

## Part 1/3: Am I Eligible?

### **OPENING SLIDE**

Thank you for your interest in the New Jersey State Council on the Arts Individual Artist Fellowships. My name is Kimberly Steinle-Super and I am Program Officer, Fellowships & Visual Arts at Mid Atlantic Arts Foundation. Mid Atlantic Arts Foundation administers the application submission, review, and post-award process on behalf of the New Jersey State Council on the Arts through an ongoing partnership, and we are also here to assist you through the application process so please feel free to be in touch.

This video is the first of three designed to help you better understand the Individual Artist Fellowships program and help guide you through the application process.

This video will help you determine if you are eligible to apply, and will also provide some background about the program.

If this program is right for you, please watch the second video in this series to review the category-specific application requirements. Finally, the third video will show you how to submit an application using the online eGRANT application software.

These videos are intended to help applicants gain a better understanding of the program and its requirements but are not intended as a substitution for the program guidelines, which are available on both the New Jersey State Council on the Arts and Mid Atlantic Arts Foundation websites. We've also linked them in the video description below. Please be sure to read the program guidelines in their entirety before submitting an application.

A transcript of this presentation is also available on the Mid Atlantic Arts Foundation website.

### **2020 CATEGORIES**

Individual Artist Fellowships are offered in broad range of visual, literary, and performing arts categories. Different categories are offered each year as determined by a three-year category rotation schedule. Categories offered for the 2020 award cycle will be:

Choreography  
Music Composition  
Poetry  
Sculpture

Only applications in these categories will be accepted for the 2020 Fellowships. If your work doesn't fall under one of these categories, the New Jersey State Council on the Arts invites you to see the program guidelines for the full category rotation schedule and apply in 2021 or 2022 under the appropriate Award category.

**[CLICK]** The application deadline for the 2020 Individual Artist Fellowships will be 5:00PM Eastern on July 16, 2019. We are not able to provide deadline extensions so please be sure to plan ahead and contact us well in advance of the deadline if you need any assistance.

## **PROGRAM OVERVIEW**

So what is this program all about?

[CLICK] New Jersey State Council on the Arts Individual Artist Fellowships are awarded to practicing New Jersey artists to enable them to pursue their artistic goals.

[CLICK] Recipients are selected through a competitive adjudication process based on their completed work. Fellowship applications are reviewed by panels composed of artists and arts professionals with expertise in the specific discipline of the applicant.

[CLICK] The recipients of Individual Artist Fellowships are decided solely on artistic excellence as demonstrated by work samples submitted with the artist's application. Applicants are not required to submit a project proposal or have fiscal sponsorship.

The amount of the award is determined annually by the Council from funding provided through the New Jersey Hotel/Motel tax and [CLICK] Fellowship awards have ranged in the past from \$6,000 - \$12,000. There is no award quota per artistic discipline or style. Fellowships are awarded to those applicants who demonstrate the highest artistic excellence regardless of discipline.

[CLICK] Fellowships are not project-based. 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 purchase permanent equipment (equipment with a resale value exceeding \$350, or having a life span over three years).

## **ARTIST ELIGIBILITY**

To be considered eligible to apply for a Fellowship, applicants must be:

- [CLICK] Artists who are current residents of the State of New Jersey (all awards are subject to verification of New Jersey residency)
- [CLICK] The applicant must be the artist whose original artwork is represented in the submitted work samples
- [CLICK] Age 18 or older
- [CLICK] Eligible applicants may submit one application in a single category per year

## **WHO MAY NOT APPLY**

There are also some limitations about who may apply to this program. The following individuals are NOT eligible to apply:

[CLICK] Artists who received a New Jersey State Council on the Arts Fellowship in any category in 2019, 2018, 2017, 2016 or 2015 are not eligible to apply for the current year

- [CLICK] Applicants may not be 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)

- [\[CLICK\]](#) Collaborating New Jersey artists are not eligible to submit a joint application for collaborative work. The applicant artist must have sole creative control over all work submitted to the Fellowships program under his or her name.

### **WATCH THE NEXT VIDEO**

We hope this this video has helped you determine whether or not you are eligible. If this program is a good fit for you, we encourage you to watch the second video in this series to review the category-specific requirements and determine if your work is eligible.

As a reminder, all of the information we have just reviewed is also available in the written program guidelines, which can be found on both the New Jersey State Council on the Arts and Mid Atlantic Arts Foundation websites. We will also link to the guidelines as well as the next two videos in this series in YouTube description for this video, or you can click the link now to watch part two: [Is my work eligible?](#)

On behalf of the New Jersey State Council on the Arts and Mid Atlantic Arts Foundation, thanks again for your interest in the Individual Artist Fellowships.

## Part 2/3: Is My Work Eligible?

### OPENING SLIDE

Thank you for your interest in the New Jersey State Council on the Arts Individual Artist Fellowships. My name is Kimberly Steinle-Super and I am Program Officer, Fellowships & Visual Arts at Mid Atlantic Arts Foundation.

This video is the second in a series of three designed to help you better understand the Individual Artist Fellowships program and help guide you through the application process.

The video you are currently watching will be addressing the second step in determining if you are eligible to submit an application: Is my work eligible? Please keep in mind that you AND your work must be eligible in order to apply for this program.

If you are able to meet all the eligibility criteria and are ready to submit an application, we invite you to watch the third video in this series which will show you how to use the online eGRANT application system.

And just as a reminder before we get started, the videos in this series are intended to help applicants gain a better understanding of the program and its requirements but are not intended as a substitution for the program guidelines, which are available on both the New Jersey State Council on the Arts and Mid Atlantic Arts Foundation websites. Please be sure to read the program guidelines in their entirety before submitting an application.

A transcript of this presentation is also available on the Mid Atlantic Arts Foundation website.

### 2020 CATEGORIES

As a reminder, categories offered for the 2020 award cycle will be:

Choreography  
Music Composition  
Poetry  
Sculpture

Only applications in these categories will be accepted for the 2020 Fellowships so if your work doesn't fall under one of these categories, please see the schedule of rotating categories in the guidelines and plan to apply in a future year.

Please also note that applicants may only submit one application in a single category each year.

### WORK SAMPLE ELIGIBILITY

All work samples submitted for consideration must meet a general set of eligibility criteria, regardless of medium. These require that:

- **[CLICK]** All work samples must have been produced within the eligible timeframe outlined by discipline in the program guidelines
- **[CLICK]** Work completed while the applicant was a matriculated student in a graduate, undergraduate or high school program is not considered eligible

- **[CLICK]** Works in progress and project proposals are not considered eligible work samples. For the purposes of this program, “complete” is considered to be the point at which the work is ready for public presentation.
- **[CLICK]** To help ensure that applications are reviewed solely on the artistic excellence of the work submitted, and not on the previous accomplishments or identity of the artist, the New Jersey State Council on the Arts has made the application review process completely anonymous for the panelists. Accordingly, applicants may not identify themselves or provide crediting information in their work samples, in the work sample file names, or on the work sample page of the online application. Including information such as, but not limited to, the artist’s name or signature, identifying initials or symbols, professional affiliations, and biographical information, may render the application ineligible. If it is not possible for this type of identifying information to be edited out of the work sample, it cannot be submitted as part of the application.
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### **TECHNICAL REQUIREMENTS**

We also want you to keep in mind that there are specific technical requirements for work submitted to this program. These requirements help with consistency but are also necessary to make sure the work samples submitted are compatible with the review software used by panelists.

In almost every case it is possible to convert whatever files you have available but we urge you to plan ahead when preparing your work samples for submission. We also have an extensive Work Sample Preparation Guide available on the Mid Atlantic Arts Foundation website which includes links to free online conversion resources and answers to many frequently asked questions.

[Requirements displayed on the slide]

### **CATEGORY-SPECIFIC REQUIREMENTS**

In addition to general work sample eligibility and technical specifications for work samples, each category has specific requirements for the work samples depending on the medium. We are going to quickly review what those are for each category but, again, please be sure to review the program guidelines before submitting an application. We also strongly encourage applicants to use the program guidelines as a checklist as they go through the application to make sure they are meeting all the requirements for their category.

### **CHOREOGRAPHY**

Original choreography in any and all dance styles as well as other types of choreographed movement intended for performance should be submitted in the Choreography category.

**[CLICK]** One video work sample demonstrating the applicant’s original choreographic work must be uploaded into the online application:

- **[CLICK]** The video should represent a single performance
- **[CLICK]** The uploaded file has a maximum time limit of 10 minutes
- **[CLICK]** The choreography demonstrated in the work sample must have been completed after July 16, 2016
- **[CLICK]** Only work choreographed by the applicant artist may be shown in the recording

- [CLICK] Recordings of staged productions are not required. Works performed and recorded in a studio or other contexts are also acceptable.
- [CLICK] Do not submit works in progress or work completed while the applicant was a student
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## **MUSIC COMPOSITION**

This category includes original compositions in any and all styles of music.

[CLICK] One audio recording of the applicant's original compositional work must be uploaded into the online application:

- [CLICK] The recording should represent a single composition
- [CLICK] The uploaded recording has a maximum time limit of 10 minutes
- [CLICK] Only work composed by the applicant artist may be heard in the recording
- [CLICK] The composition must have been completed after July 16, 2016
- [CLICK] Studio, live, and midi recordings of the composition are all considered eligible
- [CLICK] Do not submit works in progress or work completed while the applicant was a student

[CLICK] Applicants are encouraged to upload a score, lead sheet, or other written notation for the audio recording in the online application for the panelists' reference:

- [CLICK] All pages of the score should be numbered
- [CLICK] The score must be fully legible, particularly if the document has been scanned

## **POETRY**

All forms of poetry may be submitted in the Poetry category.

[CLICK] A manuscript of the applicant's original poetry must be must be uploaded into the online application:

- [CLICK] The manuscript must contain 5-10 pages of original poetry by the applicant artist
- [CLICK] Each poem must be clearly labeled with a title
- [CLICK] All poems in the manuscript must have been created after July 16, 2016
- [CLICK] All work samples must be submitted in English. English translations of work by authors other than the applicant are also not permitted.
- [CLICK] Do not submit works in progress or work completed while the applicant was a student

## **POETRY, CONTINUED**

The manuscript must be formatted according to certain specifications in order to help with legibility and consistency during the review process. All of these formatting requirements are listed in the program guidelines:

- [CLICK] Standard 8 ½" x 11" page size
- [CLICK] One-inch page margins
- [CLICK] Text must be 12 point font (Times New Roman or Arial only)
- [CLICK] Title pages may only serve as a table of contents for the submitted poems. Title pages will not be factored into the page count.
- [CLICK] Pages must be numbered, preferably in the lower right hand corner of each page

- **[CLICK]** There are no restrictions on line spacing; single, double, and shaped spacing are acceptable as long as all other formatting and page length requirements are met
- **[CLICK]** There has also been one change to the requirements for the manuscript this year. In cases where accompanying images are integral to the understanding of the written work the applicant may include illustrations or images in their manuscript. Please note, however, that only the applicant’s written work will be evaluated. The applicant must provide a photo credit or credits for the image(s) in the manuscript, or note that the images were created by the “applicant” to protect their anonymity. Stock photos, clip art, and other images that identify the applicant or are intended to embellish the manuscript will not be accepted. Please contact Mid Atlantic Arts Foundation if you have any questions about the eligibility of the images you would like to include in your manuscript.

## **SCULPTURE**

This category includes all forms of static and kinetic sculpture, as well as installations and three-dimensional public art.

Based on feedback from visual arts applicants, we have updated the work sample requirements this year to provide some additional flexibility. If you have any questions about the new requirements, please feel free to be in touch.

**[CLICK]** Four-to-eight digital images of the applicant’s original work must be uploaded into the online application:

- **[CLICK]** You may include detail shots but it is strongly recommended that at least four individual pieces of work are represented in your application, if feasible. Do not submit more than eight examples of your work.
- **[CLICK]** Composite images are discouraged as the detail may become too small for panelists to view properly.
- **[CLICK]** All work samples must have been created after July 16, 2016
- **[CLICK]** *No signatures, initials, or recognizable artist marks/identifiers may appear in the digital images*
- **[CLICK]** Do not submit works in progress or work completed while the applicant was a student

## **SCULPTURE, CONTINUED**

**[CLICK]** In addition to the four-to-eight digital images, sculptors of kinetic work may also submit a video demonstrating how the work samples move:

- **[CLICK]** The work shown in the video must be easily identifiable as the same work shown in the digital images. Do not submit additional work samples that are not identified in the images.
- **[CLICK]** Applicants may choose to submit a video of one or all of the kinetic work samples shown in the digital images
- **[CLICK]** All video footage must be compiled into a single file no longer than 10 minutes in total
- **[CLICK]** Do not submit promotional videos, still images presented as a slideshow, or interviews with the artist. Relevant interpretation of the work may be included in the panel statement

Finally, an important note for applicants whose sculptural work features digital or electric components (e.g. installation with interactive video projection or augmented reality, sculpture with digitized movement, etc.). Please be aware that panelists evaluating this category will be less specialized in digital technology and emerging media arts than panelists evaluating the Media/Digital/Electronic category. A full list of categories that are offered for this program are available in the program guidelines.

### **WATCH THE NEXT VIDEO**

We hope this video has helped provide a better understanding of the work sample requirements for the Individual Artist Fellowships program. If you are interested in applying, the third video in this series provides step-by-step instructions about how to create and submit an online application.

As a reminder, all of the information we have just reviewed is also available in the written program guidelines, which can be found on both the New Jersey State Council on the Arts and Mid Atlantic Arts Foundation websites. We will also link to the guidelines as well as the first and third videos in this series in YouTube description for this video, or you can click the link now to watch part three: How do I apply?

On behalf of the New Jersey State Council on the Arts and Mid Atlantic Arts Foundation, thanks again for your interest in the Individual Artist Fellowships.

## Part 3/3: How Do I Apply?

### OPENING SLIDE

Thank you for your interest in the New Jersey State Council on the Arts Individual Artist Fellowships. My name is Kimberly Steinle-Super and I am Program Officer, Fellowships & Visual Arts at Mid Atlantic Arts Foundation.

Welcome to the third and final video in a series of three designed to help you better understand the Individual Artist Fellowships program and guide you through the application process. If you haven't already, we suggest you go back and take a look at the first two videos to first confirm your eligibility.

The video you are currently watching will show you step-by-step how to complete the online application. All applications must be submitted online through Mid Atlantic Arts Foundation's eGRANT application system. Please also feel free to be in touch with Mid Atlantic Arts Foundation staff if you need any further assistance with the application. We will provide contact information at the end of the video.

And just as a reminder before we get started, the videos in this series are intended to help applicants gain a better understanding of the program and its requirements but are not intended as a substitution for the program guidelines, which are available on both the New Jersey State Council on the Arts and Mid Atlantic Arts Foundation websites. Please be sure to read the program guidelines in their entirety before submitting an application.

A transcript of this presentation is also available on the Mid Atlantic Arts Foundation website.

### LOGIN PAGE

[SWITCH TO BROWSER] The direct URL to the online application is:

<https://MAAFArtist.egrant.net>

This URL is also listed in the program guidelines for your reference.

[DEMONSTRATE] The first thing you'll want to do is open your internet browser and simply type the address into the bar at the top of the page. You can also follow the link that's provided on the Mid Atlantic Arts Foundation website.

For the best user experience, eGrant recommends using the most up-to-date versions of Firefox, Internet Explorer, Safari, or Chrome. If you need to install or update one of those browsers, you can simply click [DEMONSTRATE] the icons at the bottom of the page which are linked to the download page for the appropriate software. You will also need Adobe Reader installed in order to view or print your application later in the process.

The first step will be either registering or logging in.

If you have your login and password on hand, just type that information into the login fields and click "Login."

If you have forgotten your login information or can't remember if you've signed up previously – no problem – just click the "If you do not remember your account information, click here" link directly

below the login fields. [DEMONSTRATE] You can search the entire eGrant system by exact username or email and if something is found, the system will send you an email with your login information.

If nothing is found using the automated retrieval system, you may want to try searching for another email address or username. If you're still not finding anything, your best option is just to create another account or you can also contact me at [Kimberly@midatlanticarts.org](mailto:Kimberly@midatlanticarts.org) for assistance. [CLICK BACK]

If this is your first time applying for an Individual Artist Fellowship and you do not yet have an eGrant account, click "To register as a new eGrant user, create an account" above the login fields. This will take you to the registration page. [DEMONSTRATE]

## REGISTRATION PAGE

On the registration page, you will be prompted to fill out some information about the applicant.

When you are ready to register, click the "Proceed" button. A confirmation email will be sent to the address with which you registered. Keep this information in a safe place to access your account at a later time.

Once you have registered, you will be logged in automatically and will be given the option to proceed to the eGrant website.

I'm logging in here with a test account so I'm going to return to the login page since I don't need to register again. [CLICK BACK]

## LOGIN PAGE

So again, all you need to do if you have your account information on hand, is enter it into these fields and hit "Login." [DEMONSTRATE]

## DRAFTS

OK so I have successfully logged in and you can see that my name is in the upper right hand corner of the page as well as the option to log out.

You'll notice on the left sidebar that there are a number of options. If you're logging in for the first time, the default page will list some Instructions for how to use the site.

The Opportunities tab lists the grant opportunity that is currently available. If you don't see the New Jersey application listed in that column, that means you either already have an application started in your Drafts folder or that you have already completed your application, in which case you will see a record of the completed application in your History folder. As a reminder, applicants may only submit one application in a single category so you can only generate one application at a time in the eGrant system.

So to generate a New Jersey application, I am simply going to click "2020 New Jersey State Council on the Arts" link under the Opportunities tab. [DEMONSTRATE]

## NEW JERSEY APPLICATION INSTRUCTIONS PAGE

Once you have started your application, the first page to which you will be taken is an instructions page. There is nothing to fill out on this page but you will want to read the instructions.

If you haven't already at this point, please remember that the program guidelines should be reviewed carefully in their entirety prior to completing the application. We've linked to those guidelines throughout the application for easy reference.

The application itself consists of five separate pages:

- **Instructions**
- **Applicant Profile**, which collects the applicant's contact information, resume, and optional demographic information
- **Work Sample**, where applicants will upload their work samples files and provide information about each work sample
- **Consent Page**, which outlines the terms to which the applicant must agree in order to submit the application
- **Submit**, which outlines any errors found in the application or notifies the applicant that all required fields have been completed before the application is submitted

So I've reviewed the guidelines and the instructions provided on this page. How do I navigate to the next page of the application? At the top and bottom of every page of the application, there will be a navigation bar that will allow you to access each page, as well as save your work.

If you are ready to move on to the Applicant Profile page, click the "Next" button, which will move you to the Applicant Profile page. **[DEMONSTRATE]**

So before we get into filling out the application itself, let's just hypothetically say you have just been interrupted and you need to come back and finish the application at a later time. The most important step is to SAVE YOUR WORK before exiting the application. So I'll just go ahead and enter my category as Choreography and click "Save" so I have some information entered. **[DEMONSTRATE]**

To log out, click the button in the upper right hand corner of the page. **[LOG OUT]** Once you are returned to the login page, you know you have been successfully logged out.

OK so I'm ready to get started on the application again so I go ahead and log in. **[LOGIN]** You'll notice that when I return to the application after I've already started a draft it looks a little different. Instead of landing on the Instructions page, I'm now in my Drafts page and you can see the application I just generated is listed here. You will also notice that the New Jersey option is now gone from the opportunities tab and again this is just because I have started an application and it has been moved to the Drafts folder.

The first thing you'll want to do to re-enter the application is select the application you want to work on by clicking the box to the left of the Application Type column. Once you've done that several of those icons at the top of the page are going to become darker and clickable:

The "Contact" button will generate an email to the project administrator.

The “Guidelines” button will link to the written program guidelines in .PDF format. [\[DEMONSTRATE\]](#)

The “View” button will pull up a summary of the application. And we will come back to this option a little later on.

When you are ready to resume work on your application, click “Edit” to reenter the application. This is an important function of the system as it allows you to regain access to an application which has been started by not submitted.

You will also have the option to delete your application draft. This will permanently delete any work you have already done on the application including any work sample files that you have uploaded. If you delete your draft, you may start a new application at any point prior to the deadline by clicking on the “Opportunities” tab and generating another application draft.

We want to continue working on the application right now so we’re going to click that edit icon with the little pencil. Once you click the “Edit” button, you will be brought right back to the “Instructions” page of the New Jersey application. From there, navigate through the remaining pages to pick up where you left off. [\[CLICK THROUGH TO APPLICANT PROFILE PAGE\]](#)

### **APPLICANT PROFILE PAGE**

In the Applicant Profile page, you will be asked to select the artistic category to which you are applying and provide basic contact information. Nothing on this page will be seen by the panelists.

Just a note that wherever you see a little red asterisk after the field, that means the field is required so you will need to provide information in all of those fields before the system will allow you to submit.

On the lower half of the page, you will provide information about any previous New Jersey State Council on the Arts Individual Artist Fellowships you may have won.

New Jersey State Council on the Arts also collects optional demographic information that provides the Council with important data about the communities they serve. This information is used for statistical purposes only and will not be seen by the panelists or otherwise inform the selection process.

Finally, all applicants must include a Biography/Career Summary. Use this space to describe your educational background and professional achievements. This is used for administrative purposes and will not be seen by the panelists. As such, you may include names and dates.

We strongly recommend that you draft your responses in a word processing program then copy and paste the text into any field that requires a longer narrative response. Please note, however, that formatting applied in the Word processing program may not transfer, or transfer correctly, to the application.

For security reasons, the system is set up to automatically log you out after 90 minutes if you haven’t saved or navigated between pages in that time so please be attentive while filling out the form and save your work if you need to step away.

And just to reiterate, you do not need to complete the application all at once. Applicants can fill out a

portion of the application and log back in at a later time and that saved information will still be there for you.

Before discussing the Work Sample pages for each category, it is important to understand how the application works to ensure that you are supplying the correct information. The category the applicant selects on the Applicant Profile page [SHOW DROPDOWN] will determine what specific work sample information they are required to provide in the following pages of the application. Some of you might know this as conditional formatting but it basically just allows applicants to see only the information that is relevant for them depending on the category they are applying to.

So let's take a few minutes to go through the application pages for each category. And we will just start off with Choreography.

## VIDEO

[MOVE TO NEXT PAGE] When I click the next button when I've selected Choreography on the Applicant profile page, I'm taken to a Video work sample page as you can see here. At the top of the page you can find a link to the program guidelines and again it's really important to read review them thoroughly before submitting your application.

Before we start discussing the work sample pages themselves, I want to remind everyone that anonymity is a cornerstone of the Individual Artist Fellowships program so it is extremely important that you remove any identifying information from the work samples and do not provide any information which might reveal your identity to the panelists. While the panelists won't see any of the information you include on the Application Profile page, we do provide them with the information on the work sample page so it's very important that everything you include on the pages we are about to discuss is kept anonymous.

Moving down the page the first requirement will be a work sample file upload. We do not accept hard copies of the work sample or work sample files sent to us as email attachments separate from the application so every category requires work samples to be uploaded into the online application. Let's quickly review how to use the upload feature.

[DEMONSTRATE] To upload a file, click "Browse". A new window will open. Navigate to where the file is saved on your computer and click "Open".

The name of the selected file will now be listed in the field.

To finish the upload process, click the "Save" button at the top of bottom of the page.

If the file has successfully uploaded, you will see the file name, along "View" and "Delete" buttons. Please note that the "Delete" button does not indicate that there is anything wrong with the file. This function allows you to remove a file from the application – if you decided to submit a different work sample, for example.

If you have attempted to upload the incorrect file type you will receive a red error message asking you to upload the correct file type. [DEMONSTRATE] So just to demonstrate, I am going to remove this .mp4 file from the application and try to upload a .PDF file. You'll see when I try to save that file, I get an error message. You would need to fix this before the system will let you submit this application.

Moving on down to the fields, applicants will be asked to provide some information about the work sample they have just uploaded. This will vary depending on your category but I encourage our viewers to watch as I go through each category - even if it's not the category you are applying to - to help give you a better sense of how to complete the application.

Choreography applicants will be asked to provide:

- Title of the work
- Length of the full work and the length of the work sample submitted
  - So for example, if you are submitting an 8-minute clip from a 30-minute performance, 30 minutes would be the length of the full work and 8 minutes would be the length of the work sample
  - Please note that the length of the submitted sample may be the same as the length of the full work, if the full work is 10 minutes or under
- The month and year of completion - [SHOW DROPDOWN] And as you can see here this is actually a drop-down field where every date listed is eligible, so if you don't see the date for your work, you will need to select another work sample
- Next, you'll see an optional field for a panel statement. This is actually a new component of the application this year.

Applicants are given space to address the following optional prompt:

**“Is there any other information you want to provide for the panelists to help them better understand the work submitted in this application?”**

The panel statement is at all times secondary to the work samples, but is intended to provide all applicants with a space to convey non-biographical information to the panel that is key to the reception and full appreciation of the submitted work.

If you choose to include more information about your work in this section IT MUST BE KEPT ANONYMOUS. **If any identifying or biographical information is found, the entire panel statement will be removed from the application and not shared with the panelists.** Administrative staff is not going to edit or alter the panel statement in any way but we will omit that section from your application to keep it anonymous if you do include biographical information.

Acceptable topics to address in the panel statement could include any of the following:

- Artistic interpretation or theoretical background of the work
- Your artistic philosophies as they relate to the submitted work
- How you physically or conceptually produce your work
- Your creative habits/inspiration
- If applicable, additional visual description. So this might be helpful in cases when work is not easily captured or is otherwise difficult to understand.
- As well as any non-biographical information that helps the panelists situate your work samples within your larger body of work as an artist, if relevant

Please do NOT include:

- Information about awards, fellowships, grants, or residencies that you have received
- Your exhibition, performance, publication history, or educational background

- Details about the exhibition, performance, or publication of the submitted work
- Information about your personal identity (name, gender, ethnicity, race, age, residency, etc.)
- Information about former or current employment
- Any indication, hinted or overt, of where the applicant is in their career (e.g. “I have been practicing for 30 years” or “After recently graduating...”)

**Please note that applicants are limited to 750 characters, including spaces.**

As we go through each category, you will see that applicants in every category will now have the option to include a panel statement.

Once you’ve filled out this page of the application, you can just go ahead and click next to review the terms of the program and submit your application. However, today, I’d like to take a few minutes to go through each of the categories to show what each Work Sample page looks like depending on the category you’ve selected.

### **MUSIC COMPOSITION**

**[DEMONSTRATE]** So I’m just going to click the back button to return to the Applicant Profile page, but now I’m going to select Music Composition as my category. Because this category requires audio work samples, it is going to take me to the audio work sample page.

Music Composition applicants will be asked to provide the following information about the work sample:

- Title of the work
- Length of the full work
- Length of the submitted work sample
- The month and year the work was completed
- An optional field where applicants can upload a score, lead sheet, or other written notation for the submitted audio recording for the panelists’ reference. And we do strongly encourage applicants to submit written notation if it is available.
- And finally, Music Composition applicants can also include an optional panel statement

### **POETRY**

**[DEMONSTRATE]** So I’m going to return to the Applicant Profile page again so we can take a look at the Poetry application. And again I’ll just select Poetry as my category and as you can see, I’m brought to a the work sample page that collects text.

Applicants must provide information about the work sample including:

- Title of the manuscript (we recommend using the title of the first submitted poem for easy reference)
- Length of the manuscript (number of pages submitted, 5-10)
- The month and year the collection of poems was completed. Select the completion date of the most recent poem, noting that all poems in the manuscript must have been created after July 16, 2016.

- Applicants should list the titles of all poems included in the manuscript in the synopsis section of the application. Do not provide any other information in this section.
- And finally, the optional panel statement

## IMAGE

The last category, Sculpture, requires image work samples. [DEMONSTRATE] Let's take a look at that Work Sample page. Here again you can see we are brought to a different Work Sample page for images when I've selected Sculpture as my category.

I'd like to really quickly review the upload for images specifically as this works a little differently.

[DEMONSTRATE] Just like audio, video, and text work samples, you use the same process to select and save your file: click "Browse", A new window will open, navigate to where the file is saved on your computer and click "Open".

The name of the selected file will now be listed in the field and then you finish the upload process by clicking the "Save" button at the top of bottom of the page.

Once the file has successfully uploaded, you will also see that "Delete" button but now you will have a thumbnail of the image instead of the file name. We strongly recommend that all applicants click on each of the thumbnails to make sure the image has uploaded properly.

To make sure that everything is compatible with the review software used by the panelists to evaluate the work, images will be automatically resized by the application software to meet the pixel size requirement specified in the Technical Requirements section of these guidelines if they are not already sized properly. Although uncommon, it is possible for images that do not meet this dimension requirement to become distorted or pixelated during the automated resizing process after being uploaded into the application particularly if they are an irregular proportion. So it's very important applicants upload their image files directly into the application and check them to make sure everything looks correct. If those preview images look correct to you, you're good to go because that is what the panelists will see, as well. If you have more questions about this process or if something is looking a little off in the image preview, we have a work sample preparation guide that covers many of the frequently asked questions about image upload and resizing, which is available on the Mid Atlantic Arts Foundation website.

Ok so turning back to the Work Sample page fields, applicants will be asked to provide some information about each work sample they are uploading:

- Title of the work sample
- Medium
- Dimensions
- Month and year of completion
- Applicants should also describe the technique, materials, and technical processes related to the creation of the work samples in the technical information sections of the online application. The Technical Information is JUST information about how you physically created the work. So for example, an applicant might want to discuss their casting method or perhaps how the framework of a site-specific installation was built out in the Technical Information section.

- If you do want to talk more about your artistic philosophy or provide some additional explanation, you can do so in the panel statement field.

Now when you scroll down, you'll see that there is a section to upload and provide information about up to eight work samples. The last four sections are optional so you do not need to upload anything in those fields, if you choose to only submit four images. That said, please do keep in mind that we strongly recommend visual arts applicant show at least four different examples of their work in the application.

You also do not have to have a unique answer for every field so if your technical process is the same for every work sample you are submitting it's totally fine to provide the same answer.

At the very bottom of the page, applicants submitting kinetic sculpture can also upload a video in the field provided.

### **SUBMISSION CONSENT PAGE**

After applicants have uploaded their work samples and filled in all related information for their respective categories, all applicants will be required to provide their consent to the terms and conditions of the New Jersey State Council on the Arts Individual Artist Fellowships program. **[DEMONSTRATE]** So when you're ready to continue, click next. Please review the information provided on this page carefully, as it confirms many of the eligibility requirements outlined in the program guidelines.

Applicants must click select "I Agree" in the dropdown menu in order to submit their applications. Applicants who do not agree with the terms and conditions are not considered eligible and will not be allowed to submit their applications.

### **SUBMIT PAGE**

Finally, when you're all set and ready to submit, click next move to the last page of the application that either confirms all required fields have been completed, or notifies the applicant that they will need to return to the application to fill in missing information. If errors are found, they will be listed on this page. So here you can see that I have a lot missing in my application and I'm not going to go back and fill in everything today but you may see a few of these reminders if you haven't filled in all of the required fields. If you HAVE completely filling out the application, you will see a submit button along with a message telling you your application may be submitted. So just go ahead and click that button to complete the submission process.

Once the application has been submitted, you will no longer be able to make changes so please review the information carefully prior to submission. Feel free to navigate through the application using the next and previous buttons to review your information. Applications cannot be re-opened if the applicant accidentally submits the application prematurely so please be sure to take the time you need to fully review the information you have provided. If you are unsure of the eligibility requirements, please review the guidelines and contact Mid Atlantic Arts Foundation prior to submitting the application.

After you have successfully submitted your application, you will receive a confirmation message in eGrant as well as an automatically-generated confirmation email. No further actions are required at this point.

I will note that submitting your application means that you have filled in all the required information and provided the correct work sample file types but it does not necessarily mean that you have met all eligibility and technical requirements. We try to provide some reminders throughout the application but it is ultimately up to the applicant to make sure they are following the guidelines.

**[DEMONSTRATE]** If you would like to print or save a copy of the application for your records, return to the main menu by clicking the “Return to homepage” link or by clicking the eGrant.net icon at the top of the page.

To access a specific application, you must select the application by clicking the box to the left of the “Application Type” column, then clicking the “View” icon at the top of the page. On the next page you’ll see these two options and you’ll want to click the Applicant PDF to pull up a complete record of your application. The Reviewer PDF is what the panelists will be seeing from your application along with your work samples so you can also take a peek at that if you’re interested.

A .PDF document will pop up with the application summary. So my version here has the big DRAFT watermark because this application has not yet been submitted but if you have already submitted the application, yours should not.

## **CONTACT INFORMATION**

So as I mentioned in the introduction in the first video in this series, Mid Atlantic Arts Foundation administers the application submission and review on behalf of the New Jersey State Council On The Arts through an ongoing partnership, and we are here to help you through the application process. Please feel free to be in touch. Questions regarding the program guidelines, application process, or other technical issue should be directed to me and again my name is Kimberly Steinle-Super and I am Program Officer, Fellowships & Visual Arts. You can reach me by email at [Kimberly@midatlanticarts.org](mailto:Kimberly@midatlanticarts.org) or by phone at 410-539-6656x101, Monday through Friday, 9am to 5pm. Assistance will only be available until 4:30pm on the day of the deadline and will not be available on federal holidays. I do want to mention that applicants receive assistance from MAAF staff on a first-come, first-served basis and should be aware that demand increases significantly shortly before the deadline so please be in touch as early in the application process as possible if you need assistance to make sure we can get back to you in a timely fashion.

We hope this series of Application Assistance Videos has been helpful. Thank you for watching this presentation and for your interest in the New Jersey State Council on the Arts individual Artist Fellowships.