



# INDIVIDUAL ARTIST FELLOWSHIPS 2020 Program Guidelines

Choreography  
Music Composition  
Poetry  
Sculpture

**Deadline:**  
Tuesday, July 16<sup>th</sup>, 2019, 5:00 PM ET

Administered by  MID ATLANTIC  
ARTS FOUNDATION

**NATIONAL  
ENDOWMENT** for the **ARTS**  

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[arts.gov](http://arts.gov)

This program is made possible in part by funds from the New Jersey State Council on the Arts, a Partner Agency of the National Endowment for the Arts.

## 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](mailto:kimberly@midatlanticarts.org).

This publication is available in .PDF format and as an accessible Word file at [www.midatlanticarts.org](http://www.midatlanticarts.org).

## NEW JERSEY STATE COUNCIL ON THE ARTS

The New Jersey State Council on the Arts (the Council) 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 Council'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 Council 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](http://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 the Council through an ongoing partnership. This includes applicant notification, administration of the individual grants, and final reporting. MAAF and Council 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 \$6,000 - \$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 2019, from of a total of 448 eligible applications, 25 Fellowships were awarded in three categories. Grant awards totaled \$224,000.

## GRANT PERIOD

Fellowship grants available through this application are for the period January 1 through December 31, 2020.

## COMPETITION CATEGORIES

The Council has a three-year rotation schedule of twelve artistic disciplines for the Fellowships program. Each category is reviewed by a different group of three panelists. Applications are divided into categories to make the evaluation process more manageable and to allow staff to identify panelists with specialized expertise in the category they are reviewing.

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.

Finally, the Council 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, applicants will be notified.

### FY 2020 Artistic Categories

#### APPLY NOW!

- **Choreography:** This category accepts choreography in all styles of dance including ballet, modern, tap, ballroom, folk and culturally specific genres, as well as other types of artistic performance with coordinated movement.
- **Music Composition:** This category accepts composition in all styles of music including classical, jazz, folk, pop, hip hop, traditional and new world music, noise and experimental sound, new music, and musical theater.
- **Poetry:** This category accepts all forms of poetry including free verse, elegy, haiku, villanelle, narrative, and sonnets.
- **Sculpture:** This category accepts all forms of static and kinetic sculpture, as well as installations and three-dimensional public art.

### FY 2021 Artistic Categories

#### NOT CURRENTLY AVAILABLE

Application deadline in mid-July 2020. Awards for these disciplines will be announced in 2021.

- **Crafts:** This category accepts all forms of functional and nonfunctional craft including ceramics, glass, wood, metal, fiber, textiles, and recycled materials.
- **Interdisciplinary Performance:** This category accepts work which combines two or more of the Fellowship artistic disciplines to create a single performance piece.
- **Photography:** This category accepts film and digital photography, as well as works where photographic techniques are pivotal.
- **Playwriting:** This category accepts plays written for stage or screen.

### FY 2022 Artistic Categories

#### NOT CURRENTLY AVAILABLE

Application deadline in mid-July 2021. Awards for these disciplines will be announced in 2022.

- **Media/Digital/Electronic:** This category accepts film, audio, and video including feature length films, shorts, animation, and documentaries as well as interactive installations, computer-based artwork, transmedia, and Internet projects.
- **Painting:** This category accepts all forms of painting including acrylic, gouache, oil, watercolor, tempera, encaustic, mural/fresco, graffiti, and paintings which incorporate mixed media.
- **Prose:** This category accepts all forms of fiction, literary nonfiction, and other creative prose including novels, novellas, short stories, essays, criticism, journalism, and biography. Technical writing is not accepted.
- **Works on Paper:** This category accepts all forms of drawing, printmaking, etching, collage, illustration, installations or sculptural forms constructed from paper, and other visual media other than painting. Book art and examples of artistic bookmaking are also eligible in this category; artist catalogues and literary books are not accepted.

## CATEGORY SELECTION

Categories are not intended to impose artistic limitations on applicants' work. Instead, applicants are encouraged to select their category based on the type of panel they wish to review their application. In certain situations, administrative staff may feel that an applicant's work would be better received by panelists evaluating a different category. While staff reserves the final right to determine whether or not the work submitted is eligible in any given category, applicants will be notified before any adjustments are made to the application.

## REVIEW PROCESS

Fellowship applications are reviewed by panels identified by MAAF, which are composed of artists and arts professionals. 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. Panelists are selected based on a combination of expertise and experience. Panels are assembled with consideration for a balance of race, ethnicity, age, gender, and geographic representation, as well as a wide range of artistic interests and aesthetic viewpoints. New panelists are selected each year. The Council reviews and approves final panel configurations.

The application review and award process is anonymous. Applicants' identities or biographical details are not revealed to panelists or the Council's Grants Committee when rendering their decision or evaluation.

## NEW! PANEL STATEMENT

Applicants will be given space in the application 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. **Applicants are limited to 750 characters, including spaces.**

Artists who choose to submit a statement for the panel should be aware that their response may not include any biographical or identifying information. As a general rule, any information that could be found in the applicant's resume/CV should NOT be provided in the panel statement. All statements will be reviewed by administrative staff prior to the panel. **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 will not otherwise edit or alter the panel statement, nor will applicants be notified if their statement is removed.

Acceptable topics to address in the panel statement 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 (in cases when work is not easily captured or is otherwise difficult to understand)
- Any non-biographical information that helps the panelists situate your work samples within your larger body of work as an artist, if relevant

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...”)

## NOTIFICATION

All applicants will be notified in writing of the Council's decision by March 1, 2020. 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, 2020. 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 Fellowship in any category in 2019, 2018, 2017, 2016 or 2015 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 the Council 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 16, 2019**

All 2020 Fellowship applications must be successfully submitted by that time. No exceptions will be made to the deadline.

## APPLICATION ASSISTANCE RESOURCES

The Council 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:** June 11, 2019 | 12:00 PM – 1:30 PM ET

<https://attendee.gotowebinar.com/register/7357584766054866946>

**WEBINAR 2:** July 1, 2019 | 10:00 AM – 11:30 AM ET

<https://attendee.gotowebinar.com/register/7630729842673542402>

### 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&tab=3> 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&tab=3> 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](mailto: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: 50 MB maximum
- 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

**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, Ð, 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, details about your personal identity, 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.

### Choreography

**Original choreography in any and all dance styles as well as other types of choreographed movement intended for performance.**

One video work sample demonstrating the applicant's original choreographic work must be uploaded into the online application:

- The video should represent a single performance
- The uploaded file has a maximum time limit of 10 minutes
- The choreography demonstrated in the work sample must have been completed after July 16, 2016
- Only work choreographed by the applicant artist may be shown in the recording
- Recordings of staged productions are not required. Works performed and recorded in a studio or other contexts are also acceptable.
- 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 (may be the same as the length of the submitted sample if the full work is under 10 minutes)
- Length of the work sample submitted
- The month and year of completion

### Music Composition

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

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

- The recording should represent a single composition
- The uploaded recording has a maximum time limit of 10 minutes
- Only work composed by the applicant artist may be heard in the recording
- The composition must have been completed after July 16, 2016

- Studio, live, and midi recordings of the composition are all considered eligible
- Do not submit works in progress or work completed while the applicant was a student

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:

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

Additionally, applicants must supply the following information about the audio work sample in the online application:

- Title of the work
- Length of the full work (may be the same as the length of the submitted sample if the full work is under 10 minutes)
- Length of the submitted work sample
- The month and year the work was completed

## Poetry

### All forms of poetry.

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

- The manuscript must contain 5-10 pages of original poetry by the applicant artist
- Each poem must be clearly labeled with a title
- All poems in the manuscript must have been created after July 16, 2016
- All work samples must be submitted in English. English translations of work by authors other than the applicant are also not permitted.
- 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
- One-inch page margins
- Text must be 12 point font (Times New Roman or Arial only)
- Title pages may only serve as a table of contents for the submitted poems. Title pages will not be factored into the page count.
- Pages must be numbered, preferably in the lower right hand corner of each page
- 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
- **New!** 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.

Applicants must provide information about the work sample including:

- Title of the first submitted poem
- 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.

## Sculpture

**All forms of static and kinetic sculpture, as well as installations and three-dimensional public art.**

*Updated Requirements!* Four-to-eight digital images of the applicant's original work must be uploaded into the online application:

- 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.
- Composite images are discouraged (detail may become too small for panelists to view properly).
- All work samples must have been created after July 16, 2016
- *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 whose sculptural work features digital or electric components (e.g. installation with interactive video projection or augmented reality, sculpture with digitized movement, etc.) should 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 (see page 2).

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.

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

- 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.
- Applicants may choose to submit a video of one or all of the kinetic work samples shown in the digital images
- All video footage must be compiled into a single file no longer than 10 minutes in total
- 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 (see page 3).