

UCROSS FOUNDATION RESIDENCY PROGRAM APPLICATION GUIDELINES

ELIGIBILITY: The Residency Program is open to visual artists, writers, composers, choreographers, interdisciplinary artists, performance artists and collaborative teams. Applicants must exhibit professional standing in their field; both mature and emerging artists of promise are welcome to apply. Work proposals must be compatible with available working spaces, facilities and resources.

ADMISSIONS: Residents are chosen by a rotating panel of professionals in the arts and humanities. Final awards of residencies are at the discretion of the Ucross Foundation.

APPLICATION DEADLINES: Postmark deadlines for completed applications are October 1 for residencies within the Spring Session (early February to early June) and March 1 for residencies with the Fall Session (August to early December). Applications and supporting materials must be postmarked by the application deadline. Incomplete applications will not be reviewed. All applications must be submitted by regular mail.

SESSION SCHEDULE: Notification of the status of your application takes 8-10 weeks. While every effort is made to accommodate applicant's scheduling requests, we are not always able to grant first choices. Please indicate flexibility and restrictions on your application. If you are accepted for a time you are not available, please contact the Residency Manager. A scheduling change could occur to your advantage.

REFERENCES: Each applicant is responsible for requesting three letters of reference from qualified individuals who are familiar with his or her work. References may be included with the application or sent under separate cover. **They may not be e-mailed.** Those writing letters of reference for you should identify their professional affiliation and are urged to honor the application deadlines. References received by the Foundation are confidential and will be kept on file for five years. Providing up-to-date reference letters relevant to your application for a residency is encouraged.

REAPPLICATION: Artists who have applied in the past, including previous residents and those who had Alternate status, must submit new and complete applications to be considered for another session, including recent work samples. An artist may return to Ucross after three years have elapsed since his or her previous residency. (You would be able to reapply in 2 ½ years).

COLLABORATION: If applying as a collaborative team, both or all artists need to submit separate applications along with a joint project proposal. Your work samples may be individual or collaborative. Please indicate in the proposal what requirements you need for a workspace.

COUPLES: Couples composed of two artists may apply individually for concurrent residencies with the understanding that one might be accepted and the other not. Every artist accepted for a residency will be offered a private studio. The Foundation is unable to invite spouses, partners or children to accompany artists-in-residence under any other circumstance.

PETS: No pets are allowed at the Foundation.

SMOKING: Smoking is not permitted in any Foundation building.

FEES: Your application must be accompanied by a **\$40.00** processing fee. If accepted, a resident is asked to submit a \$50.00 deposit, which is refunded following a residency and is not refundable if a residency is cancelled. There are no fees charged for a residency.

INTERNATIONAL APPLICANTS: The Ucross Foundation recognizes that artists applying from other countries may have special requirements to make their residency successful. If you are applying internationally, please communicate any additional information or questions to the Foundation so that we may address your circumstance individually.

FACILITIES: Each selected resident is provided a private bedroom and separate studio space. Bathrooms are shared. An etching press is available to qualified users and must be reserved in advance. The average size for a visual studio is 400 square feet. All studios have running water and natural light. Choreographers and performance artists should note that though we have no dance facility, a large loft space is available and may be reserved in advance. The composer's studios each have a grand or baby grand piano and an electronic keyboard.

WORK SAMPLE REQUIREMENTS

ALL DISCIPLINES: Current work is requested. The nature of the work sample submitted should correspond to the nature of the work you propose to do while in residence. An applicant's work sample is the most significant feature of his or her application. Unless work is interdisciplinary, i.e., the various genres interconnect, each applicant is encouraged to apply in a primary discipline and submit a work sample and project description which emphasizes this single discipline.

VISUAL ART: Submit 10-15 slides or 10-15 images in JPEG format on a CD along with a Data Sheet containing title of piece, medium, size and year of completion. Slides: Each slide must be marked with your name and a number corresponding to the accompanying Data Sheet. A red dot must be affixed to the lower left corner of the slide. CDs: JPEG files required. NO TIFF OR PSD FILES ACCEPTED. Files should be formatted to 72 DPI with a maximum size of 1600 pixels in any dimension. Each file name must be numbered and correspond to the accompanying Data Sheet. Do not send portfolios, original work or previously submitted work.

WRITING: Your writing sample should be representative of the genre in which you plan to work while in residence. Your name and the date of completion should appear on the sample. Do not send books or bound manuscripts. Writing samples should be photocopies of published work or clean, double-spaced, numbered manuscript pages in a common font. (Poetry may be single spaced.) Appropriate samples are as follows:

Fiction: 20 pages of fiction: a novel excerpt, a story or stories

Poetry: 10 pages of poetry

Nonfiction: 20 pages of nonfiction

Playwriting: one complete play*

Screen writing: one complete screenplay*

*Documentation of a stage production on VHS or DVD may be included in addition.

FILM/VIDEO: Submit VHS videotape or DVD. Burn sample onto a standard DVD or submit as a QuickTime file. Film/video scriptwriters should also send a script. Label each sample with your name, title, duration and date of work.

MUSIC COMPOSITION: Composers should submit a cassette or CD. Label sample with your name, title, duration and date of composition.

DANCE/PERFORMANCE ART: Submit VHS or DVD. Label sample with your name, title, duration and date of work.

OTHER ARTISTS: If your project does not fall clearly within one of the above disciplines, please contact the Residency Manager to discuss an appropriate work sample.

WORK SAMPLE RETURN: While every precaution is taken to handle work samples with care, the Ucross Foundation is not responsible for their condition. Do not send one-of-a-kind items and do not send your only copy. Work samples will be returned only if you provide a self-addressed stamped envelope of sufficient size with sufficient postage. No metered postage on return material.

**UCROSS FOUNDATION RESIDENCY PROGRAM
RECOMMENDATION FORM**

_____ has applied for admission to the Ucross Foundation Residency Program and has listed your name as a reference. The Residency Program provides artists and writers with room, board and studio space so that they may concentrate on creative projects. In addition to your assessment of the applicant's work, please comment on his or her ability to be self-motivated in an unstructured program and interact congenially within a small community. References are kept confidential. You may answer on this sheet or on your own letterhead. Thank you for your response.

Please print or type:

Name: _____

Title: _____

Date: _____

Institution: _____

Signature of Recommender

Phone Number: _____

References may be returned to the candidate or mailed to the **Ucross Foundation Residency Program**, 30 Big Red Lane, Clearmont, WY 82835. Fax: (307) 737-2322. Phone: (307) 737-2291.

Please note: Reference letters will not be accepted by email.

This form may be duplicated.

Please read our Application Guidelines before completing this form

**UCROSS FOUNDATION RESIDENCY PROGRAM
APPLICATION FOR RESIDENCE**

1. **NAME:** (Ms., Mr.) _____

2. **PERMANENT ADDRESS:** _____

CITY: _____ **STATE:** _____ **ZIP:** _____

TELEPHONE: (home) _____ (work) _____

3. **OCCUPATION:** _____ **E-Mail** _____

4. **FIELD OF CREATIVE ENDEAVOR IN WHICH YOU ARE APPLYING:**

Fields: Painting, Sculpture, Photography, Printmaking, Installation, Fiction, Poetry, Nonfiction, Playwriting, Screenwriting, Music Composition, Choreography, Performance Art or New Genre (Please describe).

5. **DATE OF BIRTH** (optional): _____ **CITIZENSHIP:** _____

6. **RESIDENCY PERIOD** for which you are applying. Please check one:

FALL SESSION (August/September/October/November/early December)
Deadline: March 1 of same year

SPRING SESSION (February/March/April/May/early June)
Deadline: October 1 of prior year

7. **SCHEDULING INFORMATION:** Residencies start on Mondays and end on Fridays, running for periods of 2 weeks (11 days) to 8 weeks.

a. Number of weeks you are requesting: 2 () 4 () 6 () 8 ()

b. First choice: From _____ to _____, 20_____

Second choice: From _____ to _____, 20_____

Competition for residencies varies seasonally and with the number of applications. Please indicate below your flexibility throughout the session, including dates you are not available:

8. **APPLICATION HISTORY:**

- a. Is this your first application to the Ucross Foundation Residency Program? Yes () No ()
- b. If no, date of your most recent application: _____
- c. If you are a previous Ucross Resident, please give the date(s) you were in Residence: Application history information is for statistical purposes only. It does not affect your application.

9. How did you learn about the Ucross Foundation Residency Program?

10. **DESCRIPTION OF PROJECT:** On a separate sheet, please describe your work plans for your stay at the foundation.

11. **REFERENCES:** Each applicant is responsible for requesting three letters of reference from qualified individuals who are familiar with his or her work. References may be included with the application or sent under separate cover. Letters of reference must be postmarked by the deadline. Please indicate the name, affiliation and phone number of the three references from whom you have requested letters:

- 1. _____
- 2. _____
- 3. _____

12. **PROFESSIONAL DOCUMENTATION:** Please attach a current resume or vita providing education history; awards, grants and fellowships received, artists' residencies attended and a list of professional achievements in your field (exhibitions, publications, performances, recordings).

13. **WORK SAMPLE:** Please see **APPLICATION GUIDELINES** for details. List briefly here what you have included as your work sample:

14. **WORK SAMPLE RETURN:** Please see **APPLICATION GUIDELINES** for details. Check one: () SASE enclosed. () Do not return work sample

15. **PROCESSING FEE:** A nonrefundable-processing fee of \$40 is required with each application. Checks should be made payable to the Ucross Foundation.

16. **APPLICANT'S SIGNATURE:** _____ **DATE:** _____

17. **CHECKLIST**

FOUR copies:

- _____ Application Form
- _____ Project Description
- _____ Resume/Vita
- _____ Data Sheet
(visual artists only)

ONE copy:

- _____ Work Sample
- _____ Processing Fee

REFERENCES:

- _____ Sent under separate cover
- _____ Included
- _____ Combination/ other.
Please explain

SEND APPLICATION TO:

Ucross Foundation Residency Program
30 Big Red Lane
Clearmont, WY 82835
U.S.A.
(307) 737-2291