



Boston Redevelopment Authority Artist Certification Guidelines and Application – rolling deadline

WHAT IS AN ARTIST CERTIFICATE?

An Artist Certificate is a letter from the BRA to an artist that confirms that the artist has been reviewed by a committee of peers and is “certified” as a working artist. An Artist Certificate qualifies an artist for a period of five years as eligible for artist spaces. Upon expiration, an artist will need to seek new certification.

WHO IS ELIGIBLE FOR AN ARTIST CERTIFICATE?

Any artist who can demonstrate to a committee of peers that they have a recent body of work as an artist, and who requires loft-style space to support that work, is eligible. Applicants must be at least 18 years of age.

WHY DO I NEED AN ARTIST CERTIFICATE?

The BRA has launched a special initiative designed to retain and expand space for artists in Boston. A central element in this new initiative is the creation of new space permanently dedicated to artists through deed restrictions or other legally binding covenants. An individual who seeks to rent or purchase one of these artist spaces will be required to submit a current Artist Certificate as proof of eligibility.

WHO REVIEWS THE APPLICATION AND MAKES DECISIONS REGARDING CERTIFICATION?

Each application and related attachments is presented to a peer review committee. The committee is comprised from a pool of Boston artists and arts professionals who have been nominated to serve in this capacity. To make a nomination contact Heidi Burbidge at (617) 918-4306. The peer review committee certifies whether each applicant is able to demonstrate that s/he is a working artist. The decision of the peer review committee will be final. If an applicant is not certified during this round, s/he can reapply in a future round with further information.

HOW DO I GET AN ARTIST CERTIFICATE?

To obtain an Artist Certificate, an artist must submit a simple application form. Please see below for the guidelines and attached application document.

APPLICATION REQUIREMENTS

Each application must consist of materials from each of the first two bulleted categories listed below and in the next column. Formal training in the arts is not required for certification but please include relevant info if applicable. Letters of support are optional.

- Evidence of a recent body of work, created in the past 3 years, as documented in support materials such as CD's, slides, jpg's or other digital images, DVD's, video and/or audiotapes; production photographs; scripts, works of fiction, non-fiction or poetry. Support materials need to be labeled (i.e. artist's name, date of work)—**do not submit original artwork nor URL addresses;**

- Evidence that the artist has presented his/her work in exhibition, performance, readings or comparable public programming, as documented in a resume, sample programs/invitations, catalogs, press clips, etc;
- Evidence that the artist has formal training in the arts, as documented in an artist resume that summarizes that training;
- Up to 3 letters of recommendation from artists and/or arts professionals (i.e., curators, producers, teachers, etc.) who are recognized within the arts community and who will attest that the applicant is a serious, working artist. Please ask letter-writer to specify his/her position. Please note: only submit letters of recommendation if you cannot present evidence of recent body of work, evidence of formal training and/or evidence that you have presented your work publicly.

Application and supporting materials should be mailed to: Artist Certification, Boston Redevelopment Authority, attn: Heidi Burbidge, One City Hall Square, Boston, MA 02201-1007

Applications will be reviewed during the next peer review panel process. If you enclose a self-addressed stamped envelope, your materials will be returned to you within two months after the review is complete.

The decision of the Peer Review Panel will be final. Please be sure to submit a complete application documenting your work.

AUTOMATIC CERTIFICATION

Automatic certification is granted to artists who have received recent fellowships from the Massachusetts Cultural Council. Any artist who has been named a fellow or finalist through the Artist Grant Program of the Massachusetts Cultural Council in the past three calendar years is automatically eligible to receive an Artist Certificate. We cannot automatically certify artists who have received grants from their local arts lottery and/or the MCC's Professional Development Grant Program, as they do not use a similar review process.

If you are such an artist, you must submit a basic application. If you do qualify under this guideline and want to obtain an Artist Certificate, please fill out the attached application form only and send the application along with a copy of your award letter from the Massachusetts Cultural Council. Pending confirmation from MCC, your Artist Certificate will be issued.

For information about the artist certification process and future deadlines, contact Heidi Burbidge, Senior Project Manager, Boston Redevelopment Authority Artist Space Initiative at (617) 918-4306 or Heidi.Burbidge.BRA@cityofboston.gov

**CITY OF BOSTON ARTIST SPACE INITIATIVE
ARTIST CERTIFICATION APPLICATION FORM**

Send application and supporting materials to: Artist Certification, Boston Redevelopment Authority, attn: Heidi Burbidge, One City Hall Square, Boston, MA 02201-1007. Materials will be reviewed during the next scheduled peer review process.

Name: _____

Street Address: _____

Apt Number if applicable: _____

City/State/Zip Code: _____

Telephone #1: _____ Telephone #2 (if different from #1): _____

Email address if available: _____

Describe briefly why your work requires studio/loft-size space.

Are you applying for recertification? ____ If so, please list your initial certification date. _____

What is your primary artistic discipline:

__ visual arts:

- __ crafts
- __ painting/drawing
- __ printmaking
- __ sculpture
- __ photography
- __ woodworking
- __ architecture/design *
- __ other: _____

__ performing arts

- __ dance
- __ theater
- __ music
- __ performance art
- __ other: _____

__ media arts

- __ film/video
- __ new media (specify) _____
- __ other: _____

__ literary arts

- __ fiction
- __ non-fiction
- __ poet
- __ other: _____

*either must include non-commercial work

CHECKLIST OF ATTACHMENTS

Please note which of the following items are included with your application (check all that apply):

___ Support materials:

___ up to 20 slides or digital images on CD or DVD (do not put stickers or labels on CD or DVD). Do not use just a URL please, as we will not look at it; and/or

___ up to 10 minutes of videotape/CD/DVD/audiotape; and/or

___ up to 20 production photographs; and/or

___ up to 10 reproductions of sketches used in set or costume design; and/or

___ up to 30 pages of sample scripts, works of fiction, non-fiction and/or poetry.

Be sure to label all materials with your name, date of the work, and, where appropriate, media, dimensions and/or duration. Work must have been completed within three years of the date of this application. Please include a slide/image list with date, size and medium of work if slides/digital images are included. Include as much information as possible about each piece of work.

DO NOT SUBMIT ANY ORIGINAL MATERIALS. The BRA will make every effort to handle materials with care but cannot accept responsibility for lost or damaged goods.

___ * Artist resume listing professional arts experience (i.e., exhibitions, commissions, teaching, etc.) and educational training. Professional/non-arts related resume/information is not relevant.

___ Up to 10 pages of sample programs, invitations, catalogs, and/or press clips.

___ Up to three letters of recommendations from artists or other arts professionals who are recognized in the local community attesting that you are a serious, working artist.

___ Return-addressed, stamped envelope

PLEASE DO NOT USE STAPLES, BINDERS OR OTHER PACKAGING. PAPER CLIPS ONLY. The BRA will only return support materials when an artist provides a returned addressed stamped envelope. Other materials will be discarded after the review process is complete. BE SURE THE ENVELOPE HAS ADEQUATE POSTAGE FOR ALL MATERIALS THAT ARE SUBMITTED (or specify which of the materials you would like returned).

* Peer review panel members have indicated that an artist resume with supporting publicity materials is very helpful to them as they review each application and work samples. It is not necessary to include any non-arts related employment as part of the resume.

HELPFUL TIPS FOR COMPLETING YOUR APPLICATION.

1. Applications cannot be accepted by email.
2. A website will not be considered supporting material for this application. If you have digital content you would like to submit, please do so using a CD, DVD or as printed material.
3. If you choose to provide letters of support, they must be included with your application package. They should not be mailed separately by your letter-writer.
4. Evidence of public presentation of your work (sample programs, invitations, catalogs, and/or press clips) is important to the committee of artist peers who will review your portfolio.
5. Students, recent graduates as well as any artist who does not have at least a couple of years of experience as a working artist should expect possible certification only if they have evidence of work created/publicly presented outside of a school setting. Please feel free to call if you have any questions about this suggestion.
6. Do not put "will supply upon request" in response to any aspect of this application. There will not be an opportunity for any such request.
7. As stated in the guidelines, this program certifies applicants who demonstrate that they have a body of work as an artist. Many talented and experienced people work in fields where they use their creative skills as a part of their jobs (architects, graphic designers, some newspaper writers, event producers etc.). Portfolios which include **only** commercial work (usually characterized as work that is done on commission, for a client, or as a part of a job or direct advance agreement for commercial purposes) will not support certification of an applicant's body of work as an artist. The guidelines and suggestions within this document describe the information and work samples that are most useful for participation in this program.
8. Most people that apply for this program are artists under some definition or another. For the purposes of this program, artists must be able to provide documentation of an artist's body of work as described within the guidelines of this document, and as interpreted by the BRA's Artist Review Board (not by the applicant).

A FEW LAST QUESTIONS....

1. Please list any of the current sites with artist units where you are applying:
2. Please tell us how you heard about this project; it will help us reach artists in the future:

___ Newspaper. Please specify: _____

___ Electronic Billboard/listserve/website. Please specify _____

___ BRA Artist Database

___ Word of Mouth

___ Other: _____