

NEW JERSEY STATE COUNCIL ON THE ARTS 2010 INDIVIDUAL ARTIST FELLOWSHIP GRANT GUIDELINES

Online Submission deadline: 11:59 p.m. July 15, 2009
Work Sample and Consent Form Postmark deadline: July 17, 2009

This application is available in Large Print. If you are in need of any special accommodation in filing a NJSCA fellowship application, contact

Mid Atlantic Arts Foundation at:

410-539-6656 x101 (voice)

410-779-1593 (TDD)

IMPORTANT NOTICE ABOUT FELLOWSHIP GRANT CYCLES

NJSCA offers fellowship grant support in alternating biannual cycles. Each category is offered every other year.

THE CATEGORIES AVAILABLE THIS YEAR (FOR 2010 AWARDS) ARE:

- Choreography
- Design
- Emerging and New Genres in Visual Arts
 - Media
- Music Composition
 - Painting
- Works on Paper

NO OTHER CATEGORIES ARE OFFERED THIS YEAR

These categories will be offered in 2010 (for 2011 awards).

This is for informational purposes only.

- Crafts
- Interdisciplinary Performance
 - Photography
 - Playwriting
 - Poetry
 - Prose
 - Sculpture

GENERAL INFORMATION FOR ALL FELLOWSHIP APPLICANTS

Fellowships are awarded to practicing professional New Jersey artists to enable them to pursue their artistic goals.

Fellowship awards are based solely upon demonstrated artistic excellence and not on any other merits that may be associated with any project, nor on any other factors.

Artists may use fellowship awards to pursue work in their artistic discipline, including purchasing supplies, studying in a workshop situation, renting studio space or otherwise freeing their time. Fellowship funds may not be used for travel out of the country, study as a matriculated student in either a graduate or undergraduate program, or to publish or produce already completed works, or purchase permanent equipment (equipment with resale value exceeding \$300, or having a life span over three years).

New Jersey State Council on the Arts reserves the right to postpone the review of any fellowship discipline in which fewer than 25 applications are received. In instances when that option is exercised, artists will be notified.

ELIGIBILITY

Persons eligible for fellowships are:

- a. Artists who are permanent residents of the State of New Jersey (all awards are subject to verification of New Jersey residency).
- b. Artists who received fellowships in 2004 and before are eligible (recipients must wait five years before they can receive another fellowship—see note below).
- c. Artists who are NOT matriculated students in a graduate, undergraduate or high school program at the time of application or award (fellowships may not provide funding for scholarships or academic study in pursuit of a degree).

Not eligible to apply:

Artists who received a NJSCA fellowship in any category in 2005, 2006, 2007, 2008 or 2009 are not eligible to apply this year.

AN ELIGIBLE APPLICANT MAY SUBMIT ONE APPLICATION IN ONE CATEGORY ONLY TO THIS PROGRAM.

EVALUATION OF APPLICATIONS

Fellowship applications are reviewed by panels composed of arts professionals with expertise in the specific discipline of the applicant. Panelists are identified based on research conducted by Mid Atlantic Arts Foundation and New Jersey State Council on the Arts. They include, but are not limited to, those professionals suggested and recommended by the field, by Council staff and board members on the basis of their professional achievements and recognition within their respective fields of expertise. New Jersey State Council on the Arts approves final panel configurations. Panels are assembled with consideration for a balance of ethnic and geographic representation, age, and gender, as well as a wide range of artistic interests and aesthetic viewpoints. New panelists are selected each year. The exclusive purpose of the panel is to assess artistic excellence as demonstrated by the samples of work submitted as support material.

The application review and award process is anonymous. Applicants' identities are not revealed to panelists. The provision of an artistic statement with this application is optional. Artistic statements will only be referred to when requested by the panel.

Artists who choose to submit an artistic statement should be aware that statements may be read at any time during the panel review. The artistic statement is at all times secondary to the support materials, which demonstrate artistic excellence.

DECISIONS

Applicants will be notified in writing of the Council's decision by February 2010. The decisions of the Council are final and may not be appealed.

GRANT AMOUNTS

In the last two-year cycle, Fellowship awards ranged from \$6,800 - \$12,000. The amount of awards is determined annually by the Council. There is no award quota per artistic discipline or style. Fellowships are awarded to those applicants who demonstrate the highest artistic excellence. Fellowship awards are highly competitive. In 2008 and 2009, out of a total of 813 applicants, 56 Fellowships were awarded in eleven of the fourteen categories. Grant awards totaled \$ 425,700.

GRANT PERIOD

Fellowship grants available through this application are for the period January 1 through December 31, 2010. Do not submit an application form from a previous cycle — it will not be accepted.

FELLOWSHIP PAYMENTS AND REPORTING

The initial payment of 90% of the fellowship award will be released when all contract documents have been signed by the fellowship recipient and approved by MAAF staff. Verification of permanent New Jersey residency will precede processing of payments. The final 10% is paid once a complete and satisfactory final report is received from the fellowship recipient and approved. Payment of grant awards is usually made within 60 days of verification of residency status and other contractual stipulations.

FINAL REPORTS

Final report forms are issued with the grant contract. Final reports are due no later than January 4, 2011. Final reports require a description of work completed during the fellowship period along with a brief accounting of expenditures.

APPLICATION INSTRUCTIONS

NJSCA is offering CueRate (electronic grant application) developed by Carnegie Mellon University, Center for Arts Management and Technology for the Individual Artists Fellowship Awards. CueRate enables you to complete your 2010 Fellowship application on the World Wide Web. If you do not have access to a computer, please visit any county library in New Jersey for access to the Internet and the application. If you are a visual artist, be sure to take a CD with eight images to the library so you can upload and submit them with your application.

Applications will be accepted through CueRate on or about May 18, 2009.

Please review the following guidelines carefully and keep a copy for your reference while completing the online application. Failure to comply with these requirements will result in disqualification of your application. NJSCA and Mid Atlantic Arts Foundation bear no responsibility to contact applicants for the purpose of correcting applicant errors. Prospective applicants are urged to attend one of the Technical Assistance workshops being offered (TBA).

Prospective applicants with specific questions may contact Mid Atlantic Arts Foundation: 410-539-6656 x101.

1. Visit www.njartscouncil.org or http://midatlanticarts.org/funding/artists_programs/nj.html and click on the link to the NJSCA Individual Artists Fellowships Application.

2. You will be asked to register and create an account. Once registered, you will be able to return and log in as needed to edit your application until you submit it. If you registered for a 2008 or 2009 NJSCA Individual Artist Fellowship application please use the same login and password you entered at that time.

3. To begin completing your application on the CueRate system, click the green "Edit" button on the main menu page. Click "Save and Continue" or "Save and Next" at the bottom of each page to move to the next page. If you would like to quit and continue working on the application later, you must click "Save Your Work" before logging out of the CueRate system. When you log back onto the CueRate system later, you can click the application's "Edit" button and continue completing the application from your previous point. You can also access any section of the CueRate by selecting the section name from the top menu of the application. Be sure to save your work on the current page before clicking on one of the section tabs. The application will prompt you to provide the following information (keep in mind that you can use the cut and paste feature of any word processor program to save "on-line time" in completing the Description of Work Samples, Artist Statement and Resume/Career Summary sections.):

- Biographical information (i.e. name, address, etc.) in the "Applicant Profile" tab.
- An optional Artistic Statement, not exceeding 200 words (not including spaces) in length, located in the "Applicant Profile" tab.
- A bio/Career summary not exceeding two thousand words (not including spaces) in length. In the narrative, include educational background and professional achievements. Please copy and paste your bio/career summary in the "Artist Career Summary" tab. This is not seen by the panel.
- Work sample description information, as specified for your category. This is shown to the panel.
- If you are applying in a visual arts category, you will be asked to upload still images online. All other work samples will be sent to the MAAF office by mail. Please see your category description for support material requirements.

4. Your online application will provide you with a Consent Form to print out and sign in blue ink and a confirmation number. You must include this number with the Consent Form and any work samples submitted via mail. This means you cannot mail your work sample until you have completed and submitted your online application.

5. You must submit the online component of your application by 11:59 p.m. July 15, 2009, and mail your Consent Form and any required work sample postmarked by July 17, 2009.

NOTE: Once you have submitted your application, you will no longer be able to make changes, so be sure you have reviewed everything carefully before hitting the submit button.

Applications that do not include an original signature in **blue ink** on the form under “Certification” on the Consent Form will be **disqualified**.

COLLABORATIONS

Joint applications from two artists who have worked together in the past to produce a single body of work and who plan to continue such collaboration may be accepted. **If you indicate that it is collaboration, you will be prompted to enter applicant information for each collaborator.** Bio/career summaries must be submitted for both collaborators. The artistic statement should address the collaborative aspects of the work samples. Only one set of support materials may be submitted. If collaborative applications are awarded a fellowship, the lead applicant artist assumes the responsibility for sharing the total award. Neither of the two collaborators may be a NJSCA fellowship recipient since 2005 and **both must be permanent residents of New Jersey.**

SUPPORT MATERIALS

Support materials are the heart of the fellowship application and the sole means by which the artistic quality of the applicant's work is assessed. Failure to meet the specifications will result in disqualification.

- Follow the specification set for your category.
- Reviews, brochures, etc. will not be considered or reviewed.
- Do not send more than the required support material, it will not be reviewed.

- Neither NJSCA nor MAAF accepts responsibility for lost or damaged work samples.

PLEASE DO NOT RISK DISQUALIFICATION. FOLLOW THE EXACT SPECIFICATIONS FOR THE CATEGORY YOU WISH TO APPLY IN, AND CALL WITH ANY QUESTIONS BEFORE YOU SUBMIT.

CATEGORIES

CHOREOGRAPHY

This category includes original choreography in all dance styles including modern, ballet, jazz, tap, contemporary popular styles, and ethnic/folk-based.

MEDIA (FILM & VIDEO)

This category includes works originally produced on all film and video formats. Includes feature-length films, shorts, documentaries, and video and film animation.

WORK SAMPLE REQUIREMENTS FOR CHOREOGRAPHY AND MEDIA (FILM & VIDEO)

Choreographers must submit:

- Two samples of current work (created after July 1, 2006). Do not submit two samples from the same work. Each sample must be from a different work.

Film/Video applicants must submit:

- **Either** one ten minute sample from a full-length feature or documentary (completed after July 1, 2006)
- **Or** two ten minute samples from a short feature, mini-documentary, or animation (completed after July 1, 2006).

Only DVDs will be accepted. DVDs should be formatted to allow fast forward from one chapter to another. Each sample must be submitted as two separate chapters on a DVD. We strongly suggest that you select a segment from a full-length piece or two short features that best represents your work. Please indicate the order you wish the samples to be viewed by listing them “Sample 1” and “Sample 2”.

IMPORTANT: To maintain the integrity of the anonymous review process, your name or any credits **must not** appear anywhere on the on-screen work samples. Samples with credits on-screen will be disqualified.

Each DVD **case/sleeve** must be labeled (typed or clearly printed) with the following information:

- Applicant ID number
- Name of applicant
- Title of work
- Length of work sample
- Date of completion of each work (month/year)

Please mail your work samples to MAAF along with your signed Consent Form signed in blue ink.

You must also use the Technical Information field in the Work Sample Description tab of the online application to describe your involvement (director, animator, cinematographer, screenwriter) and any elements (techniques, processes, etc.) in the making of your work.

If you choose to have your work samples returned to you, please include a self-addressed, stamped, appropriate sized envelope or packaging with sufficient postage for the return of support materials submitted by mail in the event that a fellowship is not awarded to you. You may also elect not to have your support materials returned. The Council is required to retain the support materials of all fellowship recipients. **DO NOT**, therefore, send any originals as support materials.

MEDIA (AUDIO ONLY)

This category includes works originally produced for experimental radio broadcast, sound installations, etc.

MUSIC COMPOSITION

This category includes original compositions in all styles of music including classical, experimental, jazz, big band, contemporary folk and popular styles, choral, chamber and orchestral works.

WORK SAMPLE REQUIREMENTS FOR MEDIA (AUDIO) AND MUSIC COMPOSITION

Music Composition and Media (Audio) applicants must submit:

- Two samples of current completed works (created after July 1, 2006). Do not submit two samples from the same work. Each sample must be from a different work.

Only compact discs (CDs) will be accepted. CDs should be formatted to allow fast forward from one track to another. Each sample must be submitted as two separate tracks on a CD. We strongly suggest that you cue each work sample to the segment that you most wish the panel to review. Please indicate the order you wish the samples to be viewed by numbering them “Sample 1” and “Sample 2”.

Because the panel will be reviewing a large volume of materials, on average, they will spend no more than 10 minutes on each applicant's work samples. Therefore, we suggest that you cue each sample to the segment that you most wish the panel to review. Label the CD box indicating the order you wish the work samples to be reviewed by numbering them “Sample 1” and “Sample 2”. To maintain the integrity of the anonymous review process, your name and/or any credits must not be heard anywhere on the audio work samples. Samples with on-air credits will be disqualified.

Each CD case must be labeled (typed or clearly printed) with the following information:

- Applicant ID number
- Name of applicant
- Title of work
- Length of work sample
- Date of completion of each work (month/year)

You must use the Technical Information field in the Work Sample Description tab of the online application to describe any elements (techniques, processes, etc.) in the making of your work.

MUSIC COMPOSITION ADDITIONAL REQUIREMENTS

Five copies of the score, lead sheet, or written notation of each of the two work samples submitted. The applicant's name and/or performance dates must not appear anywhere on the score, lead sheet, or written notations. Scores and lead sheets bearing identifying information will not be distributed to the panel. Please do not send expensively bound and printed scores, submit copies instead. Scores

receive considerable handling during the review process. Mid Atlantic Arts Foundation cannot accept responsibility for wear and tear to music scores. Please include your applicant ID number only on your material and submit to MAAF with your work samples.

Please mail work samples to MAAF along with your signed Consent Form signed in blue ink.

If you choose to have your work samples returned to you, please include a self-addressed, stamped, appropriate sized envelope or packaging with sufficient postage for the return of support materials submitted by mail in the event that a fellowship is not awarded to you. You may also elect not to have your support materials returned. The Council is required to retain the support materials of all fellowship recipients. DO NOT, therefore, send any originals as support materials.

DESIGN

This category includes architecture, fashion, interior and landscape design, furniture and product design, graphic design, and illustration.

PAINTING

This category includes all styles of painting. Includes watercolor.

WORKS ON PAPER

This category includes all forms of printmaking, works made of paper, book arts, and drawing. Does not include photography.

WORK SAMPLE REQUIREMENTS DESIGN, PAINTING AND WORKS ON PAPER

Eight digital images must be submitted. Up to four of the eight images may represent work completed after July 1, 2004. The remainder, of not less than four images, must depict work completed after July 1, 2007 (no works in progress). No more than eight images will be shown to the panelists. Applicants submitting less than eight images will be deemed ineligible. Your images must be uploaded to the online application in the Work Sample Sheet section. Please refer to the “How to upload digital images” portion of the “Guides” section located in the Main Menu for further instruction. If you need assistance uploading your images, please contact the Mid Atlantic Arts Foundation at 410-539-6656 ext.101. Images will be shown in the order you submit them in the Work Sample Sheet tab.

Images uploaded to CueRate 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 1240 x 1240 pixels.

DPI should be set to 72. (NOTE: 72 DPI is the highest resolution for the projectors being used for the panel, so setting the DPI any higher will unnecessarily increase your file size).

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

You must use the Technical Information field in the Work Sample Description tab of the online application to describe any elements (materials, processes, etc.) in the making of your work.

EMERGING AND NEW GENRES IN VISUAL ARTS

This category is intended to support artists who produce original visual-based works that are clearly beyond conventional discipline lines. Work that is recognized in this category includes interactive installations, computer-based art works (in which the computer is central to the creation, presentation, or understanding of the work), new media, and Internet projects.

EXCLUSIONS: IMPORTANT NOTE

- Works incorporating live performance elements are not eligible in this category. Such works should be submitted to the Interdisciplinary-Performance category next year.
- Works that comprise digital and software manipulation of photographic images (digital or conventional) are not eligible in this category. Such works should be submitted to the Photography category next year.
- Works that comprise solely digital and software manipulation of drawings, paintings, print images, or scanned objects are not eligible in this category. Such works may be submitted to the Works on Paper category if the images have been printed onto a paper base. Images of the final physical prints must be submitted (see Works on Paper instructions).
- Works that are non-interactive installation or sculpture should apply in the Sculpture category next year.

Artists who are unsure if their work is eligible in this category should contact Mid Atlantic Arts Foundation for consultation.

WORK SAMPLE REQUIREMENTS FOR EMERGING AND NEW GENRES IN VISUAL ARTS

Emerging and New Genres In Visual Arts applicants must submit:

- Two samples of current completed work (completed after July 1, 2006).

Formats accepted: CD-ROM or DVD. No other formats will be accepted. No mini-DVDs, URLs, Zip, or floppy discs. No paper output.

Each CD, DVD (and cases) must be labeled (typed or clearly printed) with the following information:

- Applicant ID number
- Name of applicant
- Title of work
- Length of work sample
- Date of completion of each work (month/year)

Please indicate the order you wish the work samples to be reviewed by numbering them “Sample 1” and “Sample 2”. To maintain the integrity of the anonymous review process, your name and/or any credits must not be seen on-screen or heard anywhere on the audio track of the work samples. Samples with on-air credits will be disqualified.

You must use the Technical Information field in the Work Sample Description tab of the online application to describe **technical specifications. Indicate whether a Macintosh or IBM platform is needed to view work sample. Specify the software program and version used to create the work sample (if applicable). Indicate which type of player/viewer (and version or better) is needed to play the work sample. Applications without this information will be disqualified.**

The work sample description will be read to the panel to set the context for the review.

Please mail work samples to MAAF along with your signed Consent Form signed in blue ink.

If you choose to have your work samples returned to you, please include a self-addressed, stamped, appropriate sized envelope or packaging with sufficient postage for the return of support materials submitted by mail in the event that a fellowship is not awarded to you. You may also elect not to have your support materials returned. The Council is required to retain the support materials of all fellowship recipients. **DO NOT**, therefore, send any originals as support materials.

DEADLINE FOR 2010 APPLICATIONS

Fellowship applications for 2010 categories must be **submitted not later than 11:59 p.m. July 15, 2009. The printable Consent Form signed in blue ink and work samples must be postmarked on or before by July 17, 2009.**

IMPORTANT MAILING INSTRUCTIONS

The NJSCA Individual Artists Fellowship Program is administered by Mid Atlantic Arts Foundation.

Mail your consent form and any required work samples to:

**NJSCA FELLOWSHIPS
MID ATLANTIC ARTS FOUNDATION
201 NORTH CHARLES STREET, SUITE 401
BALTIMORE, MD 21201
Telephone: 410-539-6656 x101
www.midatlanticarts.org**

DO NOT MAIL OR DELIVER YOUR CONSENT FORM AND WORK SAMPLES TO THE NEW JERSEY STATE COUNCIL ON THE ARTS.

FELLOWSHIP GRANTS WORKSHOPS

Applicants for the 2010 fellowship categories are encouraged to attend a technical assistance workshop. The workshops will explain the application process and review in detail, and provide important information that will help applicants prepare competitive submissions. Each workshop lasts approximately two hours. You must call NJSCA at 609-633-1251 to register for a workshop. When registering for the workshop please let us know if you are an artist with disabilities or require materials in and alternate format.

WORKSHOPS WILL BE POSTED ON THE WEBSITE BY JUNE 1, 2009.