



South African National Association of the Visual Arts [SANAVA] | Registration nr 303-503-NPO | PBO 930 023 486  
Member of the International Association of Art / *Association Internationale des Arts Plastiques (IAA/AIAP)* in official relations with UNESCO

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*Cité Internationale des Arts*  
APPLICATIONS

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This document consists of the procedural information, the memorandum, the application, the contract agreement and the indemnity form. Please read carefully and include all the documents in your application to the secretariat.

## 1. APPLICATION PROCEDURE

The following procedure should be followed by visual artists who are members-in-good-standing of SANAVA, when applying to be accommodated in one of the three studios in the *Cité Internationale des Arts*, Paris, France, which were procured during the period 1982/1985 in terms of an Occupational Rights Agreement by the South African Association of Arts (now SANAVA):

- (a) The duration of the sojourn in one of SANAVA's studios in the *Cité Internationale des Arts* will be for a maximum of three months (the minimum for a first-timer being two months).
- (b) An artist (not a novice), who wishes to benefit by a working stay in the *Cité Internationale des Arts*, should submit a portfolio of his/her work, for consideration and recommendation, to the chairperson and/or a panel specially delegated for that purpose by the branch of which the applicant has been a member for at least the immediately preceding two years.
- (c) The applicant should then, through the chairperson of the branch and with the latter's recommendation, forward the application form on the SANAVA website, with the documents and information mentioned in the enclosed memorandum to SANAVA's secretariat: info@sanava.co.za. SANAVA retains the right to submit the portfolio to a second panel for consideration. **Please note:** The memorandum contains information, e.g. references to figures, amounts, etc. that may be revised from time to time.
- (d) Applications should reach the SANAVA secretariat no later than one year before the proposed visit to the *Cité*, exceptions to the rule, depending on circumstances, being left to the discretion of the national president.
- (e) An example of the contract of agreement, to be entered into between the beneficiary of accommodation in the *Cité* and SANAVA, is enclosed.

- (f)** SANAVA's secretariat keeps a register relating to the occupation of the studios and will liaise with an artist with regard to timeslots when a studio should be available.
- (g)** The documentation will then be forwarded to the Director General of the *Cité Internationale des Arts* in Paris, who has to grant the final approval.
- (h)** A register of occupation is also kept in Paris. The management of the *Cité* retains the right to allocate a vacant studio to an artist from elsewhere, should the rightful owner (SANAVA) not reserve its right to specific occupation timeously.
- (i)** The Administration of the *Cité* imposes a guarantee-deposit, payable no later than two months prior to arrival, which would be refundable upon departure once an inventory has again been taken. Whilst occupation of a SANAVA studio is rent-free, expected of the occupant to pay a monthly levy directly to the *Cité* Administration with regard to the supply of linen, equipment, heating, electricity, etc. This amount, payable by the artist once in Paris, may vary from year to year, and according to the number of occupants of the studio. Presently (2018) the basic levy is 487 Euro monthly for one person. A supplement is charged for any stay shorter than five months.
- (j)** Artists producing paintings/sculptures/graphics who apply successfully for a stay in the *Cité*, are expected per sojourn and before leaving for Paris, to donate to SANAVA (as a token of appreciation) an artwork chosen and approved by SANAVA from the portfolio submitted. With regard to other individuals closely associated with the visual arts (eg. curators, art administrators, cinematographers, architects, etc.) a contribution of R2 500.00 (two thousand five hundred rand) will be expected.
- (k)** Practical advice and general regulations pertaining to a visit at the *Cité* can be obtained on the *Cité's* website [www.citeedesartsparis.net](http://www.citeedesartsparis.net). Click on the English flag located on the page 'accueil'. Copies of translated versions of the *Cité's* 'General Regulation' and 'Practical Advice to Residents' are available from SANAVA on request.
- (l)** In view of the increased interest in being accommodated in the *Cité Internationale des Arts*, and to ensure equitable compliance in the case of more applications, successful applicants shall not re-apply within a period of four years following their stay in a SANAVA studio, subject to the discretion of SANAVA's management.

## 2. MEMORANDUM

### i. **The following documents and information must accompany an applicant's portfolio:**

- (a) the enclosed completed application form;
- (b) the enclosed signed contract of agreement with SANAVA;  
  
the enclosed signed letter indemnifying SANAVA against any loss arising from an act or omission on the part of the applicant during the entire period of his/her absence from South Africa. In the case of a candidate who is dependent on his/her parents, the parent or closest relative should counter-sign the document as surety;
- (c) an 'artist file' which includes: the *Cirriculum Vitae* of the applicant, a character reference and a set of 8 colour images with details (name, date, medium, size, year) of recent work;
- (d) a 'project' description which includes: a detailed motivation of the reasons for wanting to occupy an apartment, and what the applicant wishes to achieve while in residence.

### ii. **Should the application be successful, the applicant will be required to take the following steps to comply with the conditions laid down by the administrative office of the Cité:**

- (a) Take out medical and accident insurance. This is to your own advantage as such costs are considerably higher in Europe than in South Africa; and
- (b) As applications of candidates have to be forwarded for perusal and final approval by the authorities administering the selection of candidates on behalf of the *Cité Internationale des Arts*, it is necessary that applications and all supporting documents should be submitted from this end in English.

### iii. **Financial Commitment:**

The apartment is rent-free, but a monthly levy has to be paid on the first day of the month to the *Cité Internationale des Arts* in Paris. The amount is determined annually. A deposit serving as guarantee, being the equivalent of one month's levy, is also payable no later than two months before the anticipated sojourn is due to commence to the *Cité Internationale des Arts* in Paris. This will be reimbursed once the inventory has been taken on the date of departure.

### iv. **VISAS**

A visa valid for the "Schengen" countries of Europe, including France, will be required. Enquiries as to the conditions relevant to an application should be directed to the appropriate (closest) French Consular Mission (not to the Embassy), which may prefer to direct the artist to an agent dealing with Visa Applications. A copy of the communication in French, which the *Cité* administration will send to a successful applicant, will be required to accompany a visa application.

Please note that an application for a visa for a sojourn longer than three months has to be submitted to the French Consular Mission at least three months in advance, and has to be accompanied by additional documentation required by the French authorities. It is imperative that an appointment be made with the relevant French consular mission prior to handing in a visa application, and to be very specific when lodging an enquiry about the documentation needed pertaining to the specific period of stay in France.

An applicant will in all cases related to a sojourn not exceeding three months be expected to submit:

- (a) a letter stating the exact nature of the visit;
- (b) a letter from the Director General of the *Cité Internationale des Arts*, Paris, together with a letter from SANAVA's secretariat indicating that the anticipated stay in one of SANAVA's studios in the *Cité* had been approved;
- (c) proof of medical and accident insurance valid for the duration of stay;
- (d) a return air ticket as proof of eventual departure from France;
- (e) proof that the applicant will have sufficient funds for the duration of his/her stay. This is calculated at a minimum amount per day (rate to be checked with the French Consular Mission). Passports must be endorsed to that effect;
- (f) passport photographs, as indicated by the French Consular Mission. The number may depend on the length of the proposed stay in France; and
- (g) the visa fee, being quoted in Euro, that may be paid in Rand.

**x. SANAVA requires all applicants to:**

- (a) produce proof of paid-up membership from their SANAVA branch chairperson for the immediately preceding two years; and
- (b) sign and return to the secretariat the contract of agreement entered into between SANAVA and the beneficiary.

### 3. APPLICATION FORM

Application form for occupation of an apartment owned by the SANAVA in the *Cité Internationale des Arts* in Paris, France. Please fill in and send to the SANAVA secretariat at [info@sanava.co.za](mailto:info@sanava.co.za).

Full Name and Surname: \_\_\_\_\_

I.D. number: \_\_\_\_\_ Passport number: \_\_\_\_\_ Age: \_\_\_\_\_

Residential Address: \_\_\_\_\_  
\_\_\_\_\_ Postal Code: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Cell no: \_\_\_\_\_

Tel: \_\_\_\_\_ (w) \_\_\_\_\_ (h) Fax: \_\_\_\_\_

Of which SANAVA branch are you a member: \_\_\_\_\_

Academic and professional qualifications:

- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_
- (iii) \_\_\_\_\_

Name/s of academic references:

- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_

Name/s of personal references:

- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_

Period during which you prefer to occupy the apartment, to be agreed upon with SANAVA prior to submitting formal application (two months minimum in case of a first visit and three months maximum):

From: \_\_\_\_\_ to \_\_\_\_\_

Alternatively: \_\_\_\_\_ to \_\_\_\_\_

Name and address of next of kin in South Africa:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone / cell number for next of kin: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

#### 4. CONTRACT AGREEMENT

##### Contract of Agreement entered into and concluded between:

- A. The South African National Association for the Visual Arts, and
- B. The Beneficiary: \_\_\_\_\_

##### 1. As the Beneficiary, I agree:

- (a) to return to South Africa after my sojourn overseas. Occupation of an apartment is for a period of two months minimum to three months maximum. This period is intended for work and study in Paris, and not either as a stepping stone to leave South Africa or a place from which to visit the rest of Europe;
- (b) on my return to South Africa from the *Cité Internationale des Arts* to submit a written report to SANAVA within three months, concerning my experience and activities while at the *Cité*; this is to be accompanied by visual material for possible publication;
- (c) to advance the interests of SANAVA in general by acknowledging it in all publicity, e.g. television, radio and the press;
- (d) that in order to assist SANAVA in building up a collection of works of art by artists who have enjoyed the privilege of visiting the *Cité Internationale des Arts*, I undertake to present a work of art to SANAVA, prior to my departure, which would be housed at the Head Office of SANAVA or at an appropriate venue; and
- (e) to accept that the selection of the work will be done by a Selection Committee appointed by SANAVA. For the purpose of selection, I will be required to submit five of my most recent works (as included in my artist file).

##### 2. As the Beneficiary, I understand:

- (a) that once approval is given by the administration of the *Cité Internationale des Arts* and dates are finalised, no alteration of dates will be possible;
- (b) that if, for any reason whatsoever, I am unable to take up residence at the *Cité* for the period allocated to me, I shall be required to advise the secretariat of SANAVA accordingly, at least two and a half months prior to the date of commencement of my stay and, furthermore,
- (c) that if I fail to do so, I shall be required to pay to the *Cité* the deposit and whatever additional costs (regarding administration and levy) that may be required, and I undertake to reimburse SANAVA for any such amounts as it may be required to pay the *Cité* in consequence of my not taking up residence at the *Cité*,
- (d) that the principle of an artists' residence, which is distinct from a travellers' hotel, supposes that the resident be alone. The accommodation of an accompanying companion, if announced according to regulations, is possible. The only exception made for a third person will be, in specific cases, that of a young, not school-going, child. It is necessary to inform the administrators at the *Cité Internationale des Arts* in advance regarding the number of people who will occupy the apartment.

Signed at \_\_\_\_\_ on \_\_\_\_\_

A. The BENEFICIARY: \_\_\_\_\_

B. SANAVA: \_\_\_\_\_

A. WITNESSES:

(1) \_\_\_\_\_ (2) \_\_\_\_\_

5. LETTER OF INDEMNITY

I, \_\_\_\_\_ hereby indemnify SANAVA against any loss arising from an act of omission on my part related to my stay at the *Cité Internationale des Arts* in Paris, France.

Signed at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of Applicant