

# AiR Application Expectations

In 1 -2 PDFs include a Cover Letter, Project Proposal, two faculty or staff references in the Art Department, Artist Statement, and 5-8 labeled images of recent work.

## Guidelines for AiR Cover Letter

- Why are you are interested in the opportunity
- Describe any **leadership roles, mentoring, or teaching** experiences you have had—whether in academic, professional, or community contexts.
- Highlight your **prior experience** in working in a studio environment where you will be expected to provide leadership.
- Identify the **specific studio(s)** you will need during the residency.
  - Outline the courses or training you have already taken in these studios to demonstrate that you are trained to use them.
  - Specify the **equipment, tools, or processes** you will rely on (e.g., kilns, presses, digital labs, specialized machinery).

## Guidelines for the Residency Proposal (4–5 months)

### 1. Project Description

- Write a clear, concise overview (1-2 paragraphs) of your project.
- Include:
  - **Subject/Content:** What is the central idea, theme, or concept you will explore?
  - **Materials:** What media, tools, or processes will you use (painting, ceramics, mixed media, digital, installation, etc.)?
  - **Context:** Why is this project significant? How does it relate to your past work, the university environment, or a larger cultural or social conversation?

### 2. Scope of the Work

- Be specific about **scale and outcomes**.
- Examples:
  - “I plan to complete a series of 10 ceramic sculptures, each approximately 18–24 inches tall.”
  - “The project will culminate in a single large-scale installation measuring 12 x 15 feet.”
- Use numbers, dimensions, or other precise indicators so the review panel can imagine the scope.

### 3. Visual Documentation

- Provide at least **one visual aid** that shows what your project will look like.
- This can include:
  - Sketches or drawings of the proposed work.
  - Photographs of past related works that demonstrate your style or approach.
  - Digital mock-ups or models if applicable.

- Make sure visuals are clearly labeled and directly tied to your proposal.

#### **4. Research Plan**

- Describe what sources of research will guide your work.
- This may include:
  - Historical or contemporary artists you will study.
  - Theoretical, cultural, or scientific texts.
  - Fieldwork, interviews, or local resources tied to the residency site.
- Explain how this research will influence your project's **themes, materials, or execution**.

#### **5. Timeline of Work (4–5 Months)**

Create a month-by-month outline of your intended progress. Below is schedule you may use as a guide.

- **Month 1:** Orientation, initial research, material sourcing, and preliminary sketches/tests.
- **Month 2:** Begin production; create small-scale studies or first completed works.
- **Month 3:** Continue production at full scale; refine techniques; incorporate research findings.
- **Month 4:** Finalize majority of works; begin editing, revising, and preparing for presentation.
- **Month 5 (if applicable):** Completion, documentation, and installation/preparation for exhibition, open studio, or final presentation.

#### **6. Itemized Art Project Budget**

Budget Summary- while the honorarium is unspecified in how you use it; we want to make sure your project is realistic

- Provide a short introduction (2–3 sentences) explaining the overall financial needs of your project.

##### **Itemize Costs Clearly**

**Typical categories might include:**

1. **Materials & Supplies** – clay, canvas, paper, paint, wood, metals, fabric, inks, etc.
2. **Studio & Equipment Use** – kiln firings, printing plates, digital software, specialized tools.
3. **Research & Reference Materials** – books, archival access, field trip travel, or museum admissions.
4. **Documentation** – photography, video, editing, or printing costs for catalogs.
5. **Exhibition & Installation** – framing, pedestals, lighting, transportation, hanging hardware.
6. **Other Costs** – shipping, insurance, unexpected small expenses

**Be realistic—show ambition but also feasibility!**