

TAKSU ARTIST RESIDENCY PROGRAM



Gallerie TAKSU Sdn Bhd, Kuala Lumpur, Malaysia

17 Jalan Pawang, Datuk Keramat, 54000 Kuala Lumpur, Malaysia.

T: +603 4251 4396 F: +603 4251 4331 E: kl@taksu.com W: www.taksu.com

APPLICATION GUIDELINES AND POLICIES

INTRODUCTION

TAKSU and TARP (TAKSU Artist Residency Program) are recognised as one of the most successful commercial galleries/residencies programs in Southeast Asia with galleries in Kuala Lumpur, Malaysia and Singapore.

We are a “for profit” organisation whose mandate is to provide the finest international contemporary art to our private, corporate and multinational clientele and to represent and assist in the sales/promotion of your work.

TARP APPLICATION IN 5 EASY STEPS:

- 1** Complete the application form, please fill in details in block letters.
- 2** Carefully read the TARP policies and commitment, sign your initials and signature on respective pages. Save the application form and signed policies as a one (1) PDF file.
- 3** Refer to the application documents checklist to prepare and compile all required documents.
- 4** Answer the questions and save all the information, images and URLs together in one (1) PDF file.
- 5** Digitally send the application consisting two PDF documents by email to kl@taksu.com

All inquiries please email to: kl@taksu.com

TAKSU ARTIST RESIDENCY PROGRAM



Gallerie TAKSU Sdn Bhd, Kuala Lumpur, Malaysia

17 Jalan Pawang, Datuk Keramat, 54000 Kuala Lumpur, Malaysia.

T: +603 4251 4396 F: +603 4251 4331 E: kl@taksu.com W: www.taksu.com

STEP 1: APPLICATION FORM

An open application system is in place for all artists, and artists are selected on merit and creativity of artworks. Any nationality, any gender, emerging as well as mid-career or established professional practitioners of any age can apply for TARP. Applicants must be conversant in English.

Each application will be reviewed and selected by TAKSU/TARP's Board of Directors. Once selected to participate, a confirmation letter will be sent to the successful applicant, which will include time slots as to appropriate dates for your particular residency period at TARP.

Artists are encouraged that when completing their applications, to take into consideration specific time periods that fit their particular schedule. TARP will try our best to accommodate your requests.

PERSONAL INFORMATION *(Please fill the form in BLOCK LETTERS; All fields below are mandatory to fill in.)*

First Name:

Family Name:

Date of Birth (DD/MM/YYYY):

Gender:

Nationality:

Residency Period (DD/MM/YYYY): *(Minimum period of 1 month is required)*

Current Full Address:

Mobile No.:

Email:

Indicate the quantity of artworks to be produced within the residency period:

Indicate the medium/materials that will be used to produce your artworks during the residency:

Indicate the type(s) of artwork to be produced during the residency (e.g. Paintings, Sculptures, etc.):

TAKSU ARTIST RESIDENCY PROGRAM



Gallerie TAKSU Sdn Bhd, Kuala Lumpur, Malaysia

17 Jalan Pawang, Datuk Keramat, 54000 Kuala Lumpur, Malaysia.

T: +603 4251 4396 F: +603 4251 4331 E: kl@taksu.com W: www.taksu.com

STEP 1: APPLICATION FORM

ADDITIONAL INFORMATION (Please fill the form in BLOCK LETTERS; Item marked with * is mandatory.)

EMERGENCY CONTACT NO. 1*

First Name:

Family Name:

Relationship to Applicant:

Gender:

Mobile No.:

Email:

EMERGENCY CONTACT NO. 2 (Optional)

First Name:

Family Name:

Relationship to Applicant:

Gender:

Mobile No.:

Email:

TAKSU ARTIST RESIDENCY PROGRAM



Gallerie TAKSU Sdn Bhd, Kuala Lumpur, Malaysia

17 Jalan Pawang, Datuk Keramat, 54000 Kuala Lumpur, Malaysia.

T: +603 4251 4396 F: +603 4251 4331 E: kl@taksu.com W: www.taksu.com

STEP 2: TARP POLICIES AND COMMITMENT

A. What will be provided by TAKSU/TARP:

1. Accommodation, studio workspace, including utilities and access to Wi-Fi.
2. Administrative support on-site and basic studio assistance.
3. Access to a self-catering equipped kitchen and outdoor swimming pool.
4. Room cleaning and laundry services.
5. A budget will be granted and indicated in the letter of confirmation for art supplies and framing.
6. On-site photography of artworks produced during the artist's residency at TAKSU KL only.

B. What will NOT be provided by TAKSU/TARP:

1. Meals or groceries
2. Additional funding for art materials/supplies and framing, apart from the granted budget.
3. Funding for travel costs;
 - a. Airfares to and from Malaysia and other transport costs are the responsibility of the artist.
4. Fees for procuring and maintaining travel visas. Applicant is responsible for the visa procedure.
5. Insurance costs (viable health, travel and liability insurance)
6. Personal expenses
7. Photography of artworks that are not produced during the residency of TAKSU KL.

Note: TAKSU suggests that you enquire with your local government concerning any travel restrictions/visa's requirement for entering Malaysia. This information can be obtained on most local government websites.

C. TAKSU/TARP will be responsible for the following:

1. Media, interviews, reception costs. (if applicable)
2. Basic photography of produced artworks for inventory and marketing purposes.
3. Delivery and installation of sold artworks.
4. Shipping of artworks to our affiliate gallery locales.

D. Application for TARP

1. Each application will be reviewed by TAKSU/TARP's Board of Directors. Once selected to participate, a confirmation letter will be sent to the successful applicant, which will include suggestions as to appropriate dates for your particular residency period at TARP.
2. Kindly refer to the Application Documents Checklist on page 6.

E. Commissions of Artworks

1. Final quantity and size of artworks to produce will be discussed and agreed upon arrival or prior to arrival with Director of TAKSU.
 - 1.1. A minimum quantity of six (6) artworks is required to be produced during the residency.

TAKSU ARTIST RESIDENCY PROGRAM



Gallerie TAKSU Sdn Bhd, Kuala Lumpur, Malaysia

17 Jalan Pawang, Datuk Keramat, 54000 Kuala Lumpur, Malaysia.

T: +603 4251 4396 F: +603 4251 4331 E: kl@taksu.com W: www.taksu.com

STEP 2: TARP POLICIES AND COMMITMENT

F. Consignment of Produced Artwork(s)

1. Upon completion of Artist residency with TARP:
 - a. Artist will agree to provide TAKSU/TARP with ONE (1) original artwork at a minimum of 120 cm x 120 cm size produced during your residency at TARP.
 - b. TAKSU/TARP's Board of Directors and the Artist will decide upon the selected work mutually.
 - c. TAKSU galleries will provide Artist with the Exhibition and Consignment Contract to review and sign.
2. TAKSU galleries shall keep the produced artwork(s) as consigned stock for a period of 12 months (1 year) effective from the date of completion of Artist residency with TARP.
3. Artworks returned to Artist before the 12-month consignment period will be the responsibility of the Artist, which would include shipping costs at Artist's expense.

By submitting this application and residency proposal, you agree to the terms and conditions stated in this document. You declare that you are mentally and physically fit to complete the project that you have proposed.

I, _____ understand all terms and conditions TARP (TAKSU ARTIST RESIDENCY PROGRAM) has provided me. I agree that I have read, understood and agree to the terms, conditions and requirements contained in the information provided above.

Signature

Name:

Date:



Gallerie TAKSU Sdn Bhd, Kuala Lumpur, Malaysia

17 Jalan Pawang, Datuk Keramat, 54000 Kuala Lumpur, Malaysia.

T: +603 4251 4396 F: +603 4251 4331 E: kl@taksu.com W: www.taksu.com

STEP 3: APPLICATION DOCUMENTS – CHECKLIST

Documents required from applicant for consideration of TARP:

(Please gather all of the following documents in one separate PDF file.)

- Introduction to your work
 - Provide a clear and informative summary of your work (max. 1 page).
- Artist Biography and Curriculum Vitae (CV)
 - Detailing previous exhibitions, art fairs, awards, grants (if available), collectors (institution/private).
 - Artist's background information
 - Artist's education background
 - Include past projects (if applicable).
 - Include a profile photo.
- Artist Statement of your work(s)
- Initiative/Objective for applying to TARP (max. 1,000 words)
- Describe your residency project plan
 - Be as specific, realistic and detailed as possible.
 - Include an anticipated schedule, sketches/images of work.
- Provide 10-15 images of current/recent works in JPEG format.
 - Include artwork details and URLs (if necessary, such as links to video or a website).
 - The title of the image file must contain your name and title of the project/work and year.
(e.g.: Johnson-Title-2019-01.jpg)
- Reference letters (if available)

SUBMISSION OF TARP APPLICATION

1. Digitally send the application consisting two PDF documents by email to kl@taksu.com
2. TAKSU/TARP only accepts digital applications for TARP. Incomplete applications will not be reviewed.
3. ONLY successful applicant(s) will be notified by email.

WHAT HAPPENS NEXT?

After we have received your signed policies, complete application form and all required documents, the TARP board will begin the assessment procedure. We will ONLY contact you by email should we have results of your TARP application.



Gallerie TAKSU Sdn Bhd, Kuala Lumpur, Malaysia

17 Jalan Pawang, Datuk Keramat, 54000 Kuala Lumpur, Malaysia.

T: +603 4251 4396 F: +603 4251 4331 E: kl@taksu.com W: www.taksu.com

FREQUENTLY ASKED QUESTIONS

1. Can resident artist have guests to stay overnight?

No. Resident artist is only allowed to have guests visiting the gallery and studio workspace. Guests including family members/spouse/partner are not allowed to stay overnight. Please do let our TAKSU staff know about any expected guests in advance.

2. Do you provide art materials for resident artists?

No. Artist is responsible for sourcing and bringing their own materials to TAKSU KL for the purposes of their work. TAKSU/TARP will provide a budget for resident artist to get art supplies/materials and framing. We will not be responsible for the additional costs beyond the granted budget. TAKSU staffs can assist on providing the list of art supply and stationery stores in Kuala Lumpur and surrounding areas, along with other service providers such as framers for resident artist.

3. What transportation is available?

Artist may download the mobile app, Grab, on smartphone device for ride-hailing service.

The nearest train stations from TAKSU Kuala Lumpur are as follows:

- (1) LRT Dato' Keramat Station - Kelana Jaya Line
- (2) LRT Jelatek Station - Kelana Jaya Line

4. What do I do about food and cooking?

Artist has access to a self-catering equipped kitchen. For those who do not wish to cook, artist may opt for Grab Food service in the Grab mobile app for ordering food to be sent to TAKSU or head out to nearest shopping mall or restaurants for meals.

5. What if I have questions or problems during my stay for artist residency?

TAKSU staffs is on-site six days a week during the office hours from 10am to 6pm (except Sunday and public holidays). Resident artist will be provided with the necessary keys and contact details of TAKSU staffs. You will be briefed upon arrival on the operations within the TAKSU compound and basic information about the surrounding area.