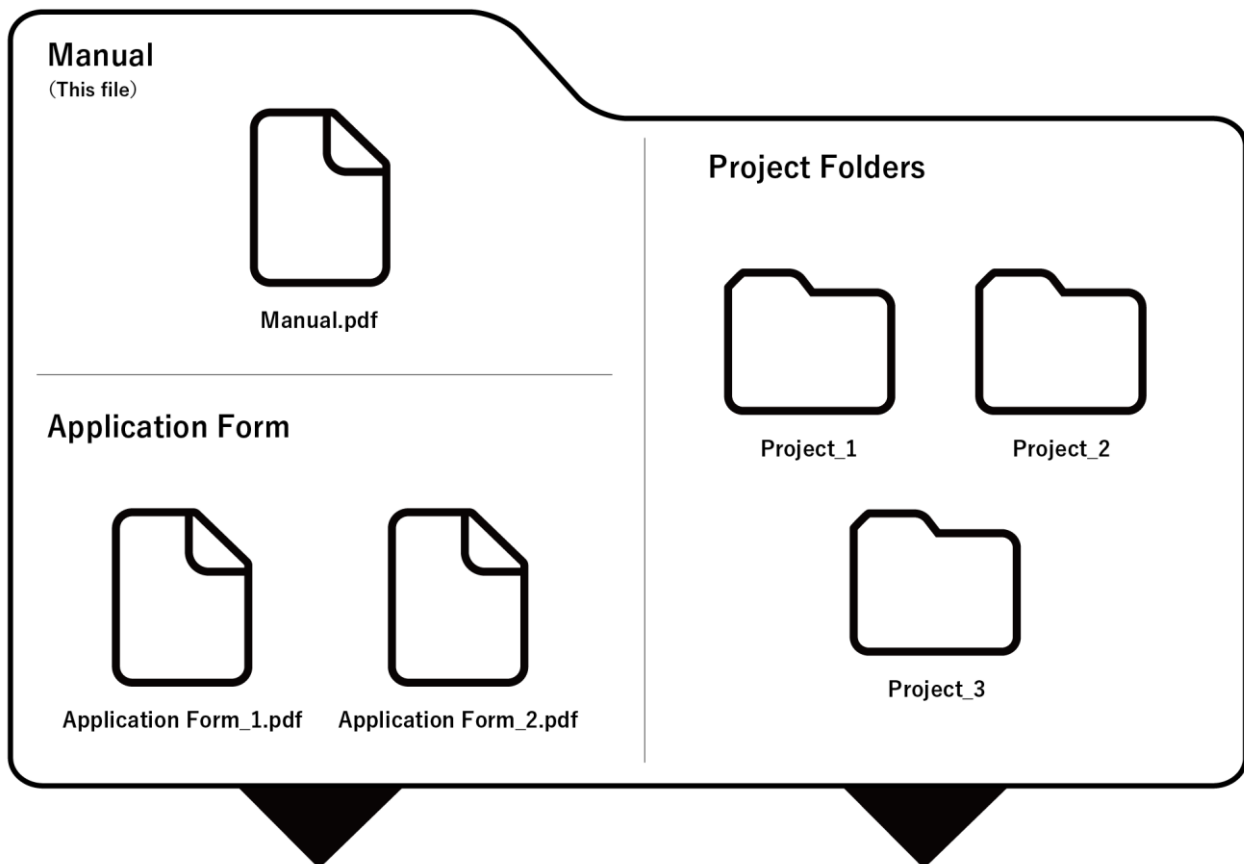


Application Manual

Curator Residency Program 2025

Structure of the Application Package



STEP1 : Send an Email

Due on July 2nd, 18:00 JST

→ See p.2 for details

STEP3 : Upload Project Folders

Due on July 9th, 23:00 JST

→ See p.3 and p.4 for details

STEP1 : Send an Email
Due on July 2nd, 18:00 JST

Please send files listed below to :

apply_residency2025@tokyoartsandspace.jp

※Please rename the files with your name.

- **Two types of Application Forms (PDF)**

Application Form_1.pdf, Application Form_2.pdf



e.g. YourName_1.pdf

YourName_2.pdf



- **Two Letters of Recommendation (PDF)**



e.g.

Letter_YourName_1.pdf

Letter_YourName_2.pdf



*You will receive an automatic reply once you send your application. **Please note that this automatic reply is sent once only to each email address even if you email to us several times.**

Notes on the Application Forms

- Please make sure to use “Adobe Reader” when you fill in the application.

*For Mac users: Please DO NOT use “Preview” as the data will not be displayed properly.

- Please fill in the form according to the character limit so that the text fits within the frame.

- Please rename the files of Application Forms to your name, and keep the number 1 or 2.

e.g. Application Forms Curator2025_Application_1.pdf → YourName_1.pdf

Curator2025_Application_2.pdf → YourName_2.pdf

Letters of Recommendation Letter_YourName_1.pdf




Letter_YourName_2.pdf

Notes on 【14】 Past Projects】 (Application Form_2)

- Please state clearly how you are associated with the past projects at “Your Position.”
e.g. Artist, Curator, Organizer, Producer, Collaborator
- You can submit up to 3 projects.
- Please submit the data of your past projects which are related to your activity plans stated in **【13】 Curatorial Statement, Purpose of your residency and Activity Plan】**

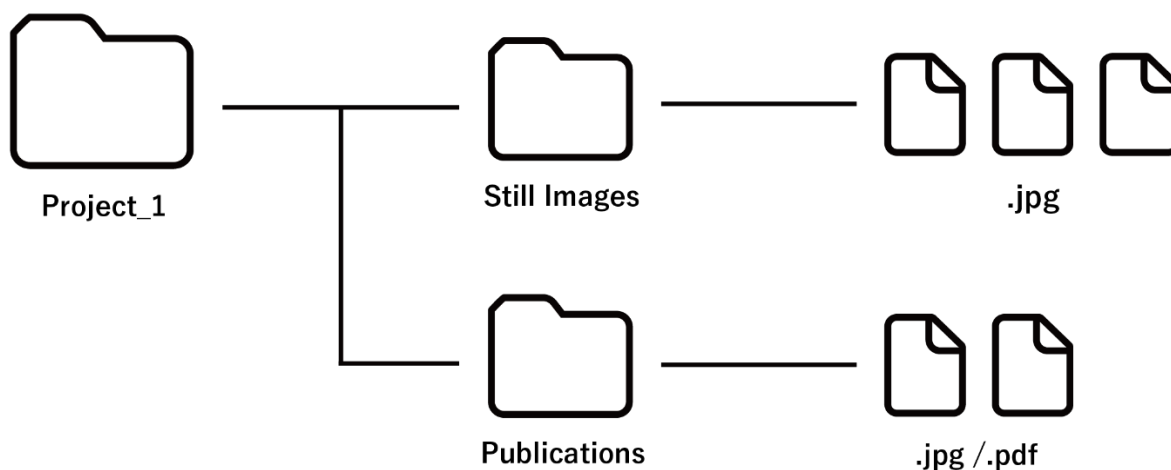
STEP2 : Receive URL		Within 5 working days
<p>Please check the Application Form_2 if “Still Image” and/or “Publication” on the 【14) Past Projects】 are filled out.</p>		
<p>Filled Out</p> <p>→ You will receive a URL to Submit 【14) Past Projects】 Folders</p>	<p>Blank</p> <p>→ You will receive an Application Confirmation</p>	

*Required only if you filled out “Still Image” and/or “Publication” on the “14) Past Projects” in Application Form_2.

STEP3 : Upload Project Folders	Due on July 9 th , 23:00 JST
<p>Save “Still Image” and/or “Publication” in the Project Folders and upload them to the URL</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Project_1 </div> <div style="text-align: center;">  Project_2 </div> <div style="text-align: center;">  Project_3 </div> </div> <p>※Remove empty folders in project folders.</p>	

*After uploading materials, a confirmation Email will be sent by July 17th.

How to Organize Project Folders



* Please organize the folders of Project_2 and Project_3 in the same way.

How to Save/Submit each Material

Type of Materials	Submission Method	Maximum Number of Files	Data Format	Notes
Still Image	Save to the Folder	3	.jpg	<ul style="list-style-type: none"> The size of each file must be <u>no larger than 1MB</u>. Please save data of the still images listed on 【14) Past Projects】 of the application form. The name of the files must be alphanumeric without diacritics, and it should include the number and the project title listed on 【14) Past Projects】 e.g. 1_TokyoSceneryPainting.jpg
Video	Enter URL on the Application Form	1	Online	<ul style="list-style-type: none"> Please indicate the URL on the application form. If your files are not online, please upload the files on video/sound sharing sites such as YouTube, Vimeo, SoundCloud. Please make sure that the links of your videos/sounds are valid until September 15th, 2024. Please mention the password of your link on the application form, if the link is private. Please indicate the time of highlights on the application form.
Sound				
Publication	Save to the Folder and/or Enter URL on the Application Form	2	.pdf / .jpg and/or Online	<ul style="list-style-type: none"> Please save data of the publications listed on 【14) Past Projects】 of the application form. The name of the files must be alphanumeric without diacritics, and it should include the number and the project title listed on 【14) Past Projects】 If it is published online, please indicate its URL on the application form. Please include a scanned copyright page with publication data or a URL of online articles. Academic dissertations are not acceptable.

Please check the following before sending your Application Forms.

-
- | | |
|--|-----------------------------------|
| • Rename the files of the Application Forms to your name.
e.g. Curator2025_Application_1.pdf → YourName_1.pdf | Check
<input type="checkbox"/> |
| • Remove empty folders in Project Folders. | <input type="checkbox"/> |
-

Inquiry about Application: contact_residency2024@tokyoartsandspace.jp