



HOWARD COUNTY ARTS COUNCIL

Resident Arts Organization Space Available

Request for Applications

Deadline: September 15, 2025

Howard County Arts Council
8510 High Ridge Road
Ellicott City, MD 21043
410.313.ARTS (2787) ▪ info@hocoarts.org www.hocoarts.org

The Howard County Arts Council (HoCo Arts) is a nonprofit organization whose mission is to enrich and uplift our communities by advancing the arts, artists, and arts organizations for the benefit of all. To fulfill its mission, HoCo Arts offers a wide variety of programs and opportunities - grants to local and regional arts and cultural groups; exhibits; affordable studio, performance and meeting space for artists; classes for children and adults; a quarterly newsletter; arts advocacy and awareness initiatives; and others that are essential to artistic development in Howard County. In December 2025, HoCo Arts will move into the newly renovated Historic District Courthouse in Old Ellicott City along with two other organizations. The HoCo Arts managed spaces will be used as a multi-disciplinary art center providing opportunities in the arts for people of all ages, backgrounds and abilities. The HoCo Arts spaces will feature two professional galleries, a 120-seat black box performance space, meeting and class rooms, a dance studio, individual artists' studios, office space for nonprofit arts groups, and HoCo Arts administrative offices.



Howard County Arts Council receives major support from Howard County Government, Maryland State Arts Council, The Reis Foundation, Inc, The Isadore & Bertha Gudelsky Family Foundation, The Altscher Family, COPT Defense Properties, Ellen Flynn Giles & Ronald H. Giles, Howard Hughes Corporation, Elizabeth & Ken Lundeen, M&T Bank, SECU.



HOWARD COUNTY ARTS COUNCIL RESIDENT ARTS ORGANIZATION APPLICATION GUIDELINES

The deadline to apply is 11:59 PM, Monday, September 15, 2025.

The Howard County Arts Council is seeking a non-profit 501(c)(3) arts organization to work in residence at our new location at the Historic Courthouse in Old Ellicott City. The size of the available space is approximately 280 square feet and rents for \$225.17 per month for Howard County residents *or \$273 per month for out of County residents*. Applicants will be considered by the HoCo Arts Center Committee.

Our new space at the Historic Courthouse will house accessible studio space for eighteen resident studio artists, as well as three resident arts organizations representing a variety of disciplines. Resident artists will have 24-hour access, natural light, and easy access to water. Utilities and public wi-fi are included.

Residency Objectives

To provide individual artists with a space in which they may pursue the production, presentation, or teaching of fine arts. The fine arts include traditional and emerging art forms within, but not limited to, visual, performing, and literary arts.

To support a diverse community of artists working in a variety of fine arts media and disciplines.

To provide the public with opportunities to meet working artists.

Benefits

General benefits include: private office space, 24-hour access to designated office space, physical mailing address and mailbox, affordable monthly rental rate, and location in a vibrant community arts center in the heart of Old Ellicott City.

Residents also receive a reduced rate and priority consideration for renting other spaces in the HoCo Arts Center including the dance studio, black box theatre, multi-purpose room, and classrooms.

Eligibility

Applicant organizations must:

- Be incorporated and recognized by the IRS as a non-profit 501(c)(3) organization.
- 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
- Agree to hold regular studio hours of no less than 20 hours a week in their space and have a working office phone.

HoCo Arts Board of Directors and full-time administrative staff, HoCo Arts Center Committee, and their immediate family are ineligible to apply.

Application

To apply for consideration as a Resident Studio Artist visit <https://www.hocoarts.org/rentals-and-studios/artist-studios/available-studios/Applications> must include the following attachments:

- Letter of Intent including:
 - Mission statement, artistic goals, brief history of organization and activities, and administrative structure.
 - Your organization's interest in becoming a resident.
 - The type of public activities/involvement your organization would bring to HoCo Arts and how these activities benefit HoCo Arts and the community as well as how these activities fit into your organization's mission and goals. Your organization's history regarding conducting similar activities.
 - How your organization would use the space for administrative purposes in support of your mission and goals.
 - Number of hours a week the organization would use the space for both activities and administrative purposes.
- IRS letter of tax-exempt status

Requirements

Applicants granted studio space will be considered HoCo Arts Resident Studio Artists.

To hold a HoCo Arts studio office space, Resident Organizations must, at a minimum, fulfill the following:

- Resident Arts Organizations are required to be in attendance for up to five HoCo Arts - scheduled Open Studio special events per year when they must be present and open their studios for public viewing.
- Resident Arts Organizations must use their studios for a minimum of twenty hours per week (minimum). Those twenty hours must be used for the production, presentation, administration or teaching of their art and not for other unrelated employment or activities.
- Resident Arts Organizations must pay the studio rent within five working days of the first of each month.
- Resident Arts Organizations must maintain a \$1,000,000 general liability insurance policy for their studio as well as coverage for the contents of their studio.
- Resident Arts Organizations must maintain a safe working environment in their studios and submit and keep current appropriate MSDS forms for hazardous materials in their studios. Furthermore, they are expected to practice a "good neighbor" policy, using the least harmful materials possible and keeping in mind not only their own health and safety, but also that of the Center community.
- Resident Arts Organizations offering classes, exhibits, or other public programs must be fully accessible.
- Residents Arts Organizations must maintain annual membership with HoCo Arts.
- Any physical changes to the studio, which includes painting, must be approved by the HoCo Arts Center Committee and the County, residents must return the studio to its original condition when vacating.

Selection

The HoCo Arts Center Committee will review and evaluate applications based on their artistic discipline, artistic merit and commitment, as well as the appropriateness of their activities for the available space. A key objective of the program is to have a variety of styles, viewpoints and media represented in the studio program and the Committee will consider the current

make-up of Resident Arts Organizations during the review process. In cases where all other elements of applicants' qualifications are deemed of equal value, Howard County residents will be given priority.

Interested organizations should submit a Studio Application to HoCo Arts. When a studio is available, the HoCo Arts Center Committee reviews all submissions and selects an artist or organization based on the above criteria. If no studios are available, applicants will be placed on a waiting list for future consideration.

Access

The following are policies regarding building access:

- The building is owned and operated by the Howard County Government. Each Resident Arts Organization may identify up to four principal members. Principal members must undergo a non-employee background check with the County before receiving a key badge, which will give them access to select exterior doors and their studio. Principal members are those with a long-term or permanent affiliation with the organization, not those hired on a contract or temporary basis.
- 24-hour access is allowed for the Resident Arts Organization/company members only; guests, students and members of the public are not permitted outside of building hours unless a request to keep the building open after public hours has been made and approved by HoCo Arts to secure a building attendant. If approved, any costs to keep the building open will be paid by the Resident Arts Organization. A principal (side door) badge holder must be present as the responsible authority at all times when organization/company members are in the building.
- No pets are allowed on the premises.

Residency Term

Resident Arts Organization status will be granted for a probationary 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 or until the termination of the Arts Council's Master Lease, whichever expires first.

Resident Arts Organizations are reviewed for compliance with the terms of their lease before each lease renewal. Those residents who have met the requirements will have their lease renewed for two years. Residents who do not meet the required terms will be placed on probation and given a minimum three-month to a maximum of one-year conditional lease. If requirements are met, conditional leases will be extended with Center Committee approval. If the conditional leaseholders are not approved, they will be given one month to vacate the premises.

Additional Information

This request is intended to give a broad outline of the residency. Final details will be negotiated after an artist is selected.

HoCo Arts Center Committee selection decisions are final. HoCo Arts reserves the right to modify or extend the Resident Studio Artist Request for Applications for any reason at its sole discretion.

Application

Only eligible and complete applications will be forwarded to the HoCo Arts Center Committee for consideration.

All application materials must be submitted online through the application portal by 11:59PM, September 15, 2025. Mailed, emailed, faxed or late applications will not be accepted. Email by Monday, September 8, 2025, for application assistance and accommodations.

Apply online at:

<https://www.hocoarts.org/rentals-and-studios/artist-studios/>

Email to:

artcenterdirector@hocoarts.org