

# HOWARD COUNTY CENTER FOR THE ARTS

## Resident Arts Organization Request for Proposals

***Deadline to Apply: At This Time Space Is Full  
Call 410.313.ARTS(2787) For Availability***

The Howard County Arts Council (HCAC) is seeking a non-profit 501(c)(3) arts organization to work in residence at the Howard County Center for the Arts (HCCA) in Ellicott City, MD. Proposals from organizations in all arts disciplines will be considered. Applicant organizations are encouraged to contact the staff to arrange site visits prior to submitting a letter of interest.

### RESIDENCY OBJECTIVES

- Stabilize an organization by providing affordable space
- Provide opportunities in the arts
- Create a positive & diverse artistic environment for artists, arts organizations, and the public

### LENGTH OF RESIDENCY

Residency status will be granted for a one-year term. At the end of the term, the organization will be evaluated and may reapply to extend their residency through two-year renewable terms.

### BENEFITS

- Private studio/office space (approximately 750 square feet) at HCCA
- 24-hour access to designated studio space
- Physical mailing address and mailbox at HCCA
- Affordable monthly rental rate
- Location in a vibrant community art center visited by over 50,000 people annually

### ELIGIBILITY

Applicant organizations must:

- Be incorporated as a non-profit 501(c)(3).
- Demonstrate a central commitment to the production or performance of fine arts. Arts organizations may also teach in their studio.
- Offer art programs/activities that are fully accessible to the public

Additionally, visual arts organizations must agree to use 50% of their studio as exhibit space that is free and open to the public and performing arts organizations are required to have at least one annual free public performance at HCCA.

### DEADLINE

Applications must be received by **TBD at 5:00PM** at the Howard County Center for the Arts office, 8510 High Ridge Rd., Ellicott City, MD 21043

### APPLICATION

To be considered for the residency, submit the following:

1. A 2- to 3-page typed letter of interest including:
  - Mission statement, artistic goals, brief history of organization and activities, and administrative structure.
  - Why is your organization interested in becoming a resident at HCCA?
  - What type of public activities/involvement would your organization bring to HCCA? How would these activities benefit HCCA and the community? How do these activities fit into your organization's mission and goals? What is your organization's history with regard to conducting similar activities?
  - How many hours a week would you use the studio?
2. IRS letter of tax-exempt status

The HCCA Committee will review all letters and may request additional information.

### SELECTION

Applicants will be evaluated based on their artistic discipline, artistic merit and commitment, as well as the appropriateness of their activities for the available space. In cases where all other elements of candidates' qualifications are deemed of equal value, Howard County organizations or organizations with an established history of serving Howard County residents will be given priority.

### AGREEMENT

This request is intended to give a broad outline of the residency. Final details will be negotiated after an organization is selected. Selection decisions are final. HCAC/HCCA reserves the right to extend the search at its sole discretion.

**LARGE PRINT COPIES AVAILABLE  
UPON REQUEST.**