

# Durham Arts Council

## Proposal for Special Exhibits 2017-2018

Durham Arts Council schedules exhibits each year in 3 galleries within the Durham Arts Council building and the Pre-Function Corridor of the Durham Convention Center. Most of these exhibits are solo shows for individual artists who apply online through CaFÉ. From time to time, however, DAC will also feature the work of a group of artists, guild or association or a curated show based on a media or technique or works on a common theme. Please use this form to propose a special proposal for exhibit consideration.

Exhibits selected in the 2017-2018 application process will take place between summer 2017 and summer 2018. To submit a proposal, please complete this application and submit it and a check with your application fee to the reception desk at DAC by **9:00 pm on Tuesday, January 31, 2017**. You may hand-deliver your application to the front desk or mail it to: DAC Special Exhibits, Durham Arts Council, Inc., 120 Morris Street, Durham, NC 27701. DAC will consider exhibiting artists from outside of North Carolina. Floor plans of the DAC galleries are posted on the DAC Exhibits webpage.

PLEASE TYPE RESPONSES OR PRINT CLEARLY IN INK.

### APPLICANT CONTACT INFORMATION:

Contact Person: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  
(preferred) (alternate)

Email: \_\_\_\_\_

Website: \_\_\_\_\_

### REQUIRED DOCUMENTS:

**1. PROPOSAL NARRATIVE:** Attach a 1-2 page narrative providing the following information. Use the lettered headings below for each section.

**A. EXHIBIT DESCRIPTION:** Describe your proposed exhibit. What is the intent of the exhibit?

**B. EXHIBIT ORGANIZERS:** Who will be involved in the planning process? Describe suitability of organizers, curators and/or other key participants.

**C. EXHIBITING ARTISTS:** Who are the exhibiting artists and how will the exhibiting artists be chosen? What media will be represented?

**D. EXHIBIT INSTALLATION:** Why are the DAC galleries an appropriate venue for the project? What dates do you propose for the exhibit? Approximately how many pieces of work do you expect to include? How will you transport the work to the site? How much running wall space or floor space do you estimate you will require? Will the work be for sale?

**2. PROPOSAL BUDGET:** Itemize projected expenses and proposed sources of income. DAC provides publicity, gallery signage, gallery labels and a public reception for each exhibition. DAC does not allocate funds to Special Proposals selected to exhibit for travel, transportation, framing or other expenses. See below for an example of a proposal budget.

**3. RESUME(S):** Resume for exhibit organizer(s) and/or curator(s) and other key participants.

**4. IMAGES:** Total of ten (10) jpeg images on CD of proposed works or of works representative of pieces which will be exhibited, and accompanying image script. Each image should be formatted as a JPEG and as close to 2000 x 2800 pixels (400 dpi and 5 x 7" or 300 dpi and 6.67 x 9.33") as your work dimensions allow. If in doubt, please opt for a larger file size. Please select the highest quality and lowest compression possible. Please mark the CD directly with your project name and include only the 10 individual image files.

**5. SELF ADDRESSED STAMPED ENVELOPE:** If you wish us to return your documentation materials include a self-addressed envelope of the appropriate size (preferably 10" x 13" envelope) and with adequate postage to mail your materials. If you do not include such an envelope you may pick up your materials within the two-month period after the exhibit decisions are made. After that time the materials will be discarded.

**6. APPLICATION FEE:** \$15.00 application fee, check or cash, made out to the Durham Arts Council.

**7. CERTIFICATION:**

The information contained in this application, including all attachments and supporting materials, is true and accurate to the best of my knowledge. I understand that, though all appropriate care will be taken of materials submitted to support this application, the Durham Arts Council cannot be responsible for possible damage to these materials.

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Signature of Applicant/Organization Representative Date

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Typed Name of Applicant/Organization Representative Date

**APPLICATION CHECKLIST**

*To be complete your application packet must include:*

- Application form completed and signed
- Proposal Narrative
- Proposal budget, including income and expense
- Applicant's resume (and all participants' resumes)
- Images of works or representative works
- Self-addressed stamped envelope for return of documentation materials (optional)
- \$15.00 Application Fee

We expect to notify applicants by March 2017.

Please note that the Durham Arts Council can only provide the exhibit space, marketing for the exhibit, and an opening reception. We do not fund transportation, framing, installation, or any additional costs.

*This program made possible by the Durham Arts Council's Annual Arts Fund and the City of Durham.*