



APPLICATION PROCESS

WHO IS ELIGIBLE TO APPLY FOR A RESIDENCY?

ELIGIBILITY FOR RESIDENCY: Artists who are over 21 with a passionate commitment to their art form and respect for living sustainably among others and the natural world. Emerging, mid-career and established artists are encouraged to apply.

DETAILS: Artists who qualify for a residency are those working at the professional level in their field. We encourage artists from all artistic disciplines to apply for admission. Artists who wish to work collaboratively with others may apply (limited to a maximum of four). Each Artist will need to apply separately with a brief explanation and note on their Application of the other artists with whom you intend to collaborate or partner.

HOW DOES ONE APPLY FOR A RESIDENCY?

APPLICATION SUBMISSION: Sustainable Arts Society is accepting Applications for residency during two residency options: 1) January through May and 2) September through December. The deadlines are November 1 and July 1. You may return your completed Application with attachments via email; however, we also request that you mail an original signed Application with the other listed attachments to the mailing address on the Application. A non-refundable application fee of \$25.00 payable by Postal Money Order or certified bank check is required to process your Application.

DETAILS: Completed Applications must be received by the posted deadlines for artist to be considered for residency in the winter/spring and fall residency options. For each submitted Application and for each deadline, there is a non-refundable Application fee of \$25.00. Mail your completed Application, 2 references, application fee and support materials to:
Sustainable Arts Society, Inc., P.O. Box 1, Blue Ridge, Georgia 30513

WHAT IS INCLUDED IN A COMPLETE APPLICATION PACKAGE?

APPLICATION, FEE AND SUPPORT MATERIALS: All of the following items must be included with your Application in order for it to be processed and considered:

- (1) Completed SAS Application
- (2) Non-refundable Application fee of \$25.00 (Postal Money Order or certified bank check)
- (3) Current Resume for Applicant (not to exceed 2 pages)
- (4) Recent examples of the Applicant's work (acceptable formats noted below)
- (5) Self-addressed, stamped envelope or mailer to return Artist's Slides/VHS/CD/DVD
- (6) Two (2) completed SAS reference letter forms

DETAILS: Attachments - The following materials must be included in support of your Application in order for it to be processed and considered for selection.

- 1) Current Resume (not to exceed two typed pages).
- 2) Work Samples - Samples should be of recent representative work in Applicant's medium with an accompanying statement: "I affirm the work shown represents my current work".
 - a) Visual Arts – Ten 35 mm slides in thin frames, encased in plastic sleeves. Write the Artist's

name, title, medium, year and dimensions in inches on each slide and include a separate written slide list with corresponding information. Work samples on VHS/CD/DVD media with an identifying label is acceptable if accompanied with a written list of the required information

b) Literature - Three copies of approximately 30 pages for a short story, play, portion of a novel, or other writing sample. Include a synopsis, if necessary. Poets should send 5 to 8 short poems or appropriate excerpts from a longer poem. For writers who work in languages other than English, submit typescripts in both the original and an English translation.

c) Musical Composition - 1 CD or cassette, 30 minutes or less. Label with artist's name and title.

d) Film, Choreography, Performance Art and Video - VHS or DVD, clearly labeled. The segment should be limited to 10-15 minutes in length. Include written explanation.

HOW ARE APPLICATIONS EVALUATED?

THE SELECTION PROCESS: Applications and attachments are initially reviewed by Staff with notification of status to Applicant. All fully completed Applications are then evaluated and considered by the Selection Committee. Notice of their decision is then mailed to the Applicant.

DETAILS: The Selection Committee reviews the completed Applications, Resumes and work samples. The Committee is comprised of a minimum of four individuals knowledgeable in the arts. Membership on the Selection Committee is rotated frequently. Committee members are usually artists, academics or administrators whose experience is recognized by their peers, or they are professionals in their chosen field. Each Applicant is judged on the quality of the artist's work and professional promise. Notification of the Committee's decision on your application will be mailed approximately 6 weeks after the deadline. Schedules and details concerning the artist's residency, fees, work space, travel arrangements, arrival and departure and program dates will be sent upon artist's confirmation of their attendance.

HOW WILL APPLICANTS BE NOTIFIED REGARDING ACCEPTANCE STATUS?

NOTICE OF DECISION: Upon receipt of an application package, SAS will e-mail the Applicant a Notice of Receipt regarding the Application, its status and a checklist of any missing support materials (unless otherwise specified). Once a fully completed application package is received, the Application is reviewed, processed and notification of the Applicant's status will be provided within approximately six weeks of the date recorded on the SAS's Notice of Receipt to artist. Confirmation by the selected artist of their attendance is due at the Sustainable Arts Society two months in advance of the Applicant's earliest preferred date of residency.

DETAILS: The Sustainable Arts Society and its Board of Directors will review all Applicants approved for an artist residency by the Staff and Selection Committee. The Notice of Decision will be sent promptly from the Board Chair on behalf of the Sustainable Arts Society.

HOW ARE RESIDENCY FEES DETERMINED?

RESIDENCY FEES AND FELLOWSHIPS: Residency fees are calculated at the rate of \$65.00 per day. A deposit of ten (10%) percent of the residency fee is due upon acceptance and confirmation by artist. The balance of residency fees are due in full ten days before arrival unless other arrangements have been made in writing. [A sliding scale for residency fees, artist's travel subsidies, fellowships and scholarships are under development - these not available at this time.]

DETAILS: (Although not currently available, SAS intends to offer a reduced fee to selected qualifying artists on the basis of hardship and plans to provide travel subsidies and a limited number of fellowships and scholarships.) Please note on your Application if you would like to be considered for a reduced residency fee, travel subsidy, or residency support in the form of a fellowship or scholarship. Include any specific requests if any assistance or materials from SAS

will be necessary for grants or funding that artist intends to apply for that will cover residency costs and other residency related expenses. (Please include information in your Application detailing Applicant's specific request for financial assistance; this will guide SAS in fundraising and development plans for securing future financial assistance for artists.)

WHAT IS THE SAS CANCELLATION POLICY?

CANCELLATION PROCESS: The initial \$25.00 Application fee is nonrefundable. Any notice of cancellation should be communicated to SAS at the earliest possible date. Requests for a full or partial refund of the initial deposit or residency fees should be accompanied by written explanation of the reasons artist contends a refund should be considered. Refunds are considered on the basis of the date of cancellation and the artist's reasons. The artist 10% residency deposit is refundable only in the sole discretion of the Selection Committee. If the full amount of the residency fee has been received by SAS prior to arrival, and artist cancels in a timely manner prior to arrival, the residency fee will be refunded in full. SAS will refund all residency deposit and residency fees in full if circumstances beyond SAS's control occur and SAS has to cancel.

DETAILS: Cancellations are discouraged and will be noted upon any reapplication by the artist. Cancellations and refunds of fees will be considered, but are generally limited to those related to the artist's health or other serious unexpected circumstances creating severe hardship for artist.

WHAT IS SAS'S POLICY ON AFFIRMATIVE ACTION AND ADA COMPLIANCE FOR PERSONS WITH DISABILITIES?"

STATEMENT OF POLICY: SAS is an equal opportunity employer. SAS does not discriminate on the basis of any individual's religion, race, color, ethnicity, national origin, age, marital status, sex, sexual orientation, handicap or disability. Whenever possible, principles of affirmative action are applied. SAS will not discriminate against applicants or employees with a sensory, physical or mental impairment, unless the impairment cannot be reasonably accommodated and prevents the proper performance of essential duties, responsibilities or participation in the Residency program.

DETAILS: Applicants with life threatening illnesses, such as cancer, heart disease, or AIDS/HIV conditions, or communicable diseases such as tuberculosis or influenza, are treated as all other staff. They are permitted to participate so long as they are able to maintain an acceptable level of performance and medical evidence shows they are not a threat to themselves, other residents, staff or the public. SAS will work to preserve the safety of all of its staff and residents, and reserves the right to reassign staff or residents, or to take other actions when a health or safety risk to fellow staff, residents or the public exists.