

MARYLAND STATE ARTS COUNCIL

INDIVIDUAL ARTIST AWARDS FY2019 Program Guidelines

Creative Non-Fiction/Fiction
Digital/Electronic Arts
Media
Theater Solo Performance
Painting
Works on Paper

Deadline:
Wednesday, July 25, 2018, 4:30 PM EST

Administered by



MID ATLANTIC
ARTS FOUNDATION

ACCESSIBILITY



For individuals who are deaf or hard-of-hearing, call Maryland Relay at 1-800-735-2258 or dial 711.

This document is available in .PDF format and as a Word file at www.msac.org and www.midatlanticarts.org. The Word version is designed with headers to be screen reader-friendly.

MARYLAND STATE ARTS COUNCIL

The Maryland State Arts Council (MSAC) is an agency of the Maryland Department of Commerce, Division of Tourism, Film and the Arts

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INDIVIDUAL ARTIST AWARDS

MSAC Individual Artist Awards (IAA) are grants awarded to Maryland artists to encourage and sustain their pursuit of artistic excellence. Grant recipients are selected through an anonymous, highly competitive adjudication process. A limited number of awards of \$1,000, \$3,000, and \$6,000 will be offered this year:

- A \$6,000 reflects the panel's evaluation that the applicant's work has achieved an exceptionally high level of artistic excellence
- A \$3,000 reflects the panel's evaluation that applicant's work is approaching the highest level but it has not yet been achieved
- A \$1,000 reflects the panel's evaluation that applicant's work shows potential to achieve the highest level and should be encouraged through this award

MSAC IAA are aimed at benefiting all Maryland residents regardless of political or religious opinion or affiliation, marital status, race, color, creed, age, national origin, sex or sexual orientation, physical or mental disability, or geographic location within the state.

ADMINISTRATION

Mid Atlantic Arts Foundation (MAAF) administers the application submission and review process on behalf of MSAC through an ongoing partnership. Post-award, all aspects of the program are managed by MSAC directly, including applicant notification, administration of the individual grants, and final reporting. MAAF and MSAC staff facilitate the review process but do not influence the panels' evaluations of artistic excellence, or make award recommendations.

COMPETITION CATEGORIES

Competition categories are rotated on a triennial basis. Applicants are asked to self-select the category which they feel best represents their work as long as it generally appropriate for submission in any given discipline. Your work should be *primarily based* in the medium of the category in which it is submitted, even if components of the work are interdisciplinary. If, upon review, the panelists feel your work would be better represented by a category different than the one in which it was submitted, they may choose to lower the overall score of the application. Administrative staff reserve the final right to determine whether or not the work submitted is eligible in any given category.

FY 2019 Artistic Categories

[These are the only categories offered for the July 25, 2018 deadline. See below for the other categories that will be offered in coming years.](#)

- Creative Non-Fiction/Fiction
- Theater Solo Performance
- Digital/Electronic Arts
- Media
- Painting
- Works on Paper

FY 2020 Artistic Categories

[Do not apply in these categories this year. Applications will be denied.](#)

- Dance Choreography
- Dance Solo Performance
- Classical Music Composition
- Classical Music Solo Performance
- Poetry
- Sculpture
- World Music Composition
- World Music Solo Performance

FY 2021 Artistic Categories

[Do not apply in these categories this year. Applications will be denied.](#)

- Non-Classical Music Composition
- Non-Classical Music Solo Performance
- Playwriting
- Crafts
- Photography

WHO MAY APPLY

- Individuals who are Maryland residents, 18 years of age or older
- Applicants must have established residence and be living in Maryland at least six months prior to the application deadline and must be residents living in Maryland at the time the award is granted by MSAC. Proof of residency may be required.
- The applicant must be the artist whose original work is represented in the work samples

WHO MAY NOT APPLY

- Individuals enrolled in high school or any undergraduate classes or programs during FY 2019 (July 1, 2018 - June 30, 2019)
- Individuals pursuing graduate instruction in any MSAC IAA artistic category during FY 2019 (July 1, 2018 – June 30, 2019)
- Collaborating artists may not apply for their collaborative work
- Artists who received a \$6,000 MSAC IAA for FY 2017 or FY 2018

ADDITIONAL RESTRICTIONS

- Applicants may only submit one application in a single category per year
- All work samples must have been produced within the eligible timeframe outlined by discipline in the proceeding “Application Requirements by Category” section of these guidelines.
- Previous MSAC IAA recipients may not resubmit winning work, including any portion or variation of winning work. If an IAA recipient resubmits winning work or any portion or variation of winning work, the application will be considered ineligible.
- **Work completed while pursuing a high school diploma or an undergraduate or graduate degree in any MSAC IAA artistic category may not be submitted**
- Only completed work may be submitted. Works in progress and project proposals are not considered eligible. For the purposes of this program, “complete” is considered to be the point at which the work is ready for public presentation.
- Applicants may not identify themselves or provide crediting information in their work samples, in the work sample file names, or in the information provided about the work samples in 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. Please see page 6 for more details.

Notice: Certain personal information requested by the Department of Commerce is necessary in determining eligibility for grants. Failure to disclose this information may result in the denial of one or all of these benefits or services. Availability of this information for public inspection is governed by the provisions of the Maryland Public Information Act, Title 4 of the General Provisions Article of the Annotated Code of Maryland. This information will be disclosed to appropriate staff of the Department, or to public officials, for purposes directly connected with administration of the program for which its use is intended. Such information is routinely shared with state, federal, or local government agencies.

ADJUDICATION PROCESS

The review process consists of three rounds of review: a numeric rating for the preliminary round, a funding recommendation (yes, no, or maybe) for second round, and an amount recommendation for the highest scored applicants during the third round. Each application is reviewed by a panel of three evaluators whose combined scores are the basis for determining the cutoff at each round. The cutoffs and all discussion pertaining to grant amount recommendations are closely directed and overseen by Council staff.

All work is judged anonymously by out-of-state jurors. Jurors’ decisions are based solely on artistic merit, as demonstrated in the submitted work samples.

Jury meetings will take place in the offices of MAAF in Baltimore, Maryland, throughout the fall of 2018 and are open to the public. If you wish to observe a jury meeting, please contact Kimberly Steinle-Super at kimberly@midatlanticarts.org for specific meeting dates and times.

NOTIFICATION

Applicants will be notified of award decisions in writing no later than **April 2019**. MSAC notifies all applicants, whether they receive an award or not.

HOW TO APPLY

All IAA applicants must submit an online application through MAAF's eGRANT© system. Applicants must create an account and login in order to access the application.

<https://MAAFArtist.egrant.net>

The application must be completed in its entirety online. All work samples are accepted digitally as uploads within the online application. Work samples that are mailed as hard copies or emailed as attachments to MAAF or MSAC will not be considered. Applicants must provide their digital consent to the terms and conditions of the program in order to submit an application for consideration.

It is strongly recommended that you prepare and upload your work samples early in the application process. Please upload one file at a time, save the page between uploads, and remember that uploads may take several minutes depending on connection speed.

DEADLINE

4:30 PM EST on WEDNESDAY, JULY 25, 2018

All 2019 IAA applications must be successfully submitted by that time. No exceptions will be made to the deadline.

APPLICATION ASSISTANCE RESOURCES

MSAC and MAAF offer several application assistance resources for prospective IAA applicants.

WEBINARS

Allow applicants to attend a scheduled training session online and offer opportunities to ask general questions about the program and application. Applicants will receive an overview of guideline requirements and instructions on how to use the eGRANT© system.

Registration is required to participate in the Application Assistance Webinars. Individuals that register for the Webinars will receive the connection information and instructions via email. To register, please follow the link listed next to your desired Webinar date.

- WEBINAR 1:** **May 31, 2018** | 1:00 PM – 2:30 PM
🔗 <https://attendee.gotowebinar.com/register/2924461625738438401>
- WEBINAR 2:** **July 7, 2018** | 10:00 AM – 11:30 AM
🔗 <https://attendee.gotowebinar.com/register/8523845536466810625>

APPLICATION ASSISTANCE VIDEOS

Lead the artist through the guidelines and application process and cover many of the same points as the webinars listed above. This series of three videos is available online at <http://www.midatlanticarts.org/grants-programs/grants-for-artists/#state-fellowships> under the Maryland tab.

WORK SAMPLE PREPARATION GUIDE

Assists artists with the technical requirements for audio, video, image and literary work samples and addresses many frequently asked questions. The document is available online at <http://www.midatlanticarts.org/grants-programs/grants-for-artists/#state-fellowships> under the Maryland tab.

Individuals who are deaf or hard-of-hearing may contact MAAF to request a transcript of the webinar/video.

CONTACTING MAAF

If you have reviewed the available resources and need assistance, or have questions pertaining to the program guideline requirements, please contact:

Kimberly Steinle-Super
Program Officer, Fellowships & Visual Arts
Mid Atlantic Arts Foundation
kimberly@midatlanticarts.org
410-539-6656 x101

- Support is available 9:00 AM through 5:00 PM EST, Monday through Friday.
- *Applicants are encouraged to request assistance as early in the application process as possible.* 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.
- MAAF is not able to assist with the recording or editing of work sample content.
- Due to the high volume of applications, MAAF is not able to verify receipt of applications by telephone. The online eGRANT© application provides electronic notification via email of application submission. If you do not receive a confirmation email, please check your email spam folder then contact Kimberly via email to request confirmation of receipt.

TECHNICAL REQUIREMENTS

All files uploaded into the application must be formatted according to the following specifications.

AUDIO FILES must conform to the following specifications:

- File type: .MP3 only
- File size limit: 20 MB maximum for each upload
- File must be stripped of any identifying metadata

IMAGE FILES must conform to the following specifications:

- File type: .JPG only
- Recommended dimensions: 1240 pixels in the longest dimension
- Recommended file size: 2 MB maximum for each image

VIDEO FILES must conform to the following specifications:

- File type: .MP4 or .MOV
- Size limit of 250MB per video file
- File must be stripped of any identifying metadata

LITERARY MANUSCRIPTS must conform to the following specifications:

- File type: .PDF only
- All pages of the manuscript must be compiled into a single .PDF document

ALL FILES

To help avoid errors in the online application, the names of all uploaded in the application should follow these guidelines. When naming your work sample files:

- Do not use punctuation marks, symbols or any other non-alphanumeric characters
- Do not include any accents or non-Latin letters (e.g. è, ø, þ, ü, ñ, etc.)
- Do not include applicant's name in the work sample's file name
- Be aware that file names longer than 32 characters will be automatically truncated by the eGRANT© software
- Capital letters and spaces are acceptable

ANONYMITY

Anonymity is a cornerstone of the IAA program. 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. This means your name or signature, but also other biographical information such as previous awards you have received, exhibition or performance history, workplace, etc., that may make your work more recognizable to a panelist.

Identifying information should not be:

- Heard in the recording (audio and video files)
- Included in the file names
- Embedded into the files as metadata (audio and video files)
- Be visible as signatures, initials, or artist marks within a digital image
- Included anywhere in the manuscript submitted for literary categories

NEW: ARTISTIC STATEMENT

Applicants will now have the option to provide an artistic statement with their application. This statement should convey to the panel things such as your artistic inspiration, philosophy, evolution of style, current direction, etc. Artistic statements will only be referenced when requested by the panel. Artists who choose to submit an artistic statement should be aware that statements must not include any biographical or identifying information. The artistic statement is at all times secondary to the support materials, which are the sole basis for determining artistic excellence.

APPLICATION REQUIREMENTS BY CATEGORY

Please review the work sample specifications for your specific category carefully when preparing your application. Applications that do not meet all guideline and eligibility requirements outlined in these guidelines are subject to disqualification.

Creative Non-Fiction/Fiction

Various forms of fiction writing including novels, novellas, and short stories, as well as creative non-fiction

A 10-20 page section of a single, original work by the applicant must be uploaded into the online application:

- The full work must have been completed after July 25, 2015
- The submitted manuscript must represent a contiguous portion of the full text (do not submit a collection of excerpts)
- Translations are not permitted
- All work samples must be submitted in English
- Do not submit works in progress or work completed while the applicant was a student

The manuscript must be formatted according to the following specifications:

- Standard 8 ½" x 11" page size
- Double spaced
- One-inch page margins
- Text must be 12 point font (Times New Roman or Arial only)
- Title pages may only include the name of the work. Title pages will not be factored into the page count.
- Pages must be numbered, preferably in the lower right hand corner of each page
- **NEW:** In cases where accompanying images are integral to the understanding of the written work, such as graphic novels, 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

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anonymity. Stock photos, clip art, and other images that identify the applicant or are intended to embellish the manuscript will not be accepted.

Applicants must provide information about the work sample including:

- Title of the work
- Length of the full work in pages
- The month and year of completion
- A short, two-to-three sentence synopsis of the full work. Do not provide any other information, including interpretation of the work or crediting information (e.g. publication details or literary agent information).

Digital/Electronic Arts

Work in which technology is an essential element of the work's creation, presentation, or understanding

ELIGIBILITY CHECK

Before starting an application, applicants submitting in the Digital/Electronic Arts category should reference their work against the following criteria to help ensure eligibility.

Examples of appropriate work include:

- 2D works which derive their meaning from being created or displayed on computers or other electronic media
- Sculptural works incorporating digital technology or electronic movement
- Interactive installations including immersive virtual environments
- Internet projects
- Transmedia
- Other image, text, audio, or video works rooted in technology

Work that would **NOT** be considered appropriate includes:

- Work in which digital technology is used primarily as a tool for production and does not significantly contribute to the meaning of the work, such as certain types of graphic design or video/photo editing
- Works that are comprised solely of digital and software manipulation of drawings, paintings, and print images or scanned objects are not eligible in this category
- Computer manipulation of photographs is not eligible
- Works in which the computer is only a vehicle for reproduction (e.g. scanned paintings, etc.)
- Static installations must be entered into discipline most dominant (e.g. an installation of illustrated paper cutouts should be submitted in the Works on Paper category)
- No performances are eligible in this category

Eight digital images and one video representing the applicant's original work must be uploaded into the online application:

- These eight images may include up to four detail shots but at least four different works must be represented
- No composite images of the work samples will be reviewed. A composite image is a single image file that is comprised of multiple images in order to show more than one perspective or detail of the work. Applications including composite images may be disqualified.
- All work samples must have been created after July 25, 2015
- The video must demonstrate how the work samples function
- All video footage must be compiled into a single file no longer than 10 minutes in total
- The work represented in the video must be clearly identifiable as the same work shown in the digital images
- Video may only demonstrate the functionality of the submitted work samples. Do not submit promotional videos, still images presented as a slideshow, interviews with the artist or other commentary which provides interpretation of the work.

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- No signatures, initials, or recognizable artist marks/identifiers may appear in the digital images or within the videos
- Do not submit works in progress or work completed while the applicant was a student

Applicants should be prepared to supply the following information about each work sample in the online application:

- 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 section of the online application. Do not provide interpretation of the work or information about your creative process.

Notes for Visual Digital/Electronic Applicants:

- Images will be automatically resized by the application software to meet the pixel size requirement specified in the *Technical Requirements* section of these guidelines. 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. It is therefore recommended that applicants resize their images prior to upload and preview each upload prior to submission by clicking the thumbnails. For more information and answers to frequently asked questions about resizing, please reference the Work Sample Preparation Guide (see page 4 for more information).
- Images will be shown in the order they are uploaded, four at a time and will appear as you see them in the image preview on the application. Images are viewed on laptops and projected via high definition digital projectors.

Media

Film, Video, Audio

Two examples of the applicant’s original video or audio work must be uploaded into the online application:

- Each uploaded recording has a maximum time limit of 10 minutes
- Each uploaded recording must be of a different work
- The submitted recordings must represent contiguous sections of each work
- Do not submit more than one work in each upload (compilations are not considered eligible)
- Both works must have been completed after July 25, 2015
- The applicant artist must be solely responsible for the creative decisions regarding conception, directing, and editing of the work submitted (collaborations are not considered eligible)
- Do not submit works in progress or work completed while the applicant was a student

Applicants should be prepared to supply the following information about each work sample in the online application:

- Title of the work
- Length of the full work
- The month and year of completion
- Applicants must also include other relevant technical details about the creation of the work in the technical information section of the application (e.g. equipment used, methods of editing, etc.). If working as the head of a production team, artists should explain their specific role(s) in the creation of the work.

Theater Solo Performance

Acting, Dramatic Reading, Puppetry, Recitation, Storytelling, Performance Art, and Other Forms

Two examples of the applicant's performance work must be uploaded as video recordings into the online application:

- Each uploaded recording has a maximum time limit of 10 minutes
- Each uploaded recording must be of a different play/story being performed
- The submitted recordings must represent contiguous sections of each play/story
- Do not submit more than one play/story in each upload (compilations are not considered eligible)
- Both performances must have been recorded after July 25, 2015
- If the applicant appears with another performer or performers on the submitted samples, the applicant must be easily identifiable as the main performer in both performances
- Do not submit work completed while the applicant was a student

Applicants should be prepared to supply the following information about each work sample in the online application:

- Title of the work
- Length of the full work
- The month and year the performances were recorded
- Applicants should also include the name of playwright/author of the performed work in the Technical Information section of the online application, or indicate that the piece was written by the "Applicant" to maintain anonymity. No other crediting information should be provided. Applicants may also include relevant information about technique in the Technical Information section of the application (e.g. Marionettes vs. hand puppets) when applicable.

Note for Theater Solo Performance Applicants:

- Applicants are only evaluated on their performance. While performers may be assessed, in part, based on how they use or relate to specific elements of the costuming or space in which they performing, the artistic quality of the objects incorporated into the performance will not be considered.

Painting

Acrylic, Gouache, Oil, Watercolor, Tempera, Encaustic, Mural/Fresco, Graffiti, Painting Incorporating Mixed Media, and Other Forms

See application requirements for Works on Paper

Works on Paper/Paper Art

Book Arts, Drawing, Printmaking, Charcoal, Pastel, Collage, Installations or Sculptural Forms Constructed from Paper, and Other Forms

Eight digital images of the applicant's original work must be uploaded into the online application:

- These eight images may include up to four detail shots but at least four different works must be represented
- No composite images of the work samples will be reviewed. A composite image is a single image file that is comprised of multiple images in order to show more than one perspective or detail of the work. Applications including composite images may be disqualified.
- All work samples must have been created after July 25, 2015
- *No signatures, initials, or recognizable artist marks/identifiers may appear in the digital images*
- Do not submit works in progress or work completed while the applicant was a student

Applicants should be prepared to supply the following information about each work sample in the online application:

- Title of the work sample
- Medium

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- 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 section of the online application. Do not provide interpretation of the work or information about your creative process.

Notes for Visual Arts Applicants:

- Images will be automatically resized by the application software to meet the pixel size requirement specified in the *Technical Requirements* section of these guidelines. 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. It is therefore recommended that applicants resize their images prior to upload and preview each upload prior to submission by clicking the thumbnails. For more information and answers to frequently asked questions about resizing, please reference the *Work Sample Preparation Guide* (see page 4 for more information).
- Images will be shown in the order they are uploaded, four at a time and will appear as you see them in the image preview on the application. Images are viewed on laptops and projected via high definition digital projectors.