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.*