



WE MAKE SPACE FOR ART

MONROE STREET MARKET ARTIST STUDIOS

APPLICATION FORM

ABOUT MONROE STREET MARKET

CulturalDC is working with Bozzuto Development and Abdo Development to create a vibrant arts destination as part of Monroe Street Market at the Brookland/CUA metro station. Located just steps from Dance Place, Brookland Artspace Lofts and Catholic University, Monroe Street Market features an exciting mix of restaurants, shops and apartments, plus 27 street-level artist studios linking the Arts Walk, a seasonal arts market and the Edgewood Arts Building - a 3,000 square foot flexible art space.

All studios are work-only and range in size from 300 to 625 square feet. Rents start at \$390 per month (fullrental rates are available [here](#)).

VISION

Monroe Street Market will be vibrant, artsy and eclectic. The artist studios flank the Arts Walk and will enliven the busy pedestrian thoroughfare that connects Brookland/CUA metro station with the restaurants and shops along Monroe Street. Large garage doors open onto the Arts Walk, providing a prime retail opportunity for artists and artisans with entrepreneurial spirit. The ideal mix of creatives includes artists across disciplines, representing varying career levels and the diversity of the DC area's arts industry. A lively arts market will draw visitors and patrons, making Monroe Street Market a community gathering place.

ELIGIBILITY

Eligible applicants may include artists and artisans across disciplines, including but not limited to: painters, sculptors, photographers, filmmakers, metal-smiths, writers, musicians, dancers, graphic designers, jewelers, computer animators, fashion designers and other creative entrepreneurs.

Artists may apply individually or with other artists. An applicant may apply for a studio with a co-applicant in order to share financial responsibility for the studio.

Applicants *must* :

- Be at least 18 years of age;
- Demonstrate regular artistic practice and commitment to the arts for the foreseeable future; and
- Demonstrate the ability to meet financial obligations, which require a minimum income of three times the gross monthly rent of the studio. (If the applicant cannot demonstrate the ability to meet financial obligations, a co-applicant is required.)

HOW THE PROCESS WORKS

If you are interested in studio space and would like to be added to the wait list, please submit an application. CulturalDC is accepting proposals on a rolling basis and will review applications and contact artists if space becomes available. The application is free but if selected from the wait list a **\$50 fee, per applicant**, will be required to complete a credit and background check. The management company will perform credit and criminal background checks and execute leases with the tenants.

SELECTION CRITERIA

- Commitment to excellence and professional quality;
- Willingness to actively participate in the community at Monroe Street Market;
- Active, ongoing participation in the DC-area arts community; and
- Contribution to a diverse mix of artists and disciplines.

TO APPLY

Complete this application and submit the following: Curriculum Vitae (CV); Work Sample Index; Artwork Samples; Proof of Income; and Proof of Identity.

****Please note: Some users have reported difficulties submitting the form via Microsoft Explorer. For best results, we recommend using [Google Chrome](#) or [Mozilla Firefox](#) as your web browser.****

QUESTIONS? We're here to help.

Email info@culturaldc.org.

Rental rates for the studios are available [here](#) .

1. APPLICANT

BASIC INFORMATION

Applicant's Name *	<input type="text"/>	<input type="text"/>
	First Name	Last Name
Legal Name (if different)	<input type="text"/>	
Email *	<input type="text"/>	
Phone Number *	<input type="text"/>	- <input type="text"/>
	xxx	xxx-xxxx
Website	<input type="text"/>	

Address *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Please Select

Country

Date of Birth *

Month

Day

Year

Driver's License Number

DLN

State Issued

State/Province

Would you like to be added to our mailing list?

- Yes!
- No, thanks

ARTISTIC PRACTICE

Artistic Discipline (Check all that apply.) *

- | | | |
|---|--|---|
| <input type="checkbox"/> Drawing/Illustration | <input type="checkbox"/> Installation | <input type="checkbox"/> Mixed-media |
| <input type="checkbox"/> New Media | <input type="checkbox"/> Painting | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Printmaking | <input type="checkbox"/> Sculpture | <input type="checkbox"/> Film/Video |
| <input type="checkbox"/> Dance/Choreography | <input type="checkbox"/> Music/Composition | <input type="checkbox"/> Spoken Word/Poetry |
| <input type="checkbox"/> Set/Costume Design | <input type="checkbox"/> Theatre (Performer) | <input type="checkbox"/> Theatre (Director) |
| <input type="checkbox"/> Playwrighting | <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Fashion |
| <input type="checkbox"/> Other | <input type="checkbox"/> Woodworking/Carpentry | <input type="checkbox"/> Metalworking |

If other, please describe

DEMOGRAPHIC INFORMATION

This information is collected and reported as required by CulturalDC funders. Your response to these questions is optional. All responses will be kept anonymous and confidential. This information does not affect eligibility or the review process.

Race/Ethnicity

If other, please specify

Gender

BACKGROUND + PERSONAL HISTORY

Have you ever been served an eviction notice? *

- No
- Yes

Have you ever been party to a lawsuit? * No Yes If yes, when?

Have you ever been convicted of a felony? * No Yes If yes, when?

Bozzuto Management Company will conduct credit and criminal background checks via a third party. Is there any negative information that may arise that you wish to explain?

I agree to allow CulturalDC to review this application and supporting documents to assist in determining eligibility to obtain an artist studio. I understand that CulturalDC may share any pertinent information with Bozzuto Management Company to assist in screening my eligibility to obtain a studio, and I authorize Bozzuto Management Company or a third party to review my credit history and criminal background. Additionally, Bozzuto Management Company or a third party may contact past landlords, employers, creditors, neighbors, professional references and other sources, as permitted by District of Columbia Law. I certify that the information provided on this application is true and complete to the best of my knowledge. I am aware that any misrepresentation will result in the forfeiture of my right to be eligible for any opportunities through CulturalDC and that inquiries may be made to verify the information I provide. I agree to provide CulturalDC with written notice if any information provided by me in this application becomes untrue or incorrect during the application/leasing process.

Additionally, I understand that this is an application for a studio and does not constitute a rental or lease agreement in whole or part. Further, I understand that there is a non-refundable fee to cover the cost of processing the application and I will not receive a refund even if I do not lease a studio.

* I agree and understand the terms of the agreement

2. CO-APPLICANT

A co-applicant is required if the applicant cannot demonstrate the ability to meet the financial obligations independently. If the applicant/co-applicant are selected from the wait list both parties will be required to pay the \$50 application fee for a credit and background check. If selected to lease a studio, both parties will be required to co-sign the lease.

Complete this section if applicable. Or click **NEXT** at the bottom of the page to skip to the next section.

CO-APPLICANT

BASIC INFO

Co-applicant's Name
First Name Last Name

Legal Name (if different)

Email

Phone Number -
xxx xxx-xxxx

Website

Address
Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Date of Birth

Driver's License Number
DLN

State Issued
State/Province

Would you like to be added to our mailing list?
 Yes!
 No, thanks

ARTISTIC PRACTICE

Artistic Discipline (Check all that apply.)

- | | | |
|---|--|---|
| <input type="checkbox"/> Drawing/Illustration | <input type="checkbox"/> Installation | <input type="checkbox"/> Mixed-media |
| <input type="checkbox"/> New Media | <input type="checkbox"/> Painting | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Printmaking | <input type="checkbox"/> Sculpture | <input type="checkbox"/> Film/Video |
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| <input type="checkbox"/> Other | <input type="checkbox"/> Woodworking/
Carpentry | <input type="checkbox"/> Metalwork |

If other, please describe

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Race/Ethnicity If other, please specify

Gender

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I agree and understand the terms of the agreement

3. STUDIO NEEDS + PREFERENCES

ADDITIONAL STUDIO APPLICANTS

We understand that multiple artists may be interested in sharing a studio. **ALL** additional occupants' names must be added to the lease and are subject to prior written approval from the landlord. Please provide the following information for additional prospective occupants. We may need to collect additional information at a later time.

Name
First Name Last Name

E-mail

Birth Date
Month Day Year

Artistic Discipline

Name
First Name Last Name

E-mail

Birth Date
Month Day Year

Artistic Discipline

NEEDS + REQUIREMENTS

The answers below should reflect the needs and preferences of ALL prospective studio occupants.

Please describe any materials or equipment that might be considered toxic, flammable, odorous, noisy or have similar impacts on a shared, residential space. Keep in mind potential conflicts with occupancy in a primarily residential building. *

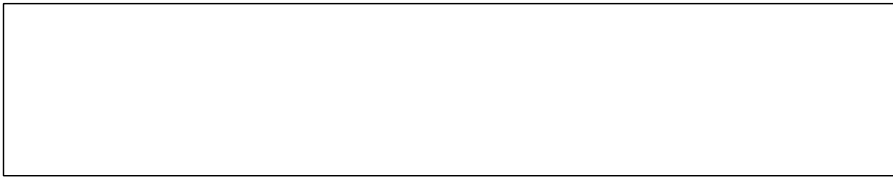
Describe any special considerations or physical improvements that your artistic practice requires?

Ex. increased ventilation; increased electrical power; sound mitigation; etc.

Describe the type of activities that will regularly take place in the studio. *

Ex. sell goods/artwork; host events or classes; rehearse; create artwork.

Describe in detail how you expect to participate in the community at Monroe Street Market. *



Ex. Maintain regular studio hours, open the studio to the public regularly, participate in community events, host classes or workshops, etc.

PREFERENCES

The studios range in size from 300 to 625 square feet and offer a variety of amenities. Rental rates starting at \$390 per month (*not including utilities*) will range based on size, as well as amenities that may be included, such as shared or private bathrooms, slop sinks and rear patios.

Check the approximate studio sizes that would be most appealing to you. (Select your top 2 choices.) *

- 300 sf
- 400 sf
- 500 sf
- 600 sf

Rate each of the following amenities based on how critical they are to your artistic practice. (1=N/A; 5=Essential)

Slop sink *

	1	2	3	4	5	

N/A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Essential

Private bathroom *

	1	2	3	4	5	

N/A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Essential

Rear patio *

	1	2	3	4	5	

N/A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Essential

Check ALL physical improvements essential to your artistic practice. *

If other, please describe

- Increased ventilation
- Increased voltage/power
- Sound proofing/mitigation
- Flexible wall(s)
- Sprung floor
- Other

Are you open to sharing studio space with another artist? *

- Yes!
- No, thanks

Physical improvements are not guaranteed and additional fees may apply.

AVAILABILITY

Please let us know the approximate date or date range that you would be available to move in to a studio *

Please let us know any specific time constraints you have for moving in to a studio (i.e. must give current landlord 30 days notice before moving)

PARKING

Underground parking is available to artists for a monthly fee of \$50 per parking space.

How many parking spaces are you interested in renting? *

4. ADDITIONAL INFO

How did you find out about Monroe Street Market Artist Studios?

- Website/blog (other than CulturalDC website)
- Email from CulturalDC
- Bozzuto Development or Abdo Development
- Print/Publication
- Friend
- CulturalDC website
- Past participant (CulturalDC/Flashpoint/Source)
- Other

If other, please describe

5. FILE UPLOADS

1. Curriculum Vitae (CV)

Include CV(s) for applicant, co-applicant and any other artists who plan to occupy the studio.

A. Curriculum Vitae (CV) * No file selected

B. Curriculum Vitae (CV) No file selected

C. Curriculum Vitae (CV) No file selected

2. Work Sample Index

Include a work sample index indicating the artist, title, date, media and size of each work sample.

A. Work Sample Index * No file selected

3. Work Samples

*Limit: 10 images or 3 minutes of recorded material; or a combination of 5 work samples and 1 minute of recorded material. No slides or other submission formats will be accepted. Images should be submitted as .jpeg files (and must be smaller than 500KB) and video and audio should be submitted as a .mov, .mp3 or .wmv file. **Please include the following information as the file name: artist name, artwork title, date created and size.** If you have trouble uploading files please contact us info@culturaldc.org .*

Artwork Sample A No file selected

Artwork Sample B No file selected

Artwork Sample C No file selected

Artwork Sample D No file selected

Artwork Sample E No file selected

Artwork Sample F No file selected

Artwork Sample G No file selected

Artwork Sample H No file selected

Artwork Sample I No file selected

Artwork Sample J No file selected

Artwork Sample K
Recorded Material (3
minutes max) No file selected

Artwork Sample L
Recorded Material (3
minutes max) No file selected

4. Proof of Income

Proof of income is required for each applicant and co-applicant (if applicable). The minimum income requirement is three times the gross monthly rent of the studio. If the monthly income does not equal three times the monthly rent, a co-signer is required.

Acceptable documentation includes:

- 2 most recent pay stubs;
- Leave & earning statement;

- Signed offer letter from future employer on company letterhead

If self-employed, applicant(s) must provide:

- Most recent US Tax Return; OR

- Notarized statement from a CPA or attorney indicating amount of anticipated income

Submission of 1099s only is NOT sufficient.

Applicant's Proof of Income: Attachment 1 * No file selected

Applicant's Proof of Income: Attachment 2 * No file selected

Co-applicant's Proof of Income: Attachment 1 No file selected

Co-applicant's Proof of Income: Attachment 2 No file selected

5. Proof of Identity

Proof of identity is required for each applicant and co-applicant (if applicable).

Acceptable documentation includes a copy of **ONE** of the following:

- Valid driver's license;
- Age of majority card;
- US Passport;
- Government or Military ID; OR
- State-issued ID with photo

Applicant's Proof of Identity * No file selected

Co-Applicant's Proof of Identity No file selected

6. CHECKLIST

Please check to confirm you've included the following attachments. *

- Curriculum Vitae (CV)
- Work Sample Index
- Work Samples
- Proof of Income
- Proof of Identity

Thank you for your interest in Monroe Street Market.

