

MARYLAND STATE ARTS COUNCIL

INDIVIDUAL ARTIST AWARDS 2018 Program Guidelines

Non-Classical Music: Composition
Non-Classical Music: Solo Performance
Playwriting
Visual Arts: Crafts
Visual Arts: Photography

Deadline:
July 21, 2017, 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

Larry Hogan, *Governor*

Boyd K. Rutherford, *Lt. Governor*

Mike Gill, *Secretary of Commerce*

Liz Fitzsimmons, *Managing Director, Division of Tourism, Film and the Arts*

Councilors

Shelley Morhaim, *Chair*, Baltimore County

Barbara Bershon, *Vice-Chair*, St. Mary's County

Joan M.G. Lyon, *Secretary-Treasurer*, Garrett County

Carole Alexander, Anne Arundel County

Aileen Carlucci, Anne Arundel County

Anthony Cornwell, Allegany County

Carla Du Pree, Howard County

Senator Richard S. Madaleno, Jr., Montgomery County

Julie Madden, Howard County

Doug Mann, Anne Arundel County

John Rasmussen, Montgomery County

Robinson S. Rowe, Montgomery County

Carol Trawick, Montgomery County

Gary Vikan, Baltimore City

Delegate Alonzo Washington, Prince George's County

Anne Winter West, Baltimore County

Staff

Julie Madden, *Interim Executive Director*

Chad Buterbaugh

Kimberly Doyle

Steve Drapalski

Pamela Dunne

Liesel Fenner

Lauren Fowler

Michele Franz

John Harris

Jen Menkhaus

Christina Mullins

Steven Skerritt-Davis

Keena Stephenson

Christine Stewart

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.

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.

COMPETITION CATEGORIES

Competition categories are rotated on a triennial basis.

FY 2018 Artistic Categories

[These are the only categories offered for the July 21, 2017 deadline. See below for the other categories that will be offered in coming years.](#)

- Non-Classical Music: Composition
- Non-Classical Music: Solo Performance
- Playwriting
- Visual Arts: Crafts
- Visual Arts: Photography

FY 2019 Artistic Categories

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

- Fiction
- Theater: Solo Performance
- Visual Arts: Media/Digital/Electronic Arts
- Visual Arts: Painting
- Visual Arts: 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
- Visual Arts: Sculpture
- World Music: Composition
- World Music: Solo Performance

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 2018 (July 1, 2017 - June 30, 2018)
- Individuals pursuing graduate instruction in any MSAC IAA artistic category during FY 2018 (July 1, 2017 – June 30, 2018)
- Collaborating artists may not apply for their collaborative work
- Artists who received a \$6,000 MSAC IAA for FY 2016 or FY 2017

ADDITIONAL RESTRICTIONS

- Applicants may only submit one application in a single category per year
- Work submitted for all required work samples must have been created after July 21, 2014
- 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**
- All submitted work samples must be completed works. Works-in-progress and project proposals are not eligible.
- 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

All work is judged by out-of-state jurors through an anonymous process. 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 throughout the fall of 2017 and are open to the public. If you wish to observe a jury meeting, please contact Kimberly Steidle-Super at kimberly@midatlanticarts.org for specific meeting dates and times.

NOTIFICATION

Applicants will be notified of award decisions by mail in April 2018. MSAC notifies all applicants, whether they receive an award or not. Award notification will only be made by mail; no award notifications will be made by telephone or email.

HOW TO APPLY

All IAA applicants must submit an online application through MAAF's eGRANT© system.

<http://MAAFArtist.egrant.net>

Applicants must create an account and login in order to access the application.

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 FRIDAY, JULY 21, 2017

All 2018 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 22, 2017 | 1:00 PM – 2:30 PM

<https://attendee.gotowebinar.com/register/3615058274595854851>

WEBINAR 2: July 8, 2017 | 10:00 AM – 11:30 AM

<https://attendee.gotowebinar.com/register/1416282409160363267>

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

LITERARY MANUSCRIPTS and **WRITTEN MUSICAL NOTATION** 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 files)
- Included in the file names
- Embedded into the files as metadata (audio files)
- Be visible as signatures, initials, or artist marks within a digital image
- Included anywhere in the manuscript submitted for literary categories or in the musical written notation

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.

Non-Classical Music: Composition

Jazz, Folk, Bluegrass, Musical Theater, Pop, Blues, Gospel, Experimental, New Music, and Other Forms

Two examples of the applicant's original compositional work must be uploaded as audio recordings into the online application:

- Each uploaded recording has a maximum time limit of 10 minutes
- Each uploaded recording must be of a different composition
- The submitted recordings must represent contiguous sections of each composition
- Do not submit more than one composition in each upload (compilations are not considered eligible)
- Both compositions must have been created after July 21, 2014
- Only work composed by the applicant artist may be heard in the recordings
- Do not submit works in progress or work completed while the applicant was a student

Applicants have the option to upload scores, lead sheets, or other written notation for each of the audio recordings in the online application:

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

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
- The applicant's role in the creation of the work (e.g. did the composer also perform in the recording or act as conductor?)
- Applicants may also include other relevant technical details about the work sample (e.g. midi recording vs. live performance) in the optional technical information section of the application, when applicable. (*Note: technical information is required for applicants submitting experimental music*)

Non-Classical Music: Solo Performance

Jazz, Folk, Bluegrass, Musical Theater, Pop, Blues, Gospel, Experimental, New Music, and Other Forms

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

- Each uploaded recording has a maximum time limit of 10 minutes
- Each uploaded recording must be of a different song/composition being performed
- The submitted recordings must represent contiguous sections of each song/composition
- Do not submit more than one song in each upload (compilations are not considered eligible)
- Both performances must have been recorded after July 21, 2014
- 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
- The applicant's role in the creation of the work (e.g. did the performing artist also compose the song or mix the recording?)
- Applicants may also include other relevant technical details about the performance (e.g. type of instrument, recording process, live performance vs. studio recording, etc.) in the optional technical information section of the application, when applicable (*Note: technical information is required for applicants submitting experimental music*)
- Composer of the work performed, or "Applicant" if the applicant is also the composer
- The instrument the artist is playing, or indicate that s/he is submitting a vocal performance

Playwriting

Radio Play, Screenplay, and Stage Play

One complete play must be uploaded into the online application:

- The play must have been created after July 21, 2014
- Adaptations or translations of other plays 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:

- Plays must be text only. Manuscripts may not contain images or illustrations of any kind.
- Standard 8 ½" x 11" page size
- Text must be 12 point font (Times New Roman or Arial only)
- One-inch page margins
- Do not include a cover sheet
- There are no restrictions on line spacing; single and double are acceptable as long as all other formatting requirements are met
- Pages must be numbered, preferably in the lower right hand corner of each page

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

- Title of the work
- Length of the manuscript in pages
- The month and year of completion
- A short, two-to-three sentence synopsis of the submitted play. Do not provide any other information, including interpretation of the work or crediting information (e.g. the location(s) of staged performances or publication details).

Visual Arts: Crafts

Functional and Non-Functional Crafts: Ceramics, Glass, Wood, Metal, Fiber, Textiles, Recycled Materials, and Other Forms

See application requirements for Visual Arts: Photography

Visual Arts: Photography

Traditional Photography, Digital Photography, and Works Where Photographic Techniques are Pivotal

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 21, 2014
- *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.