

## Call to Artists: 2022 Artist in Residence Program

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**Budget:** \$6,500 CDN<sup>1</sup>

**Deadline:** Tuesday, February 1, 2022, 11:59 p.m.

**Residency:** Flexible, part-time commitment occurring between July 1 and September 30, 2022

### 1.0 Artist Opportunity

The City of Guelph invites Guelph-based artists or artist collectives to submit Expressions of Interest to be selected for the 2022 City of Guelph Artist in Residence program.

The majority of this part-time, summer-fall, residency will be delivered virtually to ensure the health and safety of all involved during this time of uncertainty due to COVID-19. Despite being primarily a digital residency, project proposals including small gatherings, self-guided offerings, and/or interactive elements will be considered as long as COVID safety protocols are addressed.

Community engagement remains at the heart of this annual program, which is open to artists practicing all art forms including visual, literary or performing arts, architecture and design, or media arts such as sound, video or photography.

This call follows a two-stage selection process, the first being an Expression of Interest.

**Artists should note this is not a live-in residency, and while permits may be issued for temporary use of public spaces and facilities, studio space is not provided.**

### 2.0 Program Goals

- creatively animate public space(s) – indoor, outdoor and online
- provide opportunities for artists to engage with the public to showcase their creative practices
- broaden the community's experience of the arts
- contribute to placemaking and civic pride

### 3.0 Roles

The City of Guelph will provide

- access to municipal facilities and venues (as available);

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<sup>1</sup> Plus, \$1,000 for promotion of the project and \$500 to support the delivery of community events.

- coordination of permits for public space(s) (as appropriate);
- a project webpage on [guelph.ca](http://guelph.ca) (other sites created and managed by the artist may also be utilized in the delivery of the project);
- staff support in the form of administrative assistance, web services, event coordination, graphic design and project promotion;
- a \$6,500 budget, managed by the artist, which includes artist fees and funding to cover other costs directly related to the project;
- a financial contribution, managed by the City, up to \$1000, for promotion of the project (postcards, signage, boosted social posts, advertisements, etc.);
- a financial contribution, managed by the City, up to \$500, for production costs related to special events in the community (facility rental costs, special event application fees, staffing expenses);
- an opportunity for presentation and celebration at the end of the residency; and
- recognition of the artist as the ninth, official City of Guelph Artist in Residence.

The selected Artist will

- commit to engaging community members in creative experiences;
- deliver the selected project within the program's timeline and budget;
- promote the project via social media;
- provide regular progress updates to staff;
- be available to speak with the media; and
- attend a debriefing session at the end of the residency period.

As part of the program, the artist will be expected to undertake a selection of the following, to be agreed upon between the City and the Artist over the month-long, national Culture Days celebration taking place September 23 – October 23, 2022:

- Artist talk
- Workshop, class or self-guided, public activity
- Virtual or physical exhibition/display of completed work

## **4.0 Scope of Work**

The artist's project for this community-based arts initiative should engage the residents and visitors of Guelph, and promote an appreciation of contemporary art practices.

Expressions of Interest should outline the project concept briefly and indicate how the artist will engage with the community, and how COVID safety protocols will be addressed.

While the artist's process is as important as the resulting artistic products, projects should produce an outcome such as, but not limited to, a temporary installation, performance, recording, creative collaboration, exhibition or community experience that can be shared and celebrated with the public.

## 5.0 Eligibility Requirements

Guelph-based artists or artist collectives working in any medium or discipline are eligible to apply. Artists should have proven experience engaging the public and working collaboratively with community members or other artists. They must be a Canadian citizen or a permanent resident of Canada, and be 18 years of age or older.

Previous City of Guelph Artists in Residence and City of Guelph employees are not eligible to apply. Familiarity and connection to Guelph is considered an asset.

Fundraising activities are not eligible.

A strong web/social media presence/following is considered an asset.

## 6.0 Budget

The project budget (managed by the artist) is \$6,500 +HST<sup>2</sup> and includes, but is not limited to, all costs associated with the creation and implementation of the residency project including:

- Artist fees (including research, development and administration)
- Materials (including any supplies, studio expenses, services or equipment)

Other financial contributions (managed by the City):

- Up to \$1000, for promotion of the project (postcards, signage, boosted social posts, advertisements, etc.)
- Up to \$500, for production costs related to special events in the community (facility rental costs, special event application fees, staffing expenses).

Disbursements will be made throughout the project as per a negotiated schedule of deliverables. Additional funds secured by the artist through project-related grants, awards and prizes may be used to supplement the project budget.

## 7.0 Program Timeline

The anticipated program timeline is outlined below:

- February 1, 2022 – Stage One submission deadline (11:59 p.m.)
- February 24, 2022 – Selected candidates invited to apply for Stage Two
- March 24, 2022 – Stage Two submission deadline (11:59 p.m.)
- March 31, 2022 – Stage Two interviews<sup>3</sup>

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<sup>2</sup> If HST number is provided, otherwise declaration of small supplier status is required.

<sup>3</sup> Applicants are asked to reserve this date in their calendars.

- April 14, 2022 – Residency awarded
- July 1 – September 30, 2022 – Approximate residency period (flexible, part-time)

## 8.0 Selection Process and Criteria

The recommended artist(s) will be chosen through a two-stage selection process.

Artists will be evaluated on their qualifications and experience, body of work, merit of proposal, and capacity to engage the community.

The City’s Public Art Advisory Committee and City staff will review proposals based on program goals and selection criteria outlined below:

**Stage One – Expression of Interest:** Artists will be scored based on their previous body of work and experience; capacity to engage the community; ability to deliver work of high artistic quality on time and on budget; as well a preliminary project proposal that is realistic and achievable and has a vision for community involvement.

<b>Qualifications &amp; Experience (60%)</b>	<b>Weight</b>
• The submission is from an artist or artist team with ties to Guelph and public-presentation experience	20
• The submission demonstrates the artist's capacity to engage with the community	20
• The submission shows evidence of the artist's ability to deliver work of high artistic quality on time and on budget	20
<b>Quality of Preliminary Project Proposal (40%)</b>	
• The preliminary project proposal outlines a project that will creatively animate public space(s) – indoor, outdoor and online	10
• The preliminary project proposal has a vision for community involvement that addresses current COVID-19 practices	10
• The preliminary project proposal will produce an outcome such as, but not limited to, a temporary installation, performance, recording, collection, creative collaboration, exhibition or community experience that can be shared and celebrated with the public	10
• The preliminary project proposal is realistic and achievable	10
<b>Total:</b>	<b>100</b>

**Stage Two – Request for Proposals:** Three shortlisted artists or artist collectives will each receive a \$325.00 honorarium upon submission of a detailed project outline that summarizes project goals and outcomes; lists outreach opportunities; identifies key project stages; and forecasts a budget, including artist fee, based on a flexible, part-time residency commitment occurring between July 1 and September 30, 2022.

Shortlisted artists will also be invited to participate in interviews as part of the review process. They will be scored based on:

<b>Qualifications &amp; Experience (20%)</b>	<b>Weight</b>
• The artist's professional experience, interests and talents complement the program	5
• The artist has demonstrated experience and inventiveness in working collaboratively with community members	5
• The artist has the knowledge and skills required to facilitate, coordinate, promote, and administer the project on time and on budget	10
<b>Quality of Proposal (40%)</b>	
• The proposal has artistic merit	10
• The proposal is innovative and unique	10
• The proposal is realistic and achievable	10
• The proposal addresses current COVID-19 safety practices	10
<b>Realization of Proposal (40%)</b>	
• The proposed project will creatively animate public space(s) – indoor, outdoor and online	10
• The artist's plans for cultural programming and community engagement are strong	10
• The proposed project demonstrates a connection to the city and/or relevance to the citizens of Guelph with potential for positive impact in the community	20
<b>Total:</b>	<b>100</b>

## 9.0 Application Process

This is a two-stage artist selection process.

### **STAGE ONE: Expression of Interest**

**Submission Deadline: Tuesday, February 1, 2022 at 11:59 p.m.**

Applicants should submit materials listed below using the following online submission form link: <https://form.jotform.com/213355390544051>

1. **Expression of Interest** (1-page, maximum file size 2 MB - pdf, doc or docx)  
Include a preliminary project proposal that describes desired outcomes and a vision for community involvement that responds to the current COVID-19 safety protocols.
2. **Artist Resume** (up to 3-pages, maximum file size 2 MB - pdf, doc or docx)
3. **Support Materials** - Include up to 3 samples of your artistic work to support your proposal. (eg. photos of artworks, short writing samples, links to video or sound files. Maximum file size 5 MB - pdf, doc, docx, jpg, jpeg or png – text field available for links.)

**Please include only the items listed above. Additional materials will not be presented to the selection panel.**



## **STAGE TWO: Request for Proposals**

**Submission Deadline: Thursday, March 24, 2022 at 11:59 p.m.**

Following review of eligibility requirements and Expressions of Interest, selected shortlisted artists will be invited to develop their concept proposals and attend a virtual interview. Shortlisted artists will receive a \$325 honorarium for their submissions.

Stage Two submissions should be formatted as a single file (maximum file size 5 MB - pdf, doc or docx) and sent electronically to [jen.rafter@guelph.ca](mailto:jen.rafter@guelph.ca), containing the following:

1. **Detailed Project Outline** (up to 5-pages, maximum file size 5 MB – pdf, doc or docx) – Expanding on their preliminary project proposal, the artist will be asked to submit a detailed project outline that summarizes project goals and outcomes; lists outreach opportunities; identifies key project stages; and forecasts a budget, including artist fee, based on a flexible, part-time residency commitment occurring between July 1 and September 30, 2022.

Shortlisted artists will be required to attend a virtual interview, and are asked to reserve the following date in their calendars: Thursday, March 31, 2022.

**Please note that late proposals will not be accepted.**

## **10.0 General Provisions**

**Artist Agreement:** Shortlisted artists will be required to enter an agreement with the City of Guelph to enter the second stage of the competition and receive the artist honorarium. The successful artist will enter into an additional agreement with the City of Guelph. Upon notification of being awarded the project, the successful artist will have a 7-day time period to finalize and sign the agreement.

**Conflict of Interest:** Applicants must disclose any potential conflicts of interest in their submission, including any which may involve City employees, Council members, or members of the City’s Public Art Advisory Committee.

**Reserved Rights:** The City of Guelph and the Public Art Advisory Committee are not obliged to accept any of the submissions and reserve the right to not recommend any proposal or finalist and to terminate or re-advertise any project.

**For additional information or questions please contact:**

**Jen Rafter**, Cultural Program and Event Coordinator  
Culture and Recreation, Public Services  
City of Guelph  
519-822-1260 extension 2629  
[jen.rafter@guelph.ca](mailto:jen.rafter@guelph.ca)