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**Artist in Residence Program**

**Responsibilities Overview and Application Cover Sheet**

**ARTIST RESPONSIBILITIES**

The artist will be responsible for the following during their residency:

* Being present and visible to the Northwestern community during the length of the residency by providing some access to their working process while work is in progress. This can take the form of open studio hours, an open studio event, a presentation or discussion of the work in progress, or some other activity or combination of activities.
* Delivering a presentation of original work to the Northwestern community in the form of a screening, exhibition, lecture, concert, reading, performance, or other appropriate form of public event.
* Participation in the larger life of the humanities at the university through attending Institute programs as well as events in their co-sponsoring department or program.

**KAPLAN INSTITUTE RESPONSIBILITIES**

The Kaplan Institute will provide studio space for the creation of work as well as administrative support. Unless other arrangements with the co-sponsoring department or program are made, the Institute will work with the artist to arrange for their production supplies.

Kaplan typically provides up to $15,000, to be split between artist stipend and production budget. If work is being completed collaboratively, this amount will be split at the discretion of the artists; there are not additional stipends for multiple artists.

**CO-SPONSORING UNIT RESPONSIBILITIES**

The co-sponsoring department or programwill be responsible for working with the artist to create a structure to insure substantial interaction with students and the Northwestern community over the course of the residency, whether through teaching, inviting students to participate in the production process, hosting a workshop, or some other series of activities, including the required public event (see above, Artist Responsibilities). If the artist is to teach, the co-sponsoring department or program is wholly responsible for all aspects of the teaching contract, course planning, and stipend.

The co-sponsoring department or program will provide a housing stipend and make housing arrangements for the duration of the residency, approximately $5,500 for 10 weeks at the Homestead.

*(See page 2 for Application Cover Sheet)*

**Kaplan Artist in Residence Application Cover Sheet***(fillable fields in grey will expand as you type)*

**Once this form is completed, please create a PDF of it to upload as the “cover letter” in the online application portal.**

Co-sponsoring Department or Program:

Department/Program Chair:

Department/Program Chair Email:

Primary Contact Name:

Primary Contact Email:       Phone:

Proposed Quarter of Residence:       Year:

2nd Choice Quarter of Residence:       Year:

OR—Proposed length and timing of residency if not for a quarter (preferably no less than 2 weeks and no more than 2 quarters):

Name of Proposed Artist:

Proposed Artist’s Primary Discipline:

Proposed Artist’s Secondary Discipline (if applicable):

Does the proposed artist work in/with digital media? Yes [ ]  No [ ]

Other Departments or Programs on campus with which the proposed artist may be interested in working:

Specific individuals at Northwestern (faculty or students) with whom the proposed artist wants to make contact:

Proposed Artist’s Email Address:

Proposed Artist’s Website:

Does the co-sponsoring department or program commit to arranging and paying for all housing costs (approximately $5,500)? Yes [ ]  No [ ]

Has the chair of the co-sponsoring department or program committed to funding and supporting/promoting the residency? Yes [ ]  No [ ]

Does the co-sponsoring department or program plan for the proposed artist to teach? Yes [ ]  No [ ]

*\*Please note that the co-sponsoring department is responsible for supplying the teaching stipend.*

Please supply any other relevant information below, such as requests for deviations from the standard residency length, stipend, or other aspects of the proposed residency: