



Sheila Hugh Mackay International Creative Residency Application

Objectives

Sheila Hugh Mackay International Creative Residency is an initiative aimed at the advancement of the careers of professional New Brunswick visual artists.

Bursary funds are made available through this juried program to:

- Encourage artists to develop their skills by giving them access to stimulating new cultural environments
- Promote the exchange of artistic views and contribute to the establishment of lasting ties between artists and international communities
- Support the creation of new work
- Provide access to advanced training

2025 Submission Deadline

Completed submissions for 2025 International Creative Residency (including all supporting material) must be postmarked on or before the deadline of **January 15 2025**. Late or incomplete applications or nominations will not be accepted. The Foundation can not accept applications by fax or email.

Eligibility

Visual artists who meet the definition of a professional artist are eligible for up to \$10,000 for expenses directly related to the proposed residency.

Candidates must be Canadian citizens who have resided in New Brunswick for a minimum of 3 years immediately prior to the residency.

Proof of acceptance by a host organization outside of Canada must be provided by the artist at the time of submission of an application. Further, the host organization must undertake to offer professional support during the period of residency and outline the nature of the intended collaboration between the artist and the organization.

Professional New Brunswick visual artists will be eligible for SHMF International Creative Residency funding once in a lifetime

Residency Grants may not be concurrent with SHMF scholarships, bursaries or fellowships. Any reporting of previous grant, fellowship or scholarship must be completed prior to application for a residency grant.

Eligible budget items are: transportation costs, accommodation and living expenses, costs of purchasing and transporting materials required for the project.

Definition of a Professional Artist

Artists are deemed professional visual artists if they satisfy 6 of the following criteria:

- They have specialized training/education in visual arts
- They are recognised as such by their peers
- They maintain as art practice and devote a reasonable percentage of professional time to creating, promoting and marketing creative work
- They receive remuneration in exchange for their artistic services
- They have a history of public presentation of work in a professional context
- They have participated in juried exhibitions
- They are members of a professional arts organization
- They are represented by an art dealer or similar representative
- They have received tokens of professional recognition from the public or peers

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Print Components of Submission

Submit four (4) copies of all these mandatory print components of the application. Include only that material described here on the application form. Additional material will not be reviewed by the jury.

Each of the print component of the application should be on a separate piece of paper. Each should be printed in black ink, single sided, and be clearly labelled.

- Completed cover pages
Please complete the forms on page 4 and 5 of this guide, using black ink.
- Letter of agreement from the host organization detailing residency dates and outlines its contribution (stipend, accommodation, travel cost assistance, networking opportunities, etc.) as well as responsibilities of the artist and the host.
- A curriculum vitae of no more than 3 pages
- Support Materials
Up to 3 examples of support materials including recommendation letters or critical reviews
- Budget
Eligible expenses include travel costs, accommodation, subsistence, and costs directly related to the project. Include detailed information on anticipated income and expenses.
- Images
Up to 10 images of the artist's or collective's work. It is recommended that some of the images relate to the residency project.
- Image List
A numbered list identifying each of the images on the USB, CD, or DVD (see below for detail)
- Images of work must follow these guidelines:
 - Images are to be submitted on USB, CD, or DVD in a PC compatible format
 - JPEG file format only
 - At a resolution of 72 dpi with maximum dimensions, in pixels of 1024 (w) x 768 (h)

- 500 KB maximum filesize
 - RGB or grayscale colour mode files only (no CMYK images)
 - Save images directly on USB / CD / DVD without creating folders
 - Mark the disc with the artist's name and the year of submission (2025)
 - If video is required, use files that can be accessed by Quick Time or Windows Media Player. Ensure that files are PC compatible.
 - If video alone is submitted, it must not exceed 5 minutes.
 - If video is combined with still images, video must not exceed 3 minutes and still images may number no more than 5.
- A numbered list identifying each of the images provided on the Visual Components CD or DVD. The list should correspond to the order in which the images on the disc are presented. This list should also include the following identifying information:
 - Title of Work: name each digital image with a number, your initials, the year completed, and title of the work. Ensure that the numbers for the first nine images begin with a zero (eg: 01InitialsYearTitle.jpg)
 - Date Completed
 - Materials & Size

Applicants Agreement Items

1. I hereby certify that, to my knowledge, the information submitted in this application is accurate.
2. I recognise that beyond the provision of a grant, SHMF has no further commitment to the project, nor to the applicant and that SHMF will not be responsible for the completion of the project, nor the work produced.
3. I agree to complete a report of the residency within 3 months of its completion.

4. I will acknowledge the contribution of SHMF in all publicity related to the project, including print, social media, and film.
5. Right of Reproduction: Should your project be approved, SHMF has the right to reproduce and publish images of the work resulting from this project for the purposes of promoting the artist or this funding opportunity
6. Right of Reproduction: You agree that no professional artist fee shall be paid by SHMF for the Rights of Reproduction and publishing under this agreement.
7. If successful, candidates must comply with all health and travel measures required by the host jurisdiction as well as follow all laws and regulations of the relevant government authorities. It is the sole responsibility of the artist or artist collective members to obtain and act upon this information as well as to stay current with any changes.

Before you submit: Reminders

Remember to submit four (4) complete sets of the six mandatory Print Components of the application.

Fasten each set of the Print Components with a paper clip. Use the order listed in the detailed descriptions.

Each of the print component of the application should be on a separate piece of paper. Each should be printed in black ink and clearly labelled. Please print single-sided.

Submit one (1) USB or disc with all digital images. Clearly label disc with artist's name and date (2025).

Send your completed Application package to:

The Sheila Hugh Mackay Foundation
P.O. Box 416,
Saint John, New Brunswick, E2L 4L9

If you have questions about the application guidelines, please contact the Foundation's Executive Director, Kathryn McCarroll:

Phone: 506.693.5647

Email: shmf@sheilahughmackay.ca

The Sheila Hugh Mackay Foundation, Inc. reserves the right to refuse applications that are incomplete or that do not follow the guidelines presented here.

Implicit in any submission of documentation is permission to publish all or parts thereof, including the nominee's name, for purposes of promoting and announcing the Residency.



International Creative Residency 2025 Application Cover Page A

Artist's Information

Applicant's full name _____

Mailing Address _____

City _____ Prov _____ Postal Code _____

Day Phone _____ PM Phone _____ Cell Phone _____

Email _____

Host Organization/Mentor Information

Organization _____

Mailing Address _____

City _____ Prov _____ Postal Code _____

Phone 1 _____ Phone 2 _____

Email _____

Project Information

Title of Residency Project _____

Residency Duration: _____

Residency Duration: _____

List of all persons participating in the project: (For artist collectives, provide the name of the contact person responsible for this application)



International Creative Residency 2025 Application Cover Page B

In 500 words or less, provide a description of the project for which the residency grant is requested with commentary on how the project contributes to the advancement of your artistic practice.

Instructions for Pages 4 & 5

- Please use Adobe Reader to fill out this PDF. Other PDF reader applications such as Mac 'Preview' may not work optimally. You can download the latest version of Adobe reader here: <https://get.adobe.com/reader/>
- To see character counts for larger fields, hover your mouse over the field to trigger 'tool tips'
- Before submission, please be sure to re-name your PDF file to include the contact person's name (eg. SHMF_Sheila2023_JaneDoe.pdf)
- Should your application be selected for funding, you will be asked to provide the form information in Word (or other similar non-PDF text format.)
- Submission deadline: **January 15 2025.** No late submissions will be accepted.