The Sam & Adele **Golden Foundation**™ for the Arts, Inc.

Residency Application & Instructions

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PLEASE NOTE:
Residency applications will only be accepted through our online application system. This printed application and instruction packet is for reference only.

General Instructions

Please review this entire document before beginning the online application process. We have tried to address any questions that you may run into while completing the application.

A complete application must contain the following information and files:

- Contact and biographical information
- Artist statement
- Eight digital image files of your work. Detailed requirements for images are outlined below.
- Three references whom we may contact. References will only be contacted for applicants who have been selected for residency
- Current resume in pdf or tiff format.
- Applicants have the option of submitting up to three letters of recommendation. Please use pdf or tiff format.
- A $30 application fee, charged at the end of the application process, payable via credit card.

Digital Image Guidelines

- The application will require that you upload 8 digital images for review by the selection committee. Before starting the online application, we encourage all applicants to make certain that these files are correctly formatted.
- Images must be submitted as jpegs.
- Slideshows and Powerpoint presentations are not accepted.
- Each jpeg may be no larger than 1600 pix in any direction.
- Image resolution must be between 72 and 100 dpi.
- Each file must be less than 1MB.
- Each file must be labeled with the applicant's last name followed by a period, first initial, underscore, and number Example: SMITH.J_1.JPG, SMITH.J_2.JPG

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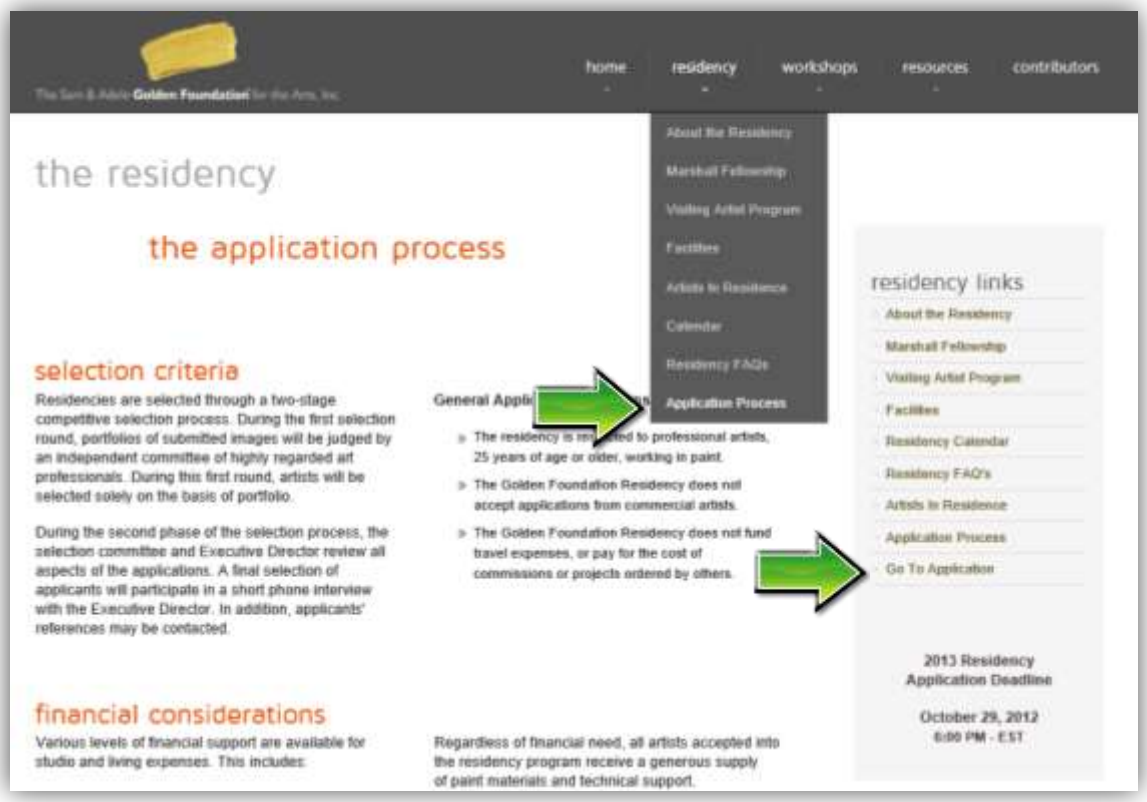
Accessing the Online Application

You can access the Online Application by clicking on either the "**Go To Application**" link or button which are located on the Application Process page.



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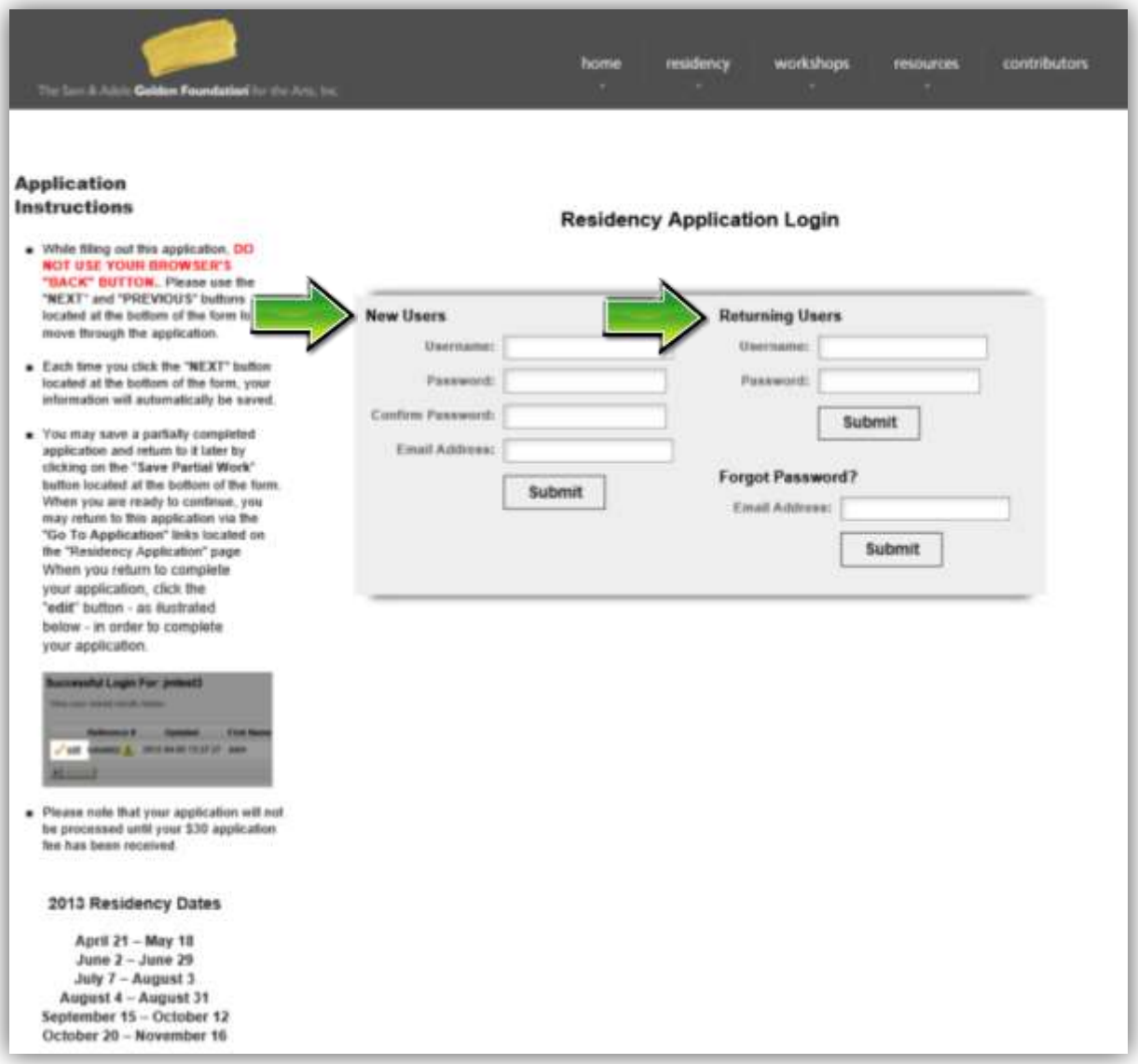
Starting the Application Process

After clicking the "**Go To Application**" link or button, you will be brought to the Residency Application Login screen.

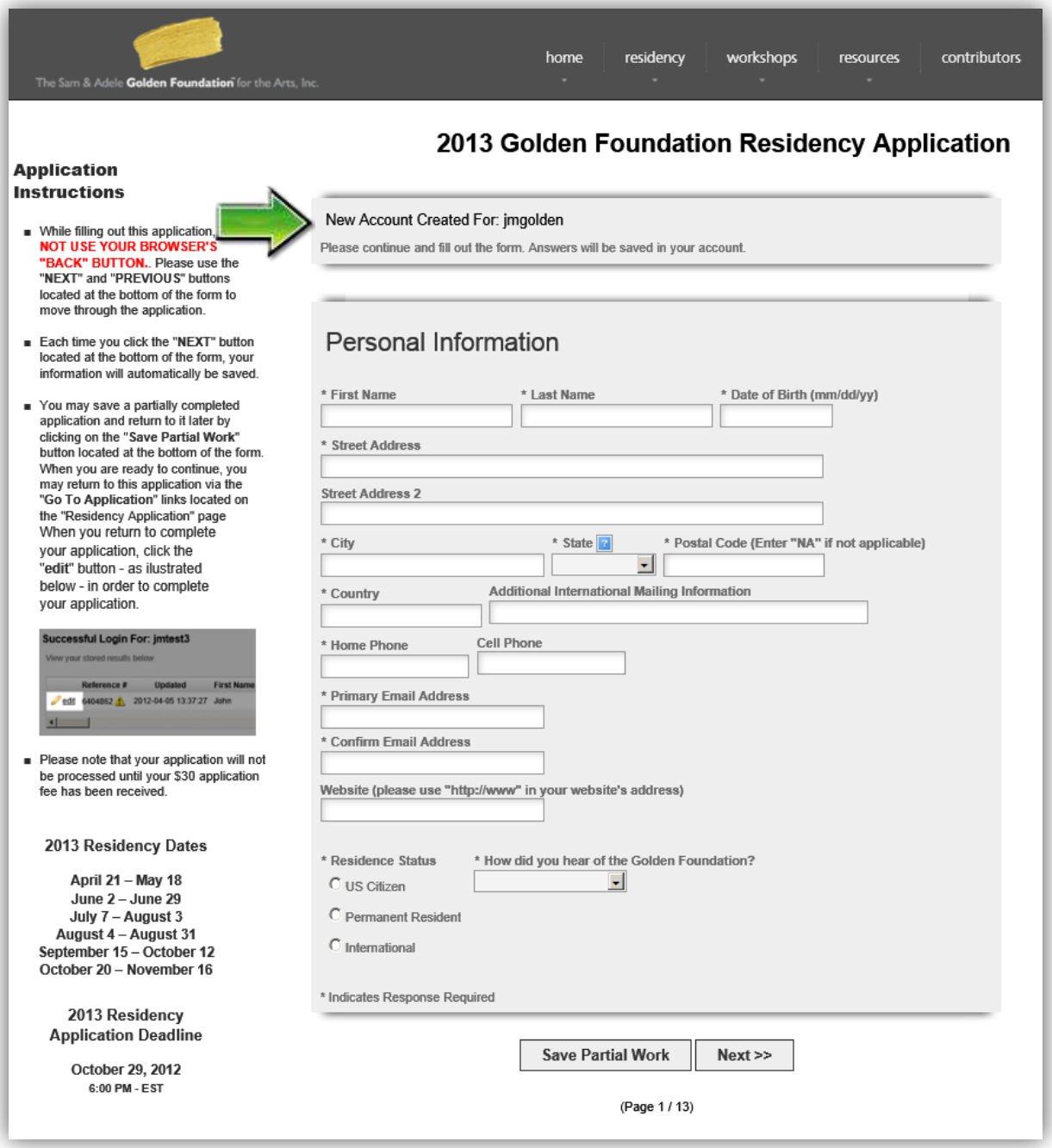
If you are a New User, you will need to create a Username and Password in order to create an account. Creating an account will allow you to work on your application over multiple sessions. Please be sure to write down your Username and Password for future reference.

If you had previously created an account, you can enter your Username and Password under the Returning Users section.



First Time Users

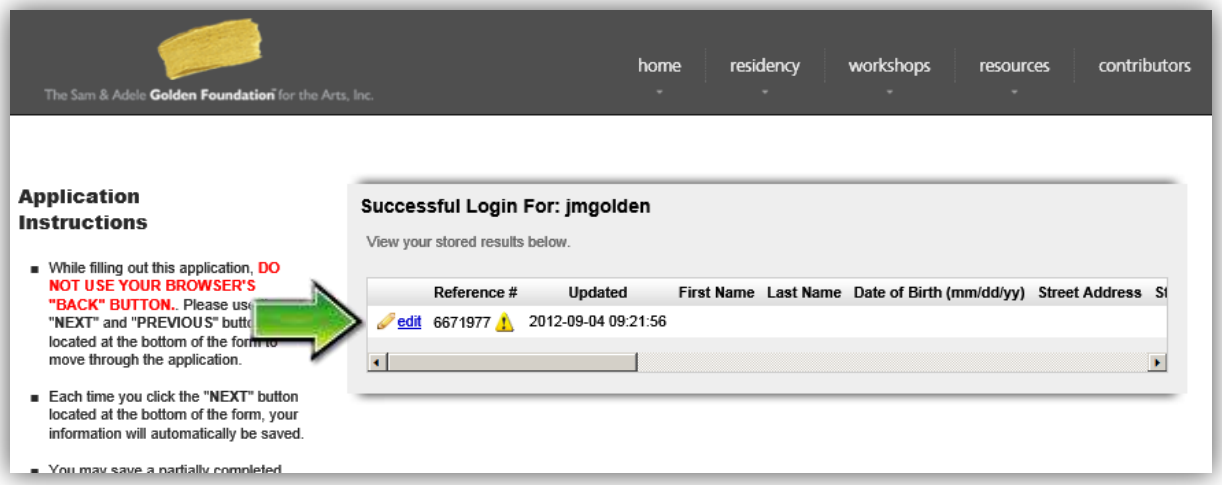
You will see a screen similar to below stating that a new account has been created for you.



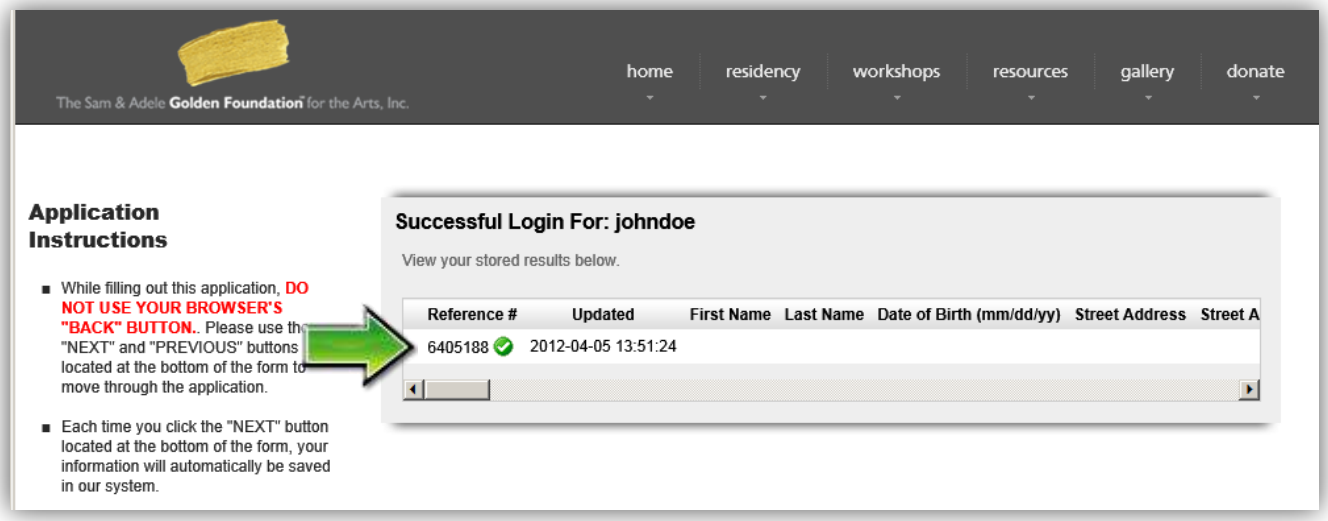
Returning Users

You will see a screen similar to below.

If you have not yet completed your application, you will see a little yellow triangle. This triangle signifies that your application has yet to be submitted. In order to edit your application, click on the "edit" link as illustrated below.



If you see a circle with a checkmark, this signifies that you have submitted your application. Only one application may be submitted per application period.



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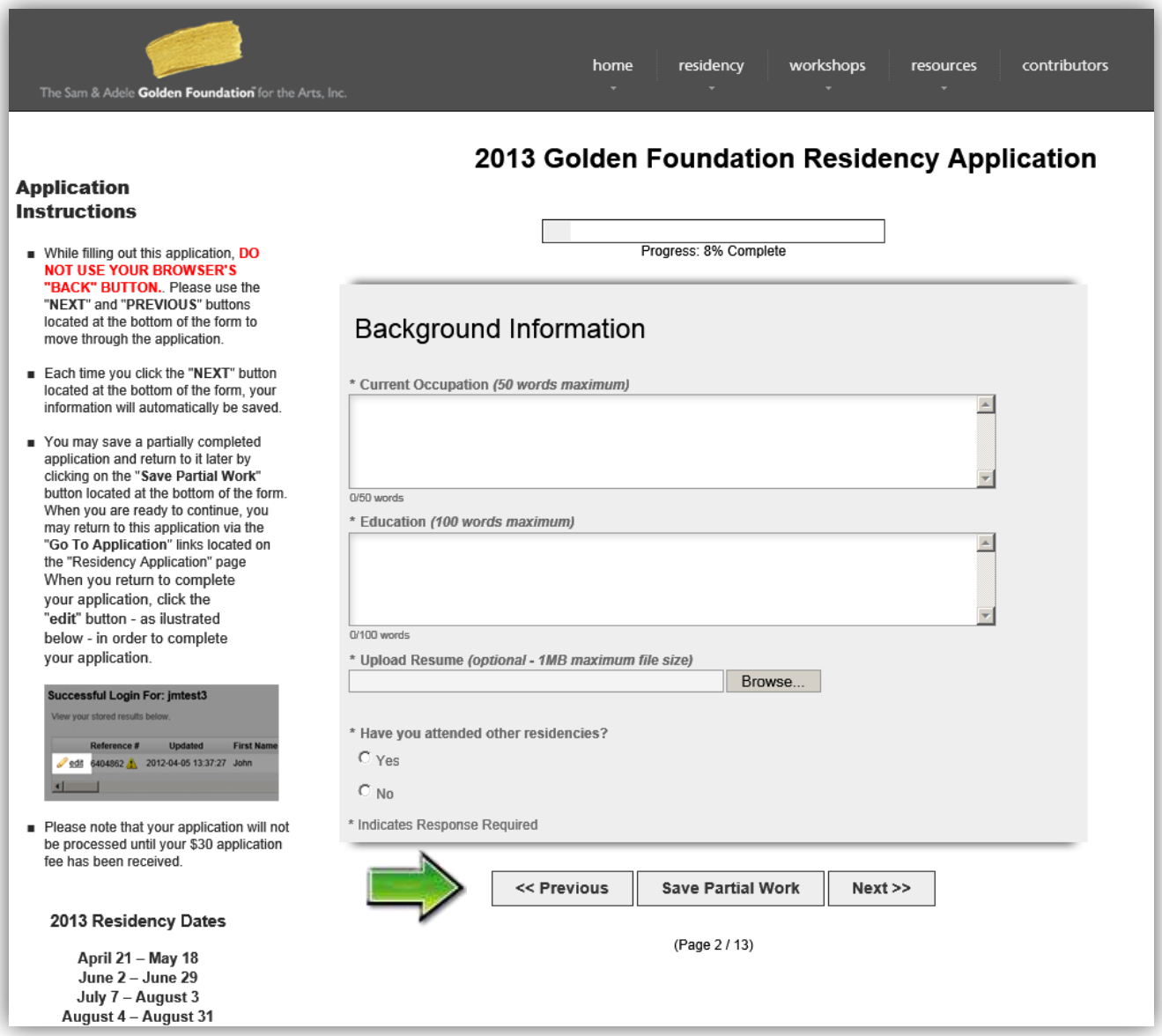
Navigating the Application and Saving Your Work

At the bottom of the form, you will see three buttons.

- Save Partial Work: Clicking this button will save all of the information entered on the page.
- << Previous: Clicking this button will move you to the preceding form page.
- Next>>: Clicking this button will save all the information entered on the page and move you to the next form page.

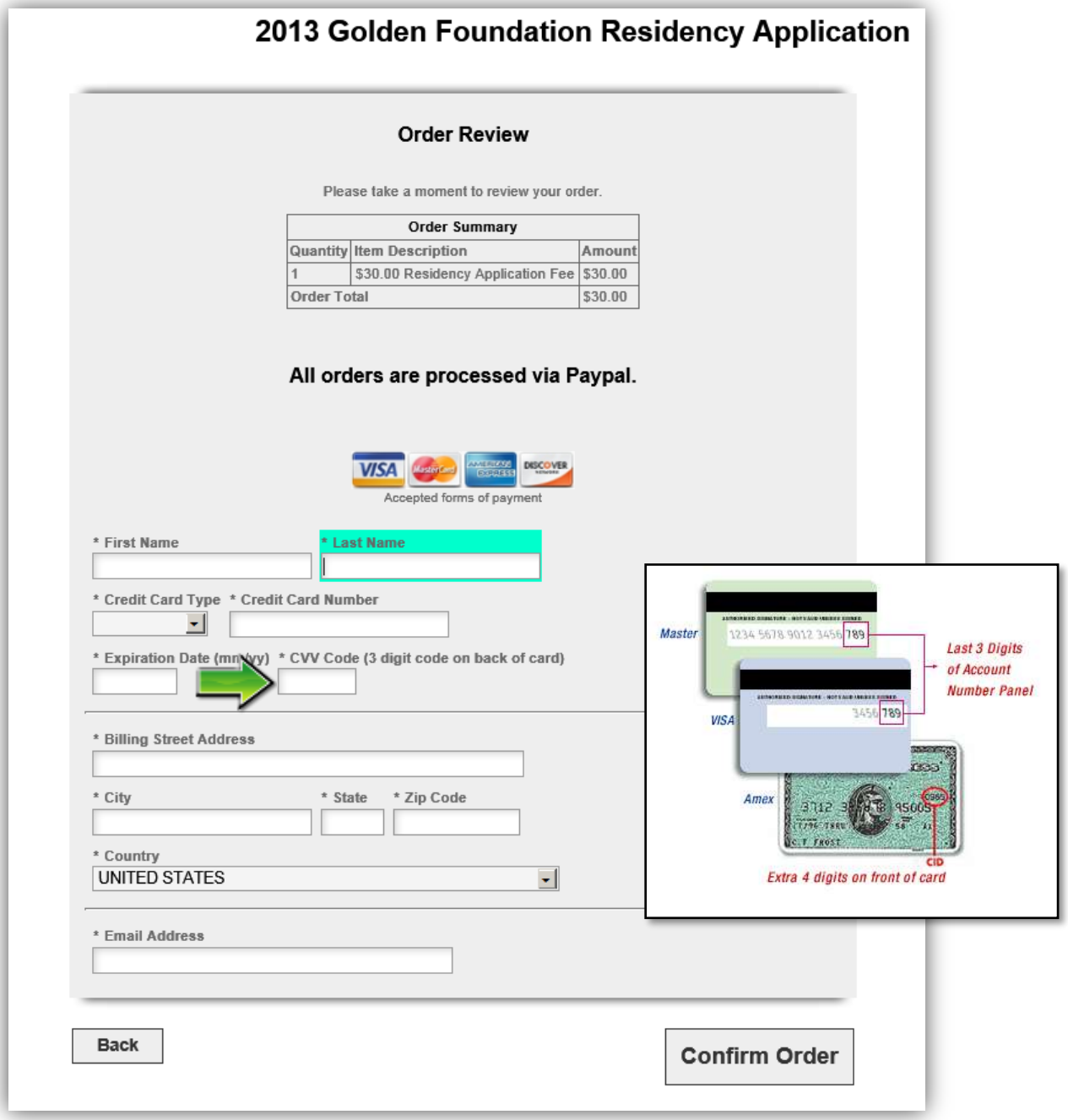
If you accidentally close the web browser, or otherwise interrupt the application process, you can always log back into the system and resume where you left off, by going to the Residency Application page of the Golden Foundation website and clicking on the Online Application link (as described on page 3 of this document)



Paying the Application Fee

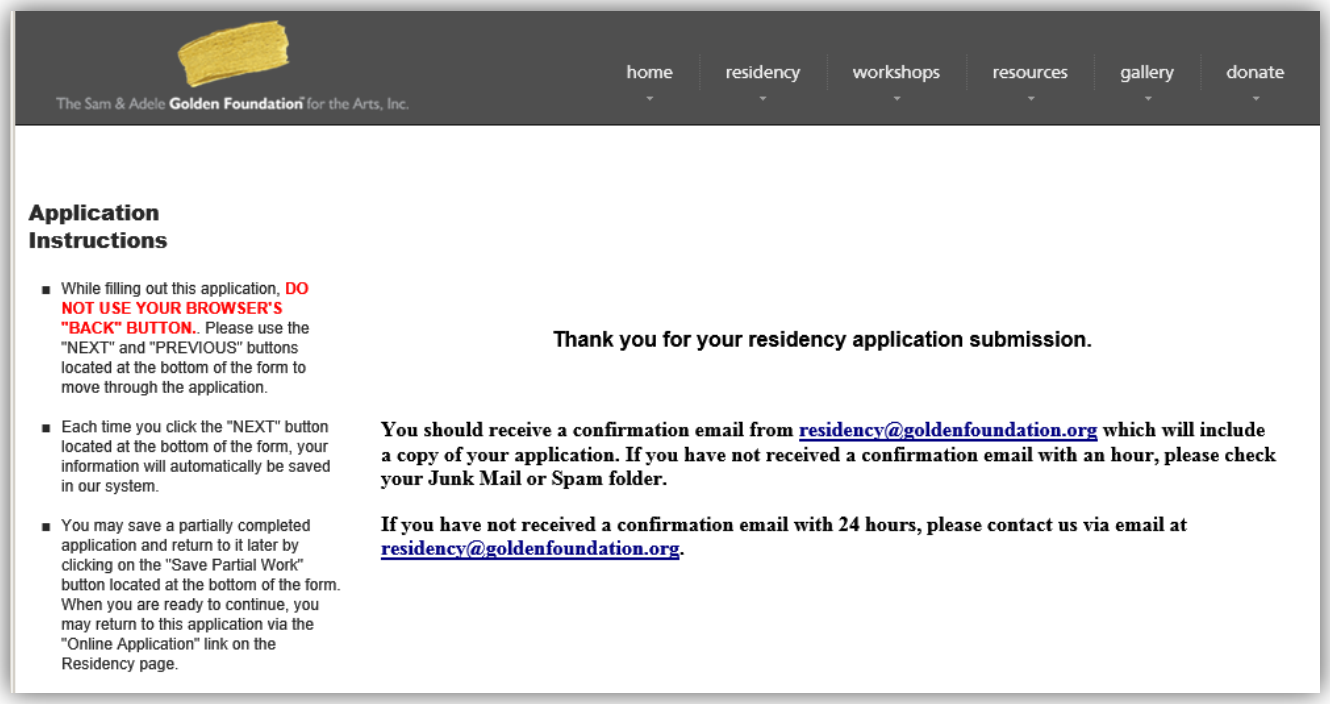
Please note that The Sam & Adele Golden Foundation never has access to your credit card information. All credit card transactions are handled through our payment services provider, PayPal. You can review the PayPal privacy policy at www.paypal.com.

Please note that when asked for "**CVV**" you should enter the 3 or 4 digit code that is located on your credit card.



A successfully submitted application…

Upon successfully submitting your application, you will be presented with a screen similar to below. You will also receive an e-mail receipt sent to the Primary E-Mail Address that was entered on the first page of the application form.



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Copy of the Residency Application

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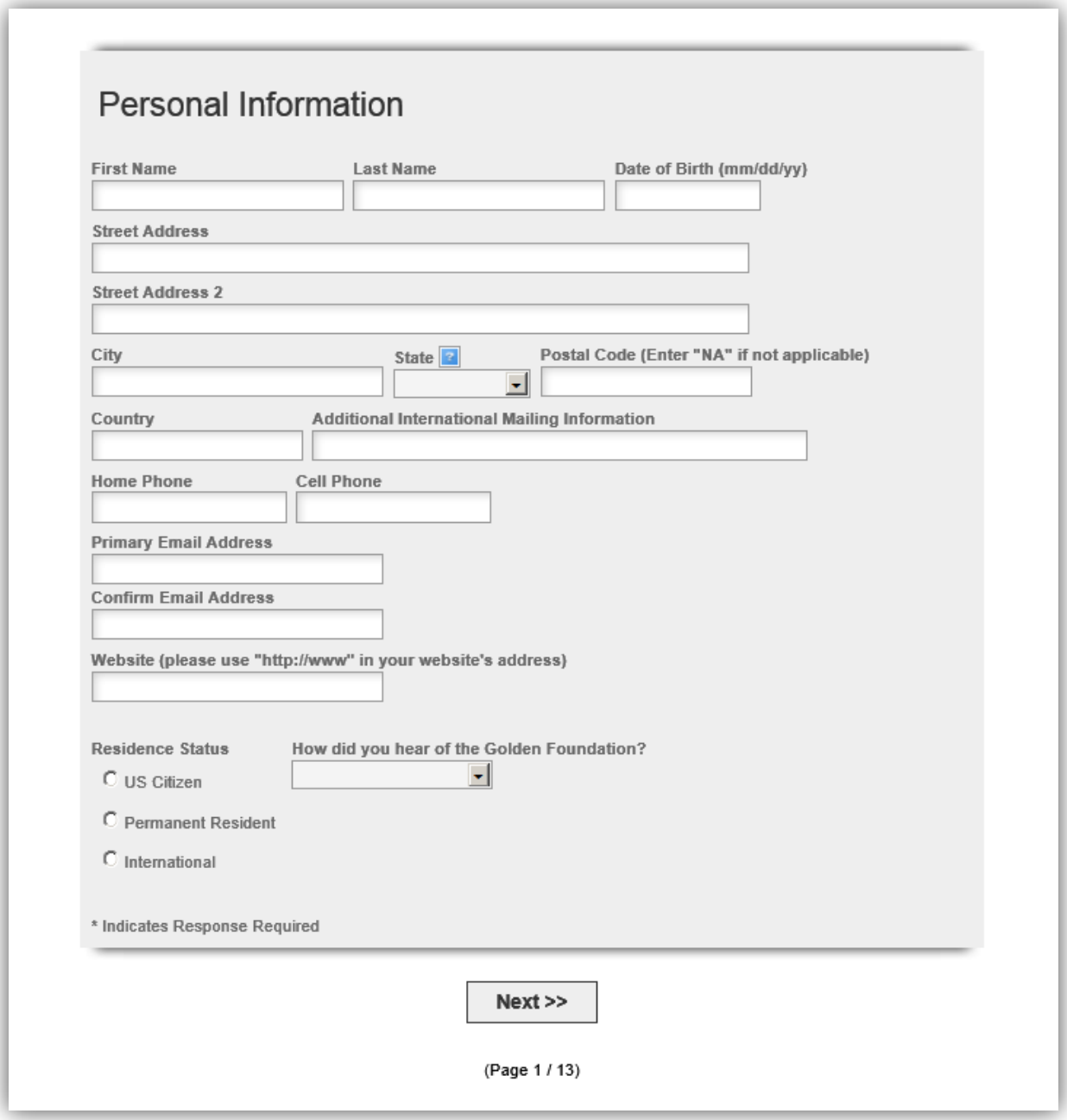

Personal Information

First Name | Last Name | Date of Birth (mm/dd/yy)

Street Address

Street Address 2

City | State | Postal Code (Enter "NA" if not applicable)

Country | Additional International Mailing Information

Home Phone | Cell Phone

Primary Email Address

Confirm Email Address

Website (please use "http://www" in your website's address)

Residence Status

- US Citizen
- Permanent Resident
- International

How did you hear of the Golden Foundation?

* Indicates Response Required

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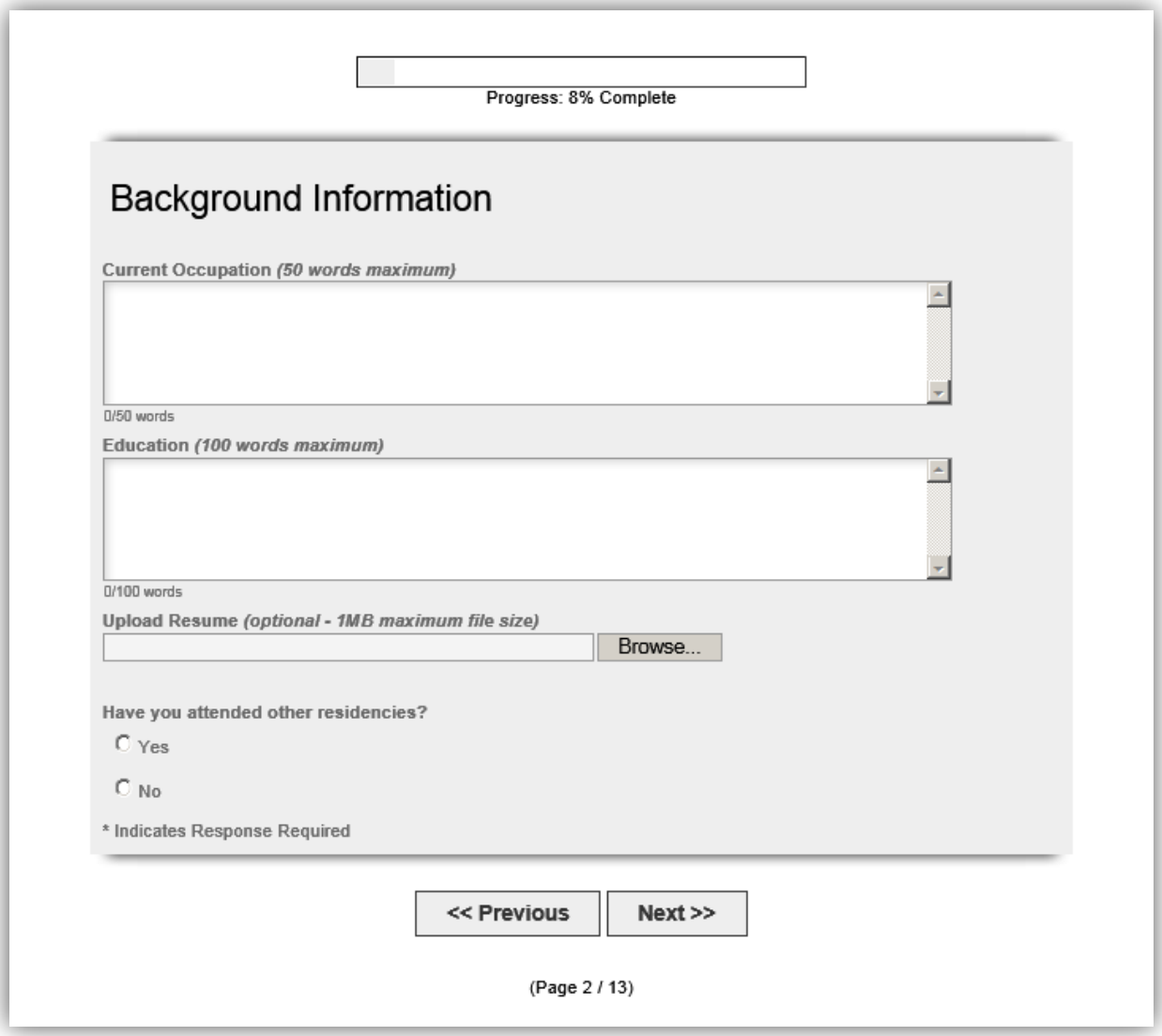
RESIDENCY APPLICATION PAGE 2 OF 13



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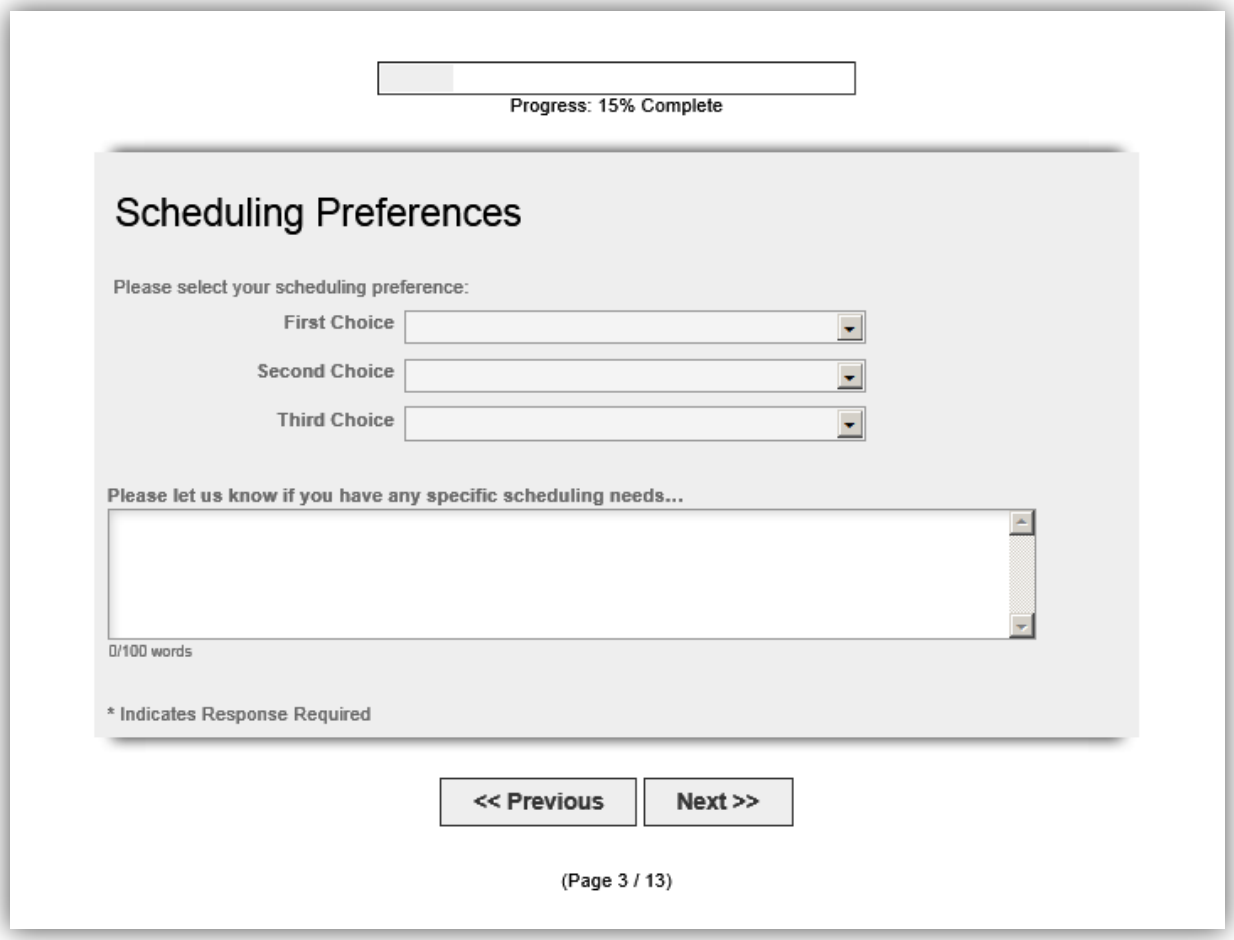

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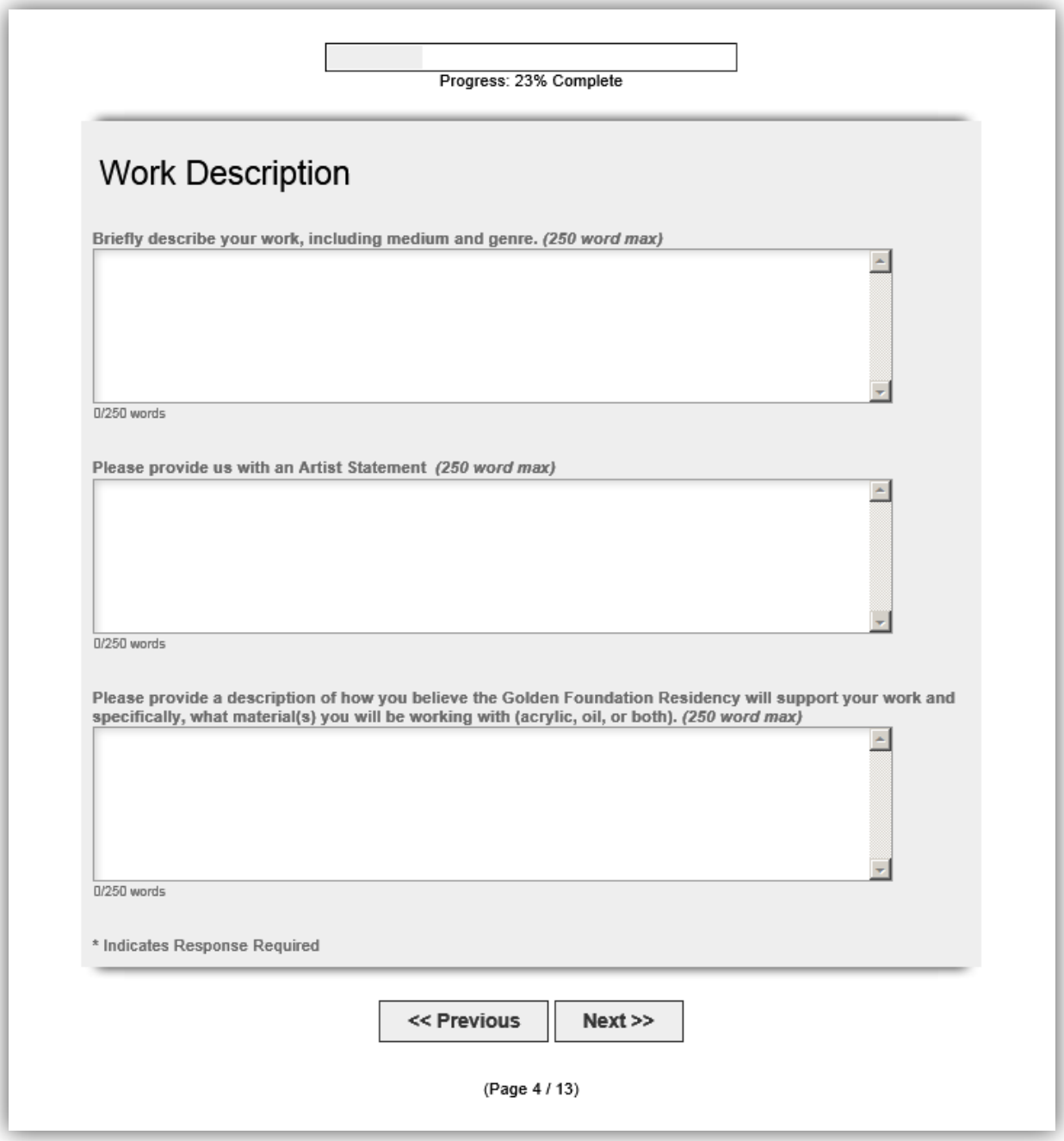

Progress: 23% Complete

Work Description

Briefly describe your work, including medium and genre. ***(250 word max)***

0/250 words

Please provide us with an Artist Statement ***(250 word max)***

0/250 words

Please provide a description of how you believe the Golden Foundation Residency will support your work and specifically, what material(s) you will be working with (acrylic, oil, or both). ***(250 word max)***

0/250 words

*** Indicates Response Required**

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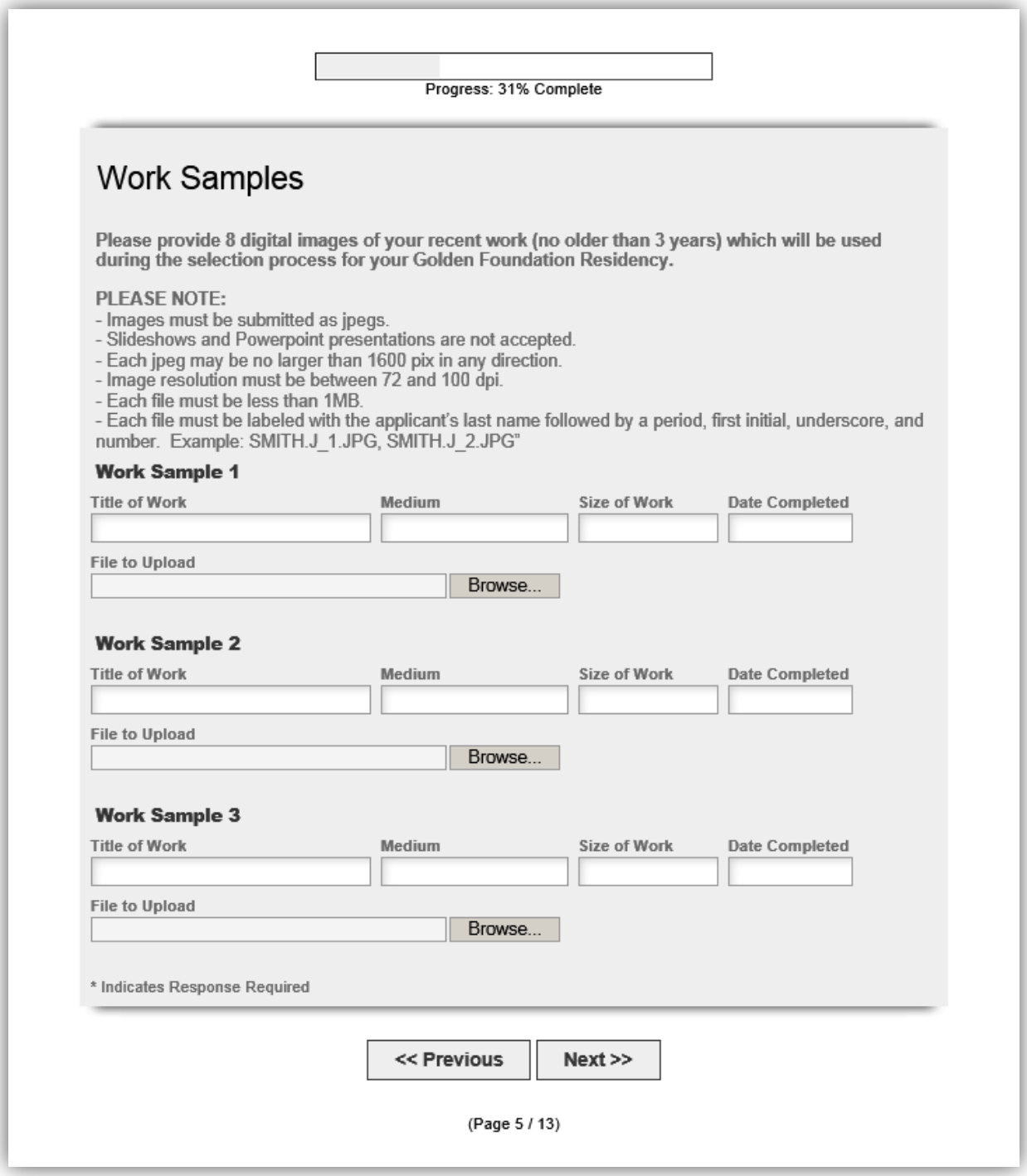

Progress: 31% Complete

Work Samples

Please provide 8 digital images of your recent work (no older than 3 years) which will be used during the selection process for your Golden Foundation Residency.

PLEASE NOTE:
- Images must be submitted as jpegs.
- Slideshows and Powerpoint presentations are not accepted.
- Each jpeg may be no larger than 1600 pix in any direction.
- Image resolution must be between 72 and 100 dpi.
- Each file must be less than 1MB.
- Each file must be labeled with the applicant's last name followed by a period, first initial, underscore, and number. Example: SMITH.J_1.JPG, SMITH.J_2.JPG"

Work Sample 1

Title of Work | Medium | Size of Work | Date Completed

File to Upload — Browse...

Work Sample 2

Title of Work | Medium | Size of Work | Date Completed

File to Upload — Browse...

Work Sample 3

Title of Work | Medium | Size of Work | Date Completed

File to Upload — Browse...

* Indicates Response Required

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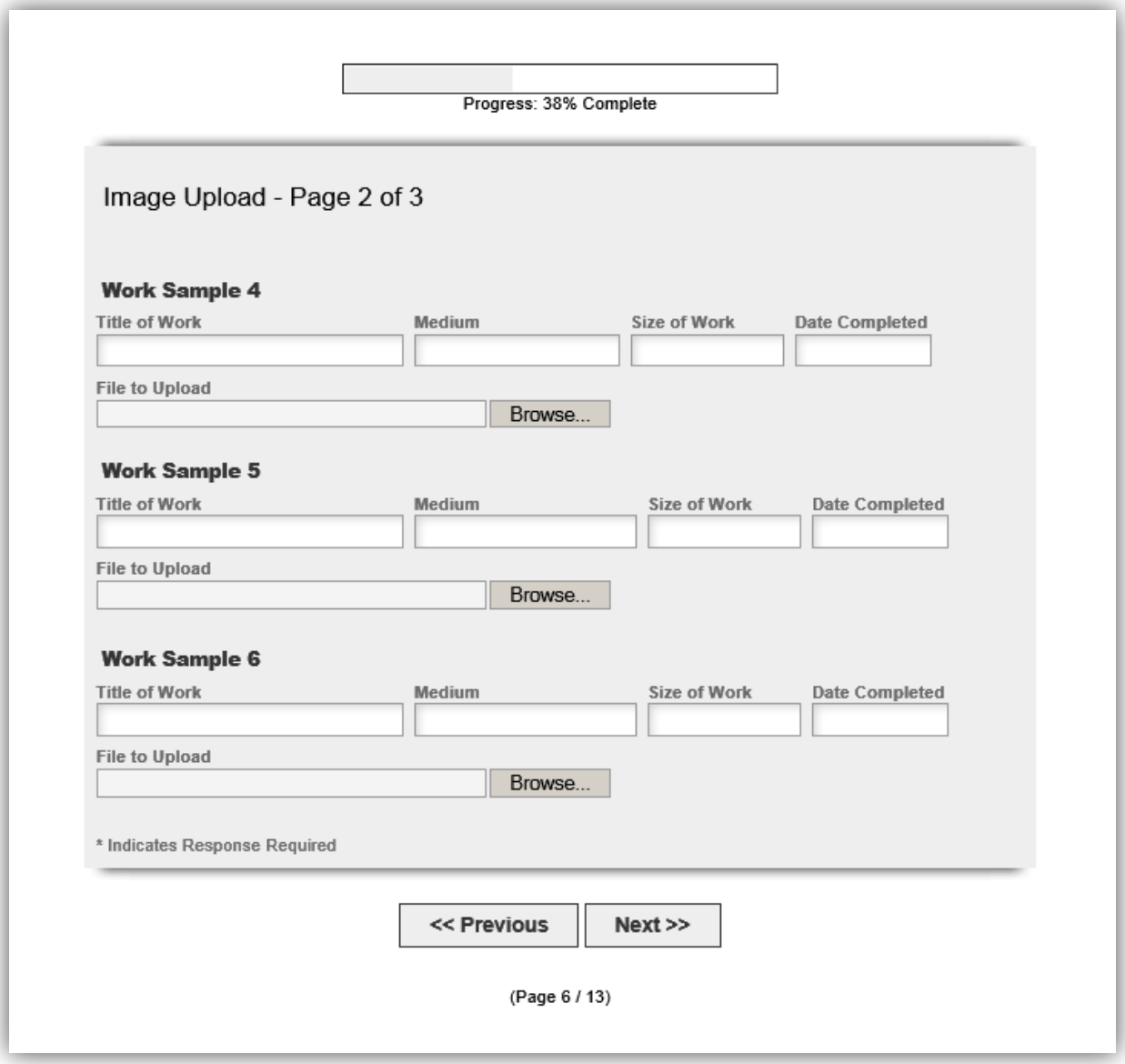

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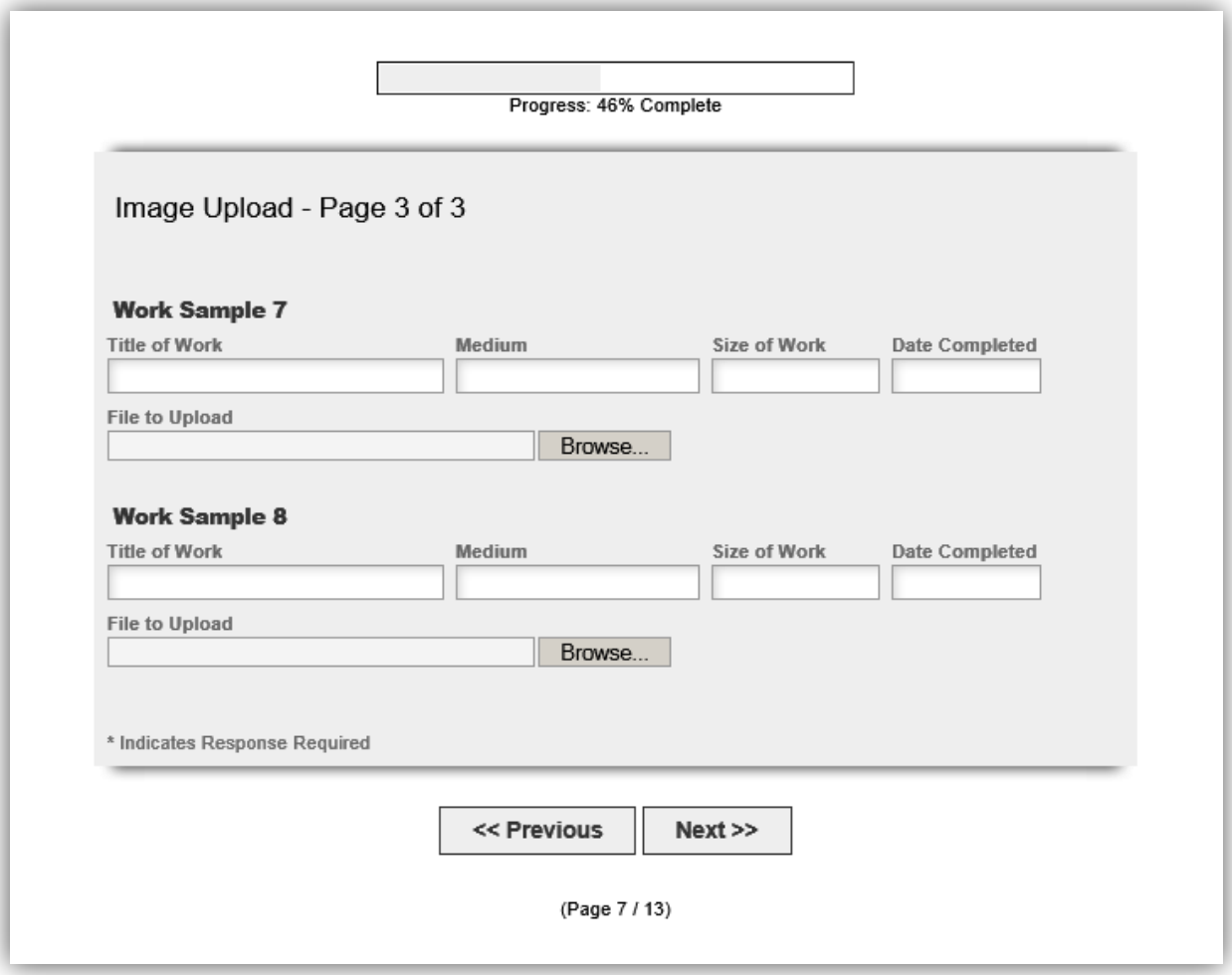

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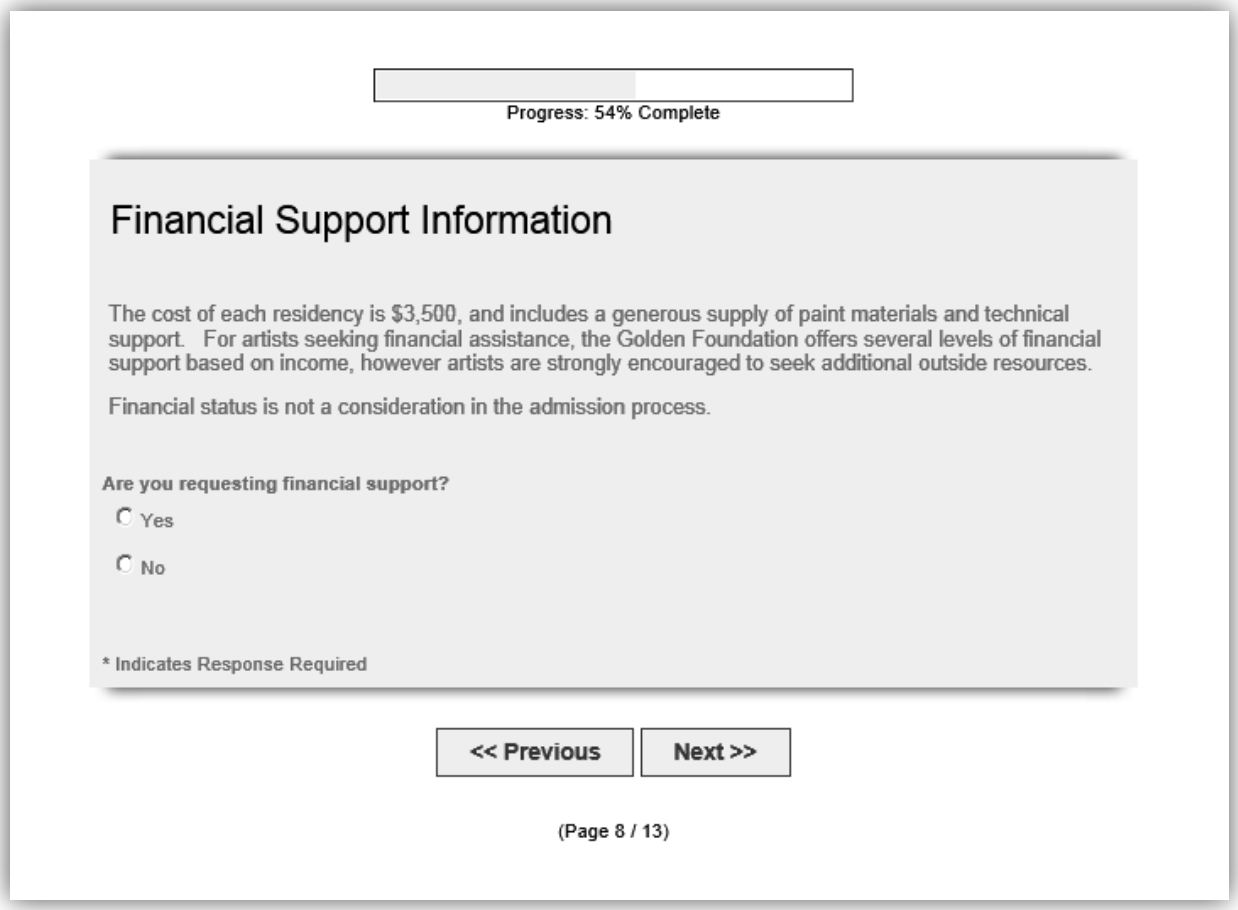

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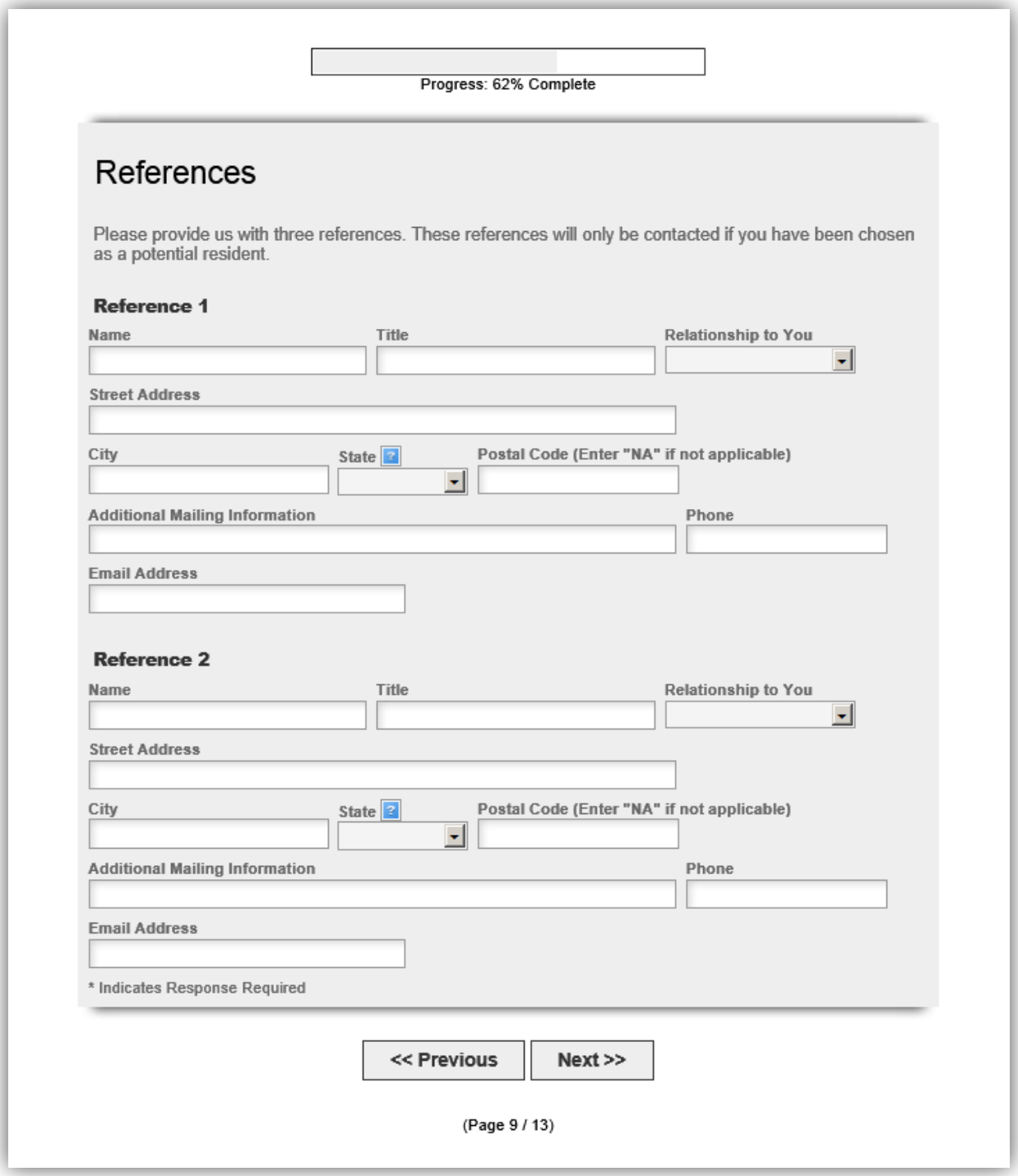

Progress: 62% Complete

References

Please provide us with three references. These references will only be contacted if you have been chosen as a potential resident.

Reference 1

Name | Title | Relationship to You

Street Address

City | State | Postal Code (Enter "NA" if not applicable)

Additional Mailing Information | Phone

Email Address

Reference 2

Name | Title | Relationship to You

Street Address

City | State | Postal Code (Enter "NA" if not applicable)

Additional Mailing Information | Phone

Email Address

* Indicates Response Required

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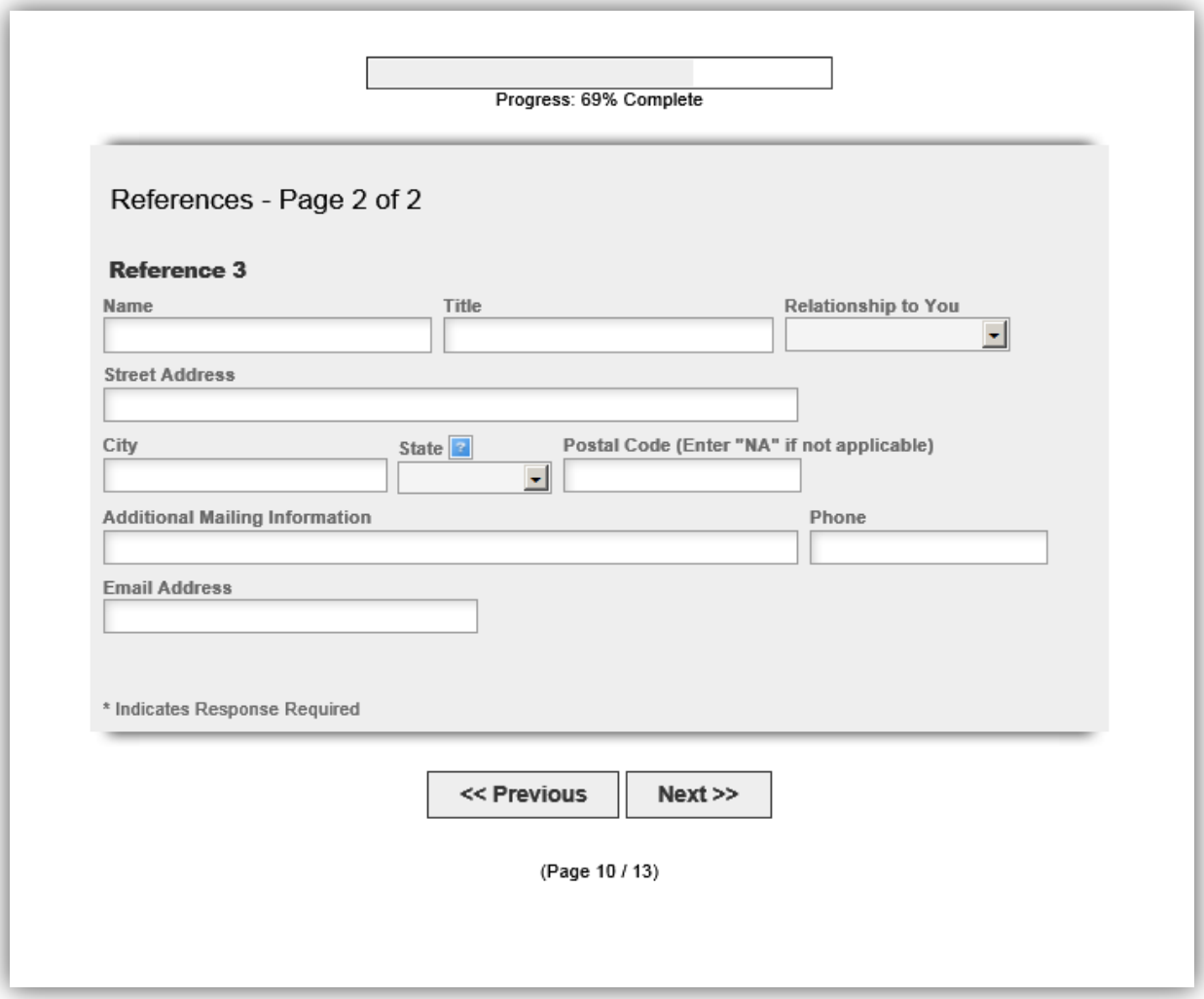

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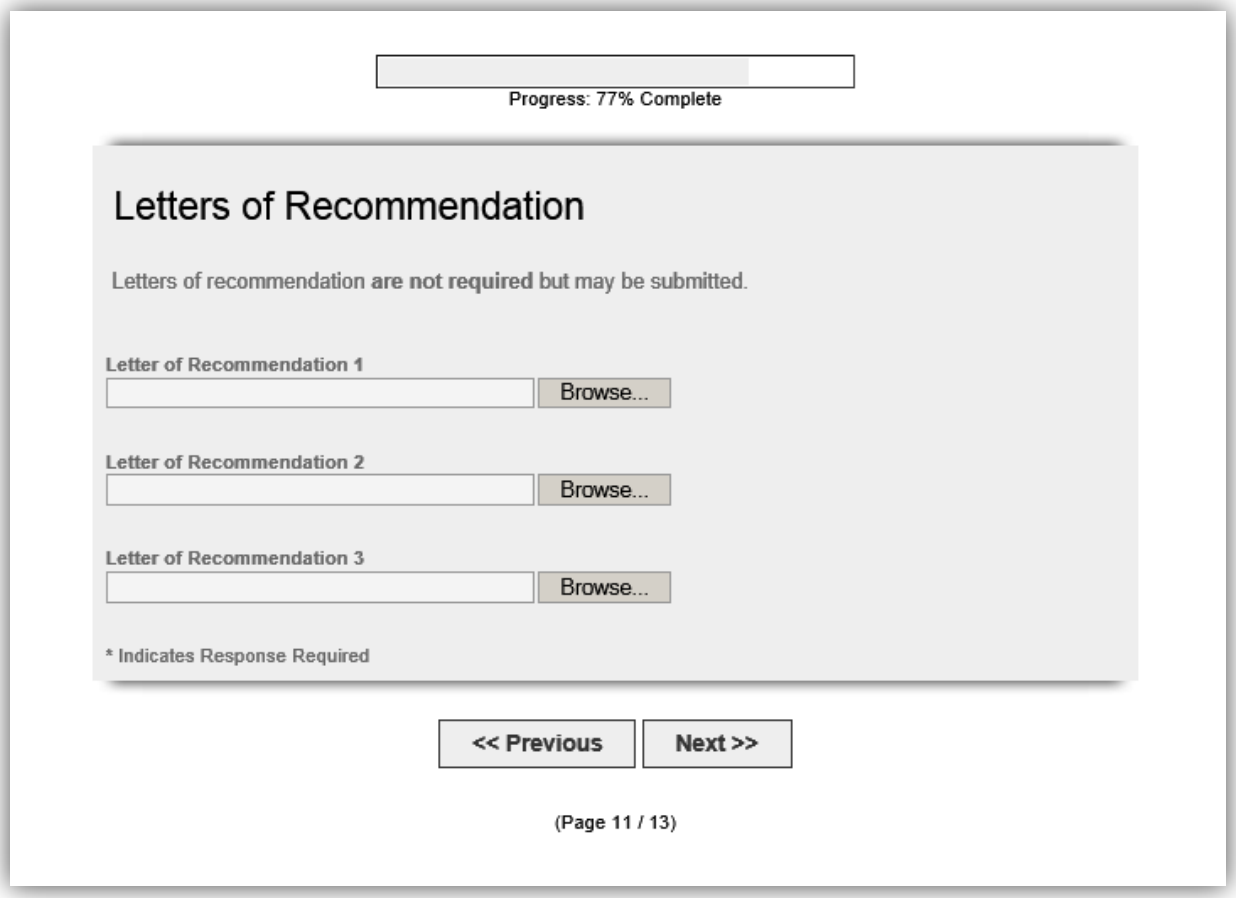

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RESIDENCY APPLICATION PAGE 13 OF 13

Progress: 92% Complete

Application Payment

Upon clicking the "**Continue**" button below, you will be brought to a form in which you will be asked to enter your credit card information for the $30 Golden Foundation Residency application fee.

PLEASE NOTE:
The Sam & Adele Golden Foundation does not have access to your credit card information. All Golden Foundation website credit card transactions are handled through our payment services provider, PayPal. You can review the PayPal privacy policy at www.paypal.com. We share information with PayPal only to the extent necessary for the purposes of processing payments you make via our website.

Please provide the name on the credit card being used for your application fee.

* First Name * Last Name

* **Items to be charged:**

$30.00 Residency Application Fee

* Indicates Response Required

<< Previous Continue >>

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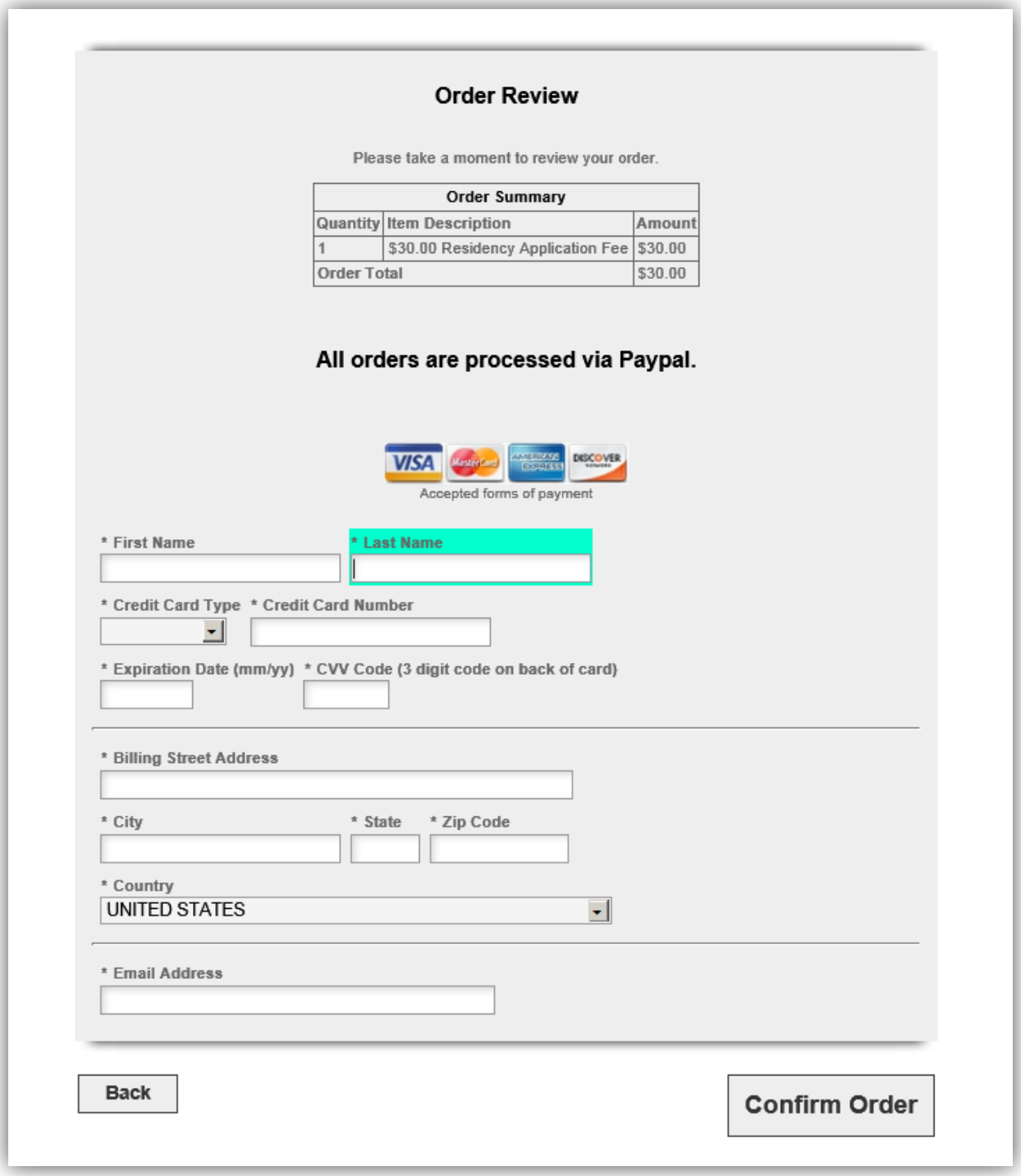
RESIDENCY APPLICATION PAYMENT PAGE



Order Review

Please take a moment to review your order.

Order Summary		
Quantity	Item Description	Amount
1	$30.00 Residency Application Fee	$30.00
Order Total		$30.00

All orders are processed via Paypal.

Accepted forms of payment

* First Name
* Last Name
* Credit Card Type
* Credit Card Number
* Expiration Date (mm/yy)
* CVV Code (3 digit code on back of card)
* Billing Street Address
* City
* State
* Zip Code
* Country
UNITED STATES
* Email Address

Back

Confirm Order

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