

INDIVIDUAL ARTIST FELLOWSHIP Information and Instructions, FY2016

Individual Artist Fellowships provide funding to Delaware creative artists working in the visual, performing, media, folk, and literary arts. Fellowships are designed to enable recipients to purchase equipment and materials, allocate working time, or fulfill other needs that will allow them to advance their careers.

Program Overview

The Fellowship program provides competitive grants in three categories with monetary awards of \$3,000, \$6,000, and \$10,000 to Delaware artists. Fellowships are awarded for demonstrated creativity and skill in an art form with artistic quality as the primary determinant.

- Emerging Artist Fellowships in the amount of \$3,000 are available to artists who have not yet established reputations in their fields.
- Established Professional Fellowships in the amount of \$6,000 are available to artists who have significant achievements in their fields.
- A Masters Fellowship in the amount of \$10,000 is available to Delaware's most accomplished artists that meet specific guidelines.

Eighteen disciplines are offered in Fiscal Year 2016:

- Dance: Choreography
- Folk Art: Music
- Folk Art: Oral Literature
- Folk Art: Visual Arts
- Jazz: Composition
- Jazz: Performance
- Literature: Creative Nonfiction
- Literature: Fiction
- Literature: Playwriting
- Literature: Poetry
- Media Arts: Video/Film
- Music: Composition
- Music: Solo Recital
- Visual Arts: Crafts
- Visual Arts: Painting
- Visual Arts: Photography
- Visual Arts: Sculpture
- Visual Arts: Works on Paper

Fellowship Categories

Applicants may select between the Emerging Artist and Established Professional categories. An Emerging Artist is in the early stages of his/her career while the Established Professional is more experienced and has achieved some recognition for his/her artwork (example: prizes, awards, publication).

The Masters Fellowship is available in different disciplines on a rotating basis. In Fiscal Year 2016, Masters Fellowship applications will be accepted in the disciplines of Literary Arts and Media Arts from artists who meet the following criteria:

- Receipt of an Established Professional Fellowship in the same artistic discipline prior to 2009
- Excellence of work
- Significant accomplishments in his/her field
- Sustained history of artistic activity within Delaware

In Fiscal Year 2017, the Masters disciplines will be Visual Arts and Folk Arts, and in Fiscal Year 2018 the Masters disciplines will be Dance, Jazz, and Music. In addition to the general Fellowship

application materials, Masters applicants must submit a full CV or resume and a one-page narrative describing the breadth of their work to include the impact it has had in Delaware and beyond.

Eligibility

Eligible applicants:

- Must be a resident of Delaware for at least one year at the time of application. All awards are subject to verification of Delaware residency.
- Must be at least 18 years of age at time of application.
- Must remain a Delaware resident during the grant period (January 1 – December 31, 2016).

Ineligible applicants:

- Students currently enrolled in a degree or certificate-granting educational program at the time of application.
- Any recipient of a Masters Fellowship.
- Fellowship recipients who have received an award within the past three years (2013, 2014 and 2015) are ineligible to apply in the Emerging Artist or Established Professional categories.
- Applicants who submit incomplete applications or applications that do not follow the required format.
- Applications submitted after the deadline.
- Applicants with outstanding final reports from any past Division of the Arts grants.

Waiting periods and restrictions

- Only one fellowship application may be submitted per year.
- Previous Individual Artist Fellowship recipients are not eligible to apply for a second fellowship in the same artistic discipline and category.
- Emerging Artist Fellowship recipients may apply in the Established Professional category in the same discipline after a three-year hiatus that begins after the Fellowship year. A 2012 Emerging Artist would be eligible to apply for a 2016 Established Professional Fellowship in the same discipline.
- Artists may apply in the Masters category if they received an Established Fellowship in that discipline more than seven years ago and if they meet all eligibility criteria regardless of subsequent awards in different disciplines.

Application Deadline

Applications must be submitted electronically through the Division's eGrant system at maafartistegrant.net by 4:30 p.m. on August 3, 2015. Please note that staff and technical assistance is not available over the weekend.

Review Process

Fellowships are awarded for demonstrated creativity and skill in an art form. An out-of-state nationally recognized professional in each discipline is selected from a pool of highly qualified potential jurors provided by Mid Atlantic Arts Foundation. Each juror evaluates the work samples based on artistic quality in a blind review process designed to remove bias. Artist statements are

reviewed by the jurors. Resumes are for Division use only and are not reviewed by the jurors. An application may be moved to a different artistic discipline due to juror recommendations or at the discretion of Division staff.

The results of the jurors' reviews are presented to the Delaware State Arts Council for funding recommendations. Masters category fellowship applicants are also reviewed on additional qualifications as determined from their CV and narrative. There is no quota per discipline. Funding decisions may be appealed only on the basis of procedural error or impropriety.

All applicants will be notified in writing after the December 2015 Delaware State Arts Council meeting.

Fellowship Funds

Fellowship funds may be used for studio rental, supplies and materials, equipment, technical production, score reproduction, or any other expenses that the recipient might incur in pursuing his or her individual creative work, excluding foreign travel.

Grantee Responsibilities

Artists awarded a fellowship will enter into a contract with the State of Delaware. The following pertains to the contractual requirements:

- Fellowship recipients will be required to provide the Division with proof of residency (DE driver's license or DMV issued identification card).
- Grant funds must be spent during the grant period of January 1 – December 31, 2016.
- Fellowship recipients who enroll in a degree or certificate-granting education program during the fellowship period may be asked to return a portion of the fellowship.
- Tax liability – awards are taxable and recipients must complete a Substitute W9 form. Recipients concerned about their tax liability should consult with their accountant. The Division of the Arts does not provide tax assistance.
- Although fellowships are not intended to fund a specific project, recipients are required to present to the public examples of their work. This may be an exhibit, performance, screening, publication, public reading, recording, or other presentation appropriate to the artist's discipline. The Division of the Arts must be consulted in advance regarding details of the artist's public presentation.
- A completed Final Evaluation Form is required of all fellowship recipients. Evaluation forms for Fiscal Year 2016 are due in December 2016. Fifteen percent (15%) of the fellowship amount will be forfeited if the Final Evaluation Form has not been submitted to the Division by the December deadline stated in the grant award materials.
- Compliance with *Delaware Division of the Arts Grantee Responsibilities* and *National Endowment for the Arts Requirements for Subgrant Recipients*. These documents explain the obligations of Division grantees. Both reports can be downloaded at <http://www.artsdel.org/grants/>.

Guidelines for the Inclusion of Work Samples

Please note: Names of files submitted in the online application (for work sample files of any type) must not contain any punctuation marks, symbols, accents, non-alphanumeric or non-Latin

characters. Non-compatible characters will be automatically removed. File names that are longer than 32 characters will be automatically truncated once uploaded into the application.

Dance (choreography)

Upload video of two to three live, choreographed performances completed in the last three years. Provide information in the online application about each work sample including titles, dates premiered, and the lengths of each full performance and work sample. Each video upload must be an MP4 file, no longer than five minutes in length and no larger than 100MB in size. Each file name must include the applicant's last name.

Folk Arts (music, oral literature, visual arts)

Artists whose work expresses the traditions of their ethnic, occupational, religious, family, or geographic group and whose skills have generally developed without formal instruction or institutional direction are eligible to apply. If you are unsure whether you qualify as a folk artist, contact Roxanne Stanulis, Program Officer at Roxanne.Stanulis@state.de.us or 302-577-8283. Applicants should refer to the requirements for other disciplines regarding work samples.

Literature (creative nonfiction, fiction, poetry, playwriting)

Upload a 15–20 page section/selection of prose, poetry, or drama written during the last three years in PDF format. Works may have been published, but must be submitted in manuscript form. Unfinished work is acceptable. Pages should be typed, double-spaced and formatted for 8.5x11-inch paper, on a white background, and numbered. Font size for all samples should be 10 or 12 point font only. All pages must be submitted as a single PDF document. The document file name must include the applicant's last name.

For prose samples that include more than one selection, place title and year at the beginning of each. Poets may single-space poems and place title and year at the beginning of each. Playwrights may submit single-spaced work.

Media Arts (film, video)

Upload two to three work samples from the last three years. Provide information in the online application about each work sample including titles, dates of completion (or if in progress, when begun), the artist's role in production, and the lengths of each full work and work sample. Each video upload must be an MP4 file, no longer than five minutes in length and no larger than 100MB in size. Each file name must include the applicant's last name.

Music (composition, solo recital) and Jazz (composition, performance)

Upload two to three audio work samples from the last three years. Provide information in the online application about each work sample including titles, dates composed or performed, the instrument(s) the artist is playing, and the lengths of each full work and work sample. No medleys. Each audio upload must be an MP3 file, no longer than five minutes in length and no larger than 10MB in size. Composers should include a score for each recorded work uploaded as PDF documents in the online application. The file name of each upload must include the applicant's last name.

Jazz performers and solo recitalists must submit proof of having performed at least three different public performances during the three years prior to their application. These performances must have included solo recitals or solos within ensemble works. Copies of programs or promotional materials from each of the performances must be uploaded as PDF or JPG files in the online application. The file name of each uploaded document must include the applicant's last name.

Visual Arts (crafts, painting, photography, sculpture, works on paper)

Upload 10 digital images of work completed in the last three years. Images of details or other views are acceptable but a minimum of seven works must be represented. Installation artists' images may represent at least two works.

Each uploaded image must be in JPG format and should not be larger than 2MB. We suggest that artists use the sRGB color profile or grayscale for the best image quality. Each image should be as close as possible to the standard size of 1240x1240 pixels. Each file name must include the applicant's last name.

Note: Images that do not meet the standard pixel dimensions will automatically be enlarged or reduced proportionally in size in order to display correctly for the jurors. Submitting an image that is not 1240 pixels in the longest dimension may result in diminished image quality.

More detailed information for uploading digital images is available at:
>> www.artsdel.org/grants/IAF_digital.pdf.

Note: The Visual Images Registry form has been removed from the IAF application. Instead, Visual Arts applicants will be asked in the eGrant application if they would like to be considered for an exhibition in the Mezzanine Gallery for the calendar year 2017. If an artist chooses to be considered for this opportunity, the first five images from the submitted IAF application will be reviewed by a separate Gallery Panel of arts professionals in spring 2016.