

# Artist Residency Program Guidelines

North Vancouver Recreation and Culture is committed to the arts as an essential element in a vital, creative and healthy community, strives to facilitate participation in and access to the arts for all, and seeks to build communities by making art together.

## Program Description

The Artist Residency Program (ARP) provides a range of opportunities for artists to work in the community, to develop a wide range of arts-based projects and activities with various publics and to deliver creative projects that generate meaningful connections for participants as well as for the broader community.

Contributing to the growing vibrancy of our neighbourhoods, the ARP seeks to inspire participation and relationship-building where art (the process of creating together) as a catalyst for individual and community engagement. Key principles of the program include:

- (1) ***supporting creativity;***  
The Artist Residency Program provides access to creation space, covers material costs and offers funding options to artists.
- (2) ***building community by making art together;***  
Community-engaged arts practices are cooperative and participatory; they focus on shared exploration, creation and relationship-building rather than on the transmission of technical skills from teacher to student.
- (3) ***ensuring that participation in the arts is accessible to all.***  
Participation in community-cultural development projects is open to all, regardless of age, sex, ability or economic status. Programs are designed to be welcoming to and to encourage the participation of those publics that have traditionally been underserved or that are marginalized within our communities.
- (4) ***supporting artistic development***  
Artistic exploration is key to supporting the arts and culture community.  
This can take many forms and the focus is on supporting the artist in their development.

## Program Structure

The NVRC Artist Residency Program does not offer a live-in residency. It is open only to artists who live or work in Metro Vancouver, BC, Canada.

The NVRC cannot offer exclusive use of a single studio space. However, we do offer free use of any rooms or spaces that are available and that can be scheduled at one or more of the Recreation & Cultural facilities in North Vancouver.

The Artist Residency Program aims to support artistic development and build community sense of place through collaborative arts experiences.

During the residency artist(s) will develop projects, connect with members of the public and engage them in the collaborative creation of art projects. Connecting with the public can take many forms:

- participating in already scheduled programming
- having a presence at events and festivals
- leading interactive demonstrations
- offering open “studio hours”
- conducting community art workshops
- developing community art projects

NVRC offers the free use of space (or spaces) required to deliver the project as well as staff support where connecting with existing NVRC programs is required. Artist Fees are subject to the length of the residency and the proposed project. Budget is available for project materials.

Artists are required to hold insurance. If you require information on how to obtain insurance, our staff can assist you.

## Guiding Principles

The NVRC Artist Residency Program is based on shared principles of community-engaged arts practice and community cultural development. Its purpose is to contribute to the health of the community by connecting artists and community members in a creative process that mutually engages all parties in issues of shared interest.

## Community-Engaged Arts

There is no single, right way to make community-engaged art. In practical terms, however, a considerable number of successful projects fall into two broad categories:

- **Cooperative Creation:** the Artist creates a framework that enables participants to contribute from their own experience, and to work together with the Artist in a process of collaborative creation.
- **Scripted Encounters:** the Artist creates a partially pre-scripted, often performance-based project, participation in which brings community members to new and fresh understandings of their creative self.

In each case, an artist or artists lead(s) a project where the participation, experience and skills of community members are an integral part of the creative process.

## Community Cultural Development

The key goals of community cultural development are:

- to support artists working in community contexts
- to encourage the development of a wide variety of interactions between artists and community members
- to provide a framework for creative collaboration between artists and communities
- to encourage and support artistic projects which leave a physical and/or social legacy in the community
- to make our communities more vibrant
- to inspire participation and relationship-building
- to engage communities and people – even those who don't see themselves as artists – as creators, producers, performers, and active audiences

## How to Apply

The NVRC issues an *Open Call to Artists* working in all disciplines, including but not limited to: choreographers, composers, dance artists, digital media artists, graphic artists, multi-media and multi-disciplinary artists, musicians, performance artists, poets, spoken-word artists, theatre artists, video artists and writers. The Call is open only to artists who live or work in Metro Vancouver, BC, Canada.

Interested artists, artist teams, collectives or other creative parties will submit a completed **application** to the Artist Residency Program. Application materials will be published on the NVRC website at:

<https://www.nvrc.ca/arts-culture/artist-residency-program>

A **selection panel**, consisting of staff will review and shortlist applications.

*Shortlisted applicants* will be invited to interview and to present a brief proposal, outlining their qualifications, experience and vision for the project. Once a resident artist or artists has been selected, he/she/they will enter into a contractual agreement with the North Vancouver Recreation and Culture Commission.

## Completing an Application

Artists should develop a proposal or proposals that build on the guiding principles of community engaged arts and community cultural development.

## Submission Deadline

The submission deadline for the 2024 Artist Residency Program is: **Wednesday, Jan 10, 2024**

## Eligibility

The Artist Residency Program is open to artists and/or artist collectives who live or work in Metro Vancouver, BC, Canada.

The program is open to artists working in all disciplines, including but not limited to: dance, digital media, graphic, literary, multi-media, multi-disciplinary, musical, photo, performance, theatre and video arts, poetry and spoken-word.

## Application Requirements

All proposals must be submitted on the application form available online. All supporting documents must be complete and must adhere to the specifications provided below.

### 1. Application Form

- available at <https://www.nvrc.ca/arts-culture/artist-residency-program>
- completed with scanned or electronic signature

### 2. Current CV

- maximum of three (3) pages
- describing previous residencies, other relevant projects and exhibition record
- submitted as a .pdf

### 3. Professional Letter(s) of Recommendation

- maximum of three (3)

--letters should support the applicant's capacity to fulfill the residency's objectives and requirements

--submitted as a .pdf

#### 4. Images of Previous Work

--a minimum of three (3) and a maximum of six (6) images

--.jpg format only and max 2 MG

#### 5. Video (if available)

--a maximum of two (2) short videos, each five minutes or less in duration

--video file must be suitable for viewing on: QuickTime, RealPlayer, Windows Media Player.

#### 6. Image List

--clearly identifying all image and video files provided (if any)

--identify: name of artist(s), name of work, size and media and brief description of project if appropriate

## Digital Submission

The application form and all application materials must be submitted electronically.

The preferred method is via Dropbox or One Drive. Please ensure there are not required passwords or email requirements to access the submissions.

The maximum acceptable e-mail size, including all required attachments is **5 MB**. Applicants may submit their image and video files in a second email if required. However, the entire application package must be contained on a maximum of two emails.

## Hard Copy Submission

Under extraordinary circumstances hard copy submissions may be accepted. In such cases it is the responsibility of the applicant to request permission to submit a hard copy and there must be three (3) full copies of the application, including all attachments submitted.

Hard copy submissions should be addressed to:

Artist Residency Program  
North Vancouver  
Recreation and Culture  
Cultural Services

851 West Queens Road  
North Vancouver, BC V7N 4E3

Applications received after the deadline or submitted by fax will not be accepted.

## Extensions

Late submissions will not be accepted unless a written extension request has previously been received and approved by staff. Extension requests must be received in writing (e-mails will be accepted) a minimum of three (3) working days prior to the posted submission deadline.

## Selection Process

The Selection Process consists of two stages:

### 1. Initial Review / Shortlisting

A Selection Panel reviews each application and creates a short list of artists who meet the criteria for the program and whose proposals most directly meet the program goals and objectives. The initial review is based on the following criteria:

- Strength and creativity of past work
- Experience in relevant disciplines
- Inventiveness of approach
- Commitment to working collaboratively with community members, as demonstrated through previous projects
- Connection to issues of identified community interest

## 2. Applicant Interviews

A Selection Panel interviews each shortlisted applicant and awards residencies to the top-ranked artist(s) or artist team(s). In addition to the above criteria, selection of artists is based on the following:

- Strength and mix of proposed activities
- Demonstration of new, creative and effective ways to meet program goals and objectives
- Proposal can be achieved within a clearly outlined budget
- Connection to and fit with identified opportunities in the community

## Residency Program Expectations

### • Residency Locations

The Artist Residency program allows for the use of available spaces within NVRC community centres, some locations may provide limited storage space. However, storage is not guaranteed.

### • Residency Provisions

#### 1. NVRC Cultural Services

NVRC Cultural Services staff:

- *facilitate, fund and support community-engaged arts practices through the Artist Residency program*
- *post the Artist Call and coordinate the selection process*
- *provide program management and oversee all residencies*
- *manage the financial administration of the program*
- *work with programming staff and artists to assess, coordinate and provide appropriate support*
- *liaise with other NVRC staff and artists as needed*
- *set up a schedule with the artist and book spaces as required (e.g. dance studios, multipurpose rooms, community centre lobbies)*
- *work with artists to identify supports, materials, equipment and services required to complete the project*
- *coordinate any permits or permissions from other municipal departments that may be required*
- *facilitate opportunities for networking with/access to facility users and local community groups*
- *manage communication to ensure all staff are updated and aware of the project*
- *coordinate with Marketing and Communications staff for NVRC promotion – website, social media, newsletter, etc.*
- *coordinate communications with facility staff*

## 2. Artist's Role

The artist's role and responsibilities include:

- *develop a project that can be completed within the agreed fee schedule and materials budget*
- *provide a short bio and headshot for NVRC promotions*
- *develop and maintain a project blog and/or documentation*
- *provide regular project updates to NVRC Cultural Services staff*
- *complete the project or projects within contracted timeframe*
- *ensure the project includes at least one, if not more, community “give-back” experiences*
- *provide a final report within 3 weeks following the residency completion date*

## Contact Information

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