

## SANDBOX APPLICATION

**WHAT TO SUBMIT:** Complete this form and checklist and submit all documents as PDFS to [sandbox@sjica.org](mailto:sandbox@sjica.org)

**GROUP OR INDIVIDUAL ARTIST NAME** \_\_\_\_\_

**LEAD ARTIST NAME** (if applying as a group): \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**WEBSITE/URL:** \_\_\_\_\_

### Your application must include the following:

*Please note: Collaborative artist teams should select one contact person and describe their collaborative approach within the artist's statement section of the application.*

#### 1. Proposal:

In *no more than* one page, describe the project you would like to develop at the ICA (See floor plan). In your proposal include:

- 500 word max of proposal description describing scope, relevance, and goals.
- Budget for the project
- Sketch based upon gallery diagram. **Please note which gallery you envision the installation:** Main Gallery, Focus Gallery, Cardinale Project Room, Off Center Gallery, and Firehall Corridor. (See gallery floor plan and specifications)

#### 2. Visual Support Materials

- **Up to 8 digital images**--Images should be formatted as JPEG files (may not exceed 800 x 600 pixels, 180 dpi). Each image file should be labeled with your name and a number that corresponds to your annotated list of support materials (see below). We will not accept slides or URL's for images hosted online.
- **Video (OPTIONAL)** - If you submit video, upload up to 3 videos to VIMEO or YOUTUBE and submit links to the videos. You may submit up to three works or three excerpts of works. If you submit works that exceed five minutes please note the start time and end time of the clip you would like us to view. We will view up to five minutes of work total.
- **Up to six visual examples of the proposed project.** Types of visual examples include digital diagrams, sketches, drawings, and schematics.

### **3. Annotated List of Support Materials:**

- Indicate artist name, title, year, medium, and, if necessary, brief description of each work, if necessary. Descriptions of work should not exceed three sentences.

### **4. Project Budget**

- Submit a project budget that estimates all anticipated costs. Include projected expenses (which includes but is not limited to artist honorarium, supplies and materials, equipment and travel) anticipated income (indicate if you have applied for or secured additional funds for this project and list the amounts), and the TOTAL overall project budget.
- The ICA has recently purchased multiple high quality short-throw projectors and audio equipment that will be available for artists to use in their installations.

### **5. Artist Statement.**

- In *no more than* one page, describe your practice. Collaborative artist teams should describe their collaborative approach in this area of the application. 500 word limit.

### **6. Current Resume or Biography 3 page limit.**

## **About the San Jose Institute of Contemporary Art**

The San Jose Institute of Contemporary Art (ICA) is a non-profit cultural space that presents thoughtful, challenging, and awe inspiring exhibitions. Our shows include diverse work in all media by regional, national and international artists, from emerging to world renown. Founded in 1980, the ICA is dedicated to promoting greater awareness, understanding and appreciation of contemporary art. Our wide range of exhibitions and public programs, including panel discussions, lectures, performances and publications all serve to foster freedom of expression, critical thinking and open dialogue among the diverse community of Silicon Valley.

The ICA offers free admission to ensure access to all and is open Tuesday – Sunday.

More information about the ICA can be found at [sjica.org](http://sjica.org)

## **Gallery Spaces**

### **Main Gallery**

- See Floor Plan document
- There are two 10' x 12' x 30 inches moveable walls in this gallery
- Perimeter walls 13'
- Track lighting is 12' off ground

### **Focus Gallery**

- See Floor Plan document
- There are two 10' x 10' x 30 inches moveable walls in this gallery

- Perimeter walls 13'
- Track lighting is 12' off ground

### **Cardinale Project Room**

- See Floor Plan
- Walls 13' high

### **Off Center Gallery**

- See Floor Plan
- Walls are 12' feet high
- 10'x 10' x 3' movable wall in gallery dividing the space. Beyond the wall, there is a sink, press, tables in half of space for art making.
- Gallery space is 15'10" x 16'
- There is a skylight in the room that can be covered

### **Corridor Gallery**

- See Floor Plan
- Walls are 12' high
- Walls cannot be pierced due to fire code
- Nothing can block fire corridor
- Corridor is 74' long

