:

The amount of the grant and additional stipends depends on your gross annual income, which must not exceed 75% of the annual average wage in your country.

Costs for the resident:

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

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-RES2018"

- **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

Announcements

Would you like to subscribe to SEA Foundation's announcements?

Yes

NO

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

Complete the application form
Send it digitally by Wetransfer to:
info@seafoundation.eu

- Completed and signed form
- CV
- Selfie in the studio
- 5-10 images less than 800kb each
- Pay €30,- administration fee. Mark your payment "name-RES2018"

Successful applicants will be notified by email within four weeks.

Visa

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.

Contact

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

Add any additional information:

i.e. email addresses from references

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

Date: _____

Place: _____

Name: _____

Signature: _____

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 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 first 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 of 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. (for self-funded and co-funded residencies only)

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.

10 November 2018