

APPLICATION FORM FOR CURATORS AND WRITERS 2019/2020 RESIDENCY PROGRAM & SEA Fellowship

- Any nationality, any gender, emerging as well as mid career or established professional practitioners of any age can apply.
- Applicants must be conversant in English.

1. Personal information

First name: _____

Surname: _____

Date of birth: _____

Gender: _____ Nationality: _____

Address: _____

Postal code / City: _____

Country: _____

Email: _____

Mobile: _____

Facetime: _____

Website: _____

Duration in weeks: _____

Residency Period	From:	To:
Partner/Studio Assistant	Yes	No
If yes, Full name, address, date of birth and email:		
From:		To:
Profession:		
Notes:		

Residency application in 5 easy steps

1. Carefully read the application form
2. Complete the application form and sign the form twice (on page 4 and on page 7) and save it as a single .PDF
3. Answer the questions and attach the images and urls. Save all these texts, images and urls together in a single .PDF
4. Digitally send the application consisting of two .PDF documents **before 15.10.2018 noon (CET)** by Wetransfer:
info@seafoundation.eu
5. Pay the € 30,- administration fee

Please answer the questions and add the following documents in one .pdf

a. Introduction to your work. Provide a clear and informative summary of your work (max 450 words).

b. Curriculum Vitae (Max 4 pages). **Include a selfie** at work. We appreciate the contact information of **two supporting references**.

c. An overview of completed projects (recent 5 years and max. 10 pages A4). Add a summary of your current project (max 600 words).

d. Motivate how a residency at SEA supports the development of your work. Outline how the residency will make a difference to your practice (max 400 words).

e. Describe your project plan for your residency. Be as specific, realistic and detailed as possible. Include an anticipated schedule (max 3000 words).

f. Add details of forthcoming projects Highlight key projects over the next year (e.g. upcoming collaborations, exhibitions, publications, etc.) with details of partners involved (max 3000 words).

g. Add 5 - 10 Images or Urls in case of videos, samples of written works, or projects 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-notitle2015-01.jpg)

Tick the boxes for the questions below

Do you already have a grant that covers the residency fee?

Yes	No
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If you were admitted by the selection committee for the 2019/2020 residency program but not selected for a fellowship residency, would you like to receive a **letter of invitation** to help you find funding?

Yes	No
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Would you like to be considered for a SEA research grant?

Yes	No
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Would you like to be considered for a SEA stipend?

Yes	No
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Application fee

Your contribution towards the admin costs is € 30,- This amount is payable when you sent in your application. **Mark your payment "name-RES2018"** You may pay by bank transfer or Paypal:

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

SEA Fellowship worth up to € 8645

There are fellowships available for two admitted and selected applicants. The fellowship is meant to cover the costs for a residency at SEA foundation, up to a maximum of 12 weeks. The fellowship includes accommodation in one of our purpose-designed studios which includes a bedroom and en-suite bathroom.

Research grant € 200,- 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.

Stipend production € 1500

The production stipend may be used for example to pay for costs in connection to the execution of a concept or public activities like an exhibition, a series of talks or lectures.

Studio

Studio 38 m2 - for writers and /or researchers sleeps max 2, with bathroom en-suite and balcony. The residency comes with bespoke mentoring up to 4 hours per week, peer-to-peer talks, guidance, technical advice, Wi-Fi, breakfast, outings, and a bike on loan is also part of the deal.

Costs for the resident

- Travel costs
- Insurance costs (viable health and liability insurance)
- Personal spending
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Award-holders are required to live at the AiR Tilburg throughout the period of the award.

Self-funded costs for the residency

Studio costs are € 595 euro (1 person) or € 665 euro (2 persons) or part thereof. More information in the *letter of invitation*.

Announcements

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

Yes	No
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Further information

- SEA Foundation only accepts digital applications.
- You may send additional documentation by post, but SEA Foundation will not return this documentation to you.
- Incomplete applications will not be reviewed.
- Without having received the application fee, SEA Foundation will not review your application.
- If you are admitted, to the program the documentation you have sent us becomes property of SEA Foundation.

What happens next?

- After we have received your application form and required documents, as well as the administration fee, we will send you a verification by email.
- After we have received all the applications, the admissions board starts the assessment procedure. We will contact you by email as soon as we have to results of your application.

Visa

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

Insurance

We recommend that you have a viable health, travel and liability insurance.

Contact

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

By submitting this application and residency proposal, you agree to the terms and conditions stated in this document. You declare that you are mentally and physically fit to complete the project that you have proposed.

Date: _____

Place: _____

Name: _____

Signature: _____

SEA FOUNDATION GENERAL INFORMATION FOR RESIDENTS

You are entrusted with 24-hour access to the house, the garden and your studio. Please keep to the house rules and act in a responsible and welcoming manner to the other long- and short-term residents.

ARRIVAL

- Check-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 to show 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 studio, 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 repairs to your bike, it needs to be done at your own costs.
- At the time of arrival, goods and luggage can be dropped at the reception, before taking them to the studio.
- There is free parking nearby. Cars are left at the owners own risk
- All-linen and towels are provided.
- The laundry room is equipped with a washing machine and laundry products. You can notify housekeeping whenever you want to use these facilities.

HOUSE RULES

- Pets are not allowed.
- Alcohol abuse or the use of drugs, will 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. 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 and applicants 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 located.
- 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 keep the front door locked at all times.
- 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 in a calm and orderly manner.

DEPARTURE

- We expect you to make your arrangements regarding the planned time of departure known to the residency coordinator at least three days before you leave. Your live/work studio should be left in the condition you found it. You may either clean your live/work studio yourself, or have it cleaned by housekeeping, in which case a cleaning fee of € 50,- applies.
- 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 a € 450 euro deposit. The deposit will be returned to you within two weeks after completing your residency. This deposit is to secure your place in the program. Since we have to invest time and effort into the preparation of each residency. The deposit is to cover our expenses, should a resident decide to forfeit their place before the start of the residency, or cancel their residency prematurely. Self-funded residencies will be invoiced within 6 weeks of admittance.

If you are unable to attend the residency, please inform us immediately of your cancellation. Cancellations attract an administration fee of € 50 euro.

- If you cancel more than four months before the start of the residency we will refund your payments minus the cancellation fee.
- If you cancel within four months before the start of your residency we will refund 50% of your payments. The deposit will 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 program. Should you wish to join the programme at a later date, please submit a new application.
- Payment of invoices should be made no later than 30 days from the date of the invoice.

ACCIDENTS AND DAMAGES

During the residency SEA Foundation is not liable for:

- Accidents in the house, the studio's or in it's grounds.
- Theft or loss of personal property, including works of art belonging to the artist.
- SEA Foundation is not liable for damages, theft or accidents to vehicles.
- 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.

During the residency the resident is liable for:

- Any theft, damages or injuries inflicted by the resident to any property of SEA Foundation or third person's properties during the residency period. The resident is fully liable and has full responsibility for any loss or damage that incurred. The residency agreement will be dissolved and terminated with immediate effect. The resident is no longer entitled to claim granted support in concurrence to the research grant and the production budget will be waived.

INSURANCES

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

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

Date: _____

Place: _____

Name: _____

Signature: _____