

**AIR 3331 OPEN CALL APPLICATION**

**① Terms and Conditions of Residence Application**

By submitting this application form the applicant agrees to the following:

* Applications must be made with the intent to take up the residency
* Applicants must be able to cover the cost of the residence
* Upon accepting uptake of the residency cancellation will incur a cancellation fee
* **Applicants should be prepared to make a full financial commitment upon acceptance to the program. If you are applying for external funding, please select a residency period at least 3 months after the results of your funding applications are released to avoid sudden cancelations due to lack of funding.**

**② Submission Instructions**

After reading the terms and conditions below, please send this form to [residence@3331.jp](mailto:residence@3331.jp) with the following information:

* Recent CV
* Portfolio (at least 5 images, video, audio, essay or web links as relevant)
* Supporting materials to describe your residency project, as applicable (for example, sample schedules, images/videos, web links, etc.)

Please do not send files more than 2MB, if you have large files please zip them or send by online file sharing service.

**③ Deadline**

Applications can be submitted up to 2 years prior to your desired residence period. Applications will be closed once spaces have filled. The latest news on availability and deadlines can be found here: <http://residence.3331.jp/en/apply/>

※ Residencies between 2017/10/1 - 2019/9/30 → Please apply by August 20, 2017

**④ About Basic Coordinator Support**

Things we can do

Share general information on what to do and see in Tokyo and how to get around

Suggest where you can buy materials

Consult on how to approach research/production

Suggest artists and professionals who may be connected to a similar interest

Publicize your events/residence on our home page and SNS

Call on volunteers if such support needed (must be booked before arrival in Japan)

Generally encourage visitors to visit the studio

Things we cannot do \*some of the below are only available with advanced booking for a fee

Translate texts (other than those we request from you)

Order materials and equipment

Arrange networking meetings or portfolio viewings

Design support

Project research

Install work / equipment / make fabrications for exhibition

Make flyers and engage in other publicity than otherwise stated

Clean or repair on the resident artist’s behalf

Hang out outside of work hours (within reason)

**⑤ Inquiries**

If you have any questions please contact [residence@3331.jp](mailto:residence@3331.jp) or +81(0) 3-6803-2441

Residence Program Coordinator (English/Japanese): Chihiro Yoshikura

【Updated June 2017】

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| **Applicant Information** | | | |
| **□ Yes, I have read and understood the terms and conditions of this application**  **(Page 1-2 of this form)** | | | |
| Family Name |  | | |
| First Name |  | | |
| Nationality (on passport) |  | | |
| Date of Birth | Year/Month/Day | | |
| Full Address | Street:  City:  State/Province:  Country:  Postal code: | | |
| Telephone number | Country code, area code, and number | | |
| Email address |  | | |
| Website |  | | |
| Occupation |  | | |
| Affiliated Organization(s) |  | | |
| How did you hear of residence program? (Check all that apply) | * Search engine (Google, etc.) * Residence listing website * Visiting 3331 Arts Chiyoda * From a past participant or person involved with 3331   From an organization, school, funding body, etc.   * SNS (Facebook, Twitter, Instagram)   Please specify: | | |
| Language Proficiency | English: □Fluent □Advanced □Intermediate □Beginner  Japanese: □Fluent □Advanced □Intermediate □Beginner | | |
| Field Information | □Arts □Curating □Research Please specify: | | |
| Residency Period (available in 4 week/ 28 day units between 1-3 months) | Preference 1: Year Month - Year Month  Preference 2: Year Month - Year Month  Preference 3: Year Month - Year Month  (Number of weeks: ) | | |
| Visa Requirements | * Yes, I need to apply for a visa.   Visa type:  Required documents from 3331:  \* It is the responsibility of the applicant to research and apply for the appropriate visa (if necessary) and to carefully check necessary documents. | | |
| **Plan Preference** \*See notes on basic support on page2 | | | |
| * **PATTERN A**   **Soto-Kanda Studio  ＋ Nishikicho Residence  ＋ Basic Coordinator Support\***  Private studio inside 3331; Separate accommodation (private room and shared amenities, 20 min. walk from 3331) | | | * **PATTERN B**   **Nishikicho Studio  ＋ Nishikicho Residence  ＋ Basic Coordinator Support\*** Shared studio (2F); Private room and shared amenities (3F); Facility 20 min walk from 3331 |
| **Optional Services** | | | |
| Additional Space  \* Please describe details of your request in “Plan of activity” below. This information will be used to suggest an appropriate space and an estimate. | | * Yes, I am interested in additional rental space inside 3331 Arts Chiyoda. \*Rental fee applies   Approximate dates:  Approximate size:  Purpose: □ Exhibition □ Workshop □ Other event | |
| Additional staff support  \* Please describe details of your request in “Plan of activity” below. This information will be used to provide an estimate. | | □ Text translation (other than artist profile and basic event information)   * Language interpretation for events or specific research * Artist card or event flyer template and printing * Guided tour of art spaces, craft or cultural workshop * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \*Personnel fees apply. Some services may be unavailable depending on the timing and the task. Please see our website for a full list of services and fees: http://residence.3331.jp/en/support/ | |
| Other guests  (Non-program participants) | | 1. Name, gender and age, relation to applicant, email  2. Name, gender and age, relation to applicant, email  \*Additional 5000 JPY per night per person (if room is available). Please consult in advance. | |

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| **Artist Profile** (under 300 words) | | |
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| Education | | |
| Year | Month |  |
|  |  |  |
| Employment | | |
|  |  |  |
|  |  |  |
| Exhibitions, projects, workshops | | |
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| Residency Experience | | |
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| Awards, grants, publications, etc. | | |
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| **Plan of activity in Japan** (under 500 words) | |
| Please submit as much of the following information as possible:   1. Project concept and expected result 2. General plan/schedule for carrying out the project from start to finish 3. Intended use of studio (and if applicable, describe request for additional space) 4. Form of final presentation of work/work-in-progress (exhibition, open studio, workshop, etc) 5. Expected coordination (and if applicable, describe request for additional staff support) 6. Reasons for choosing 3331 Arts Chiyoda and this locality (Chiyoda City, Kanda, Akihabara area, Tokyo etc.) in particular. | |
| **Funding Information** | * Self-funded □ Grant, scholarship, etc. |
| \* This information is required for those applying for funding. | Supporting organization:  Affiliation:  Position held (if applicable):  Email address:  Phone number:  Status □ Paid  □ Confirmed (Payment Date: )  □ Under review (Result by: ) |

Thank you for your interest in AIR 3331 Open Call!

【Updated June 2017】