



The Banff Centre
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Banff New Media Institute
Reference Check Co-Production Lab Program
2007- 2008

Application Requirements · Explanation and Information

This information is intended to assist in the application process for the BNMI **Reference Check** Co-Production Lab Program. Please read the following explanation and information notes; details for each component of the Application Requirements Package are provided. **Application materials in excess of the Application Requirements Package may not be considered.**

Please review and follow the APPLICATION CHECKLIST:

- Applicants must pay a non-refundable **processing fee** payable to The Banff Centre:
 - Applicants pay a fee of \$59 CDN (\$50 USD).
 - Collaborative teams: each member must pay a non-refundable application fee of \$31 CDN (\$26 USD). Each member must submit a separate application form.
- All electronic applications should be submitted as a PDF or in Microsoft Word Format (.doc).
- The pages of your **application requirements package** must be numbered and ordered with your name on each page as outlined in the **application checklist**.
- Preferred fonts are Arial, Helvetica, or Times New Roman in 12 point size.
- The **application requirements package** consists of the following information:
 - A completed **application form** (page #1 in your **application requirements package**).
 - An **application checklist** * (please submit as your next page).
 - A **bio/project summary***. **On a single page** please provide a **100 word** artist biography **and a 100 word** research proposal summary. The research proposal summary should describe the essence of the artist's proposed research to be undertaken while at The Banff Centre in brief. Biographical information might include: current geographical base, focus of research, current position/employment, recent accomplishments/awards, current publications, or personal information of your choice.



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- A research **statement** no longer than **250 words** should describe the theoretical basis of your research and frame the proposed residency within a larger body/history of work. It may include current topics of critical theory, new media and areas of personal examination/study that inform your research practice.
- A detailed **research residency project proposal**. Maximum **3 pages**. This should include the following: A detailed synopsis of the project and how it relates to the theme of the lab, the collaborating researcher(s)/artist(s) involved in the project, the role of the BNMI in its development, the goals and objectives during the lab, any relevant history relating to the development of your project.
- Four week **schedule**. Over the course of the four weeks we invite participants to explore their self-directed research in a peer learning environment. This could entail focused reading and writing time, or the development of a proof of concept prototype that would draw on the technical expertise and production/lab resources of The Banff Centre. Please provide us with a detailed timeline of your planned progress, goals, and objectives of your project over the course of the lab.
- Complete the **resource request form** for facilities needed in your research. This component **must** be completed with as much detail as possible for accurate technical evaluation from our staff and faculty.
- **A list of works**. Please use the **list of works** form provided. This form requires titles, dates, lengths, and/or page numbers (related to the type of support material you submit).
- **A curriculum vitae**. Maximum **2 pages**.
- **Support material**: Include support materials of your project in its current development or related works to your research proposal.
 - Sample of written work(s). Maximum 3 pages.
 - Articles/reviews. Maximum 2 pages.
 - Web-based projects must be accompanied by a short summary of the project, with a direct link to the project. Please ensure the URL is correct and current.



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RETURN TO:
The Banff Centre
Office of the Registrar
107 Tunnel Mountain Drive
Box 1020, Station 28
Banff, Alberta, Canada T1L 1H5
Fax: (403) 762-6345

Artist Name: _____
Residency Name: _____
Residency Date: _____

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Application Checklist

Please check (✓) the following. Submit this checklist as part of your completed **Application Requirements Package**.

- Processing fee** of \$59 CDN (\$50 US) payable to The Banff Centre.
*Each member of a collaborative team must pay a non-refundable application fee of \$31 CDN (\$26 USD). Each member must also submit a separate application form.
- Application requirements package** should have numbered pages and be submitted in the following order:
 - Completed application form.**
 - Application checklist** for the Co-Production Lab Program.
 - Bio/project summary** On a single page, a brief artist biography (100 words) and a project summary (100 words) of the proposed project.
 - Research statement** (250 words).
 - Detailed research proposal.**
 - Resource request survey** detailing the Studio Facilities and resources required for research execution/ completion.
 - List of works** (form provided). List of submitted support material including: titles, dates, or page numbers.
 - Curriculum vitae.** Maximum 3 pages.
- Support Material – Choose from the following for submission:**
 - Sample of written work(s). Maximum 3 pages
 - Articles/reviews. Maximum 2 pages.
 - Web-based content complete with brief summary and URL.



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Resource Request Form · Technical Assessment

This information is intended to provide a clear and detailed document of your technical needs while doing research at The Banff Centre. Please provide as much detail and information as possible regarding your research at the time of application in reference to the technology currently being used in your research and future stages/phases following the BNMI Co-Production Lab.

* Note: It is important to include all software (including versions), specific hardware, platform, and technical support involved in your research.

- 1. What stage/phase of development is the project currently at (at the time of submission)?** * Include platform, software, or equipment which is currently being used in your research.
- 2. What stage/phase will your research be at upon your arrival?**
- 3. What are the specific goals and objectives to be completed during your time here?**
- 4. What technical assistance/faculty support will you need in completing your goals?*** For example: programmer, web designer, editor, animator, sound engineer, etc. Please include what areas of development you will be completing on your own.
- 5. What technologies are essential for your research during the time of the lab?**
- 6. Briefly describe the final presentation platform your research will be represented by when completed.**
- 7. What resources are available for your research following the completion of the residency?**
- 8. What equipment will be accompanying you during your stay?** * Include model, make, software (with versions) and other specific information to ensure compatibility with our facilities.



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List of Works Form · Support Material

Artist Name: _____

Maximum 3 pages of excerpts or writing samples

#	TITLE OF WORK	DATE	PAGE NUMBERS
1			
2			
3			
4			
5			
			TOTAL: 3 PAGES

OR 2 pages of articles/reviews

#	ARTICLE OR CATALOGUE TITLE	DATE	PAGE NUMBERS
1			
2			
3			
4			
5			
			TOTAL: 2 PAGES

OR URLs

#	WEBSITE ADDRESS
1	
2	
3	
4	
5	

"The personal information on this form will be used for the purposes of admission, registration, scholarships and awards, issuing income tax receipts, accommodations and sending follow-up educational information or program evaluation material. It is collected under the authority of the Post-Secondary Learning Act, Revised Statutes of Alberta, that mandates the programs and services offered by The Banff Centre and will be protected by the provisions of the Alberta Freedom of Information and Protection of Privacy Act. For inquiries about the collection and use of this information, or to remove your name from our mailing list, please contact the Registrar, Office of the Registrar, The Banff Centre, Box 1020, Banff, Alberta T1L 1H5 Telephone: (403) 762-6180."