

## APPLICATION FORM

Accommodation at the FLAX House in Highland Park for artists or scholars in conjunction with a project, education, or research effort and supported by a local institution(s), non-profit organization, or artist-run space, with no commercial purpose.

### Documents to Attach:

- **Completed application form** signed by the applicant and their hosting organization
- **Invitation letter to the artist by the hosting organization**
- **Summary of the project on which the artist or scholar and hosting organization are collaborating** (two pages maximum, Word (.doc / .rtf ) or PDF format)
- **Artist resume** (two pages maximum, Word (.doc / .rtf ) or PDF format)
- **Visual documentation** (20 images maximum, jpg format and /or video);

**Application cannot exceed 5MB and must be submitted by email to [info@flaxfoundation.org](mailto:info@flaxfoundation.org) two months prior to the requested dates.**

## ARTIST OR SCHOLAR INFORMATION

Name:

Telephone Number:

E-mail:

Website:

Address:

Nationality:



FRANCE LOS ANGELES EXCHANGE

# FLAX INVITES

## HOSTING ORGANIZATION INFORMATION

Name:

Address:

Website:

Name of the Organization's legal representative:

Name of the Person in charge of the Project:

Title:

Telephone Number:

E-mail:

## PROJECT INFORMATION

Title:

Exact project dates:

Project category (mark all applicable):

Solo Exhibit

Publication

Traveling Exhibit

Group Show

Performance Art

Research Workshop

Brief summary of the project (10 lines maximum):



# FLAX INVITES

## CREDITS

FLAX requires recognition of support on all communication tools produced by the host organization, artist, or scholar. Upon acceptance of the application, FLAX's logo (sized for print and digital media) and/or an approved support tag will be provided.

Mark all applicable communication tools:

- Hosting organization website
  - Home page
  - Project page
  - Project listed on the hosting organization event calendar
  - Other relevant display opportunity:.....
  
- Press release
  
- Press kit
  
- Media partnerships for the project
  - If so, which media:.....
  
- All relevant marketing collateral
  - Brochures
  - Promo cards
  - Hand-outs
  - Direct mail
  - Programs
  - Dinner/event invitations
  - Other: .....
  
- Social media mentions on all relevant platforms
  - List all platforms and numbers of followers/likes:.....
  - .....
  
- Newsletter
  - Number of newsletter including a mention of the project:.....
  - Number of subscribers:.....
  
- Online campaign used to promote the project
  - Google Display
  - Facebook ads
  - Instagram ads



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# FLAX INVITES

- web banners
- Others native ads programs: .....
  
- On-site on walls during events, exhibition, private receptions, dinners, ...
  
- OOH advertising
  - Posters
  - Buses
  - Kiosks
  - Billboards
  - Other : .....
  
- In-kind Benefits: VIP tickets or special access to artist / show / exhibition



# FLAX INVITES

## CONDITIONS AND TERMS

**FLAX Invites** offers the use of a furnished apartment in a shared house in Highland Park including living room, one bedroom and bathroom with a kitchen and all amenities (wi-fi/ A/C). The house is located off Avenue 50 and Figueroa Street a few blocks from the Highland Park Metro Station and walking distance from all shops. The FLAX House is available all year long for a minimum one week stay.

**FLAX Invites** does not function as a business or grant organization. FLAX house is offered as a means of support for artists and scholars invited by Southern California cultural institutions. No rent or labor is exchanged between them and FLAX ; however, certain conditions have to be met and both parties (the artists or scholars and their hosting organization) must agree to the following:

- Minimum one-week stay.
- Maximum occupancy is two persons.
- A signed agreement and liability waiver, as well as a security deposit will be required upon acceptance of the application.
- An inventory will be made at the guest's arrival signed by the guest, their host organization, and FLAX. The host organization agrees to act as a guarantor for any damage to the house or furniture during the stay of the guest.
- No insurance coverage is provided including medical, liability, or personal property.
- A donation to FLAX is suggested to support operational expenses of the FLAX House.

I hereby confirm that all information listed above are true and that I have read and understood the conditions concerning the accommodation offered by FLAX, together with the liability conditions, which I accept.

### Date and signature

**The artist or scholar**

Name:

**The hosting organization's legal representative**

Name: