

# Kamiyama Artist – in - Residence Program 2017 Application Procedures

## [1] INTRODUCTION

Program Details and Conditions are explained on another sheet, the [APPLICATION GUIDELINES](#) document. Please read them carefully before filling in this form and apply for our program.

## [2] HOW TO APPLY

For your application, please submit the following documents by the due date.

- a) **IMAGES and INFORMATION SHEET**: Applications via E-mail will be accepted and recommended. - - submit no more than **8 images** of recent works as an attachment to their application.
- each image should be smaller than **1MB** with **JPEG** format.
  - provide **an Image Information Text sheet** that lists all images by number. Please make sure to match the image data file name and lists on the information text sheet. The information text should include the following information with numbering:
    - TITLE
    - DATE OF COMPLETION
    - MEDIUM
    - SIZE.
  - CD-R (jpeg) or DVD or Video could be submitted as a substitute of Images via ordinary mail.
  - For performance / video works: you could send us the link on website(youtube, vimeo, etc).
    - \* Please do not forget to include informantion sheet even you would submit URL of your work.
  - DVD has to be edited to within 5 minutes.
  - CD-R, Video or DVD, and other supporting materials sent via postal mail will not be returned.
- b) **APPLICATION FORM**: The application form should be completed and submitted with the other required application materials.  
Please outline your work plan for KAIR (including materials, size and etc...) on Page 3 of application form(work proposal).  
**※an attachment of drawings, sketch, or image of proposed work is required.** Please clarify the document name(ex: workproposal) upon submitting application materials.
- c) **CV**(Curriculum Vitae)
- ※Copies of reviews and other material should be limited to no more than 10 pages.
  - ※Please **DO NOT** submit letters of recommendation. References listed on the Application Form will be contacted if necessary.

d) **FEE:** The application fee of 50USD should be in form of;

- on-line payment (paypal)
- traveler's checks
- International Postal Money Order (IPMO)

Please made out to: **The Kamiyama Artist in Residence Committee.**

The fee is not refundable. \* For details please refer to Payment Instructions.

**※ Online payment (PayPal)**

Please make the payment to **info.gvi@gmail.com**

For this case, please send us your payment info (date, name, email address, and transaction ID #) or copy of transaction, so we can confirm your payment.

**※ If you applied previously and paid application fee, you do not need to pay for application fee again.**

CAUTION: All of the above are absolute requirements for proper submission of the application. As time may not allow contact of the applicant for omitted material, applicants are cautioned to carefully check their application package before submission to prevent disqualification. The selection committee cannot fairly consider candidates without knowing their objectives or having the opportunity to review all required material.

**IMPORTANT NOTES:**

- Applications will be accepted also by postal mail.
- Please send your package out by March 20th)
- Please notify us that you have mailed materials via postal mail.
- CD-R or DVD, and other supporting materials will not be returned.

**[3] DEADLINE FOR APPLICATIONS**

Applications must be arrived by **March 20, 2017**

**[4] E-MAIL ADDRESS TO SUBMIT APPLICATION FORM**

Application documents should be sent to: **applytokair@gmail.com**

**[5] INQUIRIES**

Applicants with specific questions should send e-mail to **kair@in-kamiyama.jp**

Please note that we will not be able to answer your questions in last minutes.