INDIVIDUAL ARTIST FELLOWSHIPS
2019 Program Guidelines

Painting
Works on Paper
Prose
Media/Digital/Electronic Arts

Deadline:
Tuesday, July 17th, 2018, 5:00 PM EST

Administered by **MID ATLANTIC ARTS FOUNDATION**

ART WORKS. | **National Endowment for the Arts**
arts.gov

ACCESSIBILITY

If you are in need of special accommodation in filing the application, contact Mid Atlantic Arts Foundation at: 410-539-6656 x101 or kimberly@midatlanticarts.org

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

NEW JERSEY STATE COUNCIL ON THE ARTS

The New Jersey State Council on the Arts (NJSCA) is a division of the New Jersey Department of State, created in 1966 by Public Law Chapter 214 and consists of 17 members, all appointed by the Governor for terms of three years, and three ex-officio members. Since its creation, the NJSCA's volunteer members and professional staff have worked to improve the quality of life in New Jersey through strategic support for the arts.

With annual appropriations from the State Legislature as well as annual federal grants from the National Endowment for the Arts (NEA), the NJSCA designs and carries out a dynamic program of financial and technical support services for New Jersey artists and nonprofit organizations.

For more information about the New Jersey State Council on the Arts, visit: www.artscouncil.nj.gov

INDIVIDUAL ARTIST FELLOWSHIPS

Individual Artist Fellowships (Fellowships) are awarded to practicing New Jersey artists to enable them to pursue their artistic goals. Fellowship awards are based solely upon demonstrated artistic excellence and not 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 purchase permanent equipment (equipment with a resale value exceeding $350, or having a life span over three years).

ADMINISTRATION

Mid Atlantic Arts Foundation (MAAF) administers the application submission, review, and post-award process on behalf of NJSCA though an ongoing partnership. This includes applicant notification, administration of the individual grants, and final reporting. MAAF and NJSCA staff facilitate the review process but do not influence the panels' evaluations of artistic excellence.

GRANT AMOUNTS

Fellowship awards have ranged in the past from $7,000 - $12,000. The amount of the award is determined annually by the Council based on funding provided through the New Jersey Hotel/Motel tax. Fellowships are awarded to applicants who demonstrate the highest artistic talent, with no cap or quota per artistic discipline.

Fellowship awards are highly competitive. In 2018, from of a total of 219 applications, 18 Fellowships were awarded in three categories. Grant awards totaled $186,000.

GRANT PERIOD

Fellowship grants available through this application are for the period January 1 through December 31, 2019.

COMPETITION CATEGORIES

NJSCA has a three-year rotation schedule of twelve artistic disciplines for the Fellowships program. Applicants are asked to self-select the category which they feel best represents their work, as long as it is 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.

Please note that future award categories are subject to change. Applicants should always refer to the most updated version of the program guidelines prior to submitting an application to confirm eligibility.

NJSCA 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.

FY 2019 Artistic Categories
APPLY NOW!
- Media/Digital/Electronic
- Painting
- Prose
- Works on Paper

FY 2020 Artistic Categories
NOT CURRENTLY AVAILABLE
Application deadline in mid-July 2019. Awards for these disciplines will be announced in 2020.
- Choreography
- Music Composition
- Poetry
- Sculpture

FY 2021 Artistic Categories
NOT CURRENTLY AVAILABLE
Application deadline in mid-July 2020. Awards for these disciplines will be announced in 2021.
- Crafts
- Interdisciplinary Performance
- Photography
- Playwriting

REVIEW PROCESS

Fellowship applications are reviewed by panels chosen by MAAF, which are composed of arts professionals with expertise in the specific discipline of offered application categories. They include, but are not limited to, professionals suggested and recommended by the field, by Council staff and board members based on their professional achievements, and recognition within their respective fields of expertise. NJSCA 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 application review and award process is anonymous. Applicants' identities (name, gender, race, age, residency, education, etc.) are not revealed to panelists or the Council's Grants Committee when rendering their decision or evaluation.

The provision of an artistic statement with this application is optional. Artistic statements will only be referenced when requested by the panel. Artists who choose to submit an artistic statement should be aware that statements should 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.

NOTIFICATION
All applicants will be notified in writing of the Council's decision by March 1, 2019. The decisions of the Council are final and may not be appealed.

FELLOWSHIP PAYMENTS
Once contract documents have been signed and a permanent New Jersey address has been verified, an initial payment of 90% of the Fellowship award will be released. Payment of grant awards is usually made within 30 days of residency verification and other contractual stipulations. The final 10% is paid once a complete, satisfactory final report is received from the Fellowship recipient and approved.

FINAL REPORTS
Final report forms are issued with the grant contract. Final reports are due no later than December 31, 2019. Final reports require a description of work completed during the Fellowship period along with a brief accounting of expenditures.

WHO MAY APPLY
- Artists who are current residents of the State of New Jersey, and age 18 or older. All awards are subject to verification of New Jersey residency.
- The applicant must be the artist whose original work is represented in the work samples

WHO MAY NOT APPLY
- Artists who received a NJSCA Fellowship in any category in 2018, 2017, 2016, 2015 or 2014 are not eligible to apply for the current year
- 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)
- 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.

ADDITIONAL RESTRICTIONS
- Eligible applicants may 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
- Work completed while the applicant was a matriculated student in a graduate, undergraduate or high school program is not considered eligible
- 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.

HOW TO APPLY

All Fellowship applicants must submit an online application through MAAF's eGRANT© system. You 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 in the application. Work samples that are mailed as hard copies or emailed as attachments to MAAF or NJSCA 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. If you do not have access to a computer, please visit any county library in New Jersey for access to the application.

Submission of the application indicates that you have completed all required fields in the online application form but does not guarantee eligibility or that all guideline requirements have been met.

DEADLINE

5:00 PM EST on TUESDAY, JULY 17, 2018
All 2019 Fellowship applications must be successfully submitted by that time. No exceptions will be made to the deadline.

APPLICATION ASSISTANCE RESOURCES

NJSCA and MAAF offer several application assistance resources for prospective Fellowship 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 30, 2018** | 1:00 PM – 2:30 PM
	🔗 https://attendee.gotowebinar.com/register/8802090148015644161
WEBINAR 2:	**June 18, 2018** | 10:00 AM – 11:30 AM
	🔗 https://attendee.gotowebinar.com/register/7090790459336216066

APPLICATION ASSISTANCE VIDEOS

> Lead the artist through the guidelines and application process and cover many of the same points as the webinars listed above. The series of three videos is available online at http://www.midatlanticarts.org/grants-programs/grants-for-artists/#state-fellowships under the New Jersey tab.
>
> *Videos are captioned for applicants who are deaf or hard-of-hearing.*

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 New Jersey tab.

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
- File must be stripped of any identifying metadata

I**MAGE 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

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

VIDEO FILES must conform to the following specifications:
- File type: .MP4 or .MOV
- File size limit: 250 MB maximum
- File must be stripped of any identifying metadata

ALL FILES
To help avoid errors in the online application, the names of all files 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
- 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 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 on the Work Sample page of the online application. 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:
- Seen on screen (video files) or heard in the recording (video and audio files)
- Embedded into the files as metadata (video and audio files)
- Included in the file names
- Be visible as signatures, initials, or artist marks within digital images
- Included anywhere in the manuscript submitted for literary categories

APPLICATION REQUIREMENTS BY CATEGORY

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

Digital/Electronic Arts
Visual based works including interactive installations, computer-based artwork, transmedia, and Internet projects

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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 must be uploaded into the online application:
- These eight images may include up to two detail shots but at least six 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 17, 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.
- *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, audio and video including feature length films, shorts, animation, and documentaries

One example of the applicant's original video or audio work must be uploaded into the online application:
- The uploaded file has a maximum time limit of 10 minutes
- The submitted file must represent a contiguous sections of work
- Do not submit more than one work in the file (compilations are not considered eligible)
- The work must have been completed after July 17, 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 the 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.

Painting
All styles of painting, including watercolors
See application requirements for Works on Paper

Works on Paper
Works in all forms of print making, works made of paper, drawing, and book arts

Eight digital images of the applicant's original work must be uploaded into the online application:
- These eight images may include up to two detail shots but at least six 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 17, 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
- 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.

Prose
Short fiction, novels, and nonfiction or other creative prose/belles-lettres

A 10-20 page section of single, original work by the applicant must be uploaded into the online application:
- The full work must have been completed after July 17, 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 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).