

Application Deadline: June 15, 2021

Arts Fund – Visiting Artists in Residence Application Form

* Refer to the end of the application form for submission instructions

Applicant's Name:
Applicant's Department:
Applicant's Appointment Type and Term:
Applicant's Department Head or Director:
Department Head's Contact Information:
Invited Artist's Name, Title and Location:
Individual or Interdisciplinary Residency Type (Literature, Theatre, Media Art, Music, Visual Art):
Title of Proposed Grant:
Proposed Residency Dates:

1. Project Summary (maximum two pages)

Briefly summarize the proposed residency. Describe the project in specific terms explaining the nature and structure of the activity, the impact of the activity for Queen's University and the city of Kingston, student involvement, indicate what activity the artist intends to engage in during the residency, and describe public programming activities.

2. Supporting Documents

Add the following materials to the TRAQ DSS:

- a) curriculum vitae or professional resume of potential visitor
- b) letter of support from Queen's University applicant
- c) letter from the artist confirming interest
- d) documentation demonstrating additional matching funds (or application for additional funds)

*Other supporting materials will be accepted, but it is only possible to accept electronic supporting materials at this time

3. Budget

Provide a budget for the proposed activity indicating each pertinent category of expenses (e.g., artist fees/stipend, marketing expenses, travel, etc.). Indicate from what other sources, if any, you are seeking funding for the proposed activity. If you are not applying to other sources, please explain why.

Submission Instructions

Please attach the completed application form and any other documents in one file to your TRAQ DSS Form. The completed application file should be attached to the **Attachments** tab of the TRAQ DSS Form.

The TRAQ DSS Form is available in the TRAQ Researcher Portal. See TRAQ website (www.queensu.ca/traq) for sign on information and training materials.

Application Signatures and Approvals

Note: The applicant provides his/her electronic signature when submitting the TRAQ DSS Form. The Department Head provides his/her signature when approving the TRAQ DSS Form. Both of these actions are dated and time stamped.

Note: Co-applicants listed in the TRAQ DSS Form will have access to the electronic file.

IMPORTANT INFORMATION: All required electronic signatures must be completed in the TRAQ DSS Form by the application deadline or your application will not be considered. Please allow sufficient time in advance of the application deadline to ensure all electronic signatures are completed.

Direct all application inquiries to: Marianne Ferris - ferrism@queensu.ca

Direct all TRAQ related questions to: TRAQ Help Desk - traq@queensu.ca