



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 any combination of the following materials:

- 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 formal training in the arts, as documented in an artist resume that summarizes that training;
- 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;
- 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 Plaza, Boston, MA 02201.

Applications must be *received* (not just postmarked) by 5PM on the deadline date. If you enclose a self-addressed stamped envelope, your materials will be returned to you within two months after the deadline.

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

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, c/o Boston Redevelopment Authority, One City Hall Square, Boston, MA 02201. Materials must be received by 5PM on September 12, 2007 to be considered during this round.

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: _____

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 provide 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.

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. This resume should be supplemented with up to 10 pages of sample programs, invitations, catalogs, and/or press clips. Professional/non-arts related resume/information is not relevant.
- ___ 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 return support materials when an artist provides a returned addressed stamped envelope only. 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 a 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.

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 is important to the panel.
5. Students or recent graduates should apply 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.

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:_____