CALL FOR PROPOSALS

Culver Arts Research Laboratory (CARL) Residency Opportunities for UCR Faculty and Graduate Students 2013-2014

The Barbara and Art Culver Center of the Arts solicits proposals from UCR faculty and graduate students for projects as part of Culver's scheduled of curated programming for 2013-2014. Culver’s curatorial staff seeks bold, dynamic, experimental projects that engage with the Culver building and downtown Riverside as a site of exploration and collaboration. The primary goal for the presentation of faculty and student projects is to feature and showcase to the larger community the best in arts-based research that is being conducted on campus.

Programs can be, but are not limited to musical performances, dance performances, open rehearsals, literary readings, writer workshops, theater productions, lectures, film screenings, temporary sound and art exhibitions/installations. Proposals for exhibitions can range from one day to multiple weeks, and performances maybe for one evening (customary) or multiple evenings (atypical). In keeping with the Culver Center mission, the goals are to present new, original work, to facilitate interaction between performers, disciplines, and approaches, and to encourage collaboration between campus and the broader public.

Proposals will be reviewed from all departments, but priority will be given to those from the following seven CHASS departments in the arts: Art, Creative Writing, Dance, History of Art, Media and Cultural Studies, Music, and Theatre, and to first-time applicants who have not made a public presentation at the Culver Center in the last year, whether as a CARL Resident or via other programming. Proposals that come from these departments may also include partners with any UCR department, undergraduates, and community members. Funded residency project proposals must culminate with a public presentation at the Culver Center in the atrium, screening room, black box theatre, or dance studio (Hammond).

Respectful of the needs of UCR’s underserved and vibrant arts departments, the Culver Center's aim is to provide much needed space for creative intellectual activity beyond the bounds of the classroom or studio in the more public location of the ARTSblock that will benefit all the arts and performance initiatives in the College and at the university, through judicious rotation of space assignments and shared resources.

Three Opportunities for CARL Residencies

Type: Non-Funded, Non-Public CARL Residency
Funding: Projects not open to the general public, which do not receive financial awards, but receive ARTSblock support such as rehearsal time and/or space for project development, but do not require further ARTSblock staff support, such as with lighting or construction.
Schedule: Ongoing
Process: Short application accepted on rolling deadline. Adjudicated by ARTSblock staff.

Type: Non-Funded CARL Residency
Funding: Projects for public presentation, do not receive financial awards, but receive ARTSblock support such as exhibition space, rehearsal time, tech support, and publicity.
Schedule: Ongoing
Process: Long application accepted on rolling deadline. Adjudicated by ARTSblock staff in consultation with Culver Faculty Advisory Board.

Type: Funded CARL Residency
Funding: Projects for public presentation receive financial awards from a fund of $6000 total (three $2000 awards available), and receive in addition ARTSblock support such as exhibition space, rehearsal time, tech support, and publicity.
Schedule: July 1, 2013-June 30, 2014 (rehearsal space and public presentations in non-atrium locations can be scheduled more easily. Public presentation of projects in the atrium require more lead time since it is a multi-use space.)
Process: Long application due February 15, 2013. Adjudicated by Culver Faculty Advisory Board and ARTSblock staff.
General Guidelines for All Opportunities

Home departments will not be provided with funding for release time for faculty, nor is there an arrangement for faculty to be relieved of departmental and teaching obligations during their work at Culver. Independent study projects by students, in conjunction with faculty advisor approval, and in fulfillment of their course work are welcomed.

ARTSblock staff and the Culver Center Faculty Advisory Board will evaluate the proposals. ARTSblock staff will administer and coordinate scheduling, space assignments, and facility management. 2013-14 Faculty Advisory Board: Art (Brandon Lattu), Art History (Pat Morton), Creative Writing (Michael Jayme), Dance (Wendy Rogers), Media & Cultural Studies (Derek Burrill), Music (Paulo Chagas), and Theatre (Robin Russin).

Once a proposal is accepted and the faculty/student are notified, then the process for contract negotiation begins, for non-funded as well as funded opportunities. It will include, for example, exhibition layout/checklist, rehearsal and performance dates and times, a diagram of the set location and seating arrangement, and so on. As part of the contract, faculty/students will be asked to review and sign off on accepting the Building Use Guidelines (BUG), which may be reviewed in advance at http://culvercenter.ucr.edu/facility-rental/guidelines.php.

Generally, at the very latest, contract negotiations for Non-Funded and Funded Residencies with public presentations will start eight weeks prior to the date of the event, although negotiations can start earlier too. A contract will need to be signed by both parties thirty (30) days in advance of the project’s start date, which includes shipping of artwork, installation schedule, rehearsal dates, for example. Please note that for performances, UCR students have to sign waivers. Generally, UCR faculty do not need to sign waivers, but if any participants in accepted projects are not UCR faculty, students, or staff, then they will need to sign a liability waiver and may be required to provide their own Commercial General Liability insurance policy, although ARTSblock staff can assist in working with UCR’s insurance to obtain an insurance policy for a minimal cost to the artist.

Non-funded, Non-Public Presentation residencies have a more flexible timeline, as they generally will require simpler forms to prepare in advance.

Non-Funded Residencies

Non-Funded Residencies for public presentation require the same application as Funded Residencies, except that a budget is not required. These are projects in which ARTSblock will provide support such as space for exhibitions, rehearsals, and performances that are open to the public, along with light construction, lighting tech, and publicity.

Funded Residencies

There is a $6,000 fund from which three $2000 awards are drawn for Funded Residencies. Proposals for funding will be made based on quality of application narrative, clarity of budget outline, innovative nature of proposal project, and collateral resource requirements from Culver Center. In addition to the award funds, these are projects in which ARTSblock will provide support such as space for exhibitions, rehearsals, and performances that are open to the public, along with light construction, lighting tech, and publicity. Residents will need to provide any specialized sound equipment, such as a multi-channel mixer, and a sound tech, depending on the nature of the production. Should they be required as part of the project, then these would be items to include in the proposed budget. However, most of spaces in Culver, including the atrium, can transmit acoustical sounds fairly well.

Proposal Preparation for Non-Funded and Funded Residencies

In addition to contact information, the proposal must contain the following elements:

I. **Narrative Description** (One to four pages single-spaced, using Times Roman, eleven-point font)

   **Project Summary**: The abstract (up to 125 words) should summarize your project, and will be used in the review of the proposal, in ARTSblock and Culver’s annual report, and in other publicity.

   **Significance**: Your description should make clear how the proposed arts research agenda would benefit from the use of the Culver facilities. Your description should also include enough historical and theoretical contexts to allow any member of the Culver Faculty Advisory Board unfamiliar with the details of the topic to appreciate the artistic and intellectual significance and timeliness of the proposed project.
Work Plan/Timeline: Your description should provide enough programmatic detail to convey a clear sense of the proposed artistic research and production. A tentative timeline, showing general goals and organization should be included. There will be opportunity for the timeline to be revised, but the description should be as concrete and detailed as possible, noting especially total number of hours, specific months, and/or days of the week required. Your plan should reference which areas of CARL will be used. Provide preferred dates for public presentation of the project between July 1, 2013 and June 30, 2014. If the project is a performance, then make sure to include rehearsal dates. Please note that the April and May months are the most requested usually, therefore, they are the most competitive slots. Rehearsal space and public presentations in non-atrium locations can be scheduled more easily. Public presentation of projects in the atrium require more lead time since it is a multi-use space.

Presentation, Exhibition: Residencies at CARL require public presentation of artistic research that will occur on the premises of Culver. It is possible that the presentation will occur as part of the ARTSblock’s and Culver’s public programming on the ground floor in the Atrium Gallery, the Screening Room, Sweeney Gallery, or in the CMP. The proposal should be explicit about these presentations, the space, equipment, and time required, the preferable date, tech and staff support.

Biographies: Please provide abbreviated vitas of the key participants, short narrative bios, or a description of past work that has relevance to the proposal.

II. Budget (Applicable only for Funded Residency Proposals) Proposers are encouraged to submit the most detailed budget possible (see table with example application), where appropriate, to work with the CHASS’S Principal Analyst to seek out other funding sources. Also, discuss what additional funding you think might be brought to the project, and/or discuss additional funding that has been or will be solicited. Please note that funds can be used only for direct costs such as materials, equipment, contract workers, honoraria for non-UC faculty and non-UCR students, etc., and not as honoraria for UC-faculty and UC-graduate students. The process for access to funds will be like any grant in which they will be transferred to your department for distribution according to the agreed upon line items in the finalized budget.

III. Documentation Include hard-copy material such as CDs, DVDs, images, scores, audio, films, publications, etc. that show related projects of applicants. Because it is anticipated that the residency will generate new work, you should point out how previous work relates to your proposal. For time-based documentation, indicate a five-minute segment for first review, though the entire piece may be reviewed as time permits. For all documentation, include a list that identifies and describes each work sample. In lieu of providing hardcopies of documentation, you may provide specific links on the web, which are preferable actually, such as a personal website, YouTube, Vimeo, and so on. However, in your proposal indicate the relevance of what is being viewed to the proposed project.

IV. Further Consideration Indicate at the end of the proposal that if it does not receiving funding, whether or not you would like it to be considered for a Non-Funded Residency.

V. Letter of Support from the chair of your department, if a faculty member, or faculty advisor, if a student. This is a simple letter that acknowledges and demonstrates awareness of the use of your time spent on the residency at Culver. To reiterate, there is no course release time for faculty. It is at the discretion of graduate students as to whether or not the project is course related, which is not a requirement in a proposal. If the project is presented as a collaboration, then a letter is required for each collaborator from their Chair or faculty advisor.

An example of a successful application from a CARL resident last year is appended at the end of this prospectus. Applicants are highly encouraged to contact ARTSblock staff or CARL Faculty Advisory Board members with questions or to discuss preliminary ideas for proposals.

Proposal Preparation for Non-Funded, Non-Public CARL Residencies

Along with contact information, the narrative component of the proposal should contain the following elements:

I. Project Summary: Short summarization of intended use of Culver facilities for project development, such as rehearsals or exhibition experimentation that will be closed to the general public. Specify exact space.

II. Work Plan/Timeline: Provide a schedule as to month(s), days of week, and times of day.
Application Deadlines and Procedures

Submit an application as a Word document or, preferably, a PDF document to Tyler Stallings, artistic director, UCR Culver Center of the Arts, tyler.stallings@ucr.edu. You will receive an email that confirms receipt of the application. If you do not receive a confirmation then feel free to contact tyler.stallings@ucr.edu. The electronic versions of the applications will be emailed to the CARL Faculty Advisory Board in order to begin the process of evaluation. If your documentation is not represented in the Word or PDF documents, but rather submitted as a hard copy of materials, then they will be presented when the Advisory Board meets for final review. Other than documentation, applications WILL NOT be accepted in a hardcopy format.

- Submission Deadline for Non-Funded, Non-Public Residency: ongoing
- Submission Deadline for Non-Funded Residencies: ongoing
- Submission Deadline for Funded Residencies between July 1, 2013 and June 30, 2014: **Friday, February 15, 2013**.

Proposals are accepted based on the recommendation of the Culver Faculty Advisory Board whose members review the proposals in concert with the ARTSblock staff. Successful applicants will be asked to report on their activities at the end of their residence.

For the Funded Residency Proposals, the Culver Faculty Advisory Board and ARTSblock staff will review them between mid-February and mid-March 2013, and notification of acceptance will be before Spring Break in late March 2013. Tours of the Culver and CARL facilities are available by appointment and highly encouraged before application. For an appointment, contact Tyler Stallings, Artistic Director, UCR Culver Center of the Arts, tyler.stallings@ucr.edu.

Guidelines are downloadable from http://culvercenter.ucr.edu/carl-residency/. If documentation will be delivered as hard copy and not part of the electronic Word/PDF application, then deliver to:

**CARL Residency Proposals**
UCR Culver Center of the Arts
3834 Main Street
Riverside, CA 92501