

## **INDIVIDUAL ARTIST FELLOWSHIP Information and Instructions, FY2012**

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 in their careers.

### **Fellowship Categories**

Emerging Professional 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 on a rotating basis. In Fiscal Year 2012, applications will be accepted in the category of performing art (dance, jazz, music) from artists who meet the following criteria:

- Receipt of an Established Professional Fellowship in the same artistic discipline prior to 2005
- Excellence of work
- Significant accomplishments in his/her field
- Sustained history of artistic activity within Delaware

In addition to the general Fellowship application materials, Masters applicants must submit a full CV or resume and a 1-page narrative describing the breadth of their work to include the impact it has had in Delaware and beyond.

### **Eligibility**

Applicants must be at least 18 years of age and residents of Delaware for at least one year at the time of application. Recipients must remain Delaware residents during their fellowship year and not be enrolled in degree or certificate-granting educational programs at the time of application or for the duration of their fellowships. Artists can receive only one fellowship per artistic discipline in each category. Emerging Professional Fellowship recipients may apply in the Established Professional category after a three-year period. Only one fellowship application may be submitted per year. Artists may win only one Masters Fellowship. Visual arts applicants must have a current file in the Division of the Arts Visual Images Registry. Files will be established or updated automatically at the time of application.

Receipt of state and federal grants carries with it certain obligations and responsibilities. Before beginning the grant application process, review the information contained in the following documents: *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 [www.artsdel.org/grants/artistgrants.shtml](http://www.artsdel.org/grants/artistgrants.shtml).

### **Evaluation Criteria and Considerations**

Fellowships are awarded for demonstrated creativity and skill in an art form. In reviewing the applications, the artistic quality of the applicant's work is the primary determinant. Masters category fellowship applicants are also reviewed on additional qualifications as determined from their CV and narrative.

Only complete applications will be reviewed. See the **Consent Form** at the end of the online application that lists the items to be submitted electronically (with the application) and those to be mailed to the Division (signed Consent Form, copy of license or ID, etc.).

## **Expenses Supported with Artist Fellowships**

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. Although fellowships are not intended to fund a specific project, recipients are required to present to the public examples of work accomplished during the grant year. 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.

## **Grant Period**

Funding awarded for FY2012 Individual Artist Fellowships must be spent on activities that occur during Calendar Year 2012 (January 1 through December 31).

## **Application Deadline and Filing**

>>The *Fiscal Year 2012 Individual Artist Fellowship Information and Instructions* may be downloaded from the Division web site ([www.artsdel.org/grants/artistgrants.shtml](http://www.artsdel.org/grants/artistgrants.shtml)) in either Microsoft Word or PDF format. The CueRate (electronic) portion of the application is also available at that site and must be submitted by 4:30 p.m. on **August 1, 2011** and the mailed application materials must be postmarked or hand-delivered to the Division office no later than 4:30 p.m. on **August 1, 2011**.

## **Review Process**

An out-of-state, nationally recognized professional in each applicant's discipline will evaluate the applications in a procedure designed to remove bias. The results of their review are forwarded to the Delaware State Arts Council for funding recommendations. Funding decisions may be appealed only on the basis of procedural error or impropriety.

## **Notification of Grant Awards**

All applicants will be notified in writing after the December 2011 Delaware State Arts Council meeting.

## **Final Evaluation Form**

A completed Final Evaluation Form is required of all fellowship recipients. Evaluation forms for Fiscal Year 2012 are due in December 2012. Fifteen percent (15%) of the fellowship amount will be forfeited if the Final Evaluation Form has not been postmarked or hand-delivered to the Division office by the December deadline stated in the grant award materials. Failure to comply with this requirement may also result in ineligibility for future Division funding.

### **Guidelines for the Inclusion of Work Samples**

#### **Dance (choreography)**

Submit a DVD of live, choreographed performances, 10–15 minutes long, labeled with last name only, work title(s), date(s) premiered, sound credits, and total length of work(s)

#### **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. Applicants should refer to the requirements for other disciplines regarding work samples.

**Guidelines for the Inclusion of Work Samples (continued)**

**Literature (creative nonfiction, fiction, poetry, playwriting)**

Submit a 15–20 page section/selection of prose, poetry, or drama. Works may have been published, but must be submitted in manuscript form with a title page giving the artist's last name and year the work was written. Pages should be typed, double-spaced on one side of 8.5x11-inch white paper, and numbered. Poets may single-space poems and place title and year at the beginning of each. Playwrights may submit single-spaced work. Font size for all samples should be 10 pt. or larger.

**Media Arts (film, video)**

Submit a VHS video cassette or DVD, 10-15 minutes long and containing at least two work samples, labeled with last name only, work titles, dates completed (or if in progress, when begun), total running times, and artist's role in production.

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

Submit a CD, 10–15 minutes long, labeled with last name only, work title(s), date(s) composed or performed, total playing time of piece(s), and instrument(s) artist is playing. Composers should include a score for each recorded work. 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. Copies of programs or promotional materials from each of the performances must be included.

**Visual Arts (crafts, painting, photography, sculpture, work on paper,)**

Submit 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.

Images uploaded to CueRate<sup>sm</sup> must be in .JPG format and should not be larger than 2 MB. We suggest that artists use the sRGB color profile or grayscale for the best image quality. Each image must be no more than 1240x1240 pixels, and for non-square images, the matte can be any color (black matte tends to make the image appear sharpest).

DPI should be set to 72. (NOTE: 72 DPI is the highest possible resolution for displaying an image on a monitor or projection, so setting the DPI any higher will unnecessarily increase your file size).

Please make sure the .jpg file extension is included in your filename.

More detailed information for uploading digital images is available at:  
>> [www.artsdel.org/grants/IAF\\_digital.pdf](http://www.artsdel.org/grants/IAF_digital.pdf).

**Note:** All visual arts applicants who have not established or updated their Visual Images Registry file since March 1, 2011 must include a Division of the Arts Visual Images Registry Application, available at: [www.artsdel.org/services/visualimagesregistry.shtml](http://www.artsdel.org/services/visualimagesregistry.shtml). Images will be placed in each artist's registry file upon completion of the IAF process.