

**Department of Cultural Affairs and Special Events (DCASE)**  
**Visual Arts Residency Program**  
**2014 Studio Artist and Curatorial Residency Program**

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**APPLICATION DEADLINE: Thursday, July 31, 2014, 5:00PM CST**  
**\*Note that the online application opens Friday, July 11, 9:00AM CST**

Dear Applicant:

Thank you for your interest in the DCASE 2014 Studio Artist and Curatorial Residency Program. This program aims to support Chicago's under-represented artists and curators in their creative process and to increase the diversity of expression and representation in the larger artistic community in Chicago. We are excited to partner with you to support our mission to enrich Chicago's artistic vitality and cultural vibrancy.

To get started, please *carefully read this entire packet*. It contains instructions, guidelines, deadlines, and a complete overview of the process for three distinct types of Residency programs. It will be your go-to guide for the entire process.

The DCASE Visual Arts Team

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**Staff Contact Information**

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Please direct all inquiries to:  
dcase@cityofchicago.org

*Include subject line: **Visual Arts Residency**. Due to the high volume of inquiries, please allow 48 hours for a response.*

**Application Assistance Workshop Schedule**

All applicants, regardless of having previously applied for or received a DCASE Cultural Grant, are encouraged to attend as this is a new and unique program. Please [register here](#) via Eventbrite.

**Dates:**

July 17 4 - 6 pm: 5th floor Millennium Room

July 22 4 - 6 pm: 5th floor Millennium Room

***All workshops will be held at the Chicago Cultural Center: 78 East Washington, Chicago***

# Overview & General Guidelines

## DCASE Mission and the Studio Artist and Curatorial Residency Program

The mission of the Department of Cultural Affairs and Special Events (DCASE) is to enrich Chicago's artistic vitality and cultural vibrancy. To support this mission, DCASE announces the Chicago Cultural Center Studio Artist and Curatorial Residency Program for under-represented, professional and emerging Chicago-based artists and curators. The program aims to support Chicago's artists and curators in their creative process and to increase the diversity of expression and representation in the larger artistic community in Chicago.

This program is supported through a generous grant from The Joyce Foundation.

## Artist and Curatorial Residency Program Overview

Through a competitive review process, DCASE will award six Studio Artist in Residency opportunities and two Curatorial Fellowships to diverse Chicago-based artists and curators over 18 years of age, at all career levels (emerging, mid-career, mature) in the visual arts. The program seeks to support artists and curators who demonstrate a level of commitment to their work that indicates promise, and/or those who are on the brink of career advancement.

This is achieved through providing a studio or work space, financial support, administrative support of DCASE staff and the opportunity to engage with the public in formal and informal settings throughout the residency period, as well as through the development of a cohort of artists and curators.

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- The Studio Artist in Residency Program will provide six artists per year with either a public or private artist's studio in the Chicago Cultural Center for periods of three months, along with an honorarium and various opportunities to engage with the public. The Curatorial Fellow Program will provide fellowships to two curators per year with an honorarium and the opportunity to realize a curatorial project at a city operated exhibition space.

***\*\*Please Note: Each individual may only apply for ONE residency category each year – the applicant must choose to apply within either:***

- ***Category 1 - Private Studio Residency or***
  - ***Category 2 - Public Studio Residency or***
  - ***Category 3 - Curatorial Fellow***
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**Category 1 – Private Studio Residency** – Provides support for practicing artists and creative professionals to dedicate time to their creative practice in a private studio that may be shared by up to 2 artists. The Private studio is not generally accessible to the public, so the bulk of the artist's time will be spent in the studio although there will be opportunities to network, share artwork and/or process with the public. Artist is expected to provide at least one opportunity per month to interact with the public, via gallery talk, open studio or other activity per discussion with DCASE staff. The focus is on supporting a thoughtful artistic and creative studio process. There are no requirements for the completion of a specific final project or exhibition

**Category 2 – Public Studio Residency** - Ideal for individual artists or teams of artists to engage in creative interactions with the public as an extension of their own studio practice. The studio can be closed off as an intimate space, allowing sound to be contained, and yet it is easily accessible and open to the public due to its central location at the hub of the Chicago Cultural Center. Artist is expected to provide ongoing opportunities to interact with the public throughout the residency per discussion with DCASE staff. The focus is on supporting the artist's creative studio process which engages the public. There are no requirements for the completion of a specific final project or exhibition

**Category 3 – Curatorial Fellow** – Through the award of a stipend, two curatorial fellows will be given the opportunity to research and present a proposal for an exhibition or curatorial project which can be realized at the Chicago Cultural Center in the near future. Preference will be given to curatorial ideas which offer opportunity to local, emerging artists as well as to ideas which are untested or experimental in nature.

## Timeline

**\*\*All Dates are subject to change.**

Event	Dates	Description
<b>Application Assistance Workshops</b>	July 17, and July 22, 2014	All workshops are held at the Chicago Cultural Center, 78 East Washington Street, 5 <sup>th</sup> Floor Millennium Park Room
<b>Application opens</b>	July 11, 2014 9:00 am CST	
<b>Application deadline</b>	<b>July 31, 5:00 PM CST</b>	<b>No Extensions will be Granted</b>
<b>Notification of Results</b>	Late August – early September, 2014	All applicants will be notified via email sent to the email address provided in the application.
<b>Contracting period</b>	September 2014 – August 2015	Grantees will be required to supply the following information: <ul style="list-style-type: none"><li>- Signed and notarized contract</li><li>- Updated project budget</li><li>- Economic Disclosure Statement (EDS) Certificate</li><li>- An invoice</li></ul>
<b>Payments disbursed</b>	September 2014 – August 2015	Payments will be via check – partial payment at beginning of residency and final payment upon submission of final evaluation at the end of the residency.
<b>Final reports due</b>	Within 30 days of residency completion.	Reports will be completed electronically.

## General Instructions/Key Points

**About the Chicago Cultural Center** The Chicago Cultural Center is the City’s central location for free arts and cultural programming, attracting thousands of residents and visitors every year for exhibitions, concerts, performances, talks and other events. The landmark building is free and open to the public year round. It is located on Michigan Avenue, across from Millennium Park. The Chicago Cultural Center is the location of the Chicago Department of Cultural Affairs and Special Events (DCASE), the Chicago Children’s Choir, After School Matters, and several arts nonprofits.

**Building Hours available** – Artists will have access to either the private or public studio space whenever the Chicago Cultural Center is open to the public. Posted public hours are 8 am to 6 pm, 7 days a week (70 hours per week). Extended hours may be possible, if scheduled in advance. The goal is to provide an active studio experience to artists who can take advantage of dedicated studio space for a minimum of 25 hours per week.

## Eligibility Criteria

To be eligible to apply for the Artist and Curatorial Program grant, applicants within all Funding Categories must:

1. **Be a resident of the city of Chicago, Illinois; and**
2. **Be a United States citizen or a permanent legal resident; and**
3. **Be at least 18 years old; and**
4. **NOT be a student enrolled in a college or university; and**
5. **Be an under-represented professional visual artist or curator.** This is defined as someone who:
  - a. Has specialized training in the field (not necessarily in academic institutions); and
  - b. Is recognized as a “professional” by peers (artists working in the same genre/discipline); and
  - c. Has at least a one-year history of public presentation or publication.

***It should be noted that the word “professional” refers to the nature of the commitment of the artist to his or her art form as his or her primary vocation rather than the amount of financial remuneration earned from the creative endeavor.***

**NOTE: DCASE is unable to pay grant funds to individuals with outstanding, existing debt with the City of Chicago. Please pay off or clear up any existing debt (parking tickets, utility bills, etc.) prior to applying for an IAP grant.**

### **Funding Restrictions**

The DCASE funds cannot be used to support:

- Individuals whose primary residence is outside of the City of Chicago.
- Individuals enrolled in college/university studies of any kind.
- Fundraising events, religious ceremonies or events, or advocacy of specific political causes or candidates.

### **Demographics and Geographic Dispersion of Grantees**

DCASE's Residency program strives to support artists and curators from groups who have been historically under-represented with little access to arts and cultural activities or resources. When making final recommendations, panelists will be instructed to take geographic access into account, incentivizing projects created by or serving residents of Wards which have been historically under-represented with little access to arts and culture activities or resources.

### **Detailed Guidelines by Category**

DCASE provides the following to Artists selected in both categories 1 (Private Studio Residency) and 2 (Public Studio Residency):

- 1) **Studio space** in the Chicago Cultural Center in either a private or public studio:
- 2) **Public Events** - Access to networking opportunities through participation in public events at the Chicago Cultural Center, such as gallery talks, open studio, workshops, etc.
- 3) **Exhibitions** - The opportunity to exhibit work either individually or as a group within a City operated exhibition space in cooperation with DCASE staff.
- 4) **Technical assistance** of DCASE staff for development of programs related to the STAR residency
- 5) **Promotional Materials** - Publicity and exposure via printed and online material; and
- 6) **Stipend** - \$2,000 per month, up to \$6,000 for 3 month residency and expenses up to \$250.

### **Requirements:**

Artists must commit to a dedicated focus on their studio practice throughout the residency, including the following:

- 1) **25 hours per week** minimum engagement on site at the Chicago Cultural Center
- 2) **Public engagement** such as open studio, artist talks, workshops or other as determined by artist and DCASE staff
  - a. at a minimum of once per month for PRIVATE studio artists and
  - b. up to continual for PUBLIC Studio artists;
- 3) **Provide information**, images and reflections for printed and online materials
- 4) **Completion of a final evaluation** and reflection on their experiences.
- 5) **Chicago Residency** - during the time of application and throughout their participation in the Residency.
- 6) Students currently enrolled in a degree program are not eligible to apply.

### **Category 1: Private Studio Residency**

**Private Studio**— This 1,000 square foot studio space is located on the second floor of the Chicago Cultural Center. It has large windows on two sides, artificial light and built-in storage racks and shelves. The studio has a closed ventilation system which will support most wet and dry media such as drawing, painting (acrylic), photography, sculpture, papermaking and new media. The doorway is a standard 34" wide size. The ceiling height is 10 feet. The studio includes a kitchen area with running water and an adjacent, enclosed, quiet and Wi-Fi equipped office space. Up to two artists will share the Private studio during each residency.

**Public Engagement**—The PRIVATE studio is not generally accessible to the public, so the bulk of the artist's time will be spent in the studio. Although there will be opportunities to network, share artwork and/or process with the public throughout the residency. Artist must provide access to arts or culture for the general public at the Chicago Cultural

Center at least once per month during the 3 month residency. (e.g., gallery talk, open studio, presentations). Other spaces, events and opportunities in the Chicago Cultural Center may be available for STAR artists upon further discussion.

## **Category 2: Public Studio Residency**

**Public Studio**– This 2,350 square foot studio is located on the first floor of the Chicago Cultural Center in the Garland Gallery off the Washington Street Lobby. It is located between highly-trafficked corridors with the Michigan Avenue Galleries to the east and meeting rooms to the west and access is through double glass doors on both sides. The room has overhead artificial light, ceiling height of 11 feet, Wi-Fi equipped and access to water down the hall. An individual or team of artists will share this public space.

**Public Engagement** - The Public studio is ideal for individual artists or teams of artists to engage in creative interactions with the public as an extension of their own studio practice. The studio can be closed off as an intimate space, allowing sound to be contained, and yet it is easily accessible and open to the public due to its central location at the hub of the Chicago Cultural Center. Public Studio proposals should clearly describe how their studio practice works in relation to community engagement and public access to arts and culture. Other spaces, events and opportunities in the Chicago Cultural Center may be available for artists upon further discussion.

This opportunity is for the benefit of diverse artists who do not have access to a studio as well as for those for whom a shift to a dedicated studio space in the Chicago Cultural Center would be a valuable opportunity.

**Collaborative Projects:** DCASE will accept applications from a collaborative group where one member plays a principal role and agrees to receive the grant funds in their name on behalf of the group.

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## **Category 3: Curatorial Fellow**

**Overview:** Two curatorial fellows will be awarded an honorarium and the opportunity to conduct research, studio visits and exploration into an area of expertise or interest. Each curatorial fellow will work independently to present a proposal for a curatorial project which can be realized at the Chicago Cultural Center in the near future. Preference will be given to curatorial ideas which offer opportunity to local, emerging artists as well as to ideas which are untested or experimental in nature.

Strongest applicants will have a BA and preferably an MA in studio art, art history, arts administration or museum/curatorial studies.

### **How To Apply**

Professional artists and curators can apply through an online application system called CyberGrants. The application questions are meant to help applicants think through the residency and provide information about its intended outcomes, audience, and impact on the artist's career.

Read and follow all directions and guidelines to ensure that your application is complete and accurate before submitting. You can save your work and return to complete the application at a later time.

Even though you can type your responses to application questions directly into the online application, it is a good idea to draft your answers in a separate document, then cut, paste, and edit as you complete the application. This will prevent any loss of work due to internet connectivity or other technical issues encountered.

**We strongly recommend that you begin your application well before the due date to familiarize yourself with the CyberGrants software system and to address any application parts which need further clarification.** We also strongly recommend submission earlier than the stated deadline. DCASE Visual Arts Team will answer questions and help you to troubleshoot technical issues to the best of our ability within 48 hours of initial contact whenever possible.

**Late or incomplete applications will not be accepted or reviewed.**

**Below is a list of the steps you will need to take in order to apply:**

- **Eligibility Quiz:** When you enter the online application, you will be immediately directed to complete an Eligibility Quiz which will help determine your eligibility to apply for the Artist and Curatorial Residency Program grant. Individuals that do not complete the Eligibility Quiz will not be permitted to access the online application.
- **Online Application:** Once you successfully complete and pass the Eligibility Quiz, you will be automatically directed to our online grants application software program, CyberGrants. Previous applicants can log in using their previously created login information. New applicants will be required to register and create an account prior to accessing the application.
- **What you will need to apply for the Artist and Curatorial Residency Program:**
  - A clear and concise **artist statement** or **curatorial proposal**.
  - **Recent work samples** and a description of this work and how it relates to the residency. You will be asked to provide your work sample by sharing URLs/web links to images, videos, audio files, etc. The work sample is essential to your application and plays a critical role in helping panelists to evaluate the artistic merit of your work and gain a better understanding of the proposed project. Work samples do not need to be professionally produced to demonstrate vibrant programming or artistic excellence.
  - **Proof of residency:** a Driver's License, State I.D., or Voter Registration Card. Address must be current and match the application address.
  - A current chronological **resume** or **CV** focused on artistic achievements, activity, exhibitions, education, performances, awards, publications, etc.
  - If you are applying with collaborators, a **list of collaborators** and their biographical information and roles within the project.

**TO APPLY: Beginning at 9:00 AM CST on Friday, July 11, 2014, the online Artist and Curatorial Program application will be available here:**

**<http://www.cybergrants.com/dcase/programs/STAR>**

## **Review Process for Grant Applications**

**\*\*The anticipated review period is July through August 2014.**

**Step 1: Eligibility Screening** - The DCASE Visual Arts team will review all submitted applications to ensure they meet the minimal eligibility criteria (diversity, residency requirements, all required materials submitted, etc.). Those which do not meet the minimal eligibility criteria will not be moved forward in the review process.

**Step 2: Internal DCASE Grants Committee Review** - All eligible applications are initially reviewed by a committee of DCASE staff with extensive, discipline-specific knowledge of Chicago's artist communities. The strongest applications will move forward in the process to Step 3.

**Step 3: External Peer Review Panel** - An external review panel made up of artists, curators, arts administrators and other experts review applicants. Consideration is given to demographics reflective of the city as a whole, including artistic expertise, gender, geographic knowledge of the city, and cultural understanding. The panel is charged with reviewing eligible proposals, making comments, and assigning numerical scores using the Review Criteria. Individually,

each grant reviewer considers the applications in relation to DCASE goals and criteria and in comparison to other applications. Grant reviewers make recommendations for semi-finalists to DCASE.

**Step 4: DCASE Approval of Panel Recommendations** - DCASE Cultural Grants team will aggregate all scores and panel recommendations for final approval. The semi-finalists will be contacted for interviews via phone or Skype. Six final artists will be offered a three month residency opportunity. Two final curators will be offered a curatorial fellowship. The remaining semi-finalists will be considered alternates in the event that any of the applicants are unable to fulfill their residency obligations due to scheduling conflicts or other unforeseen circumstances.

**Step 5: Notification and Agreement** - Selected Artists will be notified in August. Note that those chosen for the fall session will need to be prepared to begin working in the Chicago Cultural Center studios quickly. All others will need to confirm by October 1<sup>st</sup> for both the winter and spring/summer residency sessions. Selected artists will enter into a contract with the City of Chicago. Contract restrictions will apply.

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## **Criteria and Scoring**

All proposals will be evaluated based on the following criteria:

- **Artistic / Curatorial Merit:** The professional capabilities of the applicant; the artistic strength, quality, vision, originality of the applicant's work.
- **Potential Impact:** of the proposed residency to advance/further the applicant's work/career at this time.
- **Studio / Curatorial Practice:** The suitability of materials, processes, schedule and vision are feasible for this residency.
- **Public Benefit:** The applicant seeks to increase access to and direct participation in high-quality arts and cultural resources that celebrate diversity and foster creativity within Chicago. Grant reviewers will use the criteria to evaluate and score applications. Grant reviewers will evaluate each proposal holistically; commitment to these criteria should thread through your entire application including the narrative and support materials. By demonstrating this commitment, individuals can achieve an exceptional rating in each of the criteria areas.

**The most competitive applications in all categories will demonstrate the following:**

- A strong and original vision.
- A clear description of their creative process.
- Strong evidence that the proposal is feasible.
- The value as a unique opportunity that doesn't replicate the applicant's similar, previous experience.
- The relevance to the applicant's stage of artistic and career development at this time. The true potential to positively impact the applicant's career.

***Where possible, DCASE will prioritize applicants who did not receive funds From DCASE.***

- **Prohibition against "double dipping":** If you are receiving or applying to receive support from DCASE *for this work* in another capacity (e.g., rehearsal space at the Chicago Cultural Center, performance opportunities, exhibition space), note that you may only seek grant support for project expenses not covered by another division of DCASE. If you have questions on this, please contact us prior to submitting your application.