

DAC Creative Residency Grant Guidelines – PILOT PROGRAM

Durham Arts Council is piloting the Creative Space Grants as a new method for making the Durham Arts Council building available to arts nonprofits and individual artists based in Durham County, NC. Guidelines or application questions may be adjusted as we learn from the experience of administering these grants.

Creative Space Grants include Creative Hours Grants, Creative Showcase Grants, and Creative Residency Grants. Information and links for each grant can be found on the Durham Arts Council website: <https://durhamarts.org/creative-spaces/#>

Grant Description and Eligibility

What Is the Creative Residency Grant For?

Durham Arts Council (DAC) Creative Residency Grants provide annual use of the DAC building (over 40 hours per fiscal year). Eligible activities include rehearsals, planning meetings, work sessions, office space, and presentations.

- For use of PSI Theatre, use the Creative Showcase Grant.
<https://durhamarts.org/creative-spaces/#>
- For visual arts exhibit proposals, use the annual Call for Artists.
- For rehearsals and meetings – 40 hours or less-use Creative Hours Grant.
- <https://durhamarts.org/creative-spaces/#>

What Does the Creative Residency Grant Cover?

- Grants cover rent only and do not include facility, maintenance, or security fees. All activities will be charged with facility and maintenance fees. Activities outside of regular business hours will be charged with a security fee. See Award Management below.

Who May Apply?

Eligible applicants include:

- Arts nonprofits incorporated as 501(c)(3) organizations based in Durham County, NC
- Individual artists living in Durham County, NC. Individual artists may receive up to 80 hours of use per fiscal year.
- Arts Administrators organizing an event on behalf of an arts nonprofit 501c(3) based in Durham County, NC.
- If a project is being produced by an unincorporated group of artists, one artist may apply on behalf of the group.

- All applicants must be at least 18 years old.
- Applicants may not apply if they have outstanding bills or overdue grant reports with DAC.

What Activities Are Eligible?

- This grant cycle is for use of the DAC building between July 1, 2026, and June 30, 2027.
- This grant supports sustained use of the DAC building (over 40 hours within the fiscal year). The request may include rehearsals, practice sessions, meetings, presentations, and office space.
- Individual artists may request up to 80 hours of building use.

What Activities Are Not Eligible?

- Fundraising events. Information about renting the building can be found here: <https://durhamarts.org/facility/>
- Commercial activities such as teaching workshops or classes. If you are interested in conducting classes or workshops, you may do so through the [Course Proposal Form](#).
- Gallery exhibitions in DAC gallery spaces (use annual call for artists found here).
- Productions in PSI Theatre (use Creative Showcase grant)

Application and Review Process

Review Criteria

Applications are evaluated based on:

- Applicant eligibility.
- Quality of the arts or arts experience and evidence of sustained commitment to arts programming or artistic practice.
- Appropriateness of the activity for the DAC building.

- How the activities help the DAC fulfill its mission of supporting the Durham arts sector and the public's access to public arts activities and performances.

Considerations include:

1. Maintain a relatively consistent level of daytime and nighttime activity to attract participants, audiences, and visitors.
2. Contribute to the stability of facility operations, including taking care of the space and following building procedures to protect the building and all program participants and guests.
3. Build a positive image of the facility through ongoing use.
4. Innovative projects and projects outside of what the DAC traditionally presents and programs- adding new work to the arts ecosystem.

Award and Contracting

- If awarded, applicants will receive a contract outlining rental fees and applied grant credits. Project details may be adjusted at the time of contracting if needed.
- Space is not guaranteed until an event contract has been fully executed.
- If requested dates or times are unavailable, DAC staff will work with applicants to identify alternative options.
- DAC may request additional information before making a final award decision.
- Applicants may receive one Creative Residency Grant per fiscal year (July 1–June 30).
- Applicant may request use of the DAC building without specific dates and times. If the applicant is awarded hours toward the application there is no guarantee that space will be available when dates and times are finally requested.

Award Management

Required User Fees and Deposits

User fees are non-refundable and non-transferable and are due with the signed contract.

- A cleaning/maintenance fee is charged for each use. The fee for one event attended by one person ranges from \$11-\$26. The fee increases as people are

added, for example one event attended by 10 people would be between \$20-\$35.

- For activities taking place outside regular building hours, an hourly security fee will be added at \$55/hour. Regular building hours are 9 AM - 9 PM, Monday-Saturday and 1 - 6 PM, Sunday.
- There may be other fees depending on the event.

DAC reserves the right to require a security deposit based on the nature of the activity or the applicant's credit history. If you cancel your reservation, the fee is forfeited.

Equipment Use and Technical Requirements

- Use of tables, chairs, and music stands may be included in your request

Recipients are responsible for setup and breakdown

- A piano may be available and is provided "as is"

If tuning is required, DAC will schedule the tuning and bill the recipient

Building Hours and Access

Normal building hours are:

- Monday to Saturday: 9:00 AM to 9:00 PM
- Sunday: 1:00 to 6:00 PM

Access outside of these hours must be requested in advance and will result in additional charges.

Questions?

For questions or additional information, contact the Office of Artist Services at 919-560-2720 or 919-560-2719.