

## **General Guidelines for Visual Artist Submissions through Online Portal\***

The following list gives general guidelines for all applicants. Each item will be presented as a separate form for you to complete on our online portal. Specific instruction can be found throughout the online application process. Required support material guidelines are listed below and in the online portal.

1. Application information including your general information and requested dates of residency.
2. Artist statement (limit 200 words) about your current work and a statement of intent (limit 200 words) of what you propose to work on while at the Center and why the residency is important to you at this stage in your career. Your name or the name of your collaborators **MUST NOT** appear in the contents of either of these statements.
3. Contact information for two professional references who are familiar with your work and your potential to be a positive member of our community of residents.
4. Professional history from your current resume or vita. Your name **MAY** appear in the contents of this information.
5. An **OPTIONAL** professional practice or outreach proposal. If you are interested in doing outreach in Nebraska City, you can provide us with information about the type of activity you could facilitate. This is **NOT** required for you to be considered for a residency.
6. Support materials, or work samples, for your specific discipline. See the guidelines below for your discipline.
7. Application fee of \$35 paid via credit card through the online portal. The fee includes our base fee plus an additional fee for media upload. All fees are paid through the portal; check or money order can not be sent to the Center.

## **Required Support Materials for Visual Artist Submissions**

- Upload a total of 10 examples of work completed in the past three years. The ten examples may be ten still images, ten minutes of video, or a combination of both (example: if you send two minutes of video, you may send up to 8 still images). All types of visual art are accepted including but not limited to photography, painting, sculpture, ceramics, printmaking, mixed media, video, drawing, or textiles. Note that facilities specific to various media processes may not be available at KHN. See the facilities page on our website.
- Still images can be JPEG, PNG, or GIF format and must be under 5MB each.
- Video submissions must be in MOV, WMV, MP4, MPEG, or FLV format and may be no longer than 10 minutes total and under 60MB each. Video can be complete works or excerpts.
- **Your name (and the names of your collaborators) MUST be removed** from the sample files and contents. This includes the title and description areas in Slideroom. You may credit collaborators only by listing that the project is a collaboration and by explaining your role in the “Statement for Submitted Work.” Names of collaborators may be included in your resume.

Contact us at [info@khncenterforthearts.org](mailto:info@khncenterforthearts.org) or 402-874-9600 regarding questions about submission materials.

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**\*KHN does NOT accept paper applications. All applicants must submit their materials through our online portal (<https://khncenterforthearts.slideroom.com/>). Applications will not be accepted via email.**