



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

2017 Residency Application & Instructions

Contents

Accessing the Online Application.....	3
Starting the Application Process	4
First Time Users	5
Returning Users	6
Navigating the Application and Saving Your Work.....	7
Paying the Application Fee	8
Copy of the Residency Application	10

PLEASE NOTE

Applications to the Golden Foundation are only accepted through our online application system. This document is for reference only. If there is a difference between any information in this document, and the information on our website, please follow the information on our [website](#). You can go directly to our online application page by clicking this link [Go to Application](#)

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 (.jpegs only) of your work. Detailed requirements for images are outlined below.
- Three references who we may contact. References will only be contacted for those applicants in the final round.
- 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.

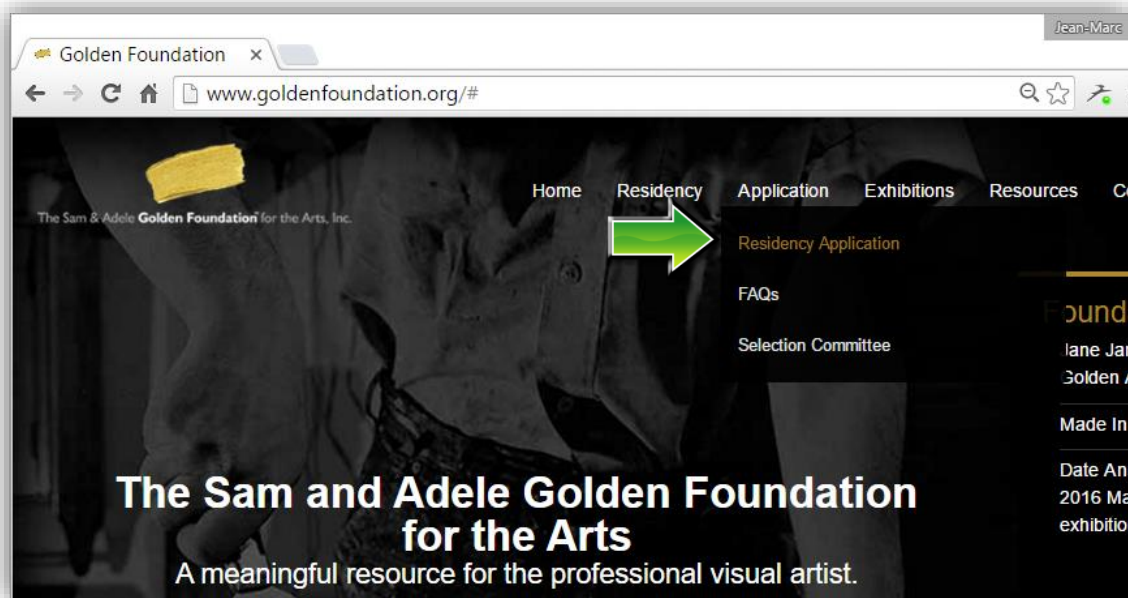
Image Guidelines and Samples of Your Work

The application will require that you upload 8 digital images for review by the selection committee. Before starting the online application process, we strongly encourage the applicant to make certain that these image files are correctly formatted. *Failure to follow these image guidelines may result in your application not being reviewed by the selection committee.*

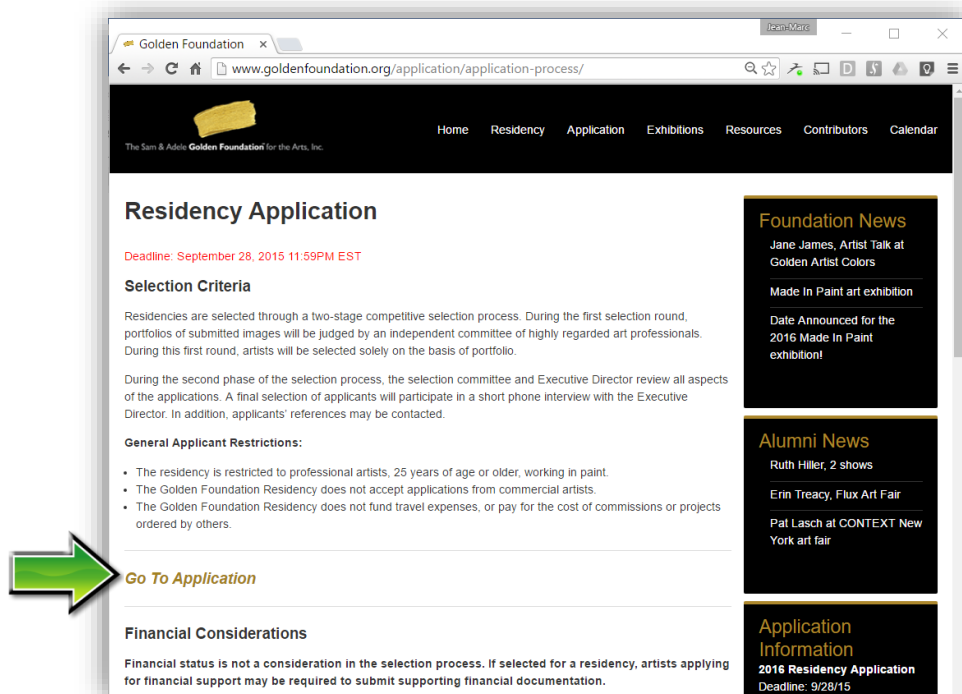
- **All Images must be submitted as jpegs files.**
Please do not submit images as PDF, TIFF, ESP, Pict, PNG, or BMP. These types of files will be ignored by our application system and they will not be submitted to the selection committee.
- **Each image file must be less than 3 MB in size.**
- **The name of each image file must be less than 30 characters in length. File names should only contain numbers (0...9), letters (A-Z).** Please name your image files as follows: Last name, number of image (1-8). For example Smith.1.jpeg, Smith.2.jpeg

Accessing the Online Application

You can access the Online Application by clicking on the “**Residency Application**” link located on the Application menu.



Once you are on the Residency Application page (shown below), please click the “**Go To Application**” link to access the Online Application.



Getting Starting...

After clicking the **"Go To Application"** link or button, you will be linked 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. We do not have access to your password.***

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

The screenshot displays the '2017 Residency Application Login' page. The browser address bar shows 'www.goldenfoundation.org/application/online-application/'. The page has a dark header with the Golden Foundation logo and navigation links: Home, Residency, Application, Exhibitions, Resources, Contributors, and Calendar. Below the header, there are two main sections: 'Application Instructions' and 'Online Application'. The 'Application Instructions' section contains a list of bullet points: 'While filling out this application, DO NOT USE YOUR BROWSER'S "BACK" BUTTON.. Please use the "NEXT" and "PREVIOUS" buttons located at the bottom of the form to move through the application.', 'Each time you click the "NEXT" button located at the bottom of the form, your information will automatically be saved.', 'You may save a partially completed application and return to it later by clicking on the "Save Partial Work" button located at the bottom of the form. When you are ready to continue, you may return to this application via the "Go To Application" links located on the "Residency Application Page" When you return to complete your application, click the "edit" button - as illustrated below - in order to complete your application.', and 'Please note that your application will not be processed until your \$30 application fee has been received.' Below the instructions is the '2016 Residency Dates' section, which states 'March 6 – April 2'. The 'Online Application' section features two login forms: 'New User' and 'Returning User'. The 'New User' form includes fields for Username, Password, Confirm Password, and Email Address, with a 'Submit' button. The 'Returning User' form includes fields for Username and Password, with a 'Submit' button and a 'Forgot Password?' link. The footer of the page shows the URL 'www.goldenfoundation.org/application/online-application/'.

Golden Foundation

Home Residency Application Exhibitions Resources Contributors Calendar

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

Application Instructions

- While filling out this application, **DO NOT USE YOUR BROWSER'S "BACK" BUTTON..** Please use the **"NEXT"** and **"PREVIOUS"** buttons located at the bottom of the form to move through the application.
- Each time you click the **"NEXT"** button located at the bottom of the form, your information will automatically be saved.
- You may save a partially completed application and return to it later by clicking on the **"Save Partial Work"** button located at the bottom of the form. When you are ready to continue, you may return to this application via the **"Go To Application"** links located on the "Residency Application Page" When you return to complete your application, click the "edit" button - as illustrated below - in order to complete your application.
- Please note that your application will not be processed until your \$30 application fee has been received.

2016 Residency Dates

March 6 – April 2

Online Application

2017 Residency Application Login

New User

Username:

Password:

Confirm Password:

Email Address:

Submit

Returning User

Username:

Password:

Submit

[Forgot Password?](#)

First Time User

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

The screenshot displays the '2017 Golden Foundation Residency Application' page. At the top, a navigation bar includes links for Home, Residency, Application, Exhibitions, Resources, Contributors, and Calendar. The page header identifies the organization as 'The Sam & Adele Golden Foundation for the Arts, Inc.'.

Application Instructions

- While filling out this application, **DO NOT USE YOUR BROWSER'S "BACK" BUTTON**. Please use the "NEXT" and "PREVIOUS" buttons located at the bottom of the form to move through the application.
- Each time you click the "NEXT" button located at the bottom of the form, your information will automatically be saved.
- You may save a partially completed application and return to it later by clicking on the "Save Partial Work" button located at the bottom of the form. When you are ready to continue, you may return to this application via the "Go To Application" links located on the "Residency Application Page". When you return to complete your application, click the "edit" button - as illustrated below - in order to complete your application.
- Please note that your application will not be processed until your \$30 application fee has been received.

2017 Golden Foundation Residency Application

New Account created for johndoe

Please continue and fill out the form. Answers will be saved in your account.

Applicant Name and Contact Info

First Name * Last Name * Date of Birth * [?]
[] [] mm/dd/yy

Street Address *
[]

Street Address 2
[]

City * State * [?] Zip / Postal Code
[] [] []

Additional Mailing Info [?] Country *
Please enter any additional mailing information here United States [v]

Cell Phone * [?] Home Phone * [?] Primary Email Address *
[] [] []

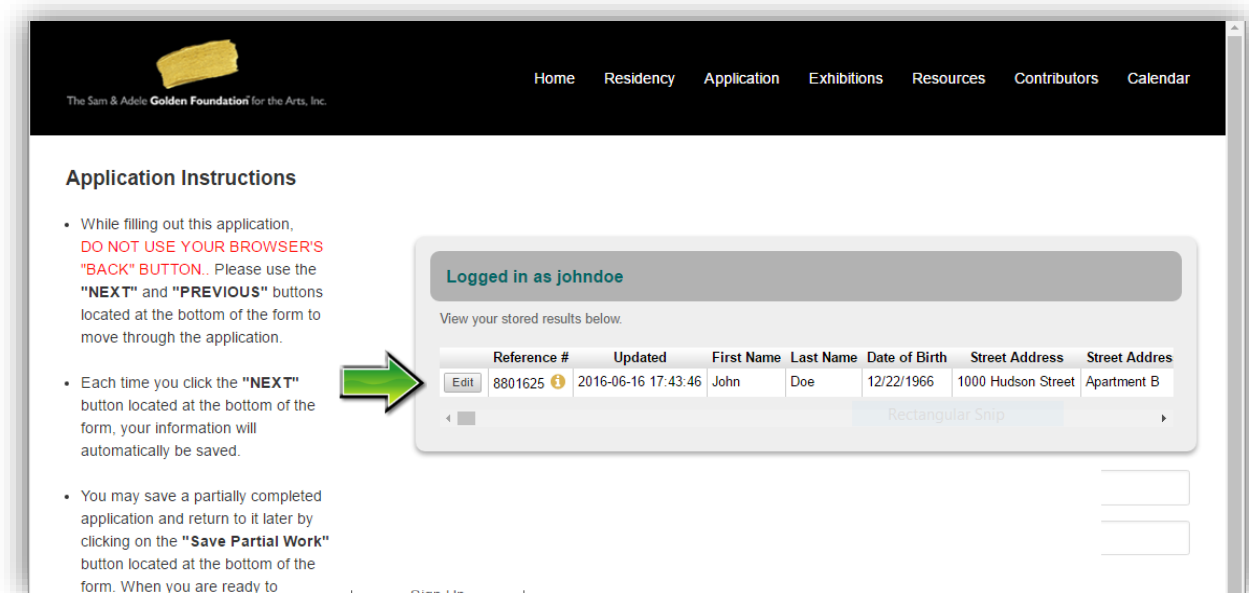
Confirm Email Address *
[]

August 21 - September 17

Returning Users

You will see a screen similar to below.

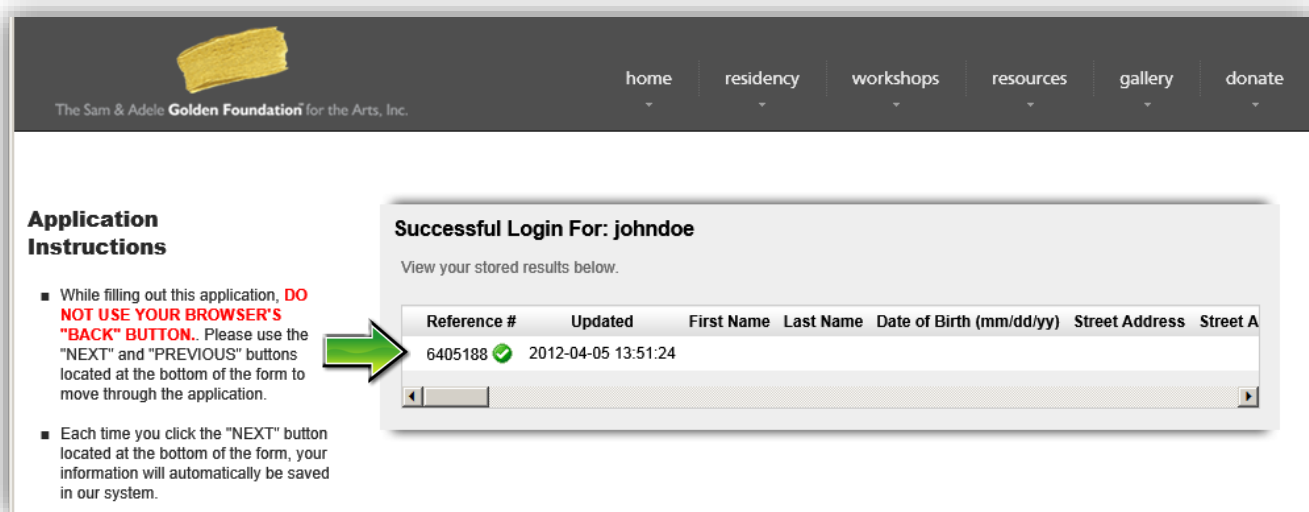
If you have not yet completed your application, you will see a little yellow circle with an “i” in it. This signifies that your application has yet to be submitted. In order to edit your application, click on the [“edit”](#) button as illustrated below.



The screenshot shows the Golden Foundation website with a navigation bar (Home, Residency, Application, Exhibitions, Resources, Contributors, Calendar) and a header for 'The Sam & Adele Golden Foundation for the Arts, Inc.'. The main content area is titled 'Application Instructions' and contains three bullet points. A green arrow points to the 'Edit' button in the application table. The table shows a single application with a yellow circle with an 'i' icon, indicating it is not yet submitted.

Reference #	Updated	First Name	Last Name	Date of Birth	Street Address	Street Address
8801625	2016-06-16 17:43:46	John	Doe	12/22/1966	1000 Hudson Street	Apartment B

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.



The screenshot shows the Golden Foundation website with a navigation bar (home, residency, workshops, resources, gallery, donate) and a header for 'The Sam & Adele Golden Foundation for the Arts, Inc.'. The main content area is titled 'Application Instructions' and contains two bullet points. A green arrow points to the 'Successful Login' message and the application table. The table shows a single application with a green circle with a checkmark icon, indicating it has been submitted.

Reference #	Updated	First Name	Last Name	Date of Birth (mm/dd/yy)	Street Address	Street A
6405188	2012-04-05 13:51:24					

Navigating & Saving Your Work

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

- **<< Previous** - Clicking this button will move you to the previous page. When you move to another application page, your information is automatically saved.
- **Save Progress** - Clicking this button will save all of the information entered on the page.
- **Next >>** - Clicking this button will save all the information entered on the page and move you to the next page. When you move to another application page, your information is automatically saved.

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 “Go To Application” link located on the Residency Application webpage..

The screenshot displays the '2017 Golden Foundation Residency Application' form, specifically 'References - Page 2 of 2'. A progress bar indicates '69% Complete'. The form is titled 'Reference 3' and contains the following fields:

- Full Name *
- Relationship to You *
- Title
- Organization / Affiliation *
- Address *
- City *
- State * (dropdown menu)
- Postal Code * (dropdown menu)
- Primary Phone *
- Other Phone
- Ref Email Address *

At the bottom of the form, there are three buttons: '<< Previous', 'Save Progress', and 'Next >>'. A green arrow points to the 'Next >>' button. The footer of the page shows the date range 'August 21 - September 17'.

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.


2017 Golden Foundation Residency Application

Order Summary

Please take a moment to review your order.

Item Description	Quantity	Amount
\$30.00 Residency Application Fee	1	\$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 ***

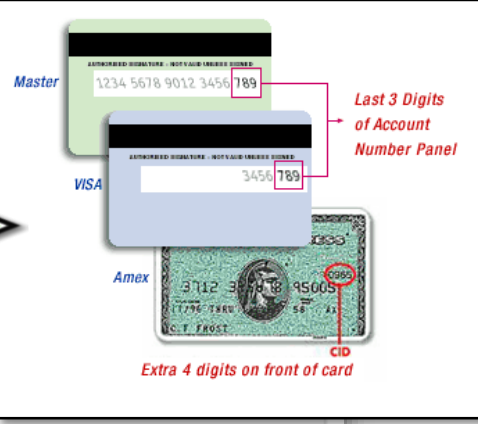
Expiration Date (mm/yy) * **CVV Code (3 digit code on back of card) ***

Billing Street Address *

City * **State** **Zip Code ***

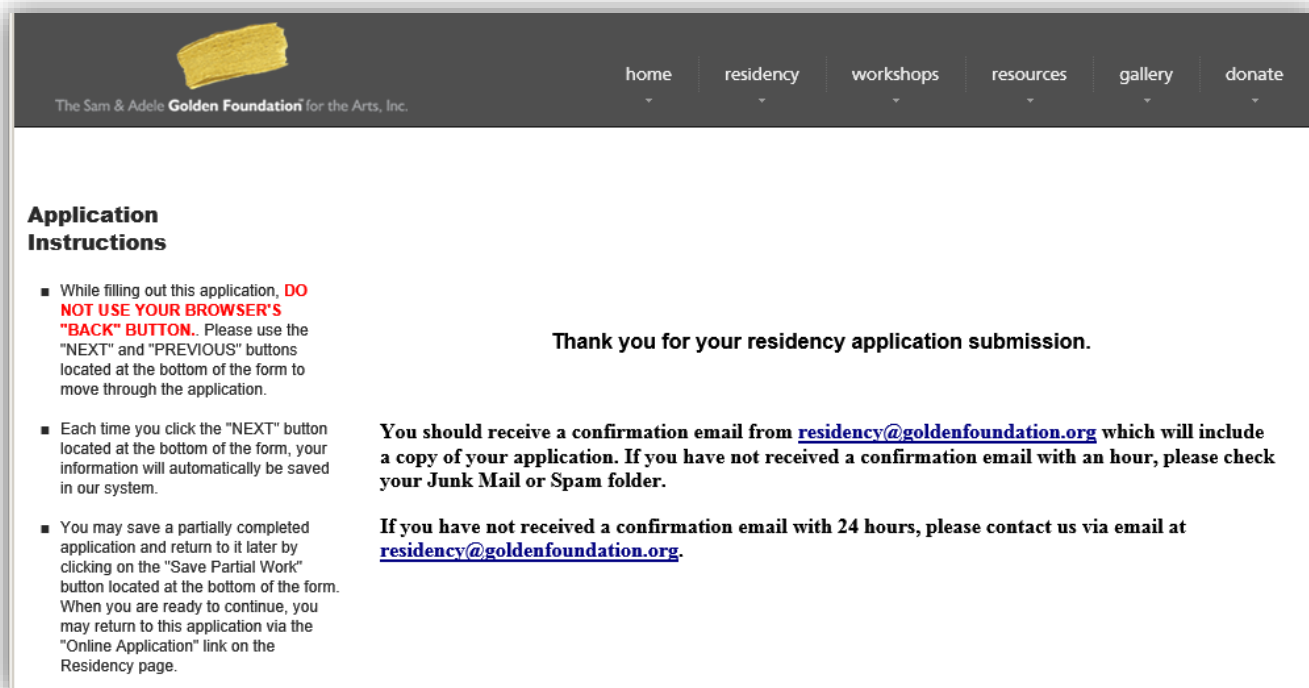
Country *

Email Address *



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.



RESIDENCY APPLICATION

PAGE 1 OF 13

Logged in as johndoe

Please continue and fill out the form. Answers will be saved in your account.

Applicant Name and Contact Info

First Name *	Last Name *	Date of Birth * ?
<input type="text"/>	<input type="text"/>	<input type="text" value="mm/dd/yy"/>
Street Address *		
<div><input type="text" value="Rectangular Snip"/></div> <small>0/100 characters</small>		
City *	State * ?	Zip / Postal Code
<input type="text"/>	<input type="text" value=""/>	<input type="text"/>
Country *	Additional Mailing Info ?	
<input type="text" value="United States"/>	<input type="text"/>	
Cell Phone * ?	Home Phone * ?	Primary Email Address *
<input type="text"/>	<input type="text"/>	<input type="text"/>
		Confirm Email Address *
		<input type="text"/>
Residence Status *	Referral * ?	
<input type="radio"/> US Citizen	<input type="text" value=""/>	
<input type="radio"/> International	Website ?	
	<input type="text"/>	

Save Progress

Next >>

(Page 1 / 13)

RESIDENCY APPLICATION

PAGE 2 OF 13

8% Complete

Applicant Background

Current Occupation * [?](#)

(50 words maximum response)

0/50 words

Education * [?](#)

(100 words maximum response)

0/100 words

Resume [?](#)

Choose File

No file chosen

Residency History * [?](#)

☒ Yes

☐ No

Name of Residency(s) [?](#)

Please list name of other residencies.

0/60 words

<< Previous

Save Progress

Next >>

(Page 2 / 13)

RESIDENCY APPLICATION

PAGE 3 OF 13

15% Complete

Scheduling Preferences

2017 Residency Dates
February 26 – March 25
April 16 – May 13
May 21 – June 17
June 21 – July 18
August 20 – September 16
September 24 – October 21

Please select your scheduling preference:

First Choice *

Second Choice *

Third Choice *

Special Scheduling Needs [?](#)

(100 words maximum)

0/100 words

<< Previous

Save Progress

Next >>

(Page 3 / 13)

RESIDENCY APPLICATION

PAGE 4 OF 13

23% Complete

Description of Work

Describe Your Work * [?](#)

Please include materials used such as acrylics, oils, watercolor, etc. (250 word max)

0/250 words

Artist Statement * [?](#)

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

0/250 words

SAGF Support of Work * [?](#)

Please provide a description of how you believe the Golden Foundation Residency will support your work. (250 word max)

0/250 words

<< Previous

Save Progress

Next >>

(Page 4 / 13)

RESIDENCY APPLICATION

PAGE 5 OF 13

31% Complete

Work Samples


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

EACH IMAGE SUBMITTED MUST MEET THE 3 FOLLOWING GUIDELINES:


1. Only JPEG image files will be judged. No other image file format (e.g., TIFF, EPS, Word, PDF) will be considered.
2. The size of each image must not exceed 3 MB.
3. The file name of each image CANNOT exceed 30 characters. Please name your image file simply, e.g., "John Smith 1" File names should only contain numbers (0..9), letters (A..Z).

Failure to follow these image guidelines may result in your application not being considered by the selection committee.

Work Sample 1

Title of Work 1 *	Medium Work 1 *	Size Work 1 *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Work 1 * 	File 1 to Upload *	
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	

Work Sample 2

Title of Work 2 *	Medium Work 2 *	Size Work 2 *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date Work 2 * 	File 2 to Upload *	
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	

(Page 5 / 13)

RESIDENCY APPLICATION

PAGE 6 OF 13

38% Complete

Work Samples - Page 2 of 3

Work Sample 3

Title of Work 3 *

Medium Work 3 *

Size Work 3 *

Date Work 3 *

File 3 to Upload *

Choose File

No file chosen

Work Sample 4

Title of Work 4 *

Medium Work 4 *

Size Work 4 *

Date Work 4 *

File 4 to Upload *

Choose File

No file chosen

Work Sample 5

Title of Work 5 *

Medium Work 5 *

Size Work 5 *

Date Work 5 *

File 5 to Upload *

Choose File

No file chosen

<< Previous

Save Progress

Next >>

(Page 6 / 13)

RESIDENCY APPLICATION

PAGE 7 OF 13

46% Complete

Work Samples - Page 3 of 3

Work Sample 6

Title of Work 6 *

Medium Work 6 *

Size Work 6 *

Date Work 6 * ?

File 6 to Upload *

Choose File

No file chosen

Work Sample 7

Title of Work 7 *

Medium Work 7 *

Size Work 7 *

Date Work 7 * ?

File 7 to Upload *

Choose File

No file chosen

Work Sample 8

Title of Work 8 *

Medium Work 8 *

Size Work 8 *

Date Work 8 * ?

File 8 to Upload *

Choose File

No file chosen

<< Previous

Save Progress

Next >>

(Page 7 / 13)

54% Complete

Financial Support Information

The Golden Foundation offers several levels of financial support based on income (see our website for more details), however artists are strongly encouraged to seek additional outside resources. The cost of a residency is \$3,500 and includes technical support as well as an unlimited supply of painting materials, including GOLDEN acrylics, WILLIAMSBURG oils, and QOR watercolors.

Financial status is not a consideration in the admission process.

Requesting Financial Support * ?

- ☒ Yes
☐ No

U.S. Artists:

Please provide us with your gross income as stated on your most recent Federal Income Tax return. U.S. Artists who are selected for residency and requesting financial support may be required to provide tax form 1040 and Schedule C.

International Artists:

Please convert your gross income to U.S. dollars. International applicants requesting financial support may be required to provide supporting financial documentation.

Gross Income

*

- ☐ \$0 to \$25,000
☐ \$25,000 to \$50,000
☐ \$50,000 to \$75,000
☐ \$75,000 to \$100,000
☐ \$100,000+

<< Previous

Save Progress

Next >>

(Page 8 / 13)

RESIDENCY APPLICATION



PAGE 9 OF 13

62% Complete



References

Please provide us with three references, including at least one personal reference. Your references will only be contacted if you have been selected as a potential resident.

Reference 1

Full Name *	Relationship *	
<input type="text"/>	<input type="text"/>	
Title	Organization / Affiliation *	
<input type="text"/>	<input type="text"/>	
Address *		
<input type="text"/>		
City *	State * 	Postal Code * 
<input type="text"/>	<input type="text"/>	<input type="text"/>
Primary Phone *	Other Phone	Ref Email Address *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Reference 2

Full Name *	Relationship to You *	
<input type="text"/>	<input type="text"/>	
Title	Organization / Affiliation *	
<input type="text"/>	<input type="text"/>	
Address *		
<input type="text"/>		
City *	State * 	Postal Code * 
<input type="text"/>	<input type="text"/>	<input type="text"/>
Primary Phone *	Other Phone	Ref Email Address *
<input type="text"/>	<input type="text"/>	<input type="text"/>

<< Previous

Save Progress

Next >>

(Page 9 / 13)

RESIDENCY APPLICATION

PAGE 10 OF 13

69% Complete

References - Page 2 of 2

Reference 3

Full Name *

Relationship to You *

Title

Organization / Affiliation *

Address *

8940 Hudson Street

City *

State * ?

Postal Code * ?

Primary Phone *

Other Phone

Ref Email Address *

<< Previous

Save Progress

Next >>

(Page 10 / 13)

RESIDENCY APPLICATION

PAGE 11 OF 13

77% Complete

Letters of Recommendation

Letters of recommendation are encouraged but not required.

Letter of Recommendation 1

Choose File

No file chosen

Letter of Recommendation 2

Choose File

No file chosen

Letter of Recommendation 3

Choose File

No file chosen

<< Previous

Save Progress

Next >>

(Page 11 / 13)

RESIDENCY APPLICATION

PAGE 12 OF 13

85% Complete

**Please Review Your Application
Before Proceeding**

At this point, you have completed the question and answer portion of the residency application. Before clicking the "Next" button below, please take this opportunity to review your answers. Please note, once your application has been submitted no edits can be made to your application.

Please remember that your application will not be processed until the application fee of \$30.00 has been received.

<< Previous

Save Progress

Next >>

(Page 12 / 13)

RESIDENCY APPLICATION

PAGE 13 OF 13

92% Complete

Application Payment



Upon clicking the "**Continue**" button below, you will be redirected to a secure 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.

Items to be charged:

- ☒ \$30.00 Residency Application Fee

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

CC First Name *  CC Last Name * 

<< Previous

Save Progress

Continue >>

(Page 13 / 13)





APPLICATION FEE PAYMENT PAGE

Order Summary

Please take a moment to review your order.

Item Description	Quantity	Amount
\$30.00 Residency Application Fee	1	\$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 *

Email Address *