



Montgomery County Arts & Cultural District's 2010-2011 Performing and Literary Artist Fellowship Program for Individual Artists Grant Guidelines

Welcome to the Montgomery County Arts & Cultural District (MCACD) 2010-2011 Individual Artist Fellowship Program. Montgomery County is one of the few municipalities in the country to support the work of individual artists. The MCACD is a special purpose unit of Montgomery County government that provides \$55,000 to support the Individual Artist Fellowship Program. Through a public-private partnership, the Dayton Visual Arts Center (DVAC), administers this program on behalf of the MCACD.

APPLICATION PROCESS

The first steps to applying to the Individual Artist Fellowship Program are simple: attend a free grant workshop, read the guidelines and application, send in the intent to apply postcard included in this package by **Saturday, May 29, 2010**, and call the MCACD staff between the hours of 10:00 AM – 4:00 PM, M-F at 224-3850 with questions. **Applications are due at DVAC by Saturday, July 17, 2010.**

PROGRAM GOAL

The Individual Artist Fellowship Program provides grants through a competitive process in support of the artistic development of Montgomery County artists. The 2010-2011 program focus is on the performing and literary arts. In alternating years, the fellowship is for visual and media artists.

ELIGIBILITY

All applicants must document the following in order to be eligible:

- Artist must be a resident of Montgomery County for at least one year before the deadline and remain a resident during the period of support. (November 1, 2010 – October 31, 2011)
- Artist must be at least 18 years of age and not enrolled in any undergraduate or graduate degree-seeking program during the fellowship period.
- Previous fellowship winners may apply again 4 years after their last award.
- Previous fellowship recipients may not submit the same work with future applications.
- Once you are awarded a Lifetime Award, you are no longer eligible to receive an Artist Fellowship.

PROGRAM CATEGORIES

The following is the list of categories from which to apply. Carefully review these definitions to determine which is the most applicable to your work.

Music - This category is for musical composers, conductors and musicians of all types of music.

Dance - This category is for choreographers and dancers of modern, tap, ballet, and other dance forms.

Design - This category is for designers in costume, light, set, and sound.

Theatre - This category is for actors and actresses performing in all types of theatrical/film presentations, performance, mime artists and directors.

Literary - This category is for poets, fiction and non-fiction writers, playwrights, librettists (not composers – see music), screenwriters, and arts criticism/theory writers. Journalists are not eligible.

ARTISITIC FOCUS

There are two categories for artistic focus. Choose the category that applies to your work.

Interpreter - If you are an actor, musician, or other performing artist who performs the work of other artists, you are an interpreter.

Creator - If you are a composer, designer, playwright, choreographer, poet, writer, or other artist who is uniquely responsible for the artwork, you are a creator.

FELLOWSHIP AWARD

Please be aware that the grant process is highly competitive.

The **Individual Artist** Program offers fellowships of **\$5,000** each to artists of exceptional talent based on the quality of the work and resume submitted. For 2010-2010, nine (9) awards are available.

Lifetime (nomination only)

This is to honor an artist's entire body of work. To be eligible for consideration in this field, artists must be nominated. Artists who receive a fellowship in this category are no longer eligible to make application in future Montgomery County Arts and Cultural District Individual Artist Fellowship Programs. A separate panel process is in place for the review of Lifetime nomination. For 2010-2011 one (1) award is available in the amount of \$10,000. For information on the Lifetime award or to nominate an individual, please contact MCACD Staff at 224-3850.

DEADLINE

Completed Individual Artist Fellowship applications and intent to apply postcards are due at the Dayton Visual Arts Center, 118 N. Jefferson Street, Dayton, Ohio 45402 **on or before:**

- ♦ **Saturday, May 29, 2010 – Intent to Apply.** Applicants are strongly encouraged to return the intent to apply postcard (found online at http://www.mcoho.org/services/ced/art_cultural.html). Returning the intent to apply will assure that we secure review panelists with the appropriate areas of expertise. It can be submitted online or printed and mailed in.
- ♦ **Saturday, July 17, 2010 – Applications.** Though available online, completed Fellowship applications and required artistic documentation are due in hard copy. Facsimile or electronic applications are not accepted. **Late applications will not be accepted.**

REVIEW CRITERION AND EVIDENCE

Individual Artist Fellowships are awarded based on artistic excellence. The following items will be used as evidence to support this criterion:

- ♦ Quality of Work Submitted (Artistic Documentation) - 80%
- ♦ Artist's Statement - 10%
- ♦ Professional Resume or Bio - 10%

GRANT REVIEW PROCESS

PHASE 1 – PANEL REVIEW

MCACD will rely on local, regional and national experts in the field of performing and literary arts to review Individual Artist Fellowship grant applications. Panelists are selected based on their knowledge of the individual program categories. Every effort is made to a) choose panelists that reflect the artistic disciplines of the pool of applicants in a given year and b) to avoid any conflicts of interest. The entire review process is open for observation. What follows is an outline of the open panel meetings.

Artistic Documentation Review

Panel members will view the artistic documentation according to program category and artistic focus. (i.e., all Music Interpreters, all Music Creators; all Dance Interpreters, all Dance Creators; etc.). There will be an initial screening of all of the applicant's documentation (panel version) with no discussion or scoring. Documentation will be announced with the identity of the artist.

Proposal Review and Scoring

Panel members will review each artist's application and artistic documentation. Discussion of the merits of the work submitted will begin with a statement from the first reader, followed by the second reader and then will be opened to the full panel for discussion. Panelists will score the applications on a scale of 1 (not competitive) to 10 (highly competitive). Staff will compute the scores to reach an aggregate rating. Highly competitive applications will have scores close to 10 and the least competitive will have scores close to 1.

GRANT REVIEW PROCESS (continued)

Funding Recommendations

After scoring, a master list of all applicants will be posted and ranked from highest to lowest regardless of program category and artistic focus. The panelists will then discuss and finalize their funding recommendations based on these ratings. This is a competitive process, not all applications will receive funding.

PHASE 2 – GRANTS COMMITTEE

The MCACD Grants Committee will review a summary of all Individual Artist Fellowship panel deliberations. By considering the panel's recommendations, the Committee ensures an equitable distribution of funds. The Committee approves and/or modifies the panel's funding model and recommends the distribution of funds based on the available allocation.

PHASE 3 – MCACD BOARD APPROVAL

The MCACD full board considers and approves the Grants Committee's recommendations. Following the full MCACD board's approval, applicants receive written notification on the results of their grant applications along with panel comments.

REQUIREMENTS AFTER FUNDING

1. Recipients must give one copy of artistic documentation to Culture Works for publicity and archival purposes.
2. Recipients must attend the news conference announcing the 2010-2011 awards.
3. Recipients must acknowledge **Montgomery County** on works that are completed and/or presented during the fellowship period, including the **MCACD** logo in programs, publications, and media releases.
4. Individual Artist Fellowship activities must occur between November 1, 2010 and October 31, 2011.
5. A Final Report and support materials are due 30 days after the completion of the fellowship, and no later than November 30, 2011.

HOW TO APPLY

1. Review the Individual Artist Fellowship Guidelines and Application form. If you still have questions, contact the MCACD staff at (937) 224.3850. The application and support materials must be typed (conventional/word processed). Applicants should use a legible font (i.e. Arial Narrow or Times New Roman 12 point font). Double-check your materials for errors. A copy of the executable application is available online at http://www.mcoho.org/services/ced/art_cultural.html and www.daytonvisualarts.org or can be obtained by calling MCACD or emailing dunnm@mcoho.org.
2. Select high quality artistic documentation that clearly illustrates the merit of your work. For creators of work (writers, choreographers, composers; etc), submit an Audio Format CD or Video Format DVD, or manuscript of recent work (**not created earlier than 2006**). It is critical to identify your role on the works submitted on the Artistic Documentation Synopsis Sheet (i.e. choreographer, title of work, nature of work – solo/9 person ensemble, etc.) For interpreters of work (musicians, actors, dancers), submit an Audio Format CD or Video Format DVD that excerpts a solo performance, or a performance with one other artist. If there is another performer in the tape, it is critical that you identify yourself on the Artistic Documentation Synopsis Sheet. Please label all artistic documentation.
3. Complete the application. Provide the requested information and artist statement. This statement should reflect and elaborate on the work submitted and the artist's professional ambitions. Complete the statement in the space provided. Any additional pages will be removed before being given to panelists.
4. **Do not staple, bind or place your application in a folder.** Simply copy, collate and paperclip the materials and then place them in appropriate sized envelopes.
5. Submit the full application and required supplemental materials to the Dayton Visual Arts Center **no later than Saturday, Jul 17, 2010.**

Include the following support materials with your application and artistic documentation.

1. Professional Resume or Bio (maximum of 3 pages) that details your education, training, exhibition or publication record and achievements.
2. One-Page Artistic Documentation Synopsis that numbers and lists the work submitted. Include the title, date, and run time, and your part in the work (choreographer, performer/role, etc) as applicable to your work. Sheet must match the documentation submitted, (refer to labeling guide and synopsis example sheet, included in this packet pages 6-7).

ARTISTIC DOCUMENTATION REQUIREMENTS

Electronic Media is now the standard Format expected for Artistic Documentation:

1. Video Format DVD for Video
2. Audio Format CD for Audio
3. Data Format CD for Digital Images
4. Manuscripts ARE NOT required to be submitted electronically

Performing Artists

Select high quality artistic documentation that clearly illustrates the merits of your application. Submit recent work on Video Format DVD for video; Audio Format CD for audio or Digital Format CD for digital images (recent work-created 2006 forward). One copy of the artistic documentation should be submitted. Applicants can submit up to two types of media for their artistic documentation (i.e. you can submit DVD Format for videos, Audio Format CD for audio, or Digital Format CD digital images and a manuscript/publication, etc). Applicants must label artistic documentation clearly and submit a one-page synopsis of the work submitted (refer to Labeling Guide and Synopsis example sheet in these guidelines, page 7).

Submit one (1) set of artistic documentation. Make sure to appropriately label your artistic documentation (See Labeling Guide, page 7) to correspond with the information on the Artistic Documentation Synopsis sheet. Make sure that all documentation submitted can be reproduced. Rather than requiring you to submit multiple copies, we will make the copies ourselves so that all panelists can be provided with the same information on a master disk.

It is critical that the applicant provide concise, detailed and descriptive information about the artistic documentation on the Artistic Documentation Synopsis sheet.

- Somehow identify the excerpts you would like the First/Second Readers to see. The first/second reader may watch or listen to up to 20 minutes of material. Denote the Time Start Cue point to cue the reader at the point you want the first/second reader to begin viewing/hearing. Indicate on the Artistic Documentation Synopsis Sheet both the Time Start Cue point and the description of what the first/second reader is viewing/hearing at the cue point.
- At panel, we will review only 2 minutes of material. Please identify the two minutes you wish the panel to see. This material should be the same as what was given to the first/second reader, but only a two-minute excerpt. Denote the Time Start Cue point to cue the Administrator at the point you want the Panel to begin viewing/hearing. Indicate on the Artistic Documentation Synopsis Sheet both the Time Start Cue point and the description of what the Panel is viewing/hearing at the cue point.

Digital Images (used mostly in the Visual arts category on alternating years)



Submit (1) set of 10-12 **digital images** of at least eight different works:

- Format images as jpeg's, 1920 pixels horizontal x 1920 pixels vertical
- Each image file size should not exceed 1.8 MBs
- You are highly encouraged to include some "detail" images that are close-ups of one of the other images.
- Images will be shown two at a time – either two separate images or a full image and its detail side by side.
- DO NOT place images in a PowerPoint presentation or any other viewing program. Do not submit them on a pocket CD. If you need assistance, please contact the MCACD staff at 224-3850.
- See Labeling guide.
- Be sure the number of the image corresponds with the list of works on the synopsis sheet. Number digital files from 01 up and include artist's last name (ie., Smith_01). It is critical that the applicant provide concise, detailed and descriptive information about the digital images on the Artistic Documentation Synopsis sheet

Digital images:

Please size your image to be 1920 pixels on both edges. If your image is not square, extend your canvas size with black to bring your image to 1920x1920 pixels.



Video Format - DVD or Audio Format - CD

Video - DVD Format (preference is that there be only one chapter on the disc) If more than one chapter, please indicate which chapter to be reviewed. File types: **.wmv ; .avi ; .mov**. *Please note that video's will be projected for viewing at Panel Meeting.*

Audio – CD Format File Types: **.mp3 or .aiff** File Size 94k or higher

Please note that the panel will be using **Windows software** and it is unknown what each first/second reader will use. Make sure your submission is compatible with multiple platforms.

Literary Applicants Please submit manuscript/publication in electronic format.



Manuscripts or Publications

The first /second reader will read a minimum of 20 pages and a maximum of 30 pages of material (8.5" x 11" single sided, single spaced, or 40 – 60 pages double spaced). All other panelists will be asked to read 5 pages (10 if double spaced) in advance of the panel meeting. It is critical that the applicant identify on the Artistic Documentation Synopsis Sheet the 20-30 pages for the first/second reader to read and the 5 pages that are to be sent to all panelists. The 5 (10) pages should be from within the 20 (30) page excerpt.

- Submit one (1) disk of your 20 to 30-page (40-60 if double-spaced) excerpt in a Word document or **.pdf** file. Identify which pages should be read by the first/second readers and which 5-10 pages excerpt should be read by the additional panelists. You may submit an entire book, story, etc. that is longer than 30 pages, but you must indicate the starting reading point for the first /second reader and panel, who will then read a minimum of 20 to a maximum of 30 pages from that point.

For support with the Digital Images and/or Digital Media please contact the MCACD office 224-3850.

APPLICANT INSTRUCTIONS

These instructions correspond with the numbered questions on the attached grant application form. Answer every question.

1. Program Category: Select only one category. Refer to the descriptions on page 1 of the Grant Guidelines
2. Applicant Information: Please complete all sections; sections that are not applicable should be marked N/A.
3. Years as Montgomery County Resident: Please state the number of years that you have been a resident of Montgomery County.
4. Artist Statement: For this section state in the opening paragraphs your vision and developmental goals as an artist. This should be a well thought out concise statement. In the remaining space, elaborate on the artistic documentation that you are submitting with this application. Explain how this work relates to your artistic vision and developmental goals statement. Does the work submitted mark a departure or continuation? What are the specific processes (medium and or material) that you are working with and why are they significant? What are the prevalent themes and issues within your work? For example begin the first paragraph with "As an artist, I attempt to (explore, work with, utilize, call attention to, etc.) (Subject matter)... My goals are to..." In the following paragraph(s) state how the artwork submitted supports or illustrates the previous vision and developmental goals statement. For example "Since 1997, I have been (exhibiting, producing, working with, etc.) (Material, media, subject matter, etc.). This avenue of work has supported my vision by... (Individual works) such as... mark major benchmarks in my development process..."

SAMPLE ARTISTIC DOCUMENTATION SYNOPSIS

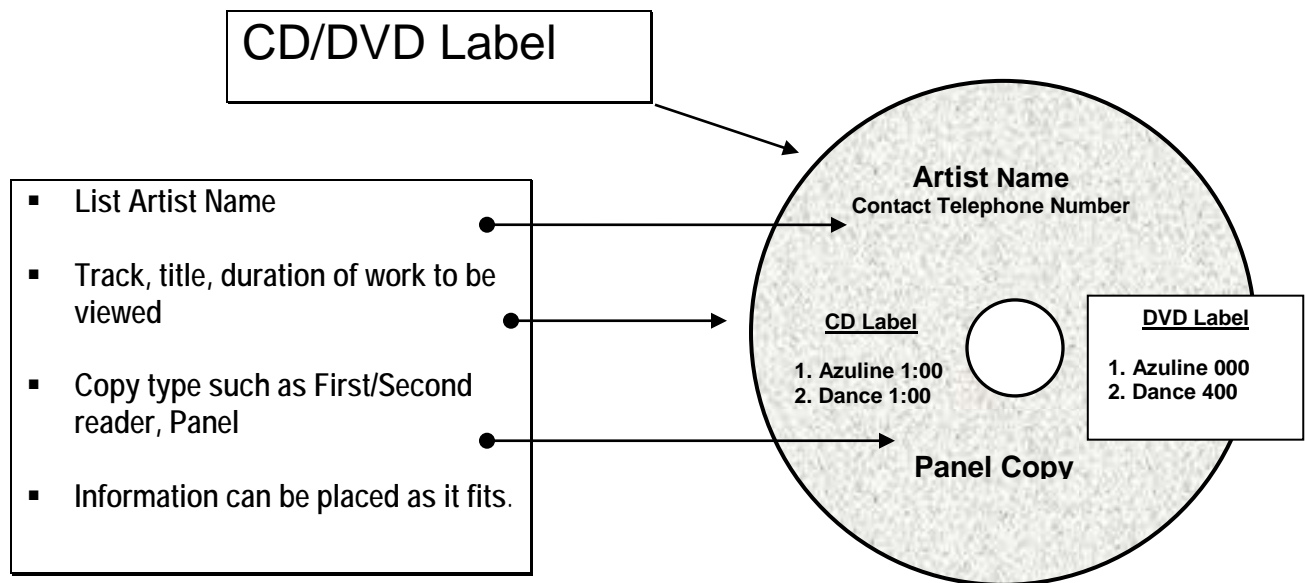
Artist Name:		
Media Type (circle):	Audio Format CD .mp3 or .aiff	Digital Format CD .jpg
		Video Format DVD .wmv, .avi, .mov
Contact Phone Number:		

Artistic Documentation Synopsis CD, DVD, Digital Images, Manuscripts and other time-based media

Digital Image # or Piece #	Artist/Group	Description/Title and File Name	Cue Point Start Time	Cue Point Stop Time	Date
1	Artists/Performers	Description of the work: <u>Special Project Applicant</u> -PSA of org. or Video or Digital Images of Organization <u>Performing Artist</u> -Video or Audio with Title; Instrument: Dance Form; or Character <u>Visual Artist</u> -Digital Image with: Title of Image; Medium; Dimensions of work <u>Literary Artist</u> -Title of work	0:00	0:00	Year
2	Artists/Performers	Description of the work: <u>Special Project Applicant</u> -PSA of org. or Video or Digital Images of Organization <u>Performing Artist</u> -Video or Audio with Title; Instrument: Dance Form; or Character <u>Visual Artist</u> -Digital Image with: Title of Image; Medium; Dimensions of work <u>Literary Artist</u> -Title of work	0:00	0:00	Year
3		Continue Same Format for up to 12 Digital Images	N/A	N/A	Year

SAMPLE ARTISTIC DOCUMENTATION LABELING GUIDE

Example for Audio Format CD's, Digital Format CD's and DVD's
(no pocket CD's accepted)



Remember.....

Intent to Apply Postcard:
Saturday, May 29, 2010

Final Deadline:
Saturday, July 17, 2010

The drop-off location is at
DVAC, 118 N. Jefferson St.

No late Applications
will be accepted.