

Guidelines for Submitting an Application to the 2013 I-Park General Residency Program

Submission Deadline for Architecture and Landscape/Garden Design: **April 1, 2013**
All Other Disciplines: **February 18, 2013**

[Revised 2/5/13]

Introduction

Applications to the I-Park residency program are processed through an online submission system. By clicking on the link below, you will be connected to the application form and the screen for uploading your work samples. If you are new to this system, you will first be asked to set up an account. Please be certain that the address you enter is your current mailing address and that the e-mail address you enter is for an account that you check regularly. These addresses will be our primary means of communicating with you. If you already have an account with this service, please go to the Account link and check that your information is still current.

Please read the Frequently Asked Questions (FAQ) document before applying. That way, you can determine if the I-Park program is a good fit for you. Note that an addendum was added to the FAQ on February 5, 2013 (look at the end of the document). [Click here for a printable copy.](#)

The application fee is \$30.00 and payments may be made by major credit or debit card. This fee helps to defray the cost of the independent selection panels.

Suggestion – time saver: It may be helpful to log-in to the system at this time to get familiar with its structure. This small investment of time upfront could save you time in the long run. Note that there are many instructions and tips within the application form itself – when and where you need them – to guide you along your way. If you choose to preview the submission software at this time, please do come back and read these materials carefully before beginning the application process – or print out a copy now to have by your side.

Important Instructions: When you first log-in to the system, you will see 3 links in the upper left hand corner of the first screen: In Progress, All Programs and Submissions. Click on All Programs, look for the program you are interested in and then read the short discipline-specific introduction for your area. You will have to click on More in order to reveal the full text. If you inadvertently skip over this step (many do), you could miss some important information or context.

Miscellaneous

In most cases where an application question allows for an extended response, there is a comment indicating the approximate number of words provided for your response (e.g., Limit your response to approximately 150 words). Please do not interpret this as a requirement for a response or an expectation of a response of any particular length. Those question requiring a response are clearly flagged with a *.

Suggestion for an effective submission: In terms of the attitude of a typical I-Park selection panelist, less is more. Keep your submission tight and clearly focused.

Selecting the Correct Program/Discipline

Important – the meaning of the term ‘program’: Each of the creative disciplines supported by I- Park appears as a separate program. In fact, other than Environmental Art (Special Program), there is but one multi-disciplinary residency ‘program’ (General Residency Program) at I-Park. Artists from among the various disciplines share the facility during each residency session. However, each discipline/program has its own customized application form and submission requirements – and the work samples are adjudicated by separate selection panels. Please be absolutely certain that you select the appropriate discipline/program so that your materials will receive the most fair-minded and informed appraisal. For 2013, I-Park has organized juries for the following disciplines: Architecture, Visual Arts, Music Composition/Sound Sculpture, Creative Writing, Moving Image and Landscape/Garden Design.

Important – Environmental Art Biennale: If you are looking to apply to this year’s Environmental Art Program, please click on the Special Programs tab on the I-Park website and select that option. Note that you are always welcome to undertake site-specific, environmental art projects within the General Residency Program. The Biennale program does, however, offer special benefits, including greater public recognition.

Inter-disciplinary artists are also welcome to apply for a general residency at I-Park. However, you will need to select the discipline/program that best captures the sensibility and thrust of your creative practice. You should be thinking primarily in terms of which jury’s expertise would be best suited to a proper appreciation of your work samples. Feel free to contact the I-Park office if you would like to discuss this topic. New this year, we have allowed a video upload option for those applying in the Visual Arts discipline. This may make it somewhat easier for inter- disciplinary artists to present their work to the selection committee.

Submitting Your Sample Materials

Submitting your work samples occurs in two steps. First, you will provide, in the Forms Section, detailed information on the specific works you intend to submit. Then, you will upload the files themselves in the Media section.

You are allowed some flexibility in terms of the amount of material you may submit. However, in the pursuit of fairness, the form instructs you as to the overall limits that apply and spells out the amount of material that the jury panels will review. Note that the system will not allow you to upload files exceeding certain size limitations. If your file uploads are not accepted by the system, you may need to re-size them to conform to these limits.

Important – Preview File: For all disciplines except Architecture and Landscape/Garden Design, you will be required to submit what is referred to as a Preview File for your Upload 1. The First/Preview Round of the selection process will involve a review of your Preview File only and there are specific restrictions as to the amount and type of material you may submit for this. Your Preview File should therefore consist of your most compelling work. Note that in the Visual Arts discipline, your Preview File will typically consist of between 5 and 8 images (so that will technically involve 5 - 8 files).

For those submitting image files, although you may include more than one view or aspect of a work within a single file (compound image), please do not show images of different works within a single file. Bear in mind that, for all visual content, the selection panelists will, at least initially, be evaluating your materials on a computer screen – so compound images may or may not ‘read’ well at that scale.

Note that in Media area, there are important instructions at the top of the page. Please be sure to read them before uploading your files. You may need to click on Show Instructions if they are not appearing.

Labeling Your Media Files

As soon as you upload a file, a link will appear that directs you to Continue to Label Media. The screen that comes up will ask for certain information that will further describe your work (most fields in fact require a response).

- Title: the title of your piece. Carefully follow the instructions that explain the need for consistent titling of your pieces.
- Medium, Media (for Visual Art only).
- Physical Dimensions (for Visual Arts only): please use imperial units of measure (feet, inches).
- Year Completed: if you consider yours a work in progress/process or simply a tentative concept (not a completed work), indicate as such rather than entering a date.
- Built Project, Un-Built Project, I-Park Proposal? (for Architects and Landscape/Garden Designers only): enter the description that applies. The first 2 options would pertain when you are submitting examples of previous works. I-Park Proposal indicates that the jury is looking at a file that relates to what you intend to be working on during your residency.
- Location (indicate whether Proposed or Actual) (for Architects and Landscape/Garden Designers only): enter the description that applies. Typically, Actual would apply for a Built Project and Proposed for an Un-Built or un-solicited project. If this is a blue-sky project with no specific site in mind, indicate as such.
- Preview Media File (Yes, No)?: this question will appear for only certain file types. Use this space to designate (with a Yes) your all-important Preview File. This will be the only material reviewed by your jury in the First/Preview Round of the selection process.
- Critical Excerpt: this allows you to identify a specific excerpt within your file that you wish to direct the jury's attention to. Please double-check that the length of the Critical Excerpt you designate does not exceed the number of minutes or pages allocated for the jurors' review of that file. Note that you are not allowed to indicate more than one Critical Excerpt within any particular file.
- Complete Piece or Excerpt: here you will indicate if the file you have submitted is of a complete work or just an excerpt from a larger piece.
- Additional Details: this is a free form field that you may use (not required) to elaborate on your piece. However, in the Music Composition/Sound Sculpture and Moving Image disciplines, the online instructions will direct you to provide here some specific information about your piece (there will be still be space for you to add some personal commentary).

International Travel Grants

I-Park has a very limited program for providing grants to non-North American artists. Simply skip this step if you live in the U.S., Canada or Mexico. Otherwise, if you have a need for this support, carefully read the eligibility guidelines in the FAQ before proceeding. Note that the information you provide in the International Travel Grants section is not visible to selection panelists and is not taken into consideration in their appraisal of your submission. A separate Grant Committee makes the decision on grants only after the primary selection process is complete.

Eligibility for Return Residencies

I-Park fellows are welcome to apply for a return residency. However, fellows should carefully read the FAQ for current eligibility guidelines before beginning the application process.

Assistance with Instructions, Applying to the Program

In addition to the tutorials and comprehensive instructions provided at various points throughout the process, if you need technical assistance when working in the system, use the on-screen Help function or contact support@slideroom.com or the Help Desk at <http://slideroom.zendesk.com>.

If any of the application instructions are unclear or you have questions or concerns about the residency program itself, e-mail I-Park directly at iparkapplications@gmail.com, though we would ask that you take a moment to familiarize yourself with the FAQ first. To expedite processing, use the Subject Line: Application Assistance. You may also contact the office at 860-873-2468 from 9:00 am to 5:00 pm (Eastern Standard Time), Monday through Friday.

[Connect to the Online Submission System Here](#)