



# INDIVIDUAL ARTIST FELLOWSHIPS 2023 Program Guidelines

Choreography  
Crafts  
Music Composition  
Photography  
Poetry  
Playwriting/Screenwriting  
Sculpture

Deadline:  
Thursday, July 14<sup>th</sup>, 2022, 5:00 PM ET

Administered by 

# CONTENTS

<b>ACCESSIBILITY .....</b>	<b>3</b>
<b>LAS BASES DE LA CONVOCATORIA FELLOWSHIPS NUEVA JERSEY .....</b>	<b>3</b>
<b>NEW THIS YEAR .....</b>	<b>3</b>
<b>ABOUT THIS PROGRAM .....</b>	<b>3</b>
New Jersey State Council on the Arts .....	3
Individual Artist Fellowships .....	3
Uses for Award Funding.....	3
Administration .....	4
Grant Amounts.....	4
Additional Funding for Artists from Southern NJ and Warren County.....	4
Grant Period.....	4
Review Process .....	4
Notification .....	5
Residency Verification & Fellowship Payments.....	5
Final Reports .....	5
<b>APPLICANT &amp; WORK SAMPLE ELIGIBILITY .....</b>	<b>5</b>
Who May Apply.....	5
Who May Not Apply.....	5
Additional Restrictions.....	6
<b>FELLOWSHIP CATEGORIES .....</b>	<b>6</b>
Category Schedule .....	6
Selecting Your Category .....	6
FY 2023 Artistic Categories .....	7
FY 2024 Artistic Categories .....	7
<b>HOW TO APPLY .....</b>	<b>8</b>
SmartSimple Online Application Form.....	8
Deadline .....	8
<b>IMPORTANT NOTES ABOUT THE APPLICATION .....</b>	<b>9</b>
All work samples must be submitted anonymously.....	9
All work sample files must meet specific technical requirements .....	10
Applicants have the option to submit a panel statement .....	10
<b>APPLICATION REQUIREMENTS BY CATEGORY .....</b>	<b>12</b>
Choreography .....	12
Crafts.....	13

Music Composition .....	14
Photography.....	15
Poetry.....	16
Playwriting/Screenwriting .....	17
Sculpture .....	18
<b>APPLICATION ASSISTANCE RESOURCES.....</b>	<b>19</b>
Webinars .....	19
Quick Start Video Tutorial.....	19
Work Sample Preparation Guide .....	19
<b>CONTACTING MID ATLANTIC ARTS .....</b>	<b>20</b>

## **ACCESSIBILITY**

If you are in need of accommodation in filing the application, contact Mid Atlantic Arts at: 410-539-6656 x 101 or [fellowships@midatlanticarts.org](mailto:fellowships@midatlanticarts.org). This publication is available in .PDF format and as an accessible Word file at [www.midatlanticarts.org](http://www.midatlanticarts.org).

## **LAS BASES DE LA CONVOCATORIA FELLOWSHIPS NUEVA JERSEY**

Las bases del programa están disponibles en español: [www.midatlanticarts.org](http://www.midatlanticarts.org). Tenga en cuenta: las solicitudes deben enviarse en inglés.

## **NEW THIS YEAR**

The State Arts Council is pleased to shift to a new, two-year category rotation schedule. Previously, each category was offered once every three years. Eligible applicants will now have the opportunity to apply to the Fellowships program more regularly.

## **ABOUT THIS PROGRAM**

### **New Jersey State Council on the Arts**

The New Jersey State Council on the Arts (the State Arts 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 State Arts 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, the State Arts 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. Fellows are selected through a competitive evaluation process by independent panels of peer reviewers. Panelists review the applications anonymously and score the work based solely on the artistic excellence of the work submitted as part of the application. Fellowships are not need or project-based.

### **Uses for Award Funding**

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 outside 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 administers the application submission, review, and post-award process on behalf of the State Arts Council through an ongoing partnership. This includes applicant notification, administration of the individual grants, and final reporting. Mid Atlantic Arts and State Arts 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 \$4,000 - \$26,500. The amount of the award is determined annually by the State Arts 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. In 2022, from a total of 512 eligible applications, 85 Fellowships were awarded in four categories. Grant awards totaled \$824,950. Awards are issued pending the availability of funds.

## Additional Funding for Artists from Southern NJ and Warren County

Due to the State Arts Council's outreach strategies over the past decade, we consistently receive applications from culturally diverse artists working in a wide range of disciplines from across the state. These efforts have been less successful, however, in reaching artists fully representative of New Jersey's geographic diversity. In an attempt to increase the representation of artists from the Counties from which the number of applications is historically low, the State Arts Council will be offering awards in higher amounts, when possible, for Fellows in the following Counties: Atlantic, Burlington, Cumberland, Cape May, Camden, Gloucester, Ocean, Salem or Warren.

The Fellowship application review process remains anonymous and unchanged. As always, awards will be decided based solely on artistic excellence as determined by a panel of specialists in a specific discipline. Any artist selected for funding based on the anonymous review process whose permanent address is later verified to be in one of the above-mentioned counties will automatically be considered for additional funding.

## Grant Period

Fellowship grants available through this application are for the period January 1 through December 31, 2023.

## Review Process

Fellowship applications are reviewed by panels of peer evaluators identified by Mid Atlantic Arts, which are composed of working artists and arts professionals. Panelist candidates are identified primarily through research conducted by Mid Atlantic Arts based on their professional achievements, experience, and recognition within their respective fields of expertise. Panels are assembled with consideration for a balance of race, ethnicity, age, gender, disability, and geographic representation, as well as a wide range of artistic interests and aesthetic viewpoints. New panelists are selected each year. The State Arts Council reviews and approves final panel configurations.

**The application review process is anonymous.** Applicants' names and biographical details are not revealed to panelists, nor is this information taken into consideration by the State Arts Council's Grants Committee when rendering their funding decisions.

## Notification

All applicants will be notified in writing of the State Arts Council's decision by March 1, 2023. The decisions of the State Arts Council are final and may not be appealed.

## Residency Verification & Fellowship Payments

Applicants who are selected to receive a Fellowship will be required to complete a contract with Mid Atlantic Arts and verify residency. If the applicant moves out of state after the application has been submitted but prior to being awarded a grant, they are no longer considered eligible. Awarded Fellows will be asked to supply two forms of verification (utility bills, driver's license or ID card, bank statements, voter registration, etc.) with their name and home address.

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, 2023. Final reports collect a description of work completed during the Fellowship period along with a brief summary of how the funds were spent.

# APPLICANT & WORK SAMPLE ELIGIBILITY

## Who May Apply

- Artists must be permanent residents of the State of New Jersey. The applicant must be a current, permanent New Jersey resident at the time of application (the date the application is submitted) and at the time of award (March 2023). See **Residency Verification & Fellowship Payments** above for more details.
- Age 18 or older.
- 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 2022, 2021, 2020, 2019, or 2018 are not eligible to apply for the current year.
- Applicants may not be matriculated students in any graduate, undergraduate, or high school program at the time of application and 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 their 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, unless otherwise noted.

## FELLOWSHIP CATEGORIES

### Category Schedule

The State Arts Council has a two-year rotation schedule of thirteen artistic categories for the Fellowships program. Each category is reviewed by a different group of three panelists, except where noted in the list of categories below. 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 Fellowship 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. The State Arts 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.

### Selecting Your Category

**Applicants may submit one application in a single category per year.** 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 category.

**Any New Jersey artist, including those whose work is considered a "Folk" and/or "Culturally Specific" art form, is eligible to apply for Fellowships in the category for which their work is appropriate, provided they meet the overall eligibility criteria.**

## FY 2023 Artistic Categories

### APPLY NOW!

- **Choreography:** This category accepts choreography in all styles of dance, as well as other types of artistic performance with coordinated movement.
- **Crafts:** This category accepts all forms of functional and nonfunctional craft objects including those made of ceramics, glass, wood, metal, fiber, textiles, and recycled materials.
- **Music Composition:** This category accepts composition in all styles of classical, popular, jazz, hip-hop, and folk music, noise and experimental sound, and original music composed for theater.
- **Photography:** This category accepts analogue and digital photography, as well as works where photographic techniques are pivotal.
- **Poetry:** This category accepts all forms of written poetry.
- **Playwriting/Screenwriting:** This category accepts scripts written for stage or screen.
- **Sculpture:** This category accepts all forms of static and kinetic sculpture, as well as installations and three-dimensional public art.

## FY 2024 Artistic Categories

### NOT CURRENTLY AVAILABLE

Application deadline in mid-July 2023. Awards for these disciplines will be announced in 2024.

- **Film/Video:** This category accepts all genres of film and video as well as any other time-based work produced by recording visual images.
- **Digital/Electronic:** This category accepts time-based, interactive, or kinetic work where technology is pivotal to the meaning and/or presentation of the work such as electronic installations, virtual and augmented reality, internet projects, and other emerging forms. Film/video and responsive audio components which are incorporated into a larger installation work is also accepted in this category.
- **Interdisciplinary:** This category accepts work which is created by combining two or more Fellowship disciplines. The category is intended for work which would not otherwise be appropriate for review in any of the individual Fellowship disciplines due to the interdisciplinary nature of the work. Mixed media work that is primarily one medium, or work where each disciplinary component could be performed or exhibited independently should NOT be submitted in this category.
- **Painting:** This category accepts all forms of painting including watercolor, acrylic, gouache, oil, 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.
- **Printmaking/Drawing/Book Arts:** This category accepts all forms of drawing, printmaking, etching, collage, illustration, installations in which printmaking or drawing techniques are pivotal, and other visual 2-dimensional 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. Other sculptural forms constructed of paper should be submitted in the Sculpture category.

# HOW TO APPLY

## SmartSimple Online Application Form

All Fellowship applicants must submit an online application through Mid Atlantic Arts' SmartSimple online application platform (<https://midatlanticarts.smartsimple.com>).

Applicants must provide information for the following three sections of the application form:

- **Applicant Information:** Collects and verifies the applicant's contact information, biography, and optional demographic information.
- **Work Samples:** Applicants upload their work sample files and provide information about each work sample (title, date, medium, etc.) as prompted. Applicants will also have the option to provide a Panel Statement (see pages 10-11 for details).
- **Consent:** Outlines the terms to which the applicant must agree in order to submit the application.

Follow the steps below to complete your application:

- 1) Go to <https://midatlanticarts.smartsimple.com>.
- 2) Login or register for a new account as an **Individual Artist**. We strongly recommend registering with a personal email address that is not associated with another organization which may apply for funding in the future.
- 3) Once logged in, click **Funding Opportunities** under the **Available Application** section.
- 4) Click **Apply Now** under the New Jersey State Council on the Arts Individual Artist Fellowship Opportunity Detail section.
- 5) Before you begin entering information, click the **Save Draft** button at the bottom of the page to save a copy of the application draft to your account.
- 6) Select your category, complete the information in each tab, and upload your work samples as prompted.
- 7) Once you have completed the application, click the **Submit** button at the bottom of the page.
- 8) You will receive a submission confirmation email along with a copy of your application for your records.

*The application must be completed in its entirety online.* All work samples are accepted digitally as uploads in the application. It is strongly recommended that you prepare and upload your work samples early in the application process. Uploads may take several minutes depending on connection speed. Work samples that are mailed as hard copies or emailed as attachments to Mid Atlantic Arts or the State Arts 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. 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 ET on THURSDAY, JULY 14, 2022**

All 2023 Fellowship applications must be successfully submitted by that time.

## IMPORTANT NOTES ABOUT THE APPLICATION

### All work samples must be submitted anonymously

Anonymous application review is a cornerstone of the Fellowships program so it is important that panelists do not have access to your biographical information and are not able to identify you based on what you have submitted in the application.

Panelists will only have access to the work sample(s) and work sample metadata as well as your Panel Statement. Information you share about yourself in the “Applicant Information” tab of the application, including your bio and demographic information, will **not** be shared with the panelists.

For the purposes of this program, identifying and biographical information includes:

- Your legal or artist name.
- Contact information including: personal details (email, address, phone number, etc.), social media handles, and agent/media contacts.
- Any biographical information that could be found in your CV or resume including: your exhibition, performance, or publication history; educational background; information about former or current employment; and details about awards, fellowships, grants, or residencies that you have received.
- Details about the exhibition, performance, or publication of the submitted work.
- Any indication, hinted or overt, about the applicant’s age, experience level, or where the applicant is in their career (e.g. “I have been practicing for 30 years” or “After recently graduating...”).

This type of identifying and biographical information should **not** be:

- Included in the file names.
- Seen on screen or heard in the recording (for video and audio files).
- Saved in the file properties of video and audio work samples.
- Included anywhere in the work sample document submitted for literary categories or in written musical notation submitted in the Music Composition category.
- Visible as signatures, initials, or artist marks within digital images.
- Self-portraits should not be identified as such if the image contains the recognizable likeness of the artist.
- Included in the information about the work sample(s) or the Panel Statement that are submitted in the “Work Samples” tab of the online application.

*Note:* You may include details about your cultural identity (race, ethnicity, gender, sexual orientation, disability, or religion) in the “Work Samples” tab of the application as long as all other anonymity requirements are met. Demographic information provided in the “Applicant Information” tab will not be shared with panelists.

**Please be sure to carefully review your application prior to submission to ensure no identifying information has been included.** Applications that include identifying information in the “Work Sample” tab are subject to disqualification.

## All work sample files must meet specific technical requirements

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

**Image Files** must conform to the following specifications:

- Accepted file types: **.jpeg, .jpg, .png, .bmp**
- File size limit: 50 MB maximum per 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.
- The document and file name must not contain the applicant's name or other identifying information.

**Video Files** must conform to the following specifications:

- Accepted file types: **.mp4, .mov**
- Work samples must be stripped of any identifying or biographical information saved in the file properties.
- The video file name must not contain the applicant's name or other identifying information.
- File size and time limits vary by category. Please refer to the **Application Requirements by Category** section below for additional information.

**Audio Files** must conform to the following specifications:

- Accepted file types: **.mp3**
- Work samples must be stripped of any identifying or biographical information saved in the file properties.
- The audio file name must not contain the applicant's name or other identifying information.
- File size and time limits vary by category. Please refer to the **Application Requirements by Category** section below for additional information.

## Applicants have the option to submit a panel statement

All 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 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.

Artists who choose to submit a statement for the panel should be aware that their response may not include any biographical or identifying information.

**Applicants are limited to 250 words.**

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.
- You may discuss your cultural identity (such as race, ethnicity, gender, sexual orientation, disability, or religion), if relevant for understanding your work.

Do **NOT** include:

- Your legal or artist name.
- Contact information including: personal details, social media handles, and agent/media contacts.
- Any biographical information that could be found in your CV or resume including: your exhibition, performance, or publication history; educational background; information about former or current employment; and details about awards, fellowships, grants, or residencies that you have received.
- Details about the exhibition, performance, or publication of the submitted work.
- Any indication, hinted or overt, about the applicant's age, experience level, or where the applicant is in their career (e.g. "I have been practicing for 30 years" or "After recently graduating...").
- Links to external sources of any kind (e.g. your website, press interviews, etc.).
- Direct appeals to the panel (e.g. "Please consider funding my work").
- Information about what the funding would be used for should you receive an award.
- Your personal or financial circumstances (Fellowships are not need-based grants).

## APPLICATION REQUIREMENTS BY CATEGORY

Work sample and other application requirements vary 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

**This category accepts choreography in all styles of dance, as well as other types of artistic performance with coordinated movement.**

*Updated requirements!* Video demonstrating one-to-two examples of the applicant's original choreographic work must be uploaded into the online application:

- Applicants have the option to submit either one, longer work sample OR two, shorter work samples:
  - If submitting **TWO (2)** work samples, each uploaded video file has a **maximum time limit of 5 minutes** and **may not exceed 250 MB**.
  - If submitting **ONE (1)** work sample, the uploaded video file has a **maximum time limit of 10 minutes** and **may not exceed 500MB**.
- Each uploaded recording should represent one choreographed performance.
- If the performance being submitted is longer than 5 or 10 minutes, respectively, applicants may choose to either submit a portion of the full work OR create a video of excerpts from throughout the performance in order to meet the time limit requirements.
- The choreography shown in the work sample must have been completed after July 14, 2018.
- 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 also 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 work was completed.
- (Optional) Applicants who wish to include interpretation of the work or information about their creative process have the option to submit a Panel Statement (see pages 10-11 for details).

**Reminder:** In addition to the requirements above, all work samples must follow the technical and anonymity requirements outlined on pages 9-10.

## Crafts

**This category accepts work in all forms of functional and nonfunctional craft objects including those made of ceramics, glass, wood, metal, fiber, textiles, and recycled materials.**

*Updated Requirements!* Applicants will be provided with space to upload four-to-eight digital images OR short video clips of their original work in the online application:

- Either an image or video file will be accepted for each upload.
  - Video may be submitted as documentation for work which physically moves, operates, or is received by the viewer in a way that cannot be shown through images alone.
  - Applicants may submit any combination of images and video that best represents their work within the space allotted in the application.
  - Applicants may submit both image and video documentation of the same work.
- 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 total examples of your work.
- All work samples must have been created after July 14, 2018.
- Do not submit works in progress or work completed while the applicant was a student.

If submitting video as work sample documentation:

- Each video clip must be **no longer than one minute in length and no larger than 100MB**.
- Only one work sample should be documented in each video.
- Video may only provide documentation 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.

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

- Title of the work.
- Medium.
- Dimensions.
- Month and year of completion.
- Applicants should describe the production techniques, materials, and technical processes related to the creation of the work samples in the technical information section of the online application (e.g. elaboration about specific techniques used, how materials were applied, etc.).
- (Optional) Applicants who wish to include interpretation of the work or information about their creative process have the option to submit a Panel Statement (see pages 10-11 for details).

**Reminder:** In addition to the requirements above, all work samples must follow the technical and anonymity requirements outlined on pages 9-10.

## Music Composition

**This category accepts composition in all styles of classical, popular, jazz, hip-hop, and folk music, noise and experimental sound, and original music composed for theater.**

*Updated requirements!* One-to-two examples of the applicant's original compositional work must be uploaded into the online application:

- Applicants have the option to submit either one, longer work sample OR two, shorter work samples:
  - If submitting **TWO (2)** work samples, each uploaded audio file has a **maximum time limit of 5 minutes** and **may not exceed 250 MB**.
  - If submitting **ONE (1)** work sample, the uploaded audio file has a **maximum time limit of 10 minutes** and **may not exceed 500MB**.
- Each uploaded recording should represent one song/composition.
- If the song/composition being submitted is longer than 5 or 10 minutes, respectively, applicants may choose to either submit a portion of the full work OR edit together excerpts from throughout the recording in order to meet the time limit requirements.
- All songs/compositions must have been completed after July 14, 2018.
- Only work composed by the applicant artist may be heard in the recordings.
- Studio, live, and midi recordings of the song/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 each uploaded song/composition in the online application for the panelists' reference:

- The score must be submitted as a **PDF document**.
- All pages of the score should be numbered.
- The score must be fully legible, particularly if the document has been scanned.

Additionally, applicants should be prepared to supply the following information about each song/composition in the online application:

- Title of the work.
- Length of the full work.
- The month and year the work was completed.
- (Optional) Applicants who wish to include interpretation of the work or information about their creative process have the option to submit a Panel Statement (see pages 10-11 for details).

**Reminder:** In addition to the requirements above, all work samples must follow the technical and anonymity requirements outlined on page 9-10.

## Photography

**This category accepts analogue and digital photography, as well as works where photographic techniques are pivotal.**

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

- It is strongly recommended that at least four photographs or individual works are represented in your application, if feasible. Do not submit more than eight examples of your work.
- All work samples must have been completed after July 14, 2018. For the purposes of this program, completed means the date on which the photograph took its final form, e.g. date of capture for digital photography or date of processing for a photographic print.
- 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 in feet/inches, if applicable. Dimensions are not required for digital photography.
- Month and year of completion.
- Applicants should also describe the production techniques, materials, and technical processes related to the creation of the work samples in the technical information section of the online application (e.g. elaboration about specific techniques used, processing details, type of camera used, etc.).
- (Optional) Applicants who wish to include interpretation of the work or information about their creative process have the option to submit a Panel Statement (see pages 10-11 for details).

**Reminder:** In addition to the requirements above, all work samples must follow the technical and anonymity requirements outlined on page 9-10.

## Poetry

### All forms of written poetry.

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

- The manuscript must contain 5-15 pages of original poetry by the applicant artist. Each page may contain multiple poems depending on their length.
- Each poem must be clearly labeled with a title.
- All poems in the manuscript must have been created after July 14, 2018.
- All work samples must be submitted in English. Authors may translate their own work into English if originally written in a different language. English translations of work by authors other than the applicant and translations of the applicant's work by someone other than the applicant are - 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:

- Formatted for a standard 8 ½" x 11" page size.
- One-inch page margins.
- Text must be a standard, easy-to-read font (Times New Roman, Calibri, or Arial), in 11 or 12 point size.
- 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 regarding line spacing; single, double, and shaped spacing are acceptable as long as all other formatting and page length requirements are met.
- 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.

Additionally, applicants should be prepared to supply the following information about the manuscript in the online application:

- Title (please use the name of the first submitted poem as the title of your manuscript).
- Length of the manuscript (number of pages submitted, min 5 – max 15).
- 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 14, 2018.
- (Optional) Applicants who wish to include interpretation of the work or information about their creative process have the option to submit a Panel Statement (see pages 10-11 for details).

**Reminder:** In addition to the requirements above, all work samples must follow the technical and anonymity requirements outlined on page 9-10.

## Playwriting/Screenwriting

**This category accepts scripts written for stage or screen.**

One complete script must be uploaded into the online application:

- The uploaded script must have been completed after July 14, 2018.
- Panelists will be asked to read at least the first 15 pages, with the option to continue reading the remainder of the script. Scripts may be under 15 pages in length but be no shorter than 5 pages.
- Adaptations or translations of other works are not permitted.
- All work samples must be submitted in English. Authors may translate their own work into English if originally written in a different language. English translations of work by authors other than the applicant and translations of the applicant's work by someone other than the applicant are not permitted.
- Do not submit works in progress. Outlines or individual acts of unfinished multi-act plays are not eligible.
- Do not submit work completed while the applicant was a student.

The manuscript must be formatted according to the following specifications:

- Formatted for a standard 8 ½" x 11" page size.
- One-inch page margins.
- Text must be a standard, easy-to-read font (Times New Roman, Calibri, or Arial), in 11 or 12 point size.
- Title pages will be accepted but may only serve as a table of contents.
- Pages must be numbered, preferably in the lower right-hand corner of each page.
- There are no restrictions on line spacing; single or double spacing 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.
- Scripts must be text only. Scripts may not contain images or illustrations.

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

- Title of the work.
- Length of the script in pages.
- The month and year the script was completed.
- A short, two-to-three sentence synopsis of the submitted script. Do not include information such as the location(s) of staged performances or publication/production details.
- (Optional) Applicants who wish to include interpretation of the work or information about their creative process have the option to submit a Panel Statement (see pages 10-11 for details).

**Reminder:** In addition to the requirements above, all work samples must follow the technical and anonymity requirements outlined on page 9-10.

## Sculpture

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

*Updated Requirements!* Applicants will be provided with space to upload four-to-eight digital images OR short video clips of their original work in the online application:

- Either an image or video file will be accepted for each upload.
  - Video may be submitted as documentation for work which physically moves, operates, or is received by the viewer in a way that cannot be shown through images alone.
  - Applicants may submit any combination of images and video that best represents their work within the space allotted in the application.
  - Applicants may submit both image and video documentation of the same work.
- 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 total examples of your work.
- All work samples must have been created after July 14, 2018.
- Do not submit works in progress or work completed while the applicant was a student.

If submitting video as work sample documentation:

- Each video clip must be **no longer than one minute in length** and **no larger than 100MB**.
- Only one work sample should be documented in each video.
- Video may only provide documentation 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.

Applicants should also 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 production techniques, materials, and technical processes related to the creation of the work samples in the technical information section of the online application (e.g. elaboration about specific techniques used, how materials were applied, etc.).
- (Optional) Applicants who wish to include interpretation of the work or information about their creative process have the option to submit a Panel Statement (see pages 10-11 for details).

**Reminder:** In addition to the requirements above, all work samples must follow the technical and anonymity requirements outlined on page 9-10.

# APPLICATION ASSISTANCE RESOURCES

## Webinars

These optional webinars allow applicants to attend a scheduled training session online and offer opportunities to ask general questions about the program and application. The webinars provide an overview of the program requirements and are ideal for anyone who would benefit from step-by-step instruction on how to complete the online application.

Registration is required to participate in the 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. Please note that both webinars cover the same information.

- WEBINAR 1:** June 15, 2022 | 1:00 PM – 2:30 PM ET  
[🔗 https://us02web.zoom.us/webinar/register/WN\\_zAkzxn-TS2eFC5zT9TUWQ](https://us02web.zoom.us/webinar/register/WN_zAkzxn-TS2eFC5zT9TUWQ)
- WEBINAR 2:** June 30, 2022 | 10:00 AM – 11:30 AM ET  
[🔗 https://us02web.zoom.us/webinar/register/WN\\_VOuQEwT26\\_LpAc-xLcog](https://us02web.zoom.us/webinar/register/WN_VOuQEwT26_LpAc-xLcog)



Auto-generated closed captioning through Zoom Webinar as well as live ASL interpretation will be provided during both webinars. For other accommodation requests, please contact [fellowships@midatlanticarts.org](mailto:fellowships@midatlanticarts.org) or 410-539-6656 x 101 at least five business days prior to the webinar.

A captioned webinar recording will be posted on the [Mid Atlantic Arts website](#) and [YouTube channel](#) following the June 15<sup>th</sup> presentation.

## Quick Start Video Tutorial

The Quick Start video offers a basic introduction to Mid Atlantic Arts' new SmartSimple application software and can be found on the [Mid Atlantic Arts website](#) and [YouTube channel](#).

## 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 on the [Mid Atlantic Arts website](#).

## **CONTACTING MID ATLANTIC ARTS**

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

Mid Atlantic Arts

[fellowships@midatlanticarts.org](mailto:fellowships@midatlanticarts.org)

410-539-6656 x 101

Support is available 9:00 AM through 5:00 PM ET, Monday through Friday.

*Applicants are encouraged to request assistance as early in the application process as possible.* Applicants receive assistance from Mid Atlantic Arts staff on a first-come, first-served basis and should be aware that demand increases significantly shortly before the deadline.

Mid Atlantic Arts is not able to assist with the recording or editing of work sample content.