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CONNECTICUT OFFICE OF THE ARTS
FY2019
ARTIST FELLOWSHIP
- PROGRAM GUIDELINES -

Connecticut
still revolutionary

Department of Economic and
Community Development

Office Of The Arts

ABOUT US

- The **Connecticut Office of the Arts (COA)** is the state's arts agency within the Department of Economic and Community Development.

COA is funded by the State of Connecticut and the National Endowment for the Arts.

Vision Statement:

Inspire. Empower. Educate, Transform. The arts are a human right. The Connecticut Office of the Arts envisions a world where the arts, in all its forms, are embedded in everyday life.

Mission Statement:

The **Connecticut Office of the Arts** animates a culture of creativity across Connecticut by supporting arts making and arts participation for all people.

EQUITY, INCLUSION AND ACCESS STATEMENT

- The **Connecticut Office of the Arts** believes that equity, inclusion and access involving all populations are critical to the vitality of our neighborhoods, towns, and cities. We acknowledge that there is much work to do in this area.
- The **Connecticut Office of the Arts** is committed to supporting and fully engaging diverse members of our communities in arts policy, practice, and decision making.
- Continually changing demographics invite opportunity for responsible and responsive social change by attracting new perspectives that connect minds to a vision and hands to a purpose through the arts.

The Connecticut Office of the Arts
uses the lenses of

RELEVANCE

EQUITY

ACCESS

DIVERSITY

INCLUSION

to guide programmatic and investment decisions
within a framework of artistic excellence.

This is our READI Framework.

RELEVANCE: Meaningful or purposeful connection to one's aspirations, interests, or experiences in relation to current society or culture. *We commit to a culture that supports curiosity, action and awareness in, about, and through the arts.*

EQUITY: Policy and practice that is fair and just. Our processes and systems are designed to insure that we distribute resources without bias. *We commit to a level playing field for constituents to access the resources in our control and the systems we can influence.*

ACCESS: We will create pathways that invite participation and communication and that provide opportunities for constituents from all populations. *We commit to cultivating channels for engagement on all levels for all people.*

DIVERSITY: A mosaic of individuals offering unique perspectives and experiences influenced by their ethnic, cultural, social, economic and ability backgrounds. As Malcolm Forbes says, "Diversity: the art of thinking independently together." *We commit to enhancing creativity through diversity.*

INCLUSION: Active participation by constituents who represent and reflect the communities we are all a part of. *We commit to building a community that is respectful and responsive to the diverse talents, skills and abilities of all people.*

ARTISTIC EXCELLENCE

The Office of the Arts uses READI as a guide within the framework of Artistic Excellence.

- We acknowledge that artistic excellence and merit are very hard to define, so in lieu of a static definition, we lean on resources from the field to guide our interpretation of what artistic excellence and merit means, including:
 - The National Endowment for the Arts' ART WORKS Guidelines

ARTIST FELLOWSHIP OVERVIEW

- The Artist Fellowship Program is an AWARD program and provides funding to artists who are the creators of original works of art.
- Awards amounts are determined (by score) during the review process. Artists do not apply for a specific award within the application.
- The awards are set at two tiers (\$3,000 and \$5,000). In addition, the program recognizes artists who are early in their careers and are producing exceptional work but are not quite at the higher award tiers.
 - \$5,000 Artistic Excellence Award
 - \$3,000 Artist Fellowship Award
 - \$1,000 Emerging Recognition Award

TIMELINE

- Webinar: Thursday, June 7, 2018 at 5:30 pm

Deadline: Wednesday, July 25, 2018 at 11:59pm

Panel Review: Fall 2018

Notification: early December 2018

Funding Period: January 1, 2019 – December 30, 2019

ARTISTIC DISCIPLINES

- The Artist Fellowship was redesigned in fiscal year 2018
- Discipline restrictions were eliminated which creates a more READI program.
- In the past the program cycled between disciplines
- Applicants can now apply in any given year without waiting for the appropriate discipline cycle.
- Applicants select from a list of Broad Categories and General Categories which is only used for the purpose of assembling the review groupings.

BROAD CATEGORY – SELECT ONE (1)

DEFINITIONS AVAILABLE ON WEBSITE

- Visual Arts
- Performing Arts
- Dramatic Writing
- Film
- Digital Media
- Design
- Literature
- Traditional Arts
- Community / Teaching Artist

GENERAL CATEGORY – SELECT UP TO FOUR (4) – *DEFINITIONS AVAILABLE ON WEBSITE*

- | | | | |
|-------------------|----------------------|-----------------------------|-------------------|
| ▪ Mixed Media | Playwriting | Modern / Contemporary Dance | Social Practice |
| ▪ Painting | Screenwriting | Music Composition | Puppetry |
| ▪ Photography | Musicals | Songwriting | Storytelling |
| ▪ Works on Paper | Theatre | Pop Music | Animation |
| ▪ Sculpture | Children’s Theatre | Jazz / Blues | Feature Film |
| ▪ Installation | Improve Theatre | Classical Music | Short Film |
| ▪ 3D Printing | Spoken Word | Soundscape | Documentary Film |
| ▪ Graphic Design | Poetry | Music Production | Collaborative Art |
| ▪ Illustration | Fiction | Children’s Music | Interactive Art |
| ▪ Architecture | Creative Non-Fiction | Opera | Environmental Art |
| ▪ Book Arts | Young Readers | Orchestra / Ensembles | Public Art |
| ▪ Crafts | Performance Art | Folk Music | New Media |
| ▪ Textile Designs | Choreography | Folk Dance | Internet Art |
| ▪ Functional Art | Ballet | Hip Hop | Other... |

GENERAL CATEGORY - CONTINUED

- More is not better, only select those that describe your work.
- If you do not see a category that fits your work then please select “other” as one of your choices and indicate the name. Our list of General Categories will continually evolve from year to year as we add new ones to the list.
- Once again, category selections are solely used to group applications for review purposes.
 - For example, applicants who select poetry will be grouped with other poetry submissions. Applicants who select a combination of mediums will be grouped with other applicants who’ve selected a similar combination. Then a review process is conducted using the selections as a guide for to secure peer reviewers.

REVIEW PROCESS

- Two (2) part review process
 - Online peer review
 - Cross-sector panel
- Online groups are kept small to ensure a quality and thorough review.
- High scoring applicants advance to a cross-sector secondary panel where they are reviewed and discussed in greater detail.
- Funding recommendations are presented to the Connecticut Arts Council for final approval.
- Review Criteria: Artistic Excellence and how the award will impact the artistic career of the artist.

AWARD VS. PROJECT

- The Fellowship program is an award-based program.
- If you are interested in projects you can explore the Regional Initiative (REGI) grant program and/or the Project grant program. Individual artists are eligible to apply to both; however, the fiscal year 2019 deadlines have passed.
- If you are conducting a project, you can still talk about your plans in your narrative. It's simply the case that the reviewers will not score you on the merit of your project, they are scoring based on the criteria noted in the prior slide. Therefore, it's of greater interest to focus on the impact of this award over project details.

ELIGIBILITY REQUIREMENTS

- Connecticut Artists of any discipline may apply.
- Ineligible applicants include:
 - High School students and college students enrolled in a full-time degree-granting institution.
 - Applicants who submit incomplete applications or applications which do not follow the required format.
 - Applications submitted after the deadline.
 - Applicants with outstanding final reports from any past COA grant programs. If unsure, please reach out to COA to confirm.

PAST RECIPIENTS WAITING PERIOD BEFORE APPLYING AGAIN

- Recipients to the Artist Fellowship Program must wait before they can reapply. The wait period depends on the award received.
- Recipients to the Artist Fellowship Program prior to the changes made to the FY18 program must wait 5 years before becoming eligible again.
- FY18 recipients of the \$5,000 grant must wait 7 years.
- FY18 recipient of the \$3,000 grant must wait 5 years.
- FY18 recipients of the Emerging Recognition grant may reapply but will not be considered for the emerging recognition a second time.
- **When in doubt, check in with the Connecticut Office of the Arts for your specific eligibility requirements.**

COLLABORATIONS

- The Artist Fellowship Program is designed to recognize individual artists; however, collaborations are acceptable.
- An artist may submit the application on behalf of the collaboration and include work samples representing collaborative work.
- Submit a resume/bio that demonstrates personal work (if applicable) in combination with the collaborative work.
- If awarded, the grant contract is issued between the state and the individual artist who submitted the grant application.

COLLABORATIONS – CONTINUED

- If you work both collaboratively and as an individual artist then you may submit an application as an individual artist and include images and information about your personal work and your collaborative work. Your collaborator can do the same.
- When referencing collaborative work PLEASE be sure to recognize other artists involved, especially those who are co-creators. Reviewers need to be informed so they can better assess the bigger picture and understand the dynamics of the co-creative collaboration.

NARRATIVE

- Upload a one (1) page narrative and include the following:

Describe your artistic practice (current work and future goals).

Talk about the sample(s) you've provided in your application.

Indicate how the fellowship award will impact your artistic development and advance your career as a practicing artist.

Briefly touch on how you anticipate using the funds if awarded an Artist Fellowship grant.

Storytelling is essential. How do you share your story with individuals who are seeing your work for the first time. Make it interesting, easy to understand, and touch on the points requested above.

Your work sample and narrative are the focus of the review. If reviewers are interested in your work they continue on to review your resume and additional links (if provided) in greater detail.

WORK SAMPLES

- Upload or provide links to artistic work samples
- Select one (1) format that best suites your work samples.
 - **Literary Sample** Upload literary work, do not exceed 25 pages (save as a PDF and # your pages)
 - **Image Files** Upload a portfolio of up to 10 images (jpeg)
 - **Video /Audio Sample** Provide a link to a work sample up to 5 minutes in length.
 - **Script** Upload a complete or in-progress script (save as a PDF and # your pages)
- This work sample will be the primary sample the reviewers explore. Additional links to further materials may be provided in your application, narrative, and resume. However, these are additional and will only be reviewed if reviewers find your application strong and if your application advances to the secondary review.

WORK SAMPLES - CONTINUED

- Work sample(s) MUST represent recent or in-progress work
- The artwork created by the applicant and the applicant MUST have primary artistic control of the work.
- The work MUST NOT be developed for commercial purposes.
- What we mean by commercial purposes:
 - Yes, you can create work that is published and/or sold.
 - What we are looking to avoid is work that is produced where the artist has little to no creative freedom in the making of the work.

WORK SAMPLES - CONTINUED

- Applicants may share a range of work but be careful how it's presented. Continuity and/or an understanding between bodies of work can be helpful for reviewers. Avoid submitting work samples that are choppy, abrupt or provide little to no understanding as to where an artist is proceeding with future work.
- Being a recipient of an Artist Fellowship award can also be a great time to focus on the development and exploration of a new direction/body of work. If so, then address current and/or in-progress work sample(s) and convey the new direction you are pursuing in your narrative.

HOW TO APPLY

- COA utilizes the e-granting platform – FluidReview
<https://coa.fluidreview.com/>
 - If you are a returning user: Log in. Select “View My Submissions”. Scroll down and click “Create New Submission”. Then select “FY19 Artist Fellowship Program” from the drop-down menu.
 - If you are a new user: Create and account by selecting “Sign Up”. Complete the registration page. When on the registration page, be sure to select the category “FY19 Artist Fellowship” from the drop-down menu.
- All applications must be submitted through COA’s e-grant portal.
- Applicants may only submit a single application to the program.

FISCAL & GRANTEE RESPONSIBILITIES

- If awarded, the focus of the funds is to support the creation of new work.
- The award does not require a match.
- Potential uses of the funds include:
 - Setting aside time to work / artistic compensation
 - Supplies, equipment
 - Hire/employ others
 - Pursue opportunities/projects that further artistic development
 - Attend conferences, residencies, workshops
 - Studio improvements, rental of work space

FISCAL & GRANTEE RESPONSIBILITIES - CONTINUED

- Grant funds must be expended during the grant period indicated in your contract.
- A final report must be completed at the end of the funding period. The Final Report captures the following:
 - Basic contact information
 - Narrative – In what way did you benefit from receiving this award and how were the funds used? Please address personal artistic gains as well as career accomplishments.
 - Document your expenses in our budget form.
 - Credit & Publicity – explain how the DECD, Office of the Arts was credited with support of your award.
 - Supporting documents may also be uploaded.
- Tax Liability – awards are considered taxable income.

CONTACT & QUESTIONS

Submit grant content related questions to
Tamara.Dimitri@ct.gov

Submit technical related questions through the FluidReview
“Get Help” section of the e-granting system.

Plan in advance as support is limited in the final hours before
the deadline.

