

**1. APPLICATION MATERIALS** - All of the following materials must be included with the application in order for it to be processed. (PLEASE DO NOT STAPLE ANY DOCUMENTS)

- A. Completed application form
- B. One-page, Applicants Statement / Proposal, which addresses the concept and direction of work presented, stage of career and why Hambidge is important to your project.  
*If a returning Fellow, please address what you have achieved since your last residency.*  
The final paragraph should be a 2 to 4 sentence explanation of what you plan to work on at Hambidge.
- C. One-page, Summary of Professional Arts / Writing / Compositional, etc. Activities & Achievements, this should include educational background, teaching, publications, exhibitions, awards, honors and other pertinent experience.  
*For First Time applicants and returning Fellows applying after 5 years.*
- D. A 300-word bio - which includes a brief description of education, training, achievements and honors.  
This will also be used for public relations, grant proposals and inclusion in our web site.  
Please submit by email to the Residency Coordinator at: residents@hambidge.org.  
*All returning Fellows applying after 5 years should submit an updated bio.*
- E. Names and contact information for two references. Letters to be sent directly to Hambidge.  
*For First Time Applicants and returning Fellows applying after five years.*
- F. Check for the non-refundable application fee of \$30 made payable to "Hambidge"  
*All applicants*
- G. Self-addressed, stamped envelope for the return of work samples, if desired.  
Written work samples will not be returned.
- H. Work samples as specified below.

**2. WORK EXAMPLES** should be recent and representative of the best work according to the applicant's medium and discipline. First Time applicants and returning Fellows applying after 5 years should submit work examples as outlined in A through F. These will be reviewed. Recent Fellows applying are asked to submit one group of examples to update our files.

- A. **VISUAL ARTS** - Send ten examples - any detail images must be included in that number, in CD or DVD format - 4 copies. Please contact us if this is not possible. Images should be high resolution, 300dpi jpegs - largest dimension 6". All work samples must include the artist's name, title, medium, year and dimensions (in inches) for each work. All submissions must include an image-caption list.
- B. **WRITING** - Send 4 copies of, up to 30 pages of a novel, play, short story or other written work. Please include a synopsis if necessary. Poets should send 4 copies of 5 to 8 poems or appropriate excerpts from longer works. For writers who work in languages other than English, submit both original language examples and English translations. Writers must also submit a CD containing work examples.
- C. **MUSICAL COMPOSITION AND PERFORMANCE** - Submit no more than 3 separate works. Send 4 copies of a readable score for each and 4 copies of a CD or DVD containing all submissions. Clearly label each with artists name, title of works and dates. Please provide a written explanation of each example if necessary.

- D. **FILM, CHOREOGRAPHY, PERFORMANCE ART AND VIDEO** - Submit no more than 3 separate works in examples no longer than 10 to 15 minutes each. Send 4 copies of a DVD containing all submissions. Clearly label each with artist's name, title of works and dates. Please provide a written explanation of each example if necessary.
- E. **DESIGN** -Architecture or Landscape Architecture -Submit no more than three project/design examples, up to 4 general images of each and no more than four additional, detail images of each. Send 4 copies of a CD or DVD containing all submissions. Images should be high resolution, 300dpi jpegs - largest dimension 6". All work samples must include the designer's name, project title, year of design or completion and location. All submissions must be accompanied by an image-caption list and no more than two pages of description for each of the three projects.
- F. **NATURAL, ENVIRONMENTAL, OR SOCIAL SCIENCES** - Provide curriculum vita and abstracts from recent works (see 2.B above) along with descriptions of your areas of research.

**NOTE:** We are often asked to include Fellows' work in grant applications. Please indicate on your application, if we may keep your work examples for our files. If you would like to have them returned, include a self-addressed, stamped envelope.

### SCHOLARSHIPS AND AVAILABILITY

TO BE CONSIDERED CHECK THE BOXES ON PAGE TWO OF THE APPLICATION

1. **FULTON COUNTY ARTS COUNCIL GRANT** - This fellowship is available to applicants of all disciplines who live in Fulton County, Georgia. (*PLEASE USE THE HAMBIDGE APPLICATION FORM.*) The award includes a fully-funded 2-week residency plus a weekly stipend. Please contact Hambidge directly for information. Accepted applicants who receive a Fulton County Arts Council Grant will be required to submit a two-page report that provides a summary of their residency experience, to be submitted to Hambidge no later than 2 weeks after leaving. The grantee is also required to provide a public service to the people of Fulton county, in the form of a presentation of work completed or donation of artwork to the Fulton County Public Art Program.

Eligibility of Applicants - In order to receive support from the Fulton County Arts Council, applicants must meet the following requirements: Individual artists who are full-time residents of Fulton County • Minimum age to apply: 21 (applicant must be at least 21 years of age at time of application) • The Fulton County Arts Council especially encourages applications from the following artists: Visual Artists • Writers • Choreographers • Music Composers • Film and video artists • Playwrights - First Time Applicants and Returning Fellows who have not received this award within 5 years may request consideration. Preference will be given to first time applicants. Proof of Fulton County residency will be required by the Fulton County Arts Council.

2. **NELLIE MAE ROWE FELLOWSHIP** - Judith Alexander established the Nellie Mae Rowe Fellowship in 1995 to encourage the artistic growth of African American visual artists. This Fellowship typically funds a two-week residency. The deadline is September 15th for a residency to be completed the following year. Recipients are required to submit a 500-word statement on what they accomplished and/or what the opportunity afforded them.

## ***Nellie Mae Rowe Fellowship (continued)***

no later than two weeks after leaving. Applicants for first time residencies are eligible to request the award and will be given first consideration. Returning Fellows may request consideration if they have not received the award previously.

## **THE REVIEW PROCESS**

All application materials must be received, not postmarked, by the published deadlines. Applicants will be notified by email of receipt, and or, missing materials and given one week to furnish those items. Incomplete applications will not be reviewed. Once the materials are catalogued they will be organized by discipline and submitted to a group of peer reviewers from each respective discipline. The full process, through applicant notification, generally takes 8 weeks at which time you will receive a notification email and if accepted, a preliminary confirmation of residency dates.

## **REVIEW SELECTION CRITERIA**

Peer Review Committees look for individuals, 21 years or older, who have achieved a professional level of work in their respective disciplines. Emerging, mid-level and established applicants must demonstrate talent, professional achievement and promise of further growth. Peer reviewers' decisions are based on the merits of submitted work, career level and accomplishment and how a residency might advance an individual's work.

(Applicants as young as 18 years of age will be considered on a case-by-case basis.)

DECISIONS OF THE PEER REVIEW PANELS ARE FINAL. IT IS THE POLICY OF HAMBIDGE NOT TO SHARE COMMENTS OF PEER REVIEW PANELS WITH APPLICANTS. NO EXCEPTIONS WILL BE MADE.

Hambidge's cost to house a resident each week is approximately \$1300. Of that sum we ask that the resident pay only \$150 per week. Limited scholarships are available as outlined above.

## **LENGTH OF RESIDENCIES**

Residencies may vary from 2 to 8 weeks. Arrival is on Tuesdays and departure on Sundays. Eight-week residencies will only be scheduled in late fall, winter and early spring. This requirement may be waived under extenuating circumstances.

PLEASE NOTE: due to high demand, the maximum length of residencies awarded for mid-May, through mid-August is four weeks.

►Applications for one week residencies are considered on a case by case basis.

## APPLICATION DATES & RESIDENCY PERIODS

JANUARY 15 - SUMMER (May through August)

APRIL 15 - FALL (September through December)

SEPTEMBER 15 - SPRING (March through April) - closed in January and February

NOTE: Please choose an application date that corresponds to the period for which you are applying.

ALL applications submitted between deadlines will be held until the next deadline date and review. Every effort is made to assign preferred dates, but applications from New Residents are given scheduling priority.

PLEASE: Choose three residency periods as diverse as you can that still fit your schedule. Having a wider range of dates makes scheduling more manageable and flexible.

## NOTES ON THE STUDIOS

Although we accept applications from artists involved in Metalworking, Sculpture, Woodworking, Printmaking, Digital Imaging and Film and Video, our studios are not specifically outfitted with tools or technical apparatus for fully engaging in those disciplines. Applicants in those areas of concentration should be prepared to bring the needed tools and equipment for the projects they propose. That being the case, we have had many sculptors, photographers, printmakers and metalworkers who have made provisions in advance and enjoyed rewarding residencies.

Hambidge has three large visual arts studios, one of which contains a restored Steinway grand, thereby doubling as a music/composition/performance space. Some of our smaller studio/cottages are fine for medium to small format work. If as a visual artist, you do not need a larger space, please indicate your flexibility on the application. It will help us accommodate more residents in the appropriate spaces.

You may also get an overview of our facilities on the website at - [www.hambidge.org](http://www.hambidge.org)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Email Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Fax \_\_\_\_\_ Web Site \_\_\_\_\_

Birth Date \_\_\_\_\_ Age \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

If an academic, please list institution \_\_\_\_\_

TYPE OF APPLICATION  1st Time Applicant  Returning Fellow Date of Last Residency \_\_\_\_\_

MEDIUM / GENRE (check all that apply)

VISUAL ARTS  Book Arts  Ceramics  Conceptual Art  Digital Imaging  Drawing  Environmental Art  Fiber Arts

Film & Video  Installation Arts  Metalworking  Mixed Media  Multimedia Art  Painting  Photography

Printmaking  Sculpture  Woodworking • DESIGN  Architecture  Landscape Architecture  Graphic Design

Industrial Design  Environmental Design • WRITING  Fiction Writing  Poetry  Journalism  Literary Nonfiction

Nonfiction  Playwriting  Screenwriting  Storytelling • MUSIC  Composition  Performance  Theory  Writing

DANCE  Choreography  Performance  Theory  Writing • SCHOLARSHIP  Art Conservation  Art Education

Art History  Computer Science  Criticism  Environmental Science  Natural Science  History

Historic Preservation  Mathematics  Philosophy  General Science • OTHER (Please Specify) \_\_\_\_\_

CAREER LEVEL Do you consider yourself:  Emerging  Mid-Career  Established \_\_\_\_\_

STUDIO NEEDS  Large painting  Music  Large Sculpture \_\_\_\_\_

Other (Please Specify) \_\_\_\_\_

Composers: Do you need a piano? \_\_\_\_\_ Will you bring an electronic keyboard? \_\_\_\_\_

COLLABORATION Collaborators must submit individual applications, but may choose to share studio/living space.

If you are collaborating with another applicant will you share a studio/living space? \_\_\_\_\_

Name of collaborator \_\_\_\_\_ Relationship to you \_\_\_\_\_

DO YOU HAVE SPECIAL DIETARY NEEDS, MEDICAL CONDITIONS OR MOBILITY ISSUES that might require special consideration? If yes, please attach a brief explanation. \_\_\_\_\_

SOME FELLOWSHIP ASSISTANCE IS BASED ON SPECIFIC QUALIFICATIONS; for this reason, you may wish to provide demographic information. This is not required as part of the application process; however, knowledge of this information assists us as we measure how successful we are at making programs available to a broad group of applicants. Also, we use this information when we apply and report to funding agencies. \_\_\_\_\_

DEMOGRAPHIC INFORMATION: (for Hambidge use only)

RACE/ETHNIC BACKGROUND  African American  Native American  Caucasian

Latino/Hispanic  Asian/Asian American  Other

# HAMBIDGE APPLICATION

## PREFERRED RESIDENCY PERIOD

Please list first, second and third choice dates for your residency, and make the variation in those dates as wide as possible. Indicate day, month and year of each. Please include the number of weeks. Our scheduling is based on 2 to 8 week residencies, with arrival dates on Tuesdays and departure dates on Sundays. (Eight week residencies can only be granted in late fall, winter and early spring.)

First Choice

Second Choice

Third Choice

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\_\_\_\_/\_\_\_\_/\_\_\_\_

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#Weeks

#Weeks

#Weeks

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## PLEASE CONSIDER MY APPLICATION FOR THE FOLLOWING FINANCIAL ASSISTANCE:

(Review requirements and eligibility information on page 2 of the Application Instructions)

- Nellie Mae Rowe Fellowship** (This Fellowship is open to African-American visual artists only.)
- Fulton County Arts Council Grant** (This award is open only to residents of Fulton County, Georgia.)

## PLEASE ANSWER THE FOLLOWING QUESTIONS. SUBMIT ADDITIONAL PAGES IF NECESSARY.

1. What do you want to accomplish during a Hambidge Residency?

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2. How did you learn about Hambidge? (Does not apply to returning Fellows)

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3. Please list five of your most significant professional achievements. (For returning Fellows, since your last residency)

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4. What other artists' communities or retreats have you attended? (For returning Fellows, since your last residency)

Community/Retreat Name	Date	Length of Stay

**REFERENCES** - (First Time Applicants Only) List below, the names and addresses of two people in your field who are familiar with your work and who have agreed to supply letters of reference on your behalf. Please have them send or email the letters directly to the Residency Coordinator or include them with your application, to arrive no later than the application deadline date.

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email Address \_\_\_\_\_

2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email Address \_\_\_\_\_

WOULD YOU BE WILLING TO DO IN-SCHOOL PRESENTATIONS, READINGS OR OPEN STUDIO EXHIBITS AND PERFORMANCES, during your residency in the Hambidge community?  Yes  No

IF I AM ACCEPTED

You may keep any work examples that I submit and I agree that you may publish from them.

**SIGNATURE OF APPLICANT**

**DATE**

(This page must be signed and dated.)

**MATERIALS CHECK LIST - SEE APPLICATION INSTRUCTIONS**

- Completed Application Form (3 Pages)
- Applicant Statement
- Resume/Professional Summary
- Work Examples (CDs and hard copies as outlined in the Instruction pages)
- Bio
- 2 Letters of Reference - include with application or email by application deadline (Does not apply to returning Fellows)
- \$30 check/Processing Fee (All applicants)
- Stamped Self Addressed Envelope for return of work samples (if desired).

Mail to: Hambidge / PO Box 339 / Rabun Gap, Georgia / 30568/ [residents@hambidge.org](mailto:residents@hambidge.org)

Deliveries to: Hambidge / 105 Hambidge Court / Rabun Gap, Georgia / 30568