 

**HOW TO INITIATE AND REQUEST**

**an**

**ARTIST RESIDENCY PROJECT AT YOUR SITE!**

* **Read** through the online list of Resident Artists to get an idea of the various art forms, styles, and philosophies of our talented and dedicated Resident Artists.
* **Look at** the **“fact sheet”** and supporting materials included in this packet to get a sense of the way the program works most effectively. Jot down any questions you might like to ask.
* **Contact the Resident Artist**(s) directly to see how you can work together or contact Mary Brenholts to get suggestions on which artist(s) would be the best match at your site.

*You* ***should******make contact with the Resident Artist before a Request Form is submitted****. Confirm their daily rate and the number of days needed to make a residency work best for all participants.*

* **Submit** the **Artist Residency Request Form *as soon as possible*** to secure funding for your project. Requests are accepted on a rolling basis. Funding amounts and availability are determined based upon a variety of factors.
* **Make sure** matching funds from your site are made available and kept accessible for the Artist Residency Project. PCA&M contracts with and pays the Resident Artist in full and invoices the host site for their portion of the fee.

*Consider working with a local business or industry to help fund your project!*

* Once your Artist Residency Project has been confirmed, **schedule a Planning Meeting** with the artist and PCA&M to develop your Residency Plan. Set project dates with the artist as soon as possible; schedules fill quickly!

*Note: Our Resident Artists are Independent Contractors and therefore are responsible for their own schedules and scheduling.*