

INDIVIDUAL ARTIST FELLOWSHIP Fiscal Year 2018 Information and Instructions

Individual Artist Fellowships are awarded to Delaware creative artists working in the visual, performing, media, folk, and literary arts who demonstrate the highest artistic excellence. Fellowships are designed to enable recipients to purchase equipment and materials, allocate working time, or fulfill other needs that will allow them to advance their careers (excluding foreign travel and lobbying). Fellowship recipients are required to present examples of their work to the public during their Fellowship year.

The Fellowship program is administered in partnership with Mid Atlantic Arts Foundation (MAAF). MAAF manages the eGrant system, identifies arts professionals to serve as potential jurors, and administers the jurors' reviews of the applications.

Program Overview

The Fellowship program provides competitive grants in three categories with monetary awards of \$3,000, \$6,000, and \$10,000 to Delaware artists. Fellowships are awarded for demonstrated creativity and skill in an art form with artistic quality as the primary determinant.

- Emerging Professional Fellowships in the amount of \$3,000 are available to artists who have not yet established reputations in their fields.
- Established Professional Fellowships in the amount of \$6,000 are available to artists who have significant achievements in their fields.
- A Masters Fellowship in the amount of \$10,000 is available to Delaware's most accomplished artists that meet specific guidelines.

Eighteen disciplines are offered in Fiscal Year 2018:

- Dance: Choreography
- Folk Art: Music*
- Folk Art: Oral Literature*
- Folk Art: Visual Arts*
- Jazz: Composition
- Jazz: Performance
- Literature: Creative Nonfiction
- Literature: Fiction
- Literature: Playwriting
- Literature: Poetry
- Media Arts: Video/Film
- Music: Composition
- Music: Solo Recital**
- Visual Arts: Crafts
- Visual Arts: Painting
- Visual Arts: Photography
- Visual Arts: Sculpture
- Visual Arts: Works on Paper

*Folk Arts: Artists whose work expresses the traditions of their ethnic, occupational, religious, family, or geographic group and whose skills have generally developed without formal instruction or institutional direction are eligible to apply. Being self-taught does not automatically qualify one as a folk artist. If you are unsure whether you qualify as a folk artist, contact Roxanne Stanulis, Program Officer at Roxanne.Stanulis@state.de.us or 302-577-8283.

**The Music: Solo Recital category is open to artists in both classical and non-classical styles of music. If the applicant appears with another performer(s) on the submitted samples, the applicant must be easily identifiable as the main performer in both performances. Solo recitalists must submit proof of having performed at least three different public performances during the three years prior to their application.

Fellowship Categories

Applicants may select between the Emerging and Established Professional categories. An Emerging Professional is in the early stages of his/her career while the Established Professional is more experienced and has achieved some recognition for his/her artwork (example: prizes, awards, publication).

The Masters Fellowship is available to artists who meet specific criteria in different disciplines on a rotating basis every three years.

- Fiscal Year 2018: Dance, Jazz, and Music
- Fiscal Year 2019: Literary and Media Arts
- Fiscal Year 2020: Visual Arts and Folk Arts

In Fiscal Year 2018, Masters Fellowship applications will be accepted in the disciplines of Dance, Jazz, and Music from artists who received an Established Professional Fellowship in the same artistic discipline more than seven years ago (prior to January 2011). Masters Fellowships will be evaluated on the following criteria:

- Excellence of work
- Significant accomplishments in his/her field
- Sustained history of artistic activity within Delaware

In addition to the general Fellowship application materials, Masters applicants must submit a full CV or resume and a one-page narrative describing the breadth of their work to include the impact it has had in Delaware and beyond.

Eligibility

Eligible applicants:

- Must be a resident of Delaware for at least one year at the time of application. A legal resident possesses a valid Delaware driver's license or DMV issued identification card and files state income taxes in Delaware as a full-year resident. All awards are subject to verification of Delaware residency.
- Must be at least 18 years of age at the time of application.
- Must remain a Delaware resident during the grant period (January 1 – December 31, 2018).

Ineligible applicants:

- Students currently enrolled in a degree or certificate-granting educational program at the time of application.
- Any recipient of a Masters Fellowship.
- Fellowship recipients who have received an award within the past three years (2015, 2016 and 2017) are ineligible to apply in the Emerging or Established Professional categories.
- Applicants who submit incomplete applications or applications that do not follow the required format.
- Applicants with outstanding final reports from any past Division of the Arts grants.

Waiting Periods and Restrictions

- Only one Fellowship application may be submitted per year.
- Previous Individual Artist Fellowship recipients are not eligible to apply for a second Fellowship in the same artistic discipline and category.
- Emerging Artist Fellowship recipients may apply in the Established Professional category in the same discipline after a three-year hiatus that begins after the Fellowship year. A 2014 Emerging Artist (awarded January, 2014) would be eligible to apply this year for a 2018 Established Professional Fellowship in the same discipline.
- Artists may apply in the Masters category if they received an Established Professional Fellowship in that discipline more than seven years ago (prior to 2011) regardless of subsequent awards in different disciplines.

Application Deadline

Applications must be submitted electronically through Mid Atlantic Arts Foundation's eGrant system at <http://maafartist.egrant.net> by 4:30 p.m. on August 1, 2017. Please note that staff and technical assistance is not available over the weekend.

Anonymity

To maintain your anonymity, do not provide any information which might reveal your identity to the jurors. Do not include your name in your artist statement, your work samples, embedded metadata, or in the work sample file names. Visual artists are encouraged to obscure their signatures.

Review Process

Mid Atlantic Arts Foundation researches and provides a list of potential jurors for each artistic discipline to Delaware Division of the Arts staff. Potential jurors are out-of-state arts professionals who have significant professional achievements and recognition within their respective fields.

Staff from the Delaware Division of the Arts selects the jurors - usually one juror per artistic discipline. In the Music and Jazz disciplines, the same juror may be used to review composition and solo recital or performance. An application may be moved to a different artistic discipline due to juror recommendations or at the discretion of Division staff.

MAAF administers the review process with the jurors. The jurors receive the artist statements and works samples and are instructed to evaluate the work samples based on artistic quality. Resumes are for Division use only and are not viewed by the jurors. Additionally, the jurors are asked to respond in writing to this question: "What recommendations (or comments) do you have for the artist regarding his/her work?" This response and a list of jurors with their bios is available each year upon request from the Division of the Arts. Applicants are prohibited from communicating with jurors.

The results of the jurors' reviews are analyzed by Division staff and the highest ranked artists are presented to the Delaware State Arts Council for approval. Masters Fellowship applicants are also reviewed by the Arts Council on additional qualifications as determined from their CV and narrative.

There is no quota per discipline for awarding Fellowships. Funding decisions may be appealed only on the basis of procedural error or impropriety. The Appeals Process is available on the Division's website.

All applicants will be notified in writing after the December Delaware State Arts Council meeting.

Fellowship Funds

Fellowship funds may be used for studio rental, supplies and materials, equipment, technical production, score reproduction, or any other expenses that the recipient might incur in pursuing his or her individual creative work, excluding foreign travel and lobbying.

Grantee Responsibilities

Artists awarded a Fellowship will enter into a contract with the State of Delaware. The Statement of Assurances is the contract that all Division grantees must sign. By submitting a Division of the Arts grant application, applicants are affirming that they are familiar with the requirements of the Delaware Division of the Arts and the National Endowment for the Arts, as presented in the Division of the Arts [Statement of Assurances](#), including but not limited to:

- Crediting the Division appropriately on all materials
- Keeping public arts events current on DelawareScene.com
- Notifying the Division of any significant changes to the programs
- Providing complimentary tickets to public events for use by on-site evaluators
- Compliance with Accessibility Requirements
- Submitting required Final Report. Fifteen percent (15%) of the Fellowship amount will be forfeited if the Final Evaluation Form has not been submitted to the Division by the December 1 deadline.

In addition:

- Fellowship recipients will be required to provide the Division with proof of residency: a copy of a DE driver's license or DMV issued identification card, and in some cases, a copy of last year's Delaware resident income tax return.
- Grant funds must be spent during the grant period of January 1 – December 31, 2018.

- Fellowship recipients who enroll in a degree or certificate-granting education program during the Fellowship period may be asked to return a portion of the Fellowship.
- Tax liability – awards are taxable and recipients must complete a Substitute W9 form. Recipients concerned about their tax liability should consult with their accountant. The Division of the Arts does not provide tax assistance.
- Although Fellowships are not intended to fund a specific project, recipients are required to present to the public examples of their work. This may be an exhibit, performance, screening, publication, public reading, recording, or other presentation appropriate to the artist's discipline. The Division of the Arts must be consulted in advance regarding details of the artist's public presentation.

Work Sample Requirements

Please note: Names of files submitted in the online application (for work sample files of any type) must not contain the artist's last name, punctuation marks, symbols, accents, non-alphanumeric or non-Latin characters. Non-compatible characters will be automatically removed. File names that are longer than 32 characters will be automatically truncated once uploaded into the application.

A [Work Sample Preparation Guide](#) is available.

Dance: Choreography

- Upload video of two to three live, choreographed performances completed in the last three years.
- Provide information in the online application about each work sample including title, the length of each full performance and work sample, dates premiered, role in creation, and (optional) sound credits.
- Each video upload must be an MP4 or MOV file, no longer than five minutes in length and no larger than 250MB in size.
- Remove identifying information in metadata and file names.

Folk Arts: Music

- Upload two to three audio work samples from the last three years.
- The submitted recordings must represent contiguous portions of each performance (do not submit medleys or compilations of highlights or excerpts).

- Provide information in the online application about each work sample including title, the length of each full work and work sample, date of completion, and the instrument(s) the artist is playing.
- Each audio upload must be an MP3 file, no longer than five minutes in length and no larger than 20MB in size.
- Remove identifying information in metadata and file names.

Folk Arts: Oral Literature

- Upload two to three audio **OR** video work samples from the last three years.
- Provide information in the online application about each work sample including title, the length of each full work and work sample, and date of completion.
- Each audio upload must be an MP3 file, no longer than five minutes in length and no larger than 20MB in size. **OR**
- Each video upload must be an MP4 or MOV file, no longer than five minutes in length and no larger than 250MB in size.
- Remove identifying information in metadata and file names.

Folk Arts: Visual Arts

- See requirements under visual artists.

Literature (creative nonfiction, fiction, poetry, playwriting)

- Upload a 15–20 page section/selection of prose, poetry, or drama written during the last three years in PDF format.
- Works may have been published, but must be submitted in manuscript form.
- Unfinished work is acceptable.
- Pages should be typed, double-spaced, and formatted for 8.5x11-inch paper, on a white background, and numbered.
- Font size for all samples should be 10 or 12 point font only.
- Do not include your name in the work sample.
- For **prose** samples that include more than one selection, place title and year at the beginning of each.
- **Poets** may single-space poems and place title and year at the beginning of each.
- **Playwrights** may submit single-spaced work.
- Remove identifying information from file names.

Media Arts (film, video)

- Upload two to three work samples from the last three years.

- Provide information in the online application about each work sample including title, date of completion (or if in progress, when begun), the artist's role in production, and the length of each full work and work sample.
- Each video upload must be an MP4 or MOV file, no longer than five minutes in length and no larger than 250MB in size.
- Remove identifying information in metadata and file names.

Music: Composition and Jazz: Composition

- Upload two to three audio work samples from the last three years.
- The submitted recordings must represent contiguous portions of each performance (do not submit medleys or compilations of highlights or excerpts).
- Provide information in the online application about each work sample including title, the length of each full work and work sample, date of completion, and the instrument(s) the artist is playing.
- Each audio upload must be an MP3 file, no longer than five minutes in length and no larger than 20MB in size.
- Remove identifying information in metadata and file names.
- Submit a score, lead sheet, or in the case of electronic music where a score may not appropriately represent the piece, a narrative about the musical elements, composition process, and production techniques in PDF format. Keep identifying information out of the narrative to maintain an anonymous review process.

Music: Solo Recital and Jazz: Performance

- Upload two to three audio work samples from the last three years.
- The submitted recordings must represent contiguous portions of each performance (do not submit medleys or compilations of highlights or excerpts).
- Provide information in the online application about each work sample including title, the length of each full work and work sample, date of completion, and the instrument(s) the artist is playing.
- Each audio upload must be an MP3 file, no longer than five minutes in length and no larger than 20MB in size.
- Remove identifying information in metadata and file names.
- Submit proof of having performed at least three different public performances during the three years prior to their application. These performances must have included solo recitals or solos within ensemble works. Copies of programs or promotional materials from each of the performances must be uploaded as a PDF or JPG file in the online application.

Visual Arts (crafts, painting, photography, sculpture, works on paper, and folk art)

- Upload 10 digital images of work completed in the last three years.
- Images of details or other views are acceptable but a minimum of seven works must be represented.
- Installation artists' images must represent at least two works.
- Digital images must be in JPG format ONLY.
- Recommended file size no larger than 2MB per image.
- We recommend that each uploaded image should be as close as possible to the standard size of 1240x1240 pixels. Images that do not meet the standard pixel dimensions will automatically be enlarged or reduced proportionally in size in order to display correctly for the jurors. Submitting an image that is not 1240 pixels in the longest dimension may result in diminished image quality.
- We suggest that artists use the sRGB color profile or grayscale for the best image quality.
- Remove identifying information in file names and we recommend you obscure your signature or marks before uploading to preserve your anonymity.
- For more information, review the [Work Sample Preparation Guide](#).
- Artists will be asked if they wish to be considered for an exhibition in the Mezzanine Gallery (for calendar year 2019). If they check yes, the first five images from the submitted Individual Artist Fellowship application will be reviewed by a separate Gallery Panel of arts professionals in spring 2018. Additional information about the Mezzanine Gallery exhibitions is available on the Division's website.