

**ABN AMRO –
MALIHOM
ARTIST IN RESIDENCE
("AiR")
PROGRAM**

**OF THE
WAWASAN OPEN UNIVERSITY**

**INFORMATION,
GUIDELINES
&
POLICIES
AGREEMENT**





AIR PROGRAM OF THE WAWASAN OPEN UNIVERSITY

AiR Program

**Malihom
ABN AMRO
WEF
WOU**

ABN AMRO-Malihom Artist in Residence Program Of The Wawasan
Open University
Malihom Sdn Bhd
ABN AMRO Bank Malaysia Bhd
Wawasan Education Foundation
Wawasan Open University

**Website
Enquiry**

**www.malihom-air.org
info@malihom-air.org**

1.0 **MISSION**

The art in ABN AMRO-Malihom Artist in Resident Program (“AiR Program”) is intended to bring new inspiration, perception and understanding to the artists by immersing the culture and the natural environment around them. We invite visual artists to explore the natural world in varicolored ways.

The mission of the AiR Program is to support and ameliorate the creativity of artists by providing uninterrupted time for work, deliberation, and collaborative interaction in a setting of immense natural beauty and to impart the values and aesthetics of art to the community.

At this juncture, the term artist applies only to **visual artists**.

2.0 **ABN AMRO – MALIHOM ARTIST IN RESIDENCE PROGRAM – DETAILS & CRITERIA**

The AiR Program was established to create a conducive environment allowing artists to pursue personal creative work and share in collegial interaction with the environment and the communities within.

Residencies are awarded without prejudice, **at no cost**, to national and international artists in the disciplines of visual arts. Those selected are offered living and studio space for up to six months. All of these opportunities come with a preparatory allowance and stipends. As our programming changes and new opportunities are created, we may traverse into other disciplines of art.

Through various organized exhibitions/presentations during the session, the Air Program aspires to maximize the Artist exposure, create good will, encourage sales and earn the Artist respect in the arts community. Additionally time to time the artist in residence will also be encouraged to present her/his works or thoughts to members of the public at the Wawasan Open University (“WOU”) Proposed Centre for the Performing Arts and/or similar establishment relating to Arts & Culture in the form of lectures, workshops, seminars etc.

With these opportunities residents are expected to commit themselves for the entire residency session awarded to them.

2.1 **WHAT KIND OF ARTIST SHOULD APPLY?**

We seek applications from **professional artist** with national and/or international distinctions, to create artwork and installation that can augment **medium to large-scale** thematically-based exhibitions.

The AiR Program encourages advanced visual artists of all backgrounds to apply for admission. We not discriminate on the basis of race, religion, national origin, age, gender, or sexual orientation.

2.2 REQUIREMENTS FROM APPLICANTS

Work samples: Submit at least twelve standard mount slides **and** digital images of works of no more than three years in CD Format. Number each slide and the digital images. Identify each with your name and title of work clearly in a separate list: i.e., corresponding numbers and list slides and digital images by title, medium, size, and date of completion.

Work plans for a residency (optional): Artists may describe the work they plan to do at the AiR Program and the preferred medium of art.

Letters of Recommendation: Two letters of recommendation are required. These letters should address the Artist's professional capacity and suitability for a residency.

Qualifications: Any supporting documents pertaining to qualifications and work experiences.

Artist Statement, Letter of Intent: and any supporting material that the Artists feel would be appropriate in evaluating their application.

Identification: A copy of the Artist's identity card or passport.

While we do not want to discourage anyone from applying, we are primarily interested in artists who are seriously involved with the medium of visual arts, and who clearly understand their role as an Artist.

2.3 APPLICATION DEADLINE

There are currently 2 sessions in a year with a Program intake of upto 4 artists per session.

Applications are required to submit the Application Form for the intended session year together with the all the "Required Materials" stipulated under Clause 2.2 above.

Program Session – January 5th to June 30th

All forms and materials have to be submitted by June 30th of the preceding program session year.

Program Session –July 5th to December 31st

All forms and materials have to be submitted by December 31st of the preceding program session year.

2.3 RESULTS OF JURY PROCESS

Program Session – January 5th to June 30th

An offer letter will be sent to the applicant by August 31st of **preceding program session year**. The Artist is required to sign and accept the documents listed below by postmark dated September 30th preceding program session year, failing which the Offer will lapse.

Program Session –July 5th to December 31st

An offer letter will be sent to the applicant by February 27th of the current program session year. The Artist is required to sign and accept the documents listed below by postmark dated March 31st the current program session year, failing which the Offer will lapse.

The following documents are to be accepted and returned by registered mail or courier to **The Management, Acceptance of Offer, ABN AMRO – Malihom Artist in Residence Program, No. 51-23 Menara BHL, Jalan Sultan Ahmad Shah, 10050 Penang, Malaysia.**

- Offer & Image Release Letter
- Program’s Information, Guidelines and Policies
- Licensee Agreement between Malihom and The Artist*
- Complimentary Works of Art Letter
- Participation Letter
- Proof of purchase of international travel tickets and the itinerary – (deadline to be faxed and/or mailed **8 weeks** before commencement of the AiR Program). Local residents are not required to show proof of purchase of travel tickets.

* This Agreement allows the Artist to use the Studio(s) and Facilities of the AiR Program at no cost to the Artist.

Cancellation

Artist who wishes to decline or defer the AiR Program season subsequent to the acceptance of the Offer Letter may do so **8 weeks** before the commencement of the Program. Kindly indicate reasons for declining or deferring in writing and mail/fax and/or email (annette@malihom-air.org) to the Management.

Timeline (Illustration Purposes)

Deadline by	2009 - Session 1 January 5th to June 30th	2009 - Session 2 July 5th to December 31st
Application	June 30 th , 2008	December 31 st , 2008
Issuance - Offer Letter	August 31 st , 2008	February 27 th , 2009
Artist Acceptance of Offer	September 30 th , 2008	March 31 st , 2009
Cancellation	October 31 st , 2008	April 30 th , 2009
Proof of purchase (air ticket)	October 31 st , 2008	April 30 th , 2009

Deferred Acceptance

The Arts Committee may elect to accept an artist for subsequent session in the AiR Program. An Offer Letter will be sent to the Artist for the decided session year. The Artist is required to accept the offer within two (2) months.

Work samples will be retained by the AiR Program if confirmation of acceptance by the Artist is received.

Unsuccessful Applicants

A notification letter will be sent to the applicant within 14 weeks of the closing deadline. The AiR Program shall not be obliged to provide any reasons or explanation to unsuccessful applicants.

Work samples cannot be returned unless they are accompanied by a self-addressed, stamped envelope (SASE). Please be sure to put enough return postage or international postage coupons on your return mailer. Materials without a SASE will not be returned or retained following the jury process.

Re-application

Artist who is unsuccessful in its application for the AiR Program for the preferred session could re-apply in subsequent sessions. The application forms and guidelines and policies can be obtained on our website, www.malihom-air.org or writing to:

The Management, Application, ABN AMRO – Malihom Artist in Residence Program, No. 51-23 Menara BHL, Jalan Sultan Ahmad Shah, 10050 Penang, Malaysia.

2.4 REQUIREMENTS FROM SELECTED ARTISTS

Image-Release Letter: Artists are required to sign The Image-Release Form which authorizes ABN AMRO Bank Malaysia Berhad (“ABN AMRO”) and/or the sponsor, Malihom and Wawasan Education Foundation (“WEF”) / Wawasan Open University (“WOU”) to unlimited use of the Artist images, personal details within curriculum vitae and the images of the Artists’ works of art produced/created under the AiR Program and/or works of art that are brought to the AiR Program without any cost(s) and/or claim(s) for related promotional and publication materials (web and printed) on a **non-profit basis** throughout the world.

With respect to the above, ABN AMRO and/or the sponsor, Malihom, WEF/WOU shall be entitled to conduct press coverage(s) and/or provide/contribute to editorial publication(s) in relation to the Artist and his/her participation in the AiR Program.

- (1) **Contact Sessions, Sharing or Presentation:** One of the components of the residency is that during the Artist’s term with the ABN AMRO-Malihom AiR Program, the Artist shall either conduct contact session(s) or a presentation to WOU’s Proposed Centre for the Performing Arts and/or similar establishment relating to Arts & Culture.

Contact sessions are workshops for students to gain confidence and understanding of what working in an arts discipline means in an experiential way. The workshop also allows the class to better understand the resident artist's vision, discipline and work. WOU and the artist will collaborate on the relevant sessions.

Artist Contribution: The Artist is expected to contribute 2 completed works (produced during the Program or works that were brought to the Program by the Artist), one each to the sponsor or ABN AMRO and the host (Malihom) at no cost or claim to the host/sponsor. Selection of the works will be decided by the recipients prior to the exhibition or sale.

Exhibition: Completed artwork by the artists will be exhibited at the end of the Program for sale. Artists may also at their discretion include artwork (completed no more than 2 years prior to the residency), for sale at the exhibition. **Sale proceeds from the exhibition will go entirely to the Artist.**

Credit and Publicity Agreement: Every grantee/artist shall credit the host/sponsor for its support, including but not limited to the following:

- Sponsor will be credited as a supporter of ABN AMRO-Malihom AiR Program through the Malihom website, in any printed material or Press Release if the printed media is involved.
- Sponsor and its guests shall be extended invitations to all events planned to showcase program results, e.g. an exhibition.
- Sponsor will be credited at events by the event emcee and within event-printed programs.
- Sponsor may elect to use the exhibitions/events as a platform to invite, network and promote themselves to other invited guests.
- Sponsor may elect to 'showcase' presentations or send representations in relation to art/culture or financial products, suitable for High Networth Individuals, if it so chooses.

2.5 PRICING YOUR ART

Pricing artwork can be a tedious task. The Air Program will assist the Artist in setting the initial price structure according to characteristics of the artwork and of the local or regional art market. The Program will gather as much of a consensus opinion as possible to seek the views from gallery curator(s), art dealer(s), experienced collector(s), fellow Artist and the Program's Arts Committee. But ultimately the decision on the pricing will reside with the Artist.

Conclusively, the Air Program aspires to maximize the Artist exposure, create good will, encourage sales and earn the Artist respect in the arts community, through various organized exhibitions/presentations during the residency. Thus, The Program encourages the Artist to offer art in all price ranges to a wide investor/collector base in an effort to create a larger interest and supporter base for the Artists' work in future.

2.6 PREMATURE TERMINATION

Forced Termination

Whilst we do not wish to prematurely terminate the Artist contract, the AiR Program will not tolerate any form of criminal activities and/or fraud engaged by the Artist at all times during the residency. Instant dismissal will be effected.

On account of any Breach of Contract on the part of the Artist, the Advisory Board will assess and deliberate on the severity of the breach. However instant dismissal could be accorded to any breach under section 2.4 as aforesaid in this Agreement.

Medical Termination

Essentially, we do not encourage Artist to prematurely terminate their contract with the AiR Program, however if the unforeseeable affliction arose due to severe illness/injury, the Artist could apply for a leave of absence with a supporting medical letter. Please refer to clause 2.7 Responsibilities and 3.4 Financial Support.

Obligatory Commitments

In the case of premature termination, the Artist will be required to give free of charge and conditions one (1) work of art each to Malihom Sdn Bhd and ABN-AMRO Bank respectively (who will have the right to select the works).

The AiR Program operator shall have the right to use and retain for the duration of the awarded Program session all works of art created by the Artist and artwork that were brought to the Program by the Artist for such activities as the AiR Program may desire, including for purposes of holding exhibitions. In the event that any of the artwork is sold, the entire proceeds of the sale shall belong to the Artist. The sale of artworks shall be negotiated between the artist and the purchaser/collector. All transactions and arrangement of delivery of artworks whether sold or unsold shall be the responsibility of the Artist.

Any unsold work of arts belonging to the Artist shall ONLY be returned by registered mail if sufficient international postal order or response coupon to cover postage is provided by the Artist. Postal packaging shall be at the expense of the Artist. Alternatively arrangement for collection can be made personally or by a representative with authorized letter.

2.7 RESPONSIBILITIES

Properties

Minimal security services shall be provided at Malihom, consequently Artist shall be solely responsible for his/her own properties and belongings during his/her stay at Malihom. Completed artwork can be requested to be stored at the Galler(ies).

Travel

Artist is uninhibited to travel around, however The AiR Program will not be held accountable for their safety or health when traveling outside Malihom.

Visa

Foreign Artist is responsible for the application of Malaysian Visa at their home country prior to entering Malaysia. Kindly inquire matters pertaining to visas at the Malaysian Embassy of your home country. The AiR Programme is not responsible for any matters/costs relating to visas. However we could assist the Artist in their application for the relevant visa (a Professional Pass / Visa). For more information please refer to section under "1.7.1 Malaysian Professional Pass/Visa Application" or access Malaysian Immigration website: www.imi.gov.my/eng/perkhidmatan/im_Paslkhtisas.asp

Insurance

The AiR Program through Malihom Sdn Bhd shall arrange insurance coverage for the Artist during the residency session. Every participating Artist will be covered by medical insurance (hospitalization only), death or permanent disability insurance and property loss insurance (limited to artwork stored in galler(ies). Conditions of insurance coverage are detailed in the Licensee Agreement and Insurance Policies posted on the www.malihom-air.org.

Leave of Absence

All Leave of Absence from the Program will have to be approved by the Management of the Program. Kindly apply your leave either via written letter or email to info@malihom-air.org. Any unapproved or un-submitted Leave of Absence, the AiR Program will have all rights to terminate the contract of Residency and License Agreement to occupy its premises, all financial support and privileges will be revoked.

Sale of Artworks

In the event that artworks are sold, all proceeds from the sale will benefit the Artist. The sale of artworks should be negotiated between the artist and the purchaser/collector. All transactions and arrangements of delivery of artworks is the responsibility of the Artist. The AiR programme will not be responsible for the transaction process of the sale (which includes but not limited to payments, receipts and delivery). Artist is required to organise and co-ordinate the payment and delivery process.

3.0 AiR PROGRAM FEATURES

3.1 LOCATION

Located at the mid-hill of Malihom Estate ("Malihom") on Penang Island, the AiR Program is set in a tropical secondary forest. Apart from the agricultural exploits, the hills are abounding with small

insect and animal life. It is also a haven for local and migratory birds. Malihom is located 30 kilometers from Georgetown within easy driving distance from the airport. The nearest town, Balik Pulau, is 8 kilometers away.

3.2 TRANSPORTATION / TRAVEL

Travel

Transportation to and from the airport/terminal station will be provided by the Program on the first day and last day of each session.

The AiR Program is and will not responsible for the provision of transport/transfer for the Artist for the entire duration of the Program, with exception to transfers to/from airport/terminal station on the first and the last day of arrival and departure to/from the AiR Program Residency grounds and any travels/transfers to/from exhibition sites for exhibition purposes (within reason).

All other travel arrangement is the responsibility of the Artist, includes but not limited to outings, travel research, shopping, departing Penang/Malaysia for personal/professional trips unrelated to the AiR Program.

Should the Artist decide to hire/lease a vehicle/transport, the AiR Program will not be responsible for his/her safety nor the legal issues pertaining to the use of the vehicle/transport in Malaysia. All risks and responsibilities will be borne by the Artist.

There is also access to public transport from the estate for travels around Penang.

Transportation of Artwork to Exhibition Venue

The Air Program will transfer Artist's artwork between the Exhibition venue and the AiR Program grounds. Transportation will either be outsourced to a local lorry company or transported by AiR Program vehicle (if available). Only the cost of transportation will be absorbed by the AiR Program limited to one canvas covered 1 tonne lorry per Artist. Packaging, handling & related transfer issues of artwork is the responsibility of the Artist.

If the above transportation is deemed insufficient or unsatisfactory, private arrangement can be made between the Artist and other transportation companies entirely at Artist's own cost and arrangement. Packaging, handling, transportation & related transfer issues of artwork will be the responsibility of the Artist.

Transportation of Artwork & Material on the Expiry of Residency Session

The above is with reference to the transportation of artwork, art material, tools & personal belongings of the Artist. All packaging, handling, transportation and related charges/costs and responsibilities will be borne entirely by the Artist. Artist is required to organise and arrange for such transfers/shipment. The AiR Program will provide the contact details of some of the transportation companies on request.

3.3 THE STUDIO AND LIVING SPACE

Each studio and living space is housed in a charming 800 square foot self contained cottage, built mid-way overlooking the fish pond. The space also extends to the vast gardens around. There are 4 cottages to house resident artists with plans to further build workshops for non-resident local artists.

Each studio is comfortably furnished and will be equipped with a professional easel and work table.

Artist is responsible to maintain and upkeep the cleanliness of their living/studio space for the duration of their Residency. No services are provided for cleaning, washing and cooking for the artists by the Management of AiR Programme.

Artists' tools and art material are not included in the studio.

All studios share a common kitchen. In consideration of others, Artist is responsible to clean after each use and to maintain the common facilities provided.

The Artist-in-Residence studio will primarily be available for one artist per cottage at a time although up to two artists working collaboratively may be in residence together.

Spouses/partners or family of participating artists are welcome to visit, but not to stay for the whole duration of the residency.

3.4 FINANCIAL SUPPORT

Artist will be given a **monthly stipend of RM2,000** paid monthly by the 14th day of each month (pro-rated if less than one month) to defray the additional costs of art supplies, food, travel or other related needs in support of the artists' living expenses whilst at the AiR Residency. A collaborative team will receive one stipend. A preparatory allowance of **RM2,500** on the commencement of the Program will be accorded for art supplies. Note that residencies shorter than six months will receive necessary preparatory allowances, on a pro-rated basis.

Artist is responsible for his/her own personal living expenses and supplies which may be incurred during residency session. Travel expenses to and from Malihom Estate are also the responsibility of the artist, although subsidies could be arranged limited to RM3,000.00 (only applies to international travels) based on the Advisory Board's decision. The subsidy will only apply for an economy class return ticket on commencement and expiry of the Residency, or subsidy of upto ONE return travel ticket. Subsidised ticket will be reimbursed within two (2) weeks of the Artist's arrival at Malihom and upon submission of air ticket receipt. Utility costs limited to electricity and water are borne by Malihom Estate.

Leave of Absence

Paid Leave of Absence from the Program is limited to only one (1) month. If application of Leave of Absence is more than one month accumulated over the Residency duration, the Program will only pay the artist, stipend of upto one month for his/her Leave application.

Leave in excess of one (1) month, the Program will provide stipend/living allowance on a pro-rated basis over the number of days present at the AiR Residency subsequent to the initial 1st month

approved leave. The additional leave in excess of one month will be deducted from the stipend on the next consecutive month.

3.5 DURATION

A typical residency will be for six months. Residencies of a shorter duration shall be considered upon application.

3.6 GALLERY

The 3,000 square foot Gallery with 7 meter-high ceilings, untainted antique hardwood floors on the upper level and an abundance of natural light is a spacious setting ideal for receptions, dinners and events. The walls, deliberately left unplastered exposing the concrete blocks provide an unembellished backdrop for the art pieces. Apart from the walls, the Gallery is erected from recycled building materials.

Located on the foothill of Malihom, the Gallery is surrounded by native fruit trees and secondary tropical forest and easily accessible from the main road with ample parking.

The Gallery will house the finished works of the Artist during the Program and will occasionally be used to showcase artists' works during the residency.

However during the residency, artists could utilize this space as a workshop to conduct their works as the space is larger than their private studios. Kindly seek the approval of the AiR Program management with respect to the utilization of this area.

During other times, visitors and investors are welcome only by appointment or invitation. Venue of the exhibition will be determined by the Management.

3.7 EXHIBITION

To showcase program results at the end of the Program, an exhibition will be hosted by ABN AMRO, Malihom and/or WOU. The Gallery may present more than one Artist during an exhibition, however depending on the establishment of the artist, allowance will be made to showcase solely his/her works.

A minimum of 15 pieces of artwork (includes artwork produced during the Program and prior to the Program) will be exhibited at the end of the Program in the preferred gallery arranged by AiR Program administrator. The Artist shall be entitled to all **sale proceeds from their exhibited sold works**.

Artist is not allowed to sell their art works prior to the launch of the Exhibition unless the AiR Program Board(s) consents in writing.

The Management and/or host/sponsor will not limit the exhibition only to the Resident Artist. In the event the minimum requirement of 15 pieces of artwork is not achieved, the host/sponsor at its discretion will invite other artists to participate in the exhibition.

Arrangement / Mounting of Artwork

The arrangement of artwork for exhibition purposes will be assisted by personnel appointed by the AiR Program. Artist is also required to assist with the arrangement, handling & mounting /display of their artwork.

Standard practice for mounting artwork would be to mount/hang paintings/pictures on a horizontal wall track with adjustable brass hooks. Nylon strings will attach to the hooks in order to suspend the painting/pictures at specified level. The AiR Program will only provide the basic mounting material such as hooks for the track and nylon string (transparent fishing line).

If the artwork requires special or other material and/or support for mounting/display purposes, the related cost of the material and/or labour charges should be arranged/sourced and borne by Artist.

4.0 ORGANIZATION & SUMMARY ROLES

ABN AMRO Bank: Main sponsor of the AiR Program

Malihom Sdn Bhd: Location host and administrator of the AiR Program. Malihom assumes administrative responsibilities for the AiR Program

Wawasan Education Foundation: Non-profit Education Foundation, as the Trust entity for WOU.
Wawasan Open University (“WOU”): Governor of the AiR Program.

Advisory Board: Establishes adjudication procedures for all grants. The Board is represented by WOU, ABN and Malihom.

Art Selection Committee: Invitations are based on artistic merits and objectivity.

5.0 AiR PROGRAM RIGHTS

The AiR Program reserves all rights to amend the Information, Guidelines and Policies as and when necessary without affecting the rights of the AiR Program & the Management.

6.0 ACCEPTANCE

I have read, understood, accepted and is in agreement with all other terms, conditions and requirements contained in The ABN AMRO-Malihom Artist In Residence Program’s Information, Guidelines & Policies Agreement.

SIGNATURE: _____

NAME: _____

I/C or PASSPORT: _____

DATE: _____