

**APPLICATION FORM FOR ARTISTS /
 CURATORS / ART WRITERS FOR
 2020/2021 RESIDENCY PROGRAM**

- Any nationality, any gender, emerging as well as mid-career or established professional practitioners of age 25+ 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: _____

Are you applying as: <input type="checkbox"/> Artist	
<input type="checkbox"/> Curator	
<input type="checkbox"/> Art writer	
Duration of your residency in weeks	
Residency period	From: To:
Partner/Studio assistant	Yes No
If yes, Full name: address, date of birth and email	
From:	
To:	
Profession:	

Residency application in 5 easy steps

1. Carefully read the application form
2. Complete the application form and sign twice (on page 3 and page 5). Save as a single .PDF (You may use the website www.smallpdf.com for this)
3. Answer the questions and attach the documents, images and urls. Save all these texts, images and urls together in ONE single .PDF
4. Digitally send the application consisting of only 1 PDF document **before 15.11.2019 noon (CET)** using Wetransfer: info@seafoundation.eu
5. Pay €35 administration fee

**ANSWER THE FOLLOWING QUESTIONS
AND GATHER ALL DOCUMENTS IN
ONE .PDF FILE**

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

b. Curriculum Vitae (max 3 pages).
Include a selfie in your studio. We also appreciate the contact information of **two supporting references.**

c. Portfolio of completed projects (recent 5 years). Please add:

- **Description of the projects** (150 words each)
- **Images.** These must have descriptive captions containing project, materials and year (max. 10 items)
- **Urls.** In case of moving image works (max 5)

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

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

f. Add details of any forthcoming projects. Highlight key projects over the next year (up-coming collaborations, exhibitions, publications, etc.) with details of the partners involved (max 600 words).

Tick the boxes for the questions below

Do you already have a grant that covers the residency?

Yes	No
-----	----

Application fee

Your contribution towards the admin costs is €35. This amount is payable when you sent in your application.

Mark your payment “name-RES2019”

- **Direct Bank debit:**
IBAN: NL 86 INGB 000 0027 572
BIC: INGB NL 2A
Account name:
Stichting SEA Foundation, Tilburg
- **PayPal:**
Transfer to:
payments@seafoundation.eu
- **Credicard or ideal**
[Via SEA foundation checkout](#)

Further information

- SEA Foundation only accepts digital applications.
- Incomplete applications will not be reviewed.
- Without having received the administration fee, SEA Foundation will not review your application.

What happens next? / Results

- All applications will be checked on completeness and we will notify you within 14 days.
- Only complete applications will go through to the admissions board.
- The results of your application will be announced between the 18th

of December 2019 and the 1st of February 2020.

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 information 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: _____

ADDITIONAL 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 bed 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.
- In case of a fire alarm, 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 and the agreement on dates, you will receive a request from SEA Foundation to pay a €450 deposit. The deposit minus costs for repairs and cleaning will be returned to you within two weeks after completing your residency. Payment of invoices should be made no later than 15 days from the date of the invoice.

If you are unable to attend the residency, please inform us immediately of your cancellation.

- If you cancel more than four months before the start of your residency, the deposit will be refunded minus the non-refundable administration costs of € 50 euro.
- If you cancel between four and two months before the start of your residency, we will refund 20 % of the deposit.
- In case you cancel less than two months before the start of your residency, we will not refund the deposit.
- 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.

ACCIDENTS AND DAMAGES

During the residency SEA Foundation is not liable for:

- Any damages, or accidents to the residents whatsoever. Nor is SEA Foundation liable for alleged errors or advice in any case. SEA Foundation takes no responsibility for loss of property belonging to the resident.

During the residency the resident is liable for:

- Any theft, damages or injuries inflicted by the resident to any property of SEA Foundation. The resident is fully liable and has full responsibility for any loss or damage that occurred during his/her stay.

INSURANCES

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

Date: _____

Place: _____

Name: _____

Signature of applicant: _____