CENTER FOR ART, SCIENCE & TECHNOLOGY VISITING ARTIST PROGRAM
GUIDELINES FOR PROPOSALS

The Center for Art, Science & Technology (CAST) was established to create new opportunities for art, science and technology to thrive as interrelated, mutually informing modes of exploration, knowledge and discovery at MIT. The Visiting Artists program brings professional artists working at the top of their fields as well as rising talents to campus for residencies that are firmly grounded in the teaching, research and practice of MIT's culture of "learning by doing" and are mutually beneficial for the artists and the MIT community. We also support projects that may be difficult to fund through traditional sources, or are exploratory in nature but may lead to creative works, significant research, or interesting collaborations in future.

CAST welcomes the following categories of proposals:

- Mellon Faculty Grant: Up to $30,000 towards creative collaborations, which may include new cross-disciplinary courses and new creative work including collaborative research projects. See FAQ for examples.
- Fay Chandler Faculty Creativity Seed Grant: Faculty may apply for grants up to $7,500 to support a creative project that will come to fruition within of year of award.
- Visiting Artist Grant: Grants from $5,000 to a maximum of $30,000 for collaborative projects between faculty or program directors and visiting artists. Visiting artist projects must include student engagement and a public program.

PROPOSAL FORMAT
The proposal (2-page narrative) should explain the project's objectives, public component(s), and documentation plans. Proposals should address the following questions:
- How will a residency, course or project benefit faculty, students and research at MIT?
- What is the likelihood that true collaborations will result from the project?
- How will fields of inquiry be advanced?
- For Visiting Artists, what kind of public event (lecture, performance, workshop, screening, etc) will be presented?
- How will the residency, class or projects be documented and disseminated?

  All proposals must also include:
- Preliminary schedule
- Budget (including in-kind and other funding sources)
- Unit sponsor names and contact information
- Signature indicating that the department head has approved submission of the proposal and is aware of any demands on staff, facilities or resources that the proposal may entail

  Visiting Artists proposals must include:
- Artist(s) name(s), contact information, nationality, visa status and agent (if applicable)
- Desired dates and length of visits
- Visiting Artists should have a significant record of exhibition or performance. Please include links to artists' web sites or examples of their artistic work.
- Biography and CV (if not included in above)

SPECIAL REQUIREMENT REGARDING VISAS
The International Scholars Office determines visa requirements for non-US citizens and requires an additional 3 months of lead-time after an application is approved and before a Visiting Artist's residency can begin.

BUDGET

Funding ranging from $5,000 to $30,000 may be allocated. Budgets will be reviewed once a proposal is accepted, in consultation with the Executive Director of Arts Initiatives and the Producers in the Office of the Arts.
Please fill out a preliminary Budget Template and save as a PDF to be submitted with the proposal.
Funds may be used towards:

- Honoraria
- Travel
- Housing
- Materials for research, lab time, and production
- Funds for student involvement (workshops, events)
- Receptions and meals for the MIT community
- Funds may not be used for TA stipends, tuition or staff salaries

DOCUMENTATION
Professional documentation of the creative process and evolution of projects is an important component of a project. We encourage applicants to think strategically and creatively about how the values, activities and pedagogical impact of the proposal may be most effectively made visible and disseminated to the MIT community and beyond. Sample outputs include: video clips, sound recordings, photographs, data visualizations, interviews, web pages, slide presentations, regular blogging or social media presence.
Grants are not final until all schedules, programs, and budgets are mutually agreed upon and, in the case of Visiting Artists, Letters of Agreement are signed with the artists.