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torpedofactory.org
@torpedofactory

Open Call for Resident Artists at Torpedo Factory Art Center

How to use [Submittable](#) Online Application Tool

Email torpedofactory@alexandriava.gov with questions.

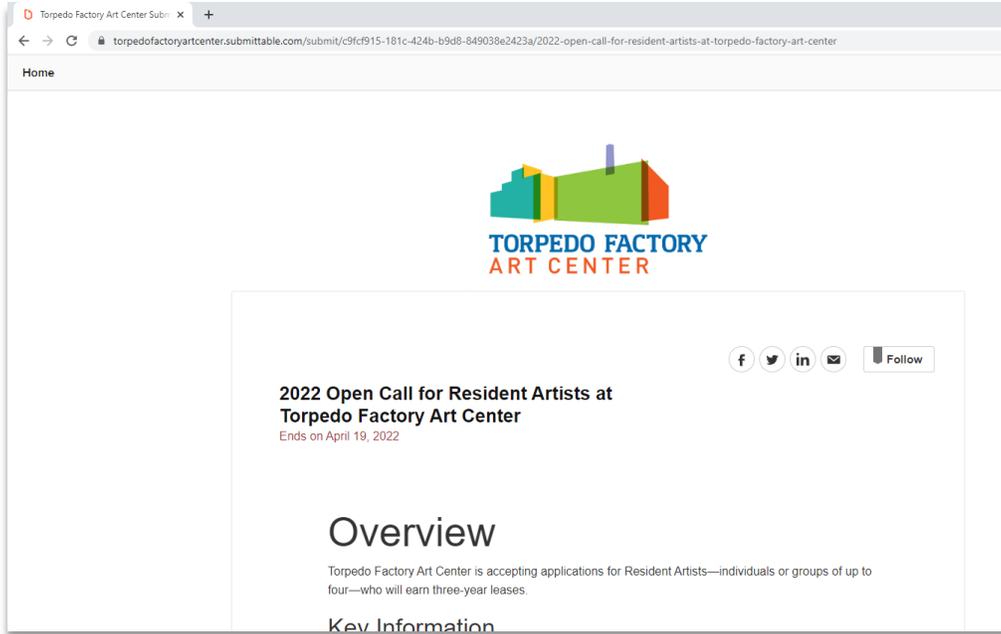


Get Started

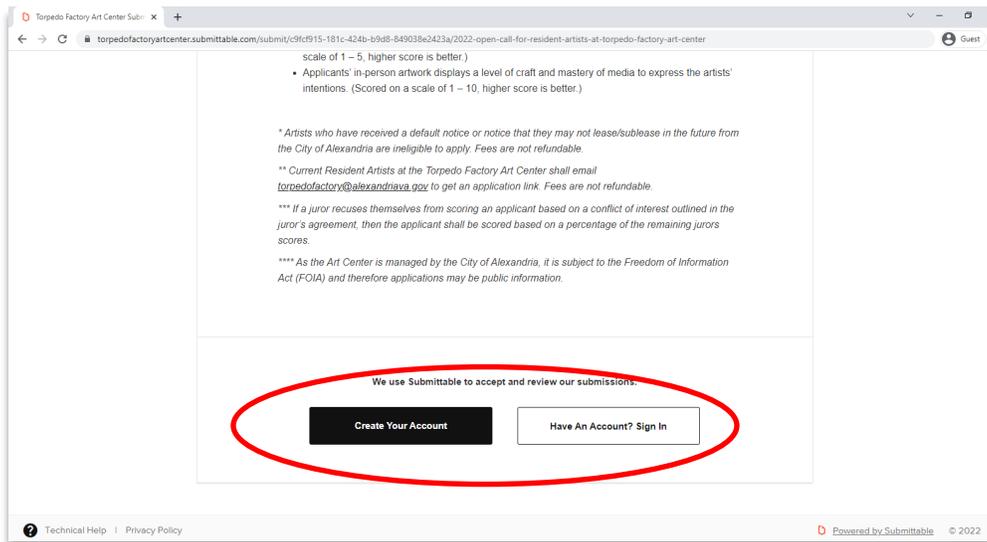
1. To begin, click the “Apply Now” button located at torpedofactory.org/artopps or torpedofactory.org/studiojury, or use the private link sent directly to you, if applicable.
2. This will navigate you from torpedofactory.org to the Submittable online application site, which looks like this:



Example of the Apply Now on torpedofactory.org.



3. After reading through the content, sign in or create a new account at the bottom of the page.

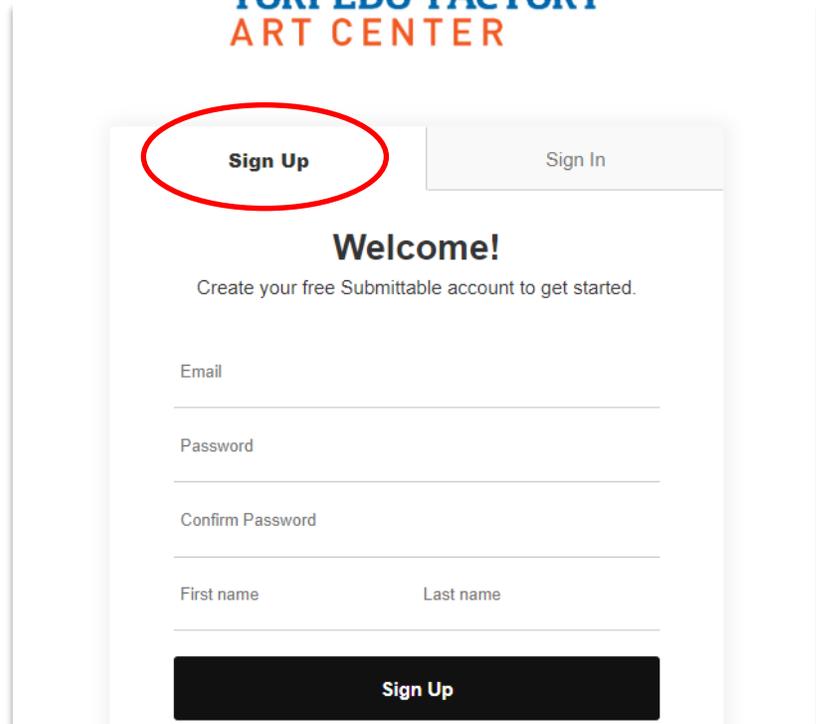


New Users

1. New users will create an account by entering their email address, creating a password, and entering their first and last name.

Before navigating away from this section, save your email address and password, as you will need them again to log-in.

2. Submittable sends an email to confirm the new email address for the system.
3. Check the inbox for the email account you used to create your Submittable account.
4. Click "Confirm Email."
5. A confirmation page will identify that you have a new Submittable account.
6. You will be automatically re-directed to the Call for Artists page at torpedofactory.org.
7. Click Apply Now and instead choose "Sign In" to proceed.
8. Use the email and password you previously used and saved at sign-up to enter Submittable.



TORPEDO FACTORY
ART CENTER

Sign Up Sign In

Welcome!

Create your free Submittable account to get started.

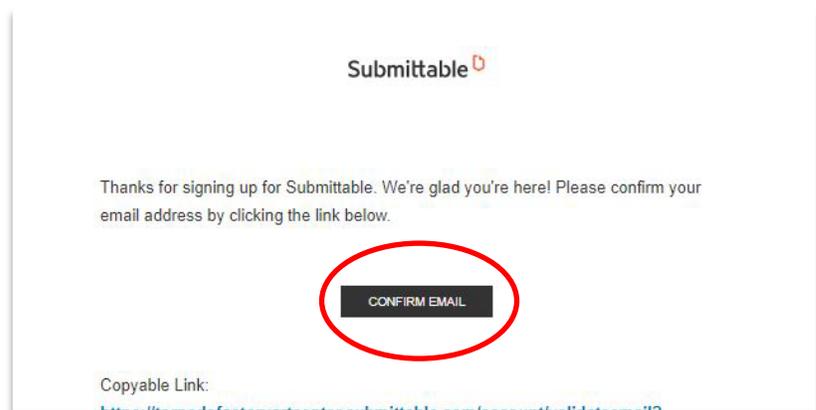
Email

Password

Confirm Password

First name Last name

Sign Up



Starting a Group Applications

If you are creating a solo application, please move onto the next section.

1. Artists may apply in groups of up to four people. If you need to add others to your application, click "Invite Collaborators" in the top right corner after signing in.

Note: The person who initiates the invitations becomes the lead applicant.

2. In the new window, add up to three (3) additional co-applicants' email addresses in the blue box that reads "Add a collaborator email..."

After typing each email, press Enter or Return.

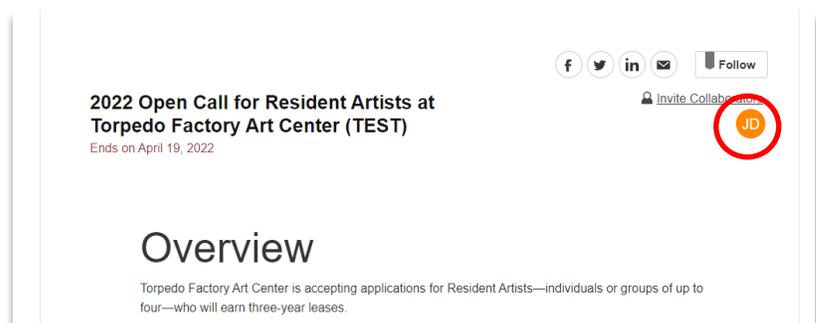
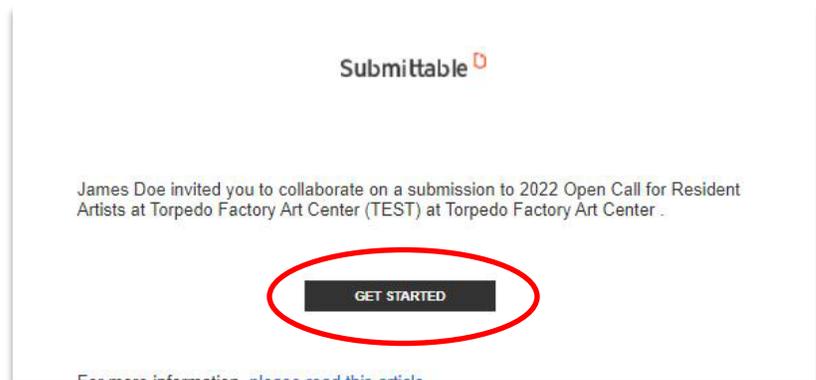
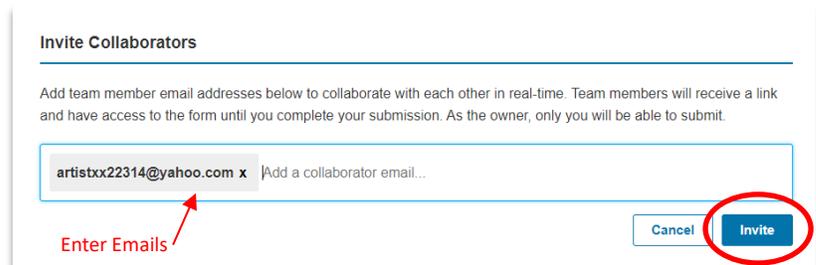
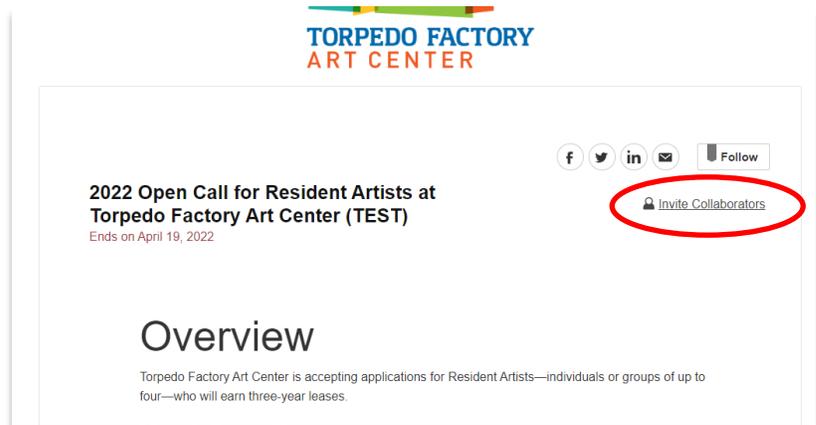
3. The email address will appear in a grey box with a small X to the right side. If you need to correct the email address, click the X and start again.

4. Once all of the emails are entered, select "Invite."

5. Submittable will send an email invitation to the collaborators you listed so they can gain access to your group application. If they do not already have an account, they will need to create one.

6. After you add collaborators to your application, colored circles with initials will appear in your application.

Note: For artists who are applying without the application fee, invited collaborators may need to use the direct-link to access your shared application.

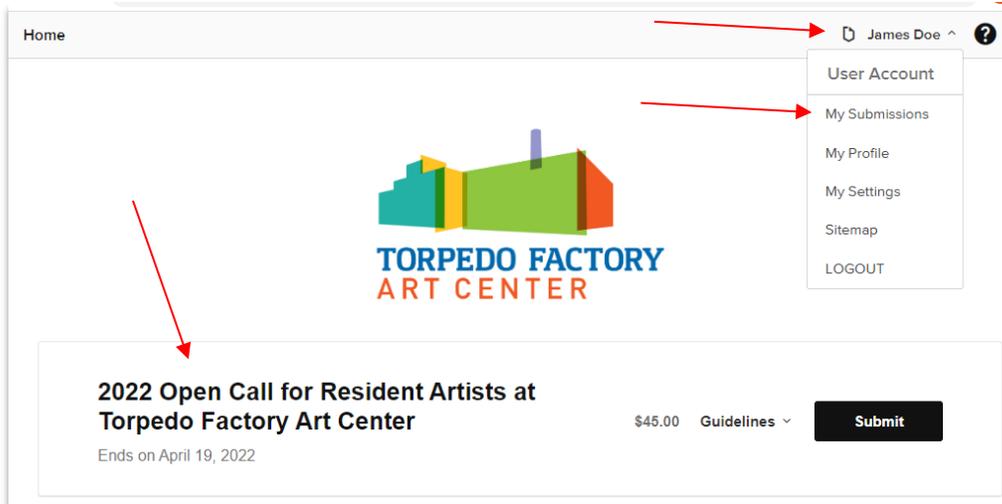


Completing the Application

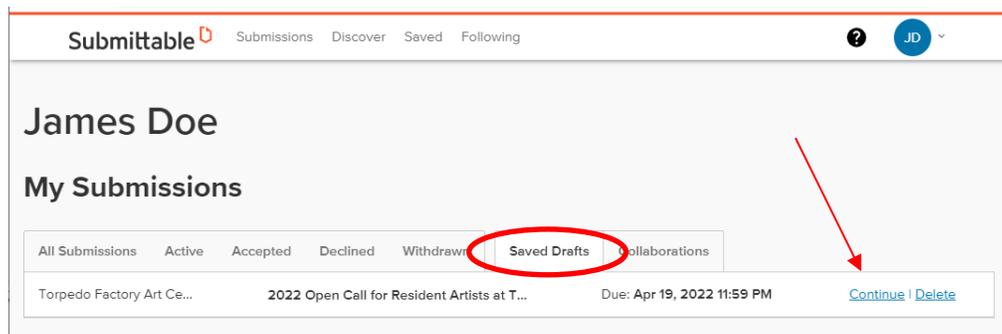
Applicants will submit content for Phases I and II through the Submittable online tool. It is a multi-step process that may require more than one session to complete. At any point, you may save the application by scrolling to the bottom of the page and clicking "Save Draft."



If you sign out and sign back in to Submittable, click on your name and "My Submissions."



You will find your draft application in "Saved Drafts." Click "Continue" to resume work on it.



Phase I - Blind

1. Select an applicant box for each artist that is applying. If you are applying alone, only choose Applicant #1. If there are four artists in your application, select all four boxes.

Click an Applicant box for each artist that is applying. * JD

Applicant #1
 Applicant #2
 Applicant #3
 Applicant #4

2. List up to four (4) studios in order of preference, with the first number being your top choice. Separate each with a comma.

List Your Studio Preferences *

Please list your top four preferences for studios in order of preference. Put a comma between each studio number. Write "Artist Pro Tem" if you are only interested in becoming an Artist Pro Tem (eligible to sublease).

3. Fill in Personal Information for each applicant. This information will not be shared with the Jurors.

Personal Information

Applicant #1

Applicant #1: Name *

Applicant #1 info shall correspond to Applicant #1 submitted content below.
Names shall only be given to jurors in Phase II and III.

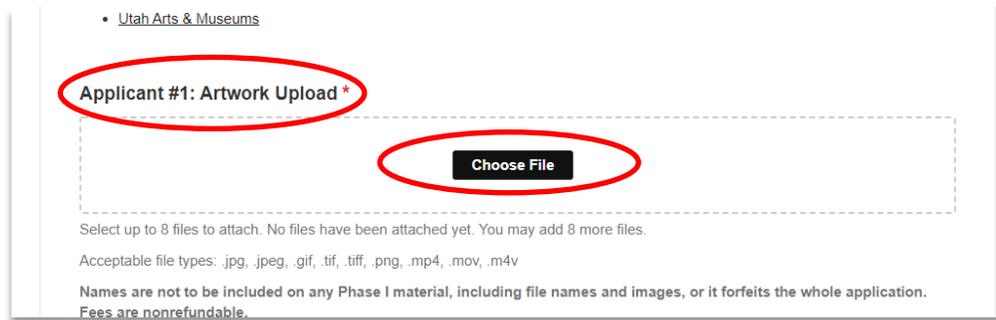
Applicant #1: Email Address * JD

For internal staff use only.

4. You can add up to eight (8) images or videos for each applicant. (High resolution is best practice.) There is an upload feature for each person on the application.

Be mindful of the applicant number to ensure the correct images are tied to the correct person. After ensuring you are working with the correct application number, click "Choose File" to upload images.

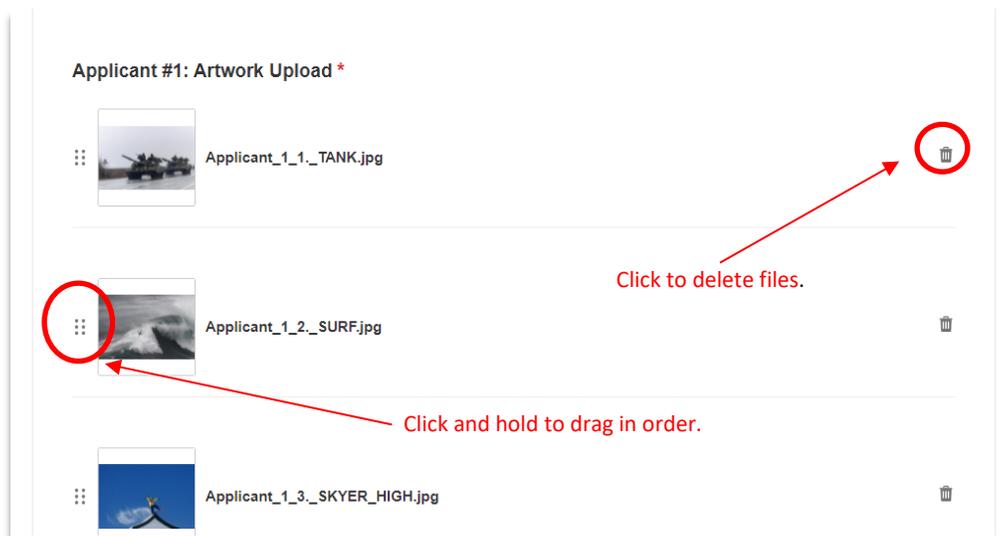
NOTE: Uploads should have no personally identifying information, either in the image/video content or the file name. It forfeits the whole application. Fees are nonrefundable.



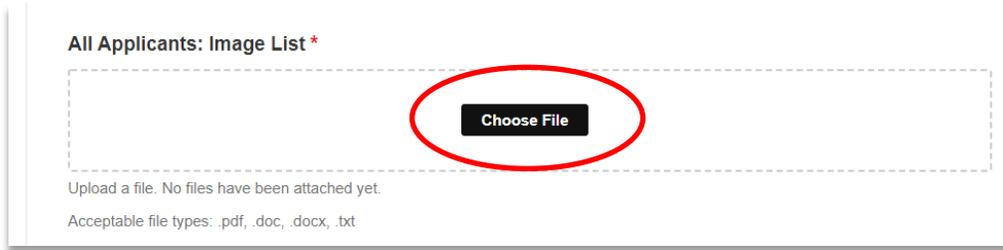
5. Navigate to the file locations on your computer to select your images.

Note: The maximum files size is 400 mb per upload, and a maximum total application size of 800 mb.

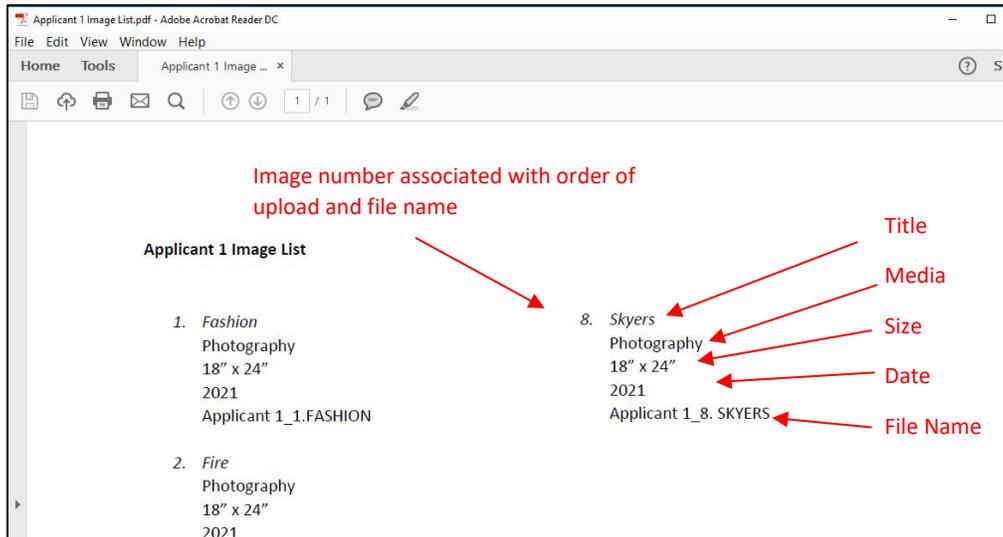
6. Your images will populate the form. You may delete them by clicking the trashcan icon to the right. To re-order images, click and hold on the dots to the left of an image. You can then drag the image to the desired order.



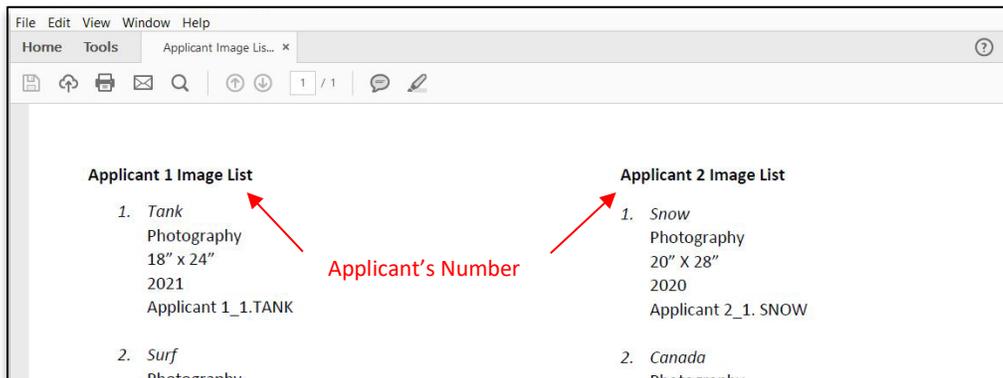
7. Upload one image list per application. (Group applications share an image list.) Image lists may be PDFs or Word Documents and should not include names or personal information, including in the file name.



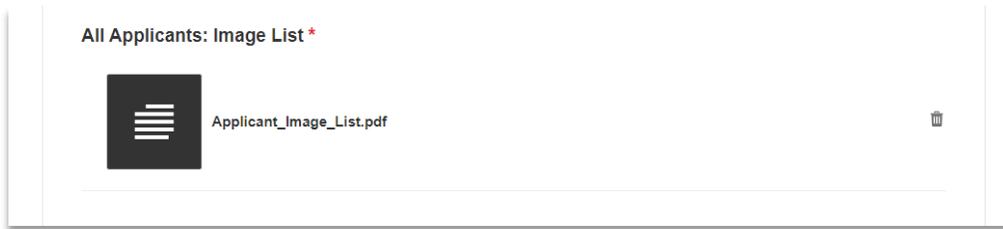
Example shown here is for a solo applicant.



Group applications submit one Image List that includes all applicants' information. Just as with image/video uploads, no personal information should be shared on the Image List. The example shown here is for a group of two.



- Your Image List will populate the application the same way your images did. Click on the trashcan icon to delete the upload.



Phase II – Non-Blind

- The later section requires identifying information. Each applicant completes an Artist Statement, Process Statement, and uploads a Resume/CV. (Best practice is to check spelling and grammar first.) Provide a website and social media links (if available). Pay attention to which applicant is section is being completed.

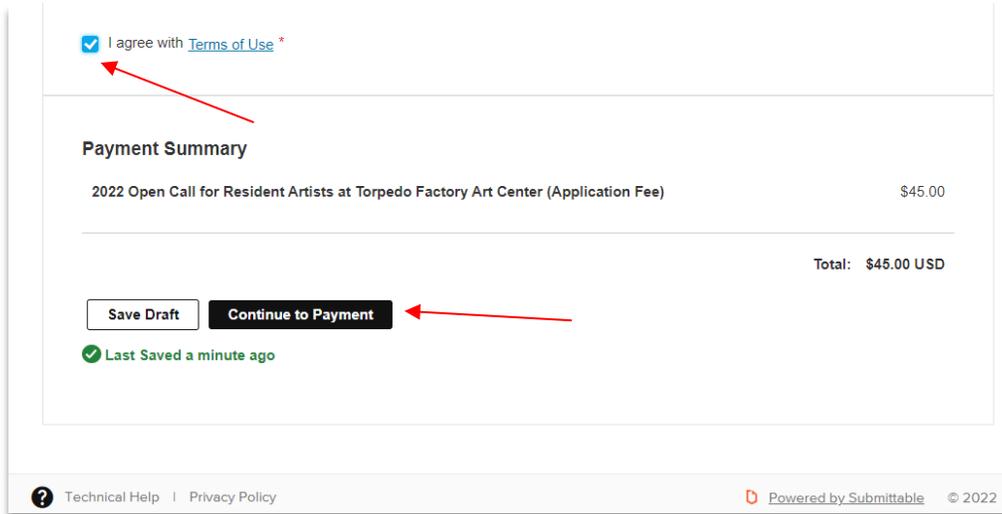
A screenshot of a web application interface for "Applicant #1". The title "Applicant #1" is circled in red. Below the title, it says "Applicant #1: Career level *". There are four radio button options: "Beginning Artist", "Emerging Artist", "Mid-Career Artist" (which is selected), and "Established Artist". Below these options is a note: "Applicants shall self-select their career level. See above or Guidelines Page 12 for definitions." Below the note is another section titled "Applicant #1: Artist Statement *". It features a large text input area with the placeholder text "My art is |". A small orange circle with "JD" is in the top right corner of the text area. At the bottom right of the text area, it says "3 / 200 words".

- There is one Engagement Statement per application, regardless of if it's a group or solo application.

A screenshot of a web application interface for "All Applicants". The title "All Applicants" is circled in red. Below the title, it says "All Applicants: Engagement Statement *". It features a large text input area with the placeholder text "The studio will |". A small orange circle with "JD" is in the top right corner of the text area. At the bottom right of the text area, it says "3 / 300 words". Below the text area is a paragraph of instructions: "Engagement Statement about how the Applicant(s) will engage with the public and utilize the publicly accessible studio. Please describe your commitment and intentions for community engagement for the studio space. How will you engage with visitors and patrons? How will you utilize the publicly accessible studio? This will be scored by the Jurors so use proper spelling and grammar. **There should be one statement for the whole application.**"

Submitting the Application

1. Once finished, **if you have an application fee**, click to agree with “Terms of Use” and then click “Continue to Payment.”



I agree with [Terms of Use](#) *

Payment Summary

2022 Open Call for Resident Artists at Torpedo Factory Art Center (Application Fee) \$45.00

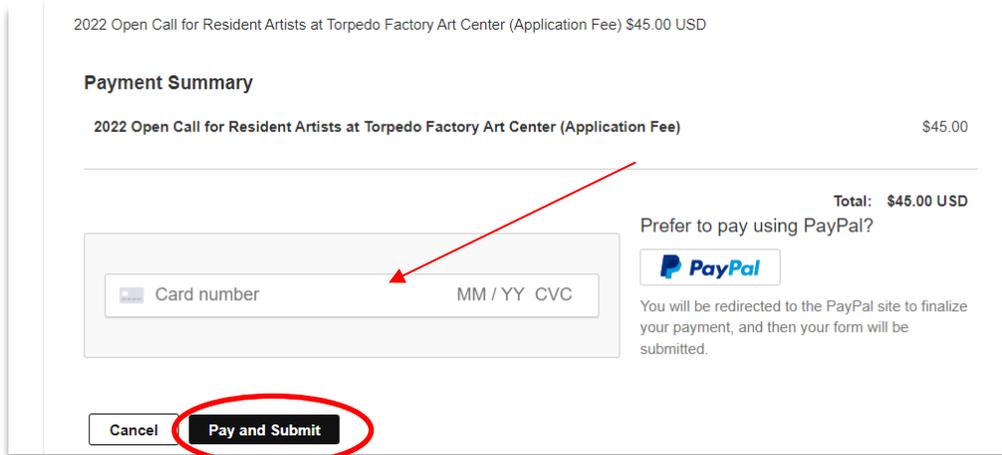
Total: \$45.00 USD

✔ Last Saved a minute ago

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2. Enter your credit card information and click “Pay and Submit.”

If applying as a group, only the lead applicant—the applicant who initiates the invitations—may click “Pay and Submit.”



2022 Open Call for Resident Artists at Torpedo Factory Art Center (Application Fee) \$45.00 USD

Payment Summary

2022 Open Call for Resident Artists at Torpedo Factory Art Center (Application Fee) \$45.00

Total: \$45.00 USD

Prefer to pay using PayPal?

You will be redirected to the PayPal site to finalize your payment, and then your form will be submitted.

3. If you do not have an application fee, click to agree to “Terms of Use” and click “Submit.”

Remember, if applying as a group, only the lead applicant—the applicant who initiates the invitations—may click “Submit.”

Would you like to share a comment with staff about this process?

Yes, please

No, thank you

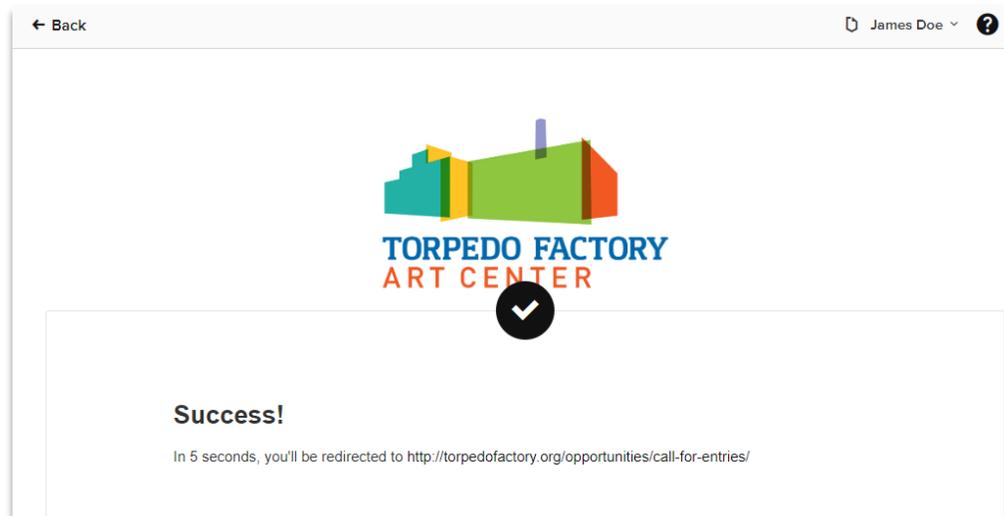
For more information, visit torpedofactory.org/artopps.

I agree with [Terms of Use](#) *

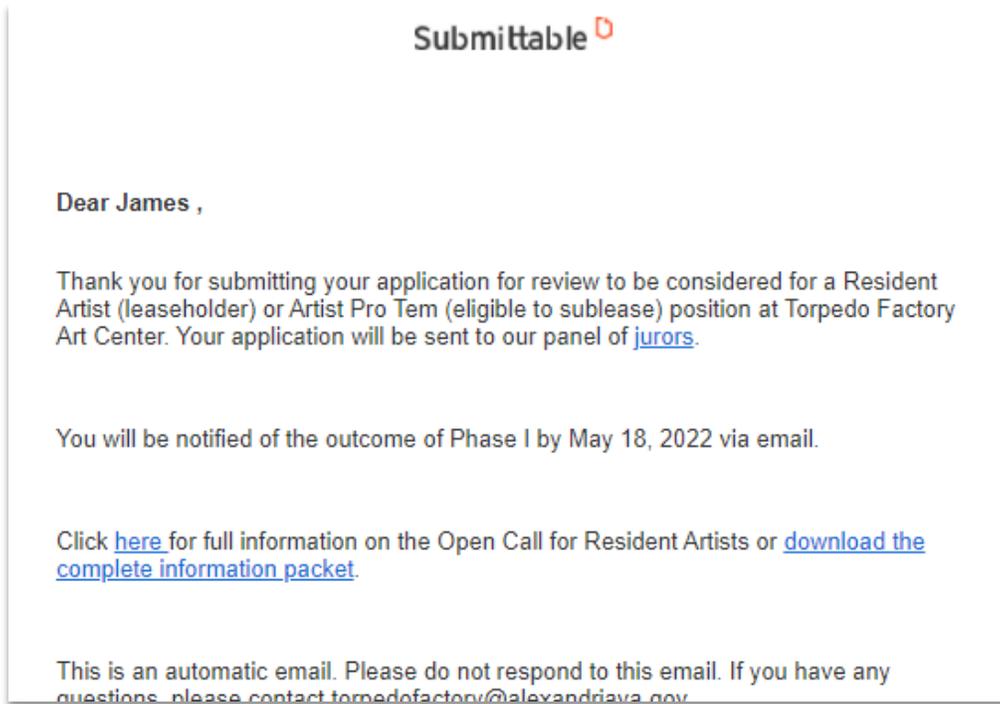
✔ Last Saved a few seconds ago

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4. Once you submit your application, you will get a “Success” notification, then be redirected to torpedofactory.org.



5. After submitting, all applicants will receive an email indicating the application was received. It will be addressed to the lead applicant.



6. Once finished, you will see your application in your "My Submissions" list. It will be listed as "Received." It may remain "Active" even after being accepted or declined due to the way the Art Center processes applications.
7. You may review your application by clicking on the number.

